

# Admissions Procedure

## Section 1 - Purpose

(1) This procedure supports the [Admissions Policy](#) by stating detailed requirements for admission processes.

### Scope

(2) This procedure applies to the admission of all students to programs, courses, and non-award study offered by Charles Sturt University (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.

## Section 2 - Policy

(3) This procedure supports the [Admissions Policy](#) and should be read alongside that policy.

## Section 3 - Procedure

### Admissions entry requirements

(4) To be eligible for admission, applicants must meet the following entry requirements:

- a. the minimum age requirements stated in the [Admissions Policy](#) and outlined below,
- b. the academic and/or professional entry requirements stated for the type of course in the [Admissions - Entry Requirements \(Coursework\) Procedure](#) or [Admissions - Entry Requirements \(Higher Degrees by Research\) Procedure](#) as relevant,
- c. the English proficiency requirements for the type of course in the [Admissions - Entry Requirements \(Coursework\) Procedure](#) or [Admissions - Entry Requirements \(Higher Degrees by Research\) Procedure](#) as relevant, and
- d. any higher and/or additional entry requirements for the specific course, as published within the online course brochure.

(5) Some admission restrictions may apply for applicants who otherwise meet these minimum entry requirements, see the 'Admissions restrictions' heading.

### Applicants aged under 18 years

(6) International applicants applying from outside of Australia who intend to study in Australia on a student visa must be at least 17 years old at the time of accepting their offer of admission and must be 18 years old at the time of commencing study. International applicants in Australia at the time of application and who intend to study in Australia on a student visa must be 18 years old at the time of both accepting their offer of admission and commencing study.

(7) Any other applicants who will be aged under 18 at their intended study start date must declare that they have the

consent of their parent or guardian when accepting their offer of admission. Those aged under 17 years will be required to provide written consent from their parent or guardian as a condition of their enrolment, using the form that will be provided to them by the relevant Admissions office. If this form is not completed and returned to the University by the specified deadline, their enrolment will be cancelled.

(8) Applicants aged under 17 years must have their chosen study approved by the relevant Head of School before an offer can be made by the relevant Admissions office, and will only be considered for admission in the following circumstances:

- a. they are not an international applicant intending to study in Australia on a student visa,
- b. the relevant Head of School is satisfied that the applicant's welfare and safety will be ensured,
- c. the relevant course is to be delivered online or the student is enrolling in approved single subject study,
- d. the faculty permits the enrolment of under-aged students in the relevant course and/or subjects, and
- e. the applicant will provide written consent from their parent or guardian as a condition of their enrolment with the University.

(9) Where an applicant under 18 years old accepts an offer of admission and will commence study while under 18 years old, the Admissions Office will inform the Division of Student Success and the Division of Safety, Security and Wellbeing, who will coordinate the welfare and safety arrangements, in consultation with the relevant Course Director.

### **Acceptable English language proficiency tests and providers**

(10) Academic Senate approves the University's English language proficiency requirements, with information published to the [online list of accepted evidence](#), including:

- a. the list of countries considered English speaking for assessment of applicants' English proficiency, and
- b. the list of English language proficiency tests and providers that are acceptable for meeting English language proficiency requirements for admission.

(11) Applicants may request (in writing) that alternative English language proficiency evidence be accepted. These requests will be reviewed and decided by:

- a. the Executive Dean of the teaching faculty for coursework applicants, or
- b. the Pro Vice-Chancellor Research (Performance and Governance) for HDR applicants.

(12) Proposals to vary the online list of acceptable English language proficiency tests or providers should be submitted to the Office of Global Engagement, for recommendation to Academic Senate. In exceptional circumstances, the Chair, Academic Senate may approve amendments where recommended by the Pro Vice-Chancellor (International) and the Provost and Deputy Vice-Chancellor (Academic). These approvals will be reported to the following meeting of Academic Senate.

### **International/overseas applicants**

#### **International education agents**

(13) Applicants for study on an Australian student visa may apply via an [international education agent](#) contracted with the University, who may submit a direct admission application on the applicant's behalf. In these cases, the application must include evidence that the applicant has authorised the agent to act on their behalf. The [International Education Agent Policy](#) states the University's requirements for international education agents.

## **Genuine student requirements (student visa applicants)**

(14) The genuine student assessment applies to all student visa applicants and is required by the Australian Government to ensure the student visa program is used as intended and not as a way to maintain ongoing residency in Australia.

(15) This assessment requires all international students applying for study within Australia on a student visa to demonstrate that they are coming to Australia temporarily to gain education and will return overseas once complete.

(16) Where applicable, students will be sent a genuine student requirement information form to complete as part of their admissions process and/or may be required to attend an interview or provide other relevant documents to support their claims, after they have submitted their application for admission.

## **Australian Government sanctions**

(17) Applications from citizens of a country to which the Australian Government is applying sanctions on education or research training must be assessed and approved by:

- a. for a course work course, the Pro Vice-Chancellor (International)
- b. for a higher degree by research (HDR) candidature, the Deputy Vice-Chancellor and Vice-President (Research) or delegate.

## **International students who are transferring from another provider**

(18) Where an international applicant for study in Australia on a student visa is currently within the first six months of enrolment in their principal course with another education provider, they must provide a letter of release from the other provider before Charles Sturt University can issue them with a confirmation of enrolment (COE) to transfer to this University. See the [International Students Provider Transfer Procedure](#) for more information.

## **Refund of international applicants' fees**

(19) The [International Student Fee Refund Procedure](#) states the circumstances under which the University will provide a full or partial refund of tuition fees to international applicants who are unable to commence or continue their course.

(20) The [Tuition Protection Service](#) (TPS) also provides assistance to international students where the University is unable to fully deliver their course of study.

(21) The [Enrolment and Fees Policy](#) provides information on refunds of tuition fees for other types of applicants and for international students in exceptional circumstances.

## **Applications for admission**

(22) Applicants can apply for admission to the University by one of the following methods, as instructed for their specific course on the online course brochure:

- a. through the [University Admission Centre](#) (UAC),
- b. through the [Victorian Tertiary Admissions Centre](#) (VTAC), or
- c. directly, as described below.

## **Direct admission**

(23) To have their application considered, prospective students applying for admission directly to the University or with one of its partner providers must:

- a. complete the relevant admission application form, following all instructions on the form,
- b. attach any supporting documents that are required,
- c. confirm they have read and agree to the terms and conditions, as specified by Charles Sturt University,
- d. declare that their application is, to their knowledge, correct and complete, and that they meet the conditions of study, and
- e. submit their application by the relevant application deadline published on the [study web page](#).

(24) The relevant Admissions office maintains the publication of these online forms, application closing dates, and submission instructions and details on the [study web page](#).

(25) Applications for higher degree by research (HDR) courses can be made at any time: there are no specific deadlines for these.

## Offers of admission

(26) The Executive Director, Customer Experience will ensure that all offers of admission for domestic applicants are made in writing and contain all information that:

- a. the applicant needs to understand the offer, including course details, conditions that must be met, credit outcomes, specific enrolment requirements, key dates, and information about tuition fees, payments, refunds, and other costs of study, and
- b. is required under the [Higher Education Standards Framework \(HESF\)](#), the [Higher Education Support Act \(HESA\)](#) and other relevant legislation.

(27) Under the delegation of the Pro Vice-Chancellor (International), the Office of Global Engagement will ensure that all offers of admission to international/overseas applicants for study in Australia on a student visa are made in writing and contain the required information for such written agreements under the [Education Services for Overseas Students Act \(ESOS Act\)](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students](#), including:

- a. an outline of the course or courses in which the student is to be enrolled, and all required course, award, and qualification information, including [CRICOS](#) registration details, expected course start date and duration, the location(s) at which the course will be delivered, and the offered modes of study for the course, plus any compulsory online or work-based training or research arrangements,
- b. details about any credit that has been applied,
- c. any conditions imposed on the student's enrolment and any necessary prerequisite requirements that must be met to enter the course, including English language requirements,
- d. the tuition fees payable by the student for the course and any non-tuition fees the student may incur and the circumstances in which additional fees may apply, as well as information about refunds processes and the role of the [Tuition Protection Service](#) (TPS),
- e. requirements for maintaining up-to-date contact details as specified in the [Enrolment and Fees Policy](#),
- f. the circumstances in which personal information about the student may be disclosed by the registered provider, the Commonwealth including the [Tuition Protection Service](#), or state or territory agencies, in accordance with the [Privacy Act 1988](#),
- g. an outline of internal and external [complaints](#) and [appeals](#) processes,
- h. a statement that "This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies", and
- i. that the student is responsible for keeping a copy of the written agreement as supplied by the registered

provider, and receipts of any payments of tuition fees or non-tuition fees.

## Deferred admission

(28) Domestic applicants who are made an offer of admission may be eligible to apply for deferment, in courses where this is available, if they do so before the first census date in their course. The following exceptions apply:

- a. the relevant Executive Dean or delegate has decided the course will not allow deferment,
- b. the course will not be available in the later intake, or
- c. the course admission requirements will have changed by the later intake, and the applicant will no longer be eligible.

(29) Applicants can defer an offer of a place in one course for up to 12 months. If an applicant's request to defer an offer to a later teaching period is approved, they cannot apply to defer the offer for a second time.

(30) The Executive Director, Customer Experience or delegate approves all domestic applications for deferment, except those for higher degree by research programs, which are approved by the Executive Dean on the advice of the principal supervisor and Sub Dean (Graduate Studies).

(31) Where the course does not permit deferment, commencing students who want to start the course later must reapply for admission in that intake.

(32) International/overseas applicants who wish to defer must request (in writing) that the University cancel their original offer and make a new offer of admission for a later intake of the course. Any later offer will be subject to faculty requirements, availability of a place, and the applicant's eligibility for a place in the later intake.

## Accepting offers of admission

(33) To complete acceptance of an offer, the applicant must:

- a. accept the offer and its terms online or sign and return the offer,
- b. agree to meet any conditions of the offer before the first subject census date of their enrolment,
- c. provide the University with their unique student identifier (USI) before their first census date (if they are a domestic student or an overseas/international student who will be studying within Australia), and
- d. pay or arrange deferment of their fees by the deadline provided on their offer letter or invoice/fee statement for their first teaching period.

(34) Students should refer to the [Enrolment and Fees Policy](#) and [Enrolment and Fees Procedure](#) for details about paying and/or deferring tuition fees to a HELP loan, and for information about providing their USI to the University.

(35) Offers of places in coursework courses will be issued with a default acceptance deadline of:

- a. 14 calendar days from the date the offer is issued,
- b. by the first day of the relevant teaching period (if less than 14 calendar days after the offer was issued), or
- c. two calendar days from the date the offer is issued (in exceptional circumstances where the offer was issued during the first week of the teaching period in which the study will begin).

(36) Where, however, courses have enrolment limits or competitive entry requirements, the deadline may be:

- a. seven calendar days, or
- b. the first day of the relevant teaching period if less than seven calendar days remain.

(37) Offers of places in higher degree by research (HDR) courses will have a default acceptance deadline of the census date of the relevant teaching period.

(38) Applicants must accept their offer of admission (and promptly follow its instructions) by the relevant deadline, otherwise, the University may lapse (cancel) the offer.

(39) The Executive Director, Customer Experience and Chief Development Officer, Global as relevant will ensure that the offer acceptance process:

- a. requires applicants to accept all conditions of study at the University, and
- b. satisfies all relevant legislative requirements.

### **Internet access requirements**

(40) To be eligible for admission, applicants must have access to an internet-connected computer capable of communicating with the University's online systems.

(41) Courses or subjects required for a course may require a higher minimum level of computer access, and the relevant online course brochure on the University's website will state such requirements.

### **Applicants who live outside Australia**

(42) Applicants for admission who intend to complete all or part of a course while living outside Australia must declare that they can meet all of their course conditions and requirements, including attending any intensive schools and practical placements for workplace learning.

(43) The University may decline to admit such applicants (regardless of any declaration) if it believes it cannot adequately teach or assess the applicant at their intended overseas location.

(44) Applicants are not required to make a declaration if they are admitted to courses delivered by the University:

- a. at an overseas location, or
- b. by online learning through an affiliated overseas institution.

(45) The University may require students to meet any extra costs caused by their living outside of Australia.

### **Withdrawal of offers made in error**

(46) Where an offer of admission has been made in error, the Executive Director, Customer Experience may rescind that offer on behalf of the University so that this error can be resolved. Depending on the factors involved, a new offer of admission may be made to the applicant where the specific error relates to administrative data contained in the offer, such as admission codes, rate codes and other such details.

(47) However, where an offer has been made in error and cannot be resolved with a new offer of admission for reasons such as those listed below, then a new offer may not be available to be made in its place. Examples include where:

- a. the applicant does not meet the entry requirements, or
- b. the course quota was filled before the offer was made.

### **Grounds by which a student's enrolment may be cancelled**

(48) The University may cancel a student's enrolment for reasons such as:

- a. the student breaches any clause outlined in any application or acceptance declaration (see heading 'Accepting offers of admission' in this procedure)
- b. the student fails to meet an offer condition prior to the course commencement date (see [Admissions Policy](#) heading 'Conditional offers')
- c. the student fails to pay any debt owing by the due date (see [Enrolment and Fees Policy](#) heading 'Non-payment of fees')
- d. the student fails to meet the HEP Guidelines of a 'genuine student' (see [Enrolment and Fees Procedure](#) heading 'Genuine student requirements (CSP & HELP eligibility)')
- e. the course which the student was admitted into has too few students for the course to be viable (see [Admissions Policy](#) heading 'Intake quotas and course viability' and [Course and Subject Procedure - Lifecycle Approvals](#) heading 'Process for suspension of intake into a course').

## **Articulated sets of courses**

(49) An articulated set of courses is a sequence of courses which are nested, meaning that all subjects (core or elective) comprising earlier courses in the articulated set are included in each successive course, which means that earlier courses within the set comprise the first component of the next course in the set.

(50) Where an articulated set of courses has a single entry point, applicants may only be admitted to the last or highest course in the sequence, and must therefore meet the entry requirements for that course's level of study. Students may, however, apply to exit with a lower award in the sequence if they complete enough subjects to meet the requirements to graduate with a lower award. See the [Conferral and Graduation Policy](#) for more information.

### **Admission to articulated sets with multiple entry points**

(51) Where an articulated set of courses has multiple entry points (that is where admission is available for lower courses within the set as well as higher courses):

- a. applicants may apply for admission to any course in the set for which they meet the entry requirements, and
- b. as they complete each course in the sequence, they must apply for admission to each next course of the articulated set by the same process as other applicants, unless they were made a nested set of offers which includes an offer of admission to the next course(s) within the articulated set (see below).

(52) Alternatively, applicants may be made a package of multiple nested offers of admission to two or more courses in an articulated set with multiple entry points. These offers of admission to the higher courses in the set will be conditional on the student completing the requirements of the lower awards in the set.

(53) Successful applicants will be issued with an offer letter in writing which will specify whether they have been made a single offer of admission to one course, or a nested set of conditional offers to multiple courses within an articulated set.

### **Current students applying for honours strand**

(54) Current students seeking admission to the honours strand of a four-year integrated bachelor (honours) course may be required to do so by applying for course transfer, as advised by their faculty.

(55) Eligibility is based on academic performance, and the relevant faculty decides whether students apply for honours in the second or third year of the bachelor course (based on full-time study, or the part-time equivalent).

### **Admission to concurrent study**

(56) Current students may apply for concurrent study by submitting a direct application for admission into a second

course or single subject(s), and indicating that they want to continue their current enrolment in the relevant section of the application form. However, concurrent study approval cannot be granted for enrolment in more than two courses (or one course and one set of single subjects) at the same time.

(57) When applying for concurrent study, students must meet the same entry requirements for their second course or single subject(s) as any other applicant applying for admission into that course or subject.

(58) Where applying for concurrent study in a second course, the two courses must be considered compatible by the relevant faculties to ensure they do not substantially overlap in structure and content, and that they do not already exist as a combined course. Where the two courses have majors or specialisations in common, students may be permitted to enrol in the courses concurrently but must complete a different major or specialisation in each course.

(59) Applications for concurrent study by first-year students are unlikely to be approved, as applicants must have demonstrated they are capable of the additional demands of such study.

(60) International students studying on an Australian student visa will only be considered for concurrent enrolment if they can complete their combined studies within the same duration of time as stated on the Confirmation of Enrolment (COE) for their principal course.

(61) Where a student is successful in their application for admission to concurrent study, they are still subject to the enrolment requirements and study load restrictions that apply to all students, as defined in the [Enrolment and Fees Policy](#) and [Procedure](#).

(62) The [Credit Policy](#) states the limits and requirements of how credit can be applied for all students, including those enrolled in concurrent study.

### **Applicants with failed results**

(63) Applicants must wait 12 months from the end-date of the most recent failed subject before their application will be considered if they have:

- a. failed more than half of the subjects (measured by the credit points weighting of the subjects) that they have taken at another tertiary institution, or
- b. been excluded from another tertiary institution for unsatisfactory academic progress.

(64) To be eligible for admission, they must demonstrate they have addressed the reasons they failed subjects previously and now have a better prospect of success in their studies.

### **Applicants subject to exclusion for unsatisfactory progress or misconduct**

(65) An applicant who has been excluded from a course at this University on the grounds of unsatisfactory academic progress or misconduct will not be considered for admission into that course before the period of exclusion has expired. For further information about procedures relating to misconduct and academic progress, students should refer to the [Student Misconduct Rule](#) and the [Assessment - Academic Progress Procedure](#).

(66) Applicants who wish to return to study following a period of exclusion for academic progress or misconduct must submit a new application for admission in the same way as any other applicant, however, they must also provide evidence that the circumstances that impaired their academic progress no longer apply.

(67) These applications will be referred to the relevant faculty for assessment before being processed by the relevant Admissions office. The delegated faculty decision-maker, such as the Course Director, may:

- a. approve a guaranteed offer of a place in the course in the next intake,



- b. arrange for the application to be considered in competition with other applicants, by the normal process,
- c. deny the applicant admission if not satisfied by their evidence that they will perform better, or
- d. apply an intervention strategy to assist the student on their return to studies.

(68) A student excluded from a course in which they are undertaking a specialisation cannot apply to transfer to another specialisation in the same course until the period of exclusion finishes.

(69) Domestic and non-resident students excluded from a course, but who have not been excluded entirely from study at the University, may choose to submit an application for admission to another course in a discipline which they have not been excluded from. These applicants must provide evidence that the circumstances that impaired their academic progress will not affect their performance in the new course.

(70) Where the [Department of Home Affairs](#) cancels an international student's Australian student visa for unsatisfactory academic progress or breach of course duration conditions, the student cannot be admitted to any on campus study in a course within Australia for at least two years after the end of the last teaching period in which the student was enrolled.

(71) A student who is admitted back into a course after being excluded from it, who wishes to complete any assessment task in a subject in which they were granted a grade pending (GP) before their exclusion, must enrol in the subject again and pay any fees for this enrolment. See the [Assessment Policy](#) for more information about extensions and GP grades.

## **Readmission by reinstatement of enrolment**

(72) A student may only apply for readmission to have their recent enrolment reinstated where they withdrew from their course less than a maximum of 12 months before the start date of the teaching period in which they wish to resume study.

(73) Students may apply for readmission by reinstatement of their course enrolment by using the [online readmission form](#) for such requests, which are processed by Student Administration in consultation with the Course Director after an initial assessment by the relevant Admissions office.

(74) For a course to be eligible for readmission by reinstatement of enrolment for students who have recently withdrawn from it within the past 12 months, it must not:

- a. have any changes to its entry requirements since the withdrawal,
- b. have suspended or discontinued intakes,
- c. be full, or
- d. require competitive assessment of admission applications.

(75) Where the course entry requirements have changed, or the student was not making satisfactory academic progress, the relevant Course Director will assess the application for readmission and decide whether or not to approve the reinstatement of enrolment in the course.

## **Course transfers**

(76) When transferring between courses, students must provide their unique student identifier (USI) to the University before the first census date of their new course enrolment.

(77) Some courses do not permit admission via course transfer, but students may still apply for entry into these courses by submitting a standard new application for admission. A list of courses that are not eligible for transfer is available for current students [online](#).

(78) Students who apply for a course transfer are confirming that they do not wish to graduate from their current course enrolment, if their transfer application is successful and they are approved for admission into the new course.

(79) International students studying in Australia on a student visa are not eligible to change their course via a course transfer. However, they may submit a standard new application for admission if they want to change to a different course, which will be assessed against the same admissions entry criteria as a course transfer. The only exception to this rule is where a current international student is applying for the honours stream of an integrated honours course.

### **Transfer between coursework courses**

(80) Where eligible, currently enrolled students may apply for a transfer:

- a. between two undergraduate courses, or
- b. between two postgraduate courses.

(81) [Course transfer applications](#) (and any related credit applications) are processed by Student Administration after being assessed by the Course Director, Associate Dean (Academic) or Executive Dean, in accordance with the delegations and criteria approved under the authority of Academic Senate.

(82) To be eligible to apply for a course transfer, each student must:

- a. be a domestic student or be a non-resident student (not studying in Australia on a student visa),
- b. have an active course enrolment status,
- c. not be in their first teaching period of study in the course,
- d. not be eligible to graduate from their current course,
- e. not be requesting a transfer between an undergraduate course and a postgraduate course (or vice versa), and
- f. not be seeking to transfer from a full fee place (FFP) to a Commonwealth-supported place (CSP). See the [Enrolment and Fees Policy](#) and [Procedure](#) for more information about FFP and CSP fee places.

(83) Currently enrolled students who wish to apply for a course transfer must submit their application before the start of the first teaching period they want to transfer into. Applications for course transfer received after this date will be processed for the next available intake teaching period for that course. However, if the application is not approved before the census date of the requested starting teaching period, the transfer will not commence until the following teaching period, or when an intake is next available for that course.

(84) Where a student's transfer is approved for a course in which they are seeking a Commonwealth supported place (CSP) and/or HECS-HELP/FEE-HELP assistance for their fees, they must complete and submit a new Commonwealth Assistance Form (CAF) before the first census date of enrolment in their new course. This CAF must include their unique student identifier (USI) and tax file number (TFN). See the [Enrolment and Fees Policy](#) and [Enrolment and Fees Procedure](#) for more information about the CAF, CSPs, HECS-HELP, and FEE-HELP.

(85) If a course transfer is conditionally approved by the faculty and the student needs to meet specific requirements before they will be eligible for the new course, the transfer will not be processed until evidence is provided that the student meets the required conditions. These conditions may include (but are not limited to) the following:

- a. successfully completing their enrolment in the current teaching period,
- b. successfully completing a specific subject,
- c. achieving a specific GPA (grade point average), or
- d. achieving a specific grade in a specific subject.

(86) Once the University has evidence that the required conditions have been met, the course transfer will be approved and processed for the next available intake teaching period.

### **Transfer between higher degree by research (HDR) courses**

(87) Candidates enrolled in a higher degree by research (HDR) course may apply in writing to the Office of Research Services if they wish to transfer to another higher degree by research course.

(88) Candidates enrolled in a Doctor of Philosophy are not eligible for a course transfer if their candidature is by prior publication.

(89) The Dean, Graduate Research decides these applications on the recommendation of the relevant Sub Dean (Graduate Studies). Transfer may be approved with or without remission of time.

(90) Applications for transfer from a Master by Research course to a Doctor of Philosophy course must be submitted and approved at least six months before the deadline for thesis submission.

(91) Other applications for transfer between HDR courses may be submitted at any time for assessment in accordance with the [Higher Degree by Research Policy](#).

### **HDR students transferring between full-time and part-time study**

(92) The [Higher Degree by Research Procedure](#) states requirements for HDR students in relation to:

- a. full-time and part-time candidature, and
- b. the process for transferring between these modes of candidature.

### **Equity and access schemes**

(93) The Provost and Deputy Vice-Chancellor (Academic) determines which courses are available for admission through the University's [entry programs](#), [access schemes](#), and [admission pathways](#) each year, in consultation with the Executive Deans of each faculty.

(94) A list of the eligible courses for each entry program and access scheme is provided online for prospective students, on the [study web page](#).

(95) The University may place a cap or withdraw courses from admission through these access schemes for a particular intake depending on current student numbers and the availability of places each year.

### **Guaranteed entry programs**

#### **Connections - First Nations Entry Program**

(96) First Nations applicants who may not yet met the necessary entry requirements for admission to undergraduate study may apply for entry into the [Connections - First Nations Entry Program](#) through the [online application](#) process.

(97) Applicants must either be a mature age student, have completed high school, or be in their final year of high school to be eligible apply for this program. Any offers made to high school students under this program will be conditional on completing Year 12 before commencing University study.

(98) Successful completion of this five-day entry program results in guaranteed entry to a broad range of eligible undergraduate courses [listed online](#), although some may require additional course-specific tasks and entry requirements, such as an interview or portfolio submission.

## **Experience Matters Entry Program (Defence force personnel)**

(99) The [Experience matters entry program](#) is for available for applicants with Australian Defence Force (including Reserves) experience without an ATAR to use as the basis of admission to undergraduate study. The University recognises the military ranking, training, experience, and qualifications of current and former Australian Defence Force (ADF) personnel and uses this to calculate an equivalent ATAR selection rank.

(100) Applicants may apply for undergraduate study directly to the University under this program by using the standard online application form where they:

- a. are current or former members of the ADF, and
- b. are applying on the basis of extensive defence service experience and any training for their transition to employment provided by their defence force.

## **Early offer schemes**

### **UAC School Recommendation Scheme (SRS)**

(101) The [University Admission Centre \(UAC\) Schools Recommendation Scheme \(SRS\)](#) is available for domestic applicants who are high school students and wish to apply for an early offer of a place before their final Higher School Certificate (HSC) or equivalent results are known, on the basis of:

- a. their senior high school academic record, and
- b. a satisfactory recommendation from their school.

(102) Applicants must apply for this scheme and for their intended course through the [University Admission Centre \(UAC\) Schools Recommendation Scheme](#) program.

(103) Many early offers under this scheme are conditional on applicants meeting:

- a. the relevant entry requirements outlined in the [Admissions - Entry Requirements \(Coursework\) Procedure](#), and
- b. any additional course-specific admission requirements that may apply, where such requirements are published in the online course brochure for their particular course.

(104) Courses may be excluded from participation in the UAC School Recommendation Scheme where:

- a. admission is based on factors other than a school-leaver's performance in the Higher School Certificate (HSC) or Victorian Certificate of Education (VCE), or
- b. as decided by the Executive Dean of the relevant faculty.

(105) Faculties will recommend courses to the Provost and Deputy Vice-Chancellor (Academic) for inclusion in this scheme for the following year's intake. Some courses may have limited quota available for admission via the UAC Schools Recommendation Scheme.

### **Charles Sturt Advantage**

(106) The [Charles Sturt Advantage](#) early offer scheme is intended to supplement applicants' scores in previous study with an assessment of their resilience, empathy, initiative and writing skills.

(107) Applicants will apply online for the scheme by the deadline stated on the University's website and will complete a writing task as part of the application.

(108) The relevant Admissions office will process the applications and calculate a predicted ATAR on the basis of their

Year 11 results.

(109) Applicants are assessed on the basis of their predicted ATAR, against the published ATAR cut off for particular courses. Course Directors may choose to take an applicant's soft skills assessment result into account when deciding whether or not to make an offer to an applicant.

(110) Faculties will recommend courses to the Provost and Deputy Vice-Chancellor (Academic) for inclusion in this scheme for the following year's intake. Some courses may have limited quota available for admission via the Charles Sturt Advantage offer scheme.

## **Selection rank adjustments**

(111) Applicants for undergraduate study on the basis of ATAR or equivalent may be eligible for adjustments to their assessed admissions selection rank for one or more of the following factors:

- a. regional locations in Australia,
- b. subjects completed in pre-university study, where these are identified as eligible for specific courses, and
- c. equity, through special consideration for admission due to disadvantage to offset factors that have impacted high school education and preparation for university study.

(112) Faculties will recommend courses to the Provost and Deputy Vice-Chancellor (Academic) for inclusion in this scheme for the following year's intake. Some courses may have limited quota available for admission via selection rank adjustments.

## **Maximum adjustment**

(113) The maximum total adjustment that can be applied to each applicant's admissions selection rank is capped at 12 equivalent ATAR points for any combination of factors including: special admissions consideration, regional location, and adjustments for eligible subjects completed in pre-tertiary study.

## **Location adjustment**

(114) Applicants for on-campus undergraduate study will receive a [location adjustment](#) of 5 equivalent ATAR points to their admission selection rank automatically (without needing to apply for it) if they:

- a. are completing or recently completed Year 12 in a high school or TAFE college in a regional or remote area, or
- b. are a non-Year 12 applicant and live in a regional or remote area.

## **Subject adjustments**

(115) An applicant for an undergraduate course will receive a subject adjustment of up to 10 equivalent ATAR points to their admissions selection rank automatically (without needing to apply for it) if they:

- a. are applying through the [University Admissions Centre \(UAC\)](#),
- b. have completed, within the year of application or the previous year, Year 12 in a high school or TAFE college, and
- c. have gained at least a specified minimum band in an HSC subject (or equivalent) that is specified as relevant to the course applied for.

## **Equity adjustments**

(116) The University provides the opportunity for domestic undergraduate applicants who have been disadvantaged in their preparation for University study to apply for special consideration for admission in the form of adjustments to

their admissions selection rank on the basis of equity. Applicants with the below types of disadvantage can receive an adjustment to their selection rank of up to 7 equivalent ATAR points, where the faculty permits selection rank adjustments in the course.

### **Special consideration for admission factors**

(117) Applicants for undergraduate courses may be considered for special admission consideration if one of the following types of disadvantage has impaired their performance in previous study:

- a. illness or disability,
- b. disrupted education or schooling,
- c. rural or regional school,
- d. financial hardship,
- e. difficult home environment and family responsibilities,
- f. non-English speaking background,
- g. refugee status.

(118) Applicants applying directly to the University, who believe they are educationally disadvantaged, should download and complete a [special consideration for admission form](#), and submit this to the Admissions office by the due date to receive any special admission consideration.

(119) Applicants applying for admission through [University Admissions Centre \(UAC\)](#) or [Victorian Tertiary Admissions Centre \(VTAC\)](#) may apply for equity adjustments through the processes described below.

### **UAC Educational Access Scheme**

(120) UAC applicants who believe they are educationally disadvantaged and are applying for full-time internal study in an undergraduate course can apply for special admission consideration using the [UAC Educational Access Scheme](#) form.

(121) Where these applicants are applying for special consideration after the UAC deadline, they should submit the UAC form directly to Charles Sturt University's Admissions office.

(122) These applications are assessed on the criteria approved by the UAC Educational Access Scheme Committee, by either:

- a. UAC on behalf of the University, or
- b. the University's Admissions office (if submitted directly to the University after the UAC application deadline has closed).

### **VTAC Special Entry Access Scheme (SEAS)**

(123) VTAC applicants who believe they are educationally disadvantaged and are applying for full-time internal study in an undergraduate course can apply for special admission consideration using the [VTAC Special Entry Access Scheme](#) application on the VTAC website.

(124) Where these applicants are applying for special consideration after the VTAC deadline, they should submit their form as instructed by VTAC on the VTAC website.

(125) These applications are assessed by the University's Admissions office.

## Elite athletes and performers

(126) An applicant applying directly to the University, who is an elite athlete, elite pre-athlete, elite sportsperson or elite performer as defined in the glossary of this procedure, should indicate this on their admission application.

(127) These applicants will be sent an [application form for special consideration for elite athletes and performers](#). They must return the completed form and required supporting documents to the Admissions office by the due date to receive any special admission consideration.

(128) The Student Liaison Officer (Elite Athletes and Sport):

- a. decides the requirements for supporting documents to establish that applicants for special admission consideration are elite athletes, elite coaches, elite sports personnel or elite performers,
- b. assesses their applications for special admission consideration,
- c. decides any special admission consideration adjustment and provides this to the Admissions office or faculty staff member assessing the application to be applied, and
- d. maintains the University's register of elite athletes, elite pre-athletes, elite coaches, elite performers, and elite sports personnel.

(129) The Student Liaison Officer (Elite Athletes and Sport) may add a student to the register who does not meet the definitions of elite athlete, elite pre-athlete, elite sporting personnel or elite performer in the glossary section of this procedure, where the student:

- a. is a national representative selected to participate in international sporting or cultural events, and
- b. is recognised by a national sporting body or association.

(130) Faculties will recommend courses to the Provost and Deputy Vice-Chancellor (Academic) for inclusion in this scheme for the following year's intake. Some courses may have limited quota available for admission via the elite athletes and performers special consideration access scheme.

## Higher degree by research (HDR) admission decisions

### Resource and supervision requirements

(131) Before a faculty supports an application to admit a person to HDR candidature, there must have been a discussion between the applicant and their proposed principal supervisor or the relevant Sub Dean (Graduate Studies) or delegate to:

- a. advise the applicant on the relevance of the candidature to their career goals, and
- b. ensure their expectations of HDR candidature are realistic.

(132) To recommend an applicant for admission, the relevant Head of School (HOS) (or equivalent) or delegate must be satisfied that:

- a. the proposed supervisors are sufficiently expert in the area of research and have the time and commitment to provide appropriate supervision,
- b. the candidate can be sufficiently aligned with existing or emerging research strength teams, support networks and research culture within the school (or equivalent), and
- c. the accommodation, facilities, and other resources necessary for the candidate's research program are available.

(133) The nominated principal supervisor will confirm willingness to supervise by signing the admission



recommendation.

(134) Resources needed for the research project will be agreed with the candidate at the time of admission to the program and confirmed when the research proposal is approved.

### **Approval of master by research and PhD program admissions**

(135) The Dean, Graduate Research will decide admission to candidature for a masters by research or doctor of philosophy on evidence of the following:

- a. The applicant:
  - i. has met all entry requirements for the course stated in the [Admissions - Entry Requirements \(Higher Degrees by Research\) Procedure](#),
  - ii. has met any additional or higher course-specific entry requirements, and
  - iii. has made a commitment to work regularly on the approved program of study and research and maintain regular contact with the supervisor(s).
- b. Supervision is available for the proposed period of candidature.
- c. The faculty has the resources necessary to support the candidature.

(136) Where the applicant is applying for admission to candidature for a doctor of philosophy on the basis of prior publications, the Dean, Graduate Research will also consider the following evidence in their admission decision:

- a. the publications (which may include books and non-print materials) that will be included in the submission presented for examination,
- b. 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,
- e. a statement of no more than five pages that:
  - i. indicates how the work has developed,
  - ii. demonstrates the contemporary relevance of each publication,
  - iii. makes clear how the publications make an original scholarly contribution to knowledge,
  - iv. provides a thematic overview that 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 additional research activity may be required to convert the publications to an integrated whole and, if so, an outline of the necessary work,
- g. the names of two persons who can provide academic references relevant to the proposed candidature.

(137) In making their decision on an application for candidature on the basis of prior publications, the Dean, Graduate Research will consider the report of an external assessor whom they have appointed, based on a nomination by the relevant Sub Dean (Graduate Studies). The external assessor will assess the full admission application provided to the Dean, Graduate Research.

### **Approval of professional doctorate program admissions**

(138) The Dean, Graduate Research will decide admission to a professional doctorate course on evidence of the following:

- a. The applicant meets the academic, professional and English language entry requirements stated in the [Admissions - Entry Requirements \(Higher Degrees by Research\) Procedure](#).



- b. The applicant meets any additional or higher course-specific entry requirements.
- c. Supervision is available for the proposed period of candidature.
- d. The faculty has the resources necessary to support the candidate.
- e. Where relevant, the applicant's employer is prepared to support the candidate or the applicant will receive the necessary professional support in some other way.

## **Non-award enrolments**

(139) Faculties must inform the relevant Admissions office of:

- a. the maximum number of non-award enrolments permitted in each subject, and
- b. subjects in which non-award enrolment is not available.

## **Single subject study**

(140) The relevant Admissions office is responsible for admission and enrolment of students into single subject study, in consultation with the relevant Subject Coordinator, Head of School or Course Director, as required.

(141) Subjects available for single subject enrolment are listed on the study web page, and applicants must meet the minimum entry requirements listed in the [Admissions Policy](#) for admission to each single subject, including any pre-requisite subjects.

(142) Applicants for single subject study must apply using the relevant online application form, which will be processed in date order of receipt.

(143) Where a student enrolled in a course applies to enrol concurrently in single subject study while continuing their current course, the Course Director will decide whether the enrolment can occur.

## **Cross-institutional study (incoming students)**

(144) A student of another tertiary institution can apply for admission to study one or more subjects at Charles Sturt University that will be applied as credit for part of their course at their home institution through cross-institutional study. Further information and application requirements are available on the [cross-institutional learning website](#).

(145) Students may apply for cross-institutional study by submitting the relevant application form online by the closing date for the teaching period in which they wish to commence their study at this University, which must include:

- a. written confirmation from their home institution that the subject(s) will be accepted for credit to their home institution course, and
- b. an academic transcript of results from their current or previous course, showing completion of any pre-requisite subjects where the subject has pre-requisite requirements.

(146) The Subject Coordinator will assess applications for incoming cross-institutional study, including checking the student meets the prerequisite subject entry requirements.

(147) If incoming students wish to defer their fees via HECS-HELP or FEE-HELP, they must also provide the University with their most recent Commonwealth Assistance Notice (CAN) from their home institution together with their application for cross-institutional study.

(148) If a cross-institutional student is eligible to enrol in one or more subjects at this University, they will be required to either submit a CAF (where they are eligible to defer their fees) or pay their tuition fees upfront and in full.

(149) Cross-institutional students must also pay their student services and amenities fee (SSAF) unless they provide evidence of having paid this for the same period at their home institution.

## **Admission restrictions**

(150) Admission may be declined for applicants who otherwise meet course minimum entry requirements or equivalencies in the following circumstances. Applicants will be notified of the reason for these decisions (see the [Admissions Policy](#) 'Application outcomes' heading):

- a. Admission is declined under other provisions of the [Admissions Policy](#) and procedures, including course quotas, genuine student requirements or Australian government sanction requirements.
- b. Admission into certain courses may be restricted for applicants who already hold a qualification or professional registration relating to the course area for which they are seeking admission.
- c. The applicant is an academic staff member of the University or a partner/affiliate institution and a conflict of interest exists (see the following clauses).

(151) Academic staff who apply for admission to a course of the University, or to enrol in a subject of the University, must declare in their application that they are an academic staff member of the University or of one of its partner or affiliate institutions.

(152) Such applications will be declined if the staff member is:

- a. a Head of School (HOS) seeking admission to a course or enrolment in a subject taught by their school or managed by their school but taught by a partner or affiliate institution,
- b. a Course Director seeking admission to a course they are leading,
- c. an academic staff member seeking enrolment in a subject in which they are teaching.

(153) To prevent admission or enrolment of academic staff under the above clause, the Executive Dean will review all decisions to admit or enrol:

- a. academic staff of the faculty into courses or subjects taught by the faculty, and
- b. academic staff of partner or affiliate institutions who teach subjects or courses managed by the faculty into courses or subjects taught by the faculty.

## **Section 4 - Guidelines**

(154) Nil.

## **Section 5 - Glossary**

(155) Most terms used in this procedure are defined in the glossary section of the Admissions Policy. For the purposes of this procedure, the following additional terms have the definitions stated:

- a. Articulated set of courses - as defined in the policy library glossary.
- b. Census date - as defined in the policy library glossary.
- c. Confirmation of Enrolment (COE) - an official document issued to international students to confirm they have accepted a place and are eligible to enrol in a course at this University. The COE provides information about student enrolment status, course details, expected course duration, and enrolment start and end dates.
- d. Elite athlete or performer - as defined in the policy library glossary.

- e. Genuine student requirement – means the criterion that must be considered as part of Simplified Student Visa Framework (SSVF). Under SSVF, universities are held accountable by the Department of Home Affairs to minimise the immigration risk of their potential international students. As such, the University has developed SSVF Guidelines in accordance with Ministerial Direction 106 to manage and minimise SSVF risk.
- f. National sporting organisation – an organisation recognised by government and most participants in a sport as the national body to represent the sport.
- g. Student number – an eight digit number that is issued to each student by the University, and must be quoted by the student in all correspondence with the University from the commencement of their enrolment onwards. This student number is different to the unique student identifier (USI).
- h. Turn-around times - times between receipt of an application or request for information or decision and the response, this includes applications/requests from applicants and requests for information between staff to enable a decision.
- i. Unique student identifier (USI) - a reference number made up of ten numbers and letters that is issued by the Australian Government and acts as a single unique identifier for all students studying within Australia. Each student must obtain a USI and provide this number to the University. The USI is different to the Charles Sturt student number.

## Status and Details

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## Glossary Terms and Definitions

**"Census date"** - the deadline by which all students must finalise their subject enrolments for each teaching period, after which they are financially and academically liable for each subject that remains on their enrolment.

**"Elite athlete or performer"** - includes anyone who has been registered by the University as an elite athlete, pre-elite athlete, elite sports support person or elite performer, which are defined as follows: Elite athlete – a person competing at the highest level of their sport, either as a national representative or as a professional sportsperson. To be considered an elite athlete, a person will normally have been recognised as such by a national sporting body or professional sports organisation. Pre-elite athlete – a person who has been recognised by a regional academy or state or national sporting organisation for their potential to attain high honours in their sport, and has been placed in the academy's or organisation's program to develop this potential. Elite sports support person – a referee, coach, official or someone in another support role, working at the national representative level of a sport or in a professional sports organisation, with travel and training commitments similar to those of an elite athlete. Elite performer – someone who has performed in extensive or significant productions or performances at a state, national or international level.

**"Articulated set of courses"** - means a sequence of courses in which the subjects required for the earlier course(s) in the sequence are a subset of the subjects required for the later course(s).