Admissions Procedure

Section 1 - Purpose

(1) This procedure supports the Admissions Policy by stating:

a. minimum University entry requirements for admission to coursework courses, including undergraduate and postgraduate study, and
b. detailed requirements for admission processes for coursework and higher degree by research (HDR) courses, to enable assessment of whether applicants meet the requirements.

Scope

(2) See the Admissions Policy.

Section 2 - Policy

(3) This procedure supports the Admissions Policy.

Section 3 - Procedure

Part A - Admission requirements

(4) Applicants are eligible for admission if they meet the:

a. minimum age requirements outlined below
b. minimum academic and/or professional entry requirements stated in the Admissions Policy, or the equivalencies set out in this procedure (for coursework courses) or Admissions - Entry Requirements (Higher Degrees by Research) Procedure as relevant
c. minimum English proficiency requirements in this procedure or Admissions - Entry Requirements (Higher Degrees by Research) Procedure as relevant, and
d. the professional or course-specific entry requirements as published in the online course brochure.

(5) Some admission restrictions may apply for applicants who otherwise meet these minimum entry requirements, see Part B: 'Admission restrictions' heading.

(6) Individual courses may have higher and/or additional academic or professional entry requirements and/or higher English proficiency requirements for entry to coursework courses.

Minimum age requirements

(7) Applicants must meet the following age requirements to be eligible for admission:

a. International applicants who intend to study in Australia on a student visa must be:
    i. if applying from outside of Australia, at least 17 years old at the time of accepting their offer of admission and 18 years old at the time of commencing study, or
    ii. if already in Australia at the time of application, 18 years old at the time of both accepting their offer of admission and commencing study.

b. Applicants (other than international applicants) who are aged:
    i. 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
    ii. under 17 years:
        - must have their chosen study approved by the relevant Head of School, who must also be satisfied that the applicant's welfare and safety will be ensured
        - must submit a completed parent/guardian consent form (provided by the Admissions Office) by the specified date
        - will only be admitted via online delivery mode or to single subject study, and only if the faculty permits underaged enrolments in that course/subject.

(8) Where an under-aged applicant accepts an offer of admission, and the Division of Safety, Security and Wellbeing will coordinate welfare and safety arrangements in consultation with the relevant Course Director.

(9) Faculties may specify a higher minimum age requirement for courses to meet a legislative requirement or admission to a profession.

Minimum academic and professional experience and equivalencies for coursework courses

> Note: For information about the minimum entry requirements for HDR courses, see the Admissions - Entry Requirements (Higher Degrees by Research) Procedure.

Bachelor degree courses (except honours)

(10) For admission to a bachelor degree course, applicants must meet one or more of the previous study requirements and/or other attainments or experience listed:

a. Previous study requirements:
   (applications must include a copy of the official transcript of subjects and grades*)
    i. An Australian Senior Secondary Certificate (i.e. NSW HSC, or Victorian (VC) or interstate equivalent) with:
        - a selection rank at or above the minimum approved for the course, or
        - the equivalent limited selection rank if it includes subjects relevant to the course the applicant wishes to enter.
    ii. An Australian Senior Secondary Certificate with strong performance in Year 11-12 subject areas relevant to the course applied for, and overall performance at a standard acceptable to the relevant Course Director.
    iii. The International Baccalaureate diploma or other overseas secondary school qualification considered equivalent to the HSC at a standard equivalent to or higher than the minimum ATAR for the course.
    iv. Two or more university-level subjects (AQF level 6 Associate Degree or higher) demonstrating a reasonable prospect of success, through the grade point average gained in these studies.
    v. All or part of a course at an institute of Technical and Further Education (TAFE), Vocational Education and Training (VET), or other accredited post-secondary institution at a standard acceptable to the relevant

faculty.

vi. Programs approved by the UAC and assigned to schedules accepted by the University for admission purposes, at the required standard.

vii. A tertiary studies preparation course at Charles Sturt University or at another institution acceptable to University Courses Committee, where the applicant's results are at a standard equivalent to or higher than the minimum ATAR set for the course.

b. Other attainments and experience:

i. Attributes demonstrated through paid or voluntary employment in a field relevant to the course the applicant wishes to enter.

ii. Performance in a test or examination conducted by a professional body, or approved by a professional governing body.

iii. Participation in continuing education and/or staff development programs conducted by adult education agencies, consultancies, professional bodies or employers.

iv. Performance in the Special Tertiary Admissions Test (STAT).

v. Where the applicant is a school leaver, a report from the school principal on the applicant's academic performance.

vi. Activities that provide evidence of aptitude for the course, motivation to succeed in the course and/or an awareness of the demands of university study. This evidence may be gained by an interview, audition, folio of the applicant's work, or some other task or requirement for the specific course.

*Note: Applicants may be admitted based on interim academic results. Any such offers will be conditional on finalised academic results being provided before the first census date of that course.

Bachelor (honours) courses

(11) For admission to a one year bachelor (honours) or integrated bachelor (honours) course, applicants must have completed:

a. a bachelor degree in the same discipline or a closely similar discipline, or
b. if transferring to an integrated bachelor (honours) course, the component of the bachelor degree course up to the point where the honours stream commences.

(12) Entry requirements for a specific bachelor (honours) course may also:

a. specify additional admission criteria
b. specify a minimum standard applicants must have met in their previous study, to be eligible for admission, and/or
c. restrict eligibility for admission to include only current students in and/or graduates of Charles Sturt University courses.

Graduate certificate and graduate diploma courses

(13) For admission to a graduate certificate or graduate diploma course, applicants must have either:

a. a bachelor degree
b. a diploma and work experience relevant to the intended course, or
c. at least three years relevant work experience if allowed by the specific entry requirements for the course.

Master by coursework courses

(14) For admission to a masters by coursework course, applicants must have:

a. a bachelor degree or equivalent
b. a graduate diploma, or
c. at least five years relevant work experience if allowed by the specific entry requirements for the course.

(15) The Course Director may require applicants to complete specific subjects at a specified level of performance, undergo assessment or carry out specified work, to establish their eligibility for admission.

Professional or course-specific entry requirements

(16) Additional or higher entry requirements may be approved for specific courses (via course approval processes outlined in the Course and Subject Policy) to:

a. ensure that students are academically suitable and will have a reasonable prospect of success, and
b. meet professional accreditation or professional registration requirements.

(17) Course-specific entry requirements will be published for each course in the online course brochure and may include:

a. citizenship/visa requirements
b. higher age, academic, professional and/or English proficiency requirements
c. specific professional training and/or industry experience requirements
d. specific periods of relevant professional experience and/or current professional employment
e. requirements for security, health, police, or working with children checks, and/or
f. additional/supplementary information, which may include selection interviews, supplementary forms, references, creative portfolios, thesis proposals, essays, or other entry tasks or submissions.

English language proficiency

(18) Applicants must meet the minimum English language proficiency requirements for their course. For most courses (unless the online course brochure states a higher requirement) the accepted evidence will be:

a. previous studies in English as per clauses 20-21, or
b. English language test results as per clause 22.

(19) 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.

Previous studies in English

(20) For coursework courses, minimum English language proficiency through previous study is demonstrated through the following, where the study is taught and assessed in English:

a. For applicants who were born in an English-speaking country and completed the study in an English-speaking country, one of the following qualifications or combinations of study:

i. At least six years of any combination of primary, secondary or tertiary study, with at least two years between years 7 to 12.
ii. One year of full-time study at AQF Level 6 (associate degree level) or higher, or equivalent.
iii. A completed AQF diploma or advanced diploma.
iv. Australian non-award studies or tertiary preparation courses with a duration of at least one year of full-time studies, including the NSW TAFE Tertiary Preparation Certificate or equivalent
v. Other post-secondary studies, including certificates.
vi. Special Tertiary Admissions Test (STAT).

b. For other applicants, either:
   i. completion of senior secondary study or at least one year of full-time university study in an English-speaking country, or
   ii. completion of a qualification published on the University website at the specified standard.

(21) For higher degree by research courses, minimum English language proficiency through previous study must be demonstrated by the pre-requisite academic qualification conducted and examined solely in English, in an English-speaking country.

English language test results

(22) Minimum English language proficiency can be demonstrated through English language tests that have been approved by Academic Senate and published on the University's website, and where:

a. the applicant sat the test within two years before the start date of the course for which they are applying, and
b. the tests were not completed online.

Level of Study	Minimum International English Language Test Systems (IELTS) academic test score (or equivalent for other tests approved by Academic Senate)
Non-award enabling courses	5.0, with no less than 5.0 in any band, or equivalent
Undergraduate coursework courses	6.0, with no less than 5.5 in any band, or equivalent
Postgraduate coursework courses	6.0, with no less than 6.0 in any band, or equivalent
Higher degree by research courses	6.5, with no less than 6.0 in any band, or equivalent

Oversight of English language proficiency requirements

(23) Academic Senate approves the University's English language proficiency requirements, with information published to the 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.

(24) Proposals to vary the accepted 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 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.

Part B - Admission applications and assessment

Application methods

(25) Admission applications should be made following the method stated for each course in its online course brochure, and will be either:

a. through the University Admission Centre (UAC)
b. through the Victorian Tertiary Admissions Centre (VTAC), or
c. direct applications to the University or one of its partner providers, as described below.

(26) The University expects all work written as part of an application will be the applicant's own. The use of generative AI tools to assist in the production of written statements, supplementary form responses and the like is not allowed. Applicants suspected to have used generative AI will be investigated in line with the Student Misconduct Rule.

Direct applications

(27) 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
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 dates published on the Study web page.

(28) The relevant Admissions office maintains the publication of these online forms, application closing dates, and submission instructions and details on the Study web page.

(29) Applications for HDR courses can be made at any time; there are no specific admission dates for these.

Internet access requirements

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

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

Applicants who live outside Australia

(32) Applicants who intend to complete all or part of a course while living outside Australia must still meet all of their course conditions and requirements, including attending any intensive schools and practical placements for work-integrated learning.

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

(34) 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.

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

Admission restrictions

(36) Admission may be declined for applicants who otherwise meet course minimum entry requirements or equivalencies in the following circumstances, and applicants will be notified of the reason for the decisions:

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).

(37) Applicants will not be admitted to a double degree program if they have previously completed one of the component single degrees at Charles Sturt University or a close equivalent at another institution. Such applicants can be admitted to the other component single degree if available as a separate course, with appropriate credit.

(38) Academic staff seeking admission to a course or 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. Except for courses likely to attract academic staff (e.g. Graduate Certificate in Learning and Teaching in Higher Education, Doctor of Philosophy) the application will be declined if the staff member is:

a. a Head of School 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.

(39) 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.

Applicants with failed results

(40) 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.

(41) 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 previously excluded

(42) Applicants wishing to return to study following an exclusion from the University must submit a new application for admission. If the exclusion was for unsatisfactory academic progress, they must also provide evidence that the circumstances that impaired their academic progress no longer apply.

a. Where the exclusion was from a course for unsatisfactory academic progress or misconduct, they will not be considered for admission into that course before the period of exclusion has expired (see the Student Misconduct Rule and Support for Students - Academic Progress Procedure).
b. Where the exclusion was from a course in which the student was undertaking a specialisation, they cannot apply to transfer to another specialisation in the same course until the period of exclusion finishes.
c. For domestic and non-resident students excluded from a course but not entirely from study at the University, they may apply to another course in a discipline which they have not been excluded from and must provide evidence that the circumstances that impaired their academic progress will not affect their performance in the new course.
d. For international students whose Australian student visa is cancelled 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.

(43) These applications will be assessed by faculty before being processed by the relevant Admissions office. The faculty decision-maker (e.g. 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 the evidence that they will perform better, and/or
d. apply an intervention strategy to assist the student on their return to studies.

Privacy and use of information

(44) Admission applications and the personal information they contain will be handled in accordance with the Privacy Management Plan.

(45) In submitting their application, applicants consent to the use of personal information provided in their application:

a. to assess their eligibility for admission to the University
b. if admitted, to create their student record in university systems that will support their enrolment and study, and
c. for the University's reporting to government departments to meet legislative requirements.

Assessment of applications

(46) Applications are assessed and offers of admission are made under authorities as set out in the Admissions Policy.

(47) The University may use artificial intelligence (AI) for some tasks related to assessing applications. Where this occurs, applicants will be informed at the time of their application. Processes where AI is used will be subject to appropriate quality assurance practices.

Assessment of equivalence

(48) Where an academic qualification is required for entry, the applicant must have gained the qualifications either:

a. at an accredited Australian tertiary education institution, or
b. at an overseas provider assessed by the relevant admissions office as delivering qualifications at a standard equivalent to that of an accredited Australian tertiary education institution.

(49) Completion of a qualification at a higher AQF level than the qualification level stated as an entry requirement may be considered as meeting the required level of study.

(50) Where equivalent qualifications are allowed and applicants present qualifications gained outside Australia, they will be assessed for equivalence with the qualifications specified using internationally recognised tools such as the Australian Government's Country Education Profiles (CEP), the United Kingdom National Information Centre/Ecctis and Australia's UAC schedules.

(51) Where the University wishes to accept a qualification or attainment level for international students outside of these tools:

a. approval will be sought from Academic Senate (or, in exceptional circumstances, the Chair, Academic Senate, subject to endorsement from the Pro Vice-Chancellor (International) and Provost and Deputy Vice-Chancellor (Academic))
b. the outcomes for students admitted via such qualifications will be monitored as part of the University's student outcomes analysis and reported to Academic Senate in this context.

Part C - Offers of admission

Making an offer

(52) 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.

(53) The Pro Vice-Chancellor (International) and 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 TPS, 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.

(54) Where an applicant is not eligible to receive an offer into the course they have applied for, the University will:

a. notify the applicant in writing, including providing the reason(s) that they have been declined admission, and/or
b. make them an offer into an alternate course as a pathway to their chosen course.

Accepting an offer

(55) To accept an offer, the successful applicant must:

a. accept the offer and its terms online
b. agree to meet any conditions of the offer before the first subject census date of their enrolment
c. provide 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 date provided on their offer letter or invoice/fee statement for all teaching periods.

(56) Refer to the Enrolment and Fees Policy and Enrolment and Fees Procedure for details about paying and/or deferring tuition fees, and providing a USI to the University.

(57) Offers for coursework courses will be issued with a default acceptance date of either:

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)
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), or
d. for courses with enrolment limits or competitive entry requirements:
    i. seven calendar days, or
    ii. the first day of the relevant teaching period if less than seven calendar days remain.

(58) Offers for higher degree by research (HDR) courses will have a default acceptance date of the census date of the relevant teaching period.

(59) Applicants must accept their offer (and follow all instructions) by the relevant date or the offer may lapse or be cancelled.

(60) The Executive Director, Customer Experience and Pro Vice-Chancellor (International), 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.

Deferred offers

(61) Domestic applicants may be eligible to defer their offer of admission in courses where this is available if they do so before the first census date in their course. Offers cannot be deferred if:

a. the course does not allow deferment (as determined by the Executive Dean or delegate)
b. the course is postgraduate and the place offered is a Commonwealth supported place
c. the course will not be available in the later intake, or

d. the admission requirements will have changed by the later intake and the applicant will no longer be eligible.

(62) Applicants can defer an offer of a place in one course for up to 12 months. An offer deferred to a later teaching period cannot be deferred for a second time.

(63) The University reserves the right to defer admission on behalf of an applicant where there is a legislative requirement to do so.

(64) Where the course does not permit deferment, students wishing to start later must submit a new admission application for that intake.

(65) 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.

(66) Deferring a Higher Degree by Research course may only be done with the approval by the Dean of Graduate Studies, who will engage with the Principal Supervisor, Sub-Dean (Research), and other staff as appropriate.

Withdrawal of offers

(67) The University may withdraw an offer of admission at any time if the applicant fails to:

a. meet any conditions of the offer before census date
b. accept the offer in the manner specified in the offer letter, or
c. pay their fees for the first teaching period by the date specified in the offer letter or fees invoice/statement.

Applications with false, misleading, or withheld information

(68) Allegations of misconduct involving information provided by students in their admissions applications will be investigated in line with the Student Misconduct Rule.

(69) The Executive Director, Customer Experience may cancel an application for admission, or withdraw an offer of admission, where the applicant is found to have:

a. provided false or misleading information in their application, or
b. withheld information relevant to their application.

(70) Where an International applicant, applying to study in Australia on a student visa, is found to have provided false or misleading information in their application, the University may report this to the Department of Home Affairs.

(71) Where misconduct is found to have occurred in these cases, the recommended penalty is exclusion from the University.

Offers made in error

(72) An offer of admission made in error may be rescinded by the appropriate delegate on behalf of the University so that the error can be resolved. Depending on the factors involved:

a. a new offer of admission may be made where the error relates to administrative data contained in the offer, such as admission codes, rate codes and other such details, or
b. where the error cannot be resolved with a new offer of admission, a new offer may not be available. This includes where:
    i. the applicant does not meet the entry requirements, or

ii. the course quota was filled before the offer was made.

Cancelling a student's enrolment

(73) The University may cancel a student's enrolment where:

a. the student breaches any clause outlined in any application or acceptance declaration
b. the student fails to meet any conditions made in their offer prior to the course commencement date
c. the student fails to pay any debt owing by the due date (see Enrolment and Fees Policy regarding non-payment of fees)
d. the student fails to meet the HESA Guidelines of a 'genuine student' (see Enrolment and Fees Procedure provisions for genuine student requirements and CSP & HELP eligibility), or
e. the course has too few students to be viable (see Admissions Policy provisions for intake quotas and course viability and Course and Subject Life Cycle Procedure regarding suspension of intake into a course).

Part D - Admission to other or additional courses

Articulated sets of courses

(74) Where an articulated set of courses has:

a. a single entry point, applicants may only be admitted to and must meet the entry requirements for the last or highest course in the sequence (however, they may apply to exit with a lower award in the sequence when they meet the requirements for that award, see the Graduation Procedure - Conferral and Ceremony).
b. multiple entry points (i.e. admission is available for lower courses within the set as well as higher courses), applicants may apply for admission to any course in the set for which they meet the entry requirements and:
    i. as they complete each course in the sequence, apply to articulate to the next level of their course when they have completed all the subjects in the current course, or
    ii. they may be made a package of nested offers of admission to two or more courses in the nested set, with admission to the higher courses conditional on completing the requirements of the lower awards in the set.

(75) Successful applicants will be issued a written offer letter specifying that it is either a single offer of admission to one course, or a nested set of conditional offers to multiple courses within an articulated set.

Honours strand (current students)

(76) Current students seeking admission to the honours strand of a four-year integrated bachelor (honours) course may be required to apply for course transfer, or apply as a new applicant, as advised by their faculty.

(77) 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.

Concurrent study

(78) Current students can seek admission to a second course or single subject(s) (as concurrent study) by applying directly to the University and indicating that they want to continue their current enrolment in the relevant section of the application. Concurrent study will only be approved for two courses (or one course and one set of single subjects) at a time.

(79) Applicants for concurrent study must meet the same entry requirements for the second course or single

subject(s) as any other applicant applying for admission into that course or subject.

(80) The relevant faculty(ies) must agree that the courses undertaken concurrently are compatible, to ensure they do not substantially overlap in structure and content or do not already exist as a combined course. Students may be permitted to enrol in two courses with majors or specialisations in common but must complete a different major or specialisation in each course.

(81) First-year students are unlikely to be approved for concurrent study, as applicants must demonstrate they are capable of the additional demands of such study.

(82) International students studying on an Australian student visa will only be considered for concurrent enrolment if their combined studies can be completed within the time as stated on the confirmation of enrolment (COE) for their principal course.

(83) Students undertaking concurrent study are subject to the normal enrolment requirements and study load restrictions as stated in the Enrolment and Fees Policy and Procedure.

(84) The Credit Policy states the limits and requirements of how credit can be applied.

Course transfers

(85) Current students applying to transfer into another course must meet the admissions entry requirements for that course and the eligibility conditions below, and will only be admitted where a place is available. A course transfer application is considered confirmation that, if their transfer into the new course is approved, the student does not wish to graduate from their current course.

(86) Courses that do not permit admission via course transfer will be published on the Course changes and transfers web page. Students may apply for entry into these courses by submitting a new admission application.

(87) International students studying in Australia on a student visa cannot change courses via a course transfer, unless required to do so for entry to an honours strand (see clauses 76-77). However, they may apply for admission to a different course.

Transfer between coursework courses

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

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

(89) Students are eligible to apply for course transfer if they:

a. are a domestic or non-resident student (e.g. not studying on a student visa)
b. have an active course enrolment status
c. have completed at least one period of study in the course
d. are not yet eligible to graduate from their current course
e. are not requesting a transfer from an undergraduate course to a postgraduate course (or vice versa), and
f. are not requesting a transfer from a full-fee place to a Commonwealth-supported place.

(90) Course transfer applications and any related credit applications are approved by the relevant delegated officer(s) under Delegation Schedule E - Academic and then processed by Student Administration.

(91) Course transfer applications must be submitted before the start of the first teaching period of the course the

transfer is sought for. Applications received after this date and/or approved after the census date will be processed for the next available intake teaching period for that course.

(92) Students transferring to a new course on a Commonwealth supported place and/or deferring fees to HECS-HELP/FEE-HELP must complete and submit a new electronic Commonwealth Assistance Form (eCAF), including their USI and taxfile number, before the first census date of enrolment in their new course. See the Enrolment and Fees Policy and Enrolment and Fees Procedure for more information.

(93) A course transfer may be conditionally approved and the student asked to satisfy specific requirements for admission to the new course. These conditions may include but are not limited to:

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

(94) Conditionally approved transfers will not be processed until evidence is provided that the conditions are met. Once provided, the course transfer will be approved and processed for the next available intake of the course.

Transfer between higher degree by research (HDR) courses

(95) Current higher degree by research (HDR) candidates can apply to transfer to another HDR course or professional doctorate course. Candidates enrolled in a doctor of philosophy by prior publication are not eligible for course transfer.

(96) Applications must be in writing to the Office of Research Services. The Dean, Graduate Research decides these applications on the recommendation of the relevant Sub Dean (Graduate Studies). Transfers may be approved with or without remission of time.

(97) Course transfer applications between HDR courses must be submitted and approved:

a. at least six months before the thesis submission is due, for transfer from a master by research course to a doctor of philosophy course, or
b. any time before the thesis is submitted (in accordance with the Higher Degree by Research Policy) for transfer between other HDR courses.

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

(98) The Higher Degree by Research Procedure states requirements for HDR students wishing to transfer between full-time and part-time candidature.

Part E - Fees

Paying or deferring fees

(99) All students, including international applicants intending to study in Australia on a student visa, must pay or (where eligible) defer their tuition fees and any other compulsory fees by the date provided in their offer letter or invoice/fee statement for their first teaching period, as a condition of accepting their offer.

(100) Notwithstanding clause 99, fees must not be paid before the offer is accepted.

(101) See the Enrolment and Fees Policy and procedure for details about paying or deferring fees and penalties or ramifications of non-payment by the specified due date.

Refund of fees

(102) For information about refunds, including application processes, conditions, and requirements, see the Enrolment and Fees Policy and procedure or International Student Fee Refund Procedure.

Tuition Protection Service

(103) The Tuition Protection Service provides assistance to students who have paid their tuition fees upfront or via a HELP loan where the University is unable to fully deliver their course of study. This ensures that students are able to either:

a. complete their studies in another course or with another education provider, or
b. receive a refund of their unused tuition fees and/or a re-credit of the unused remainder of their HELP loan (including HECS-HELP and FEE-HELP).

Part F - International/overseas applicants

International education agents

(104) Applicants for study on an Australian student visa may apply via an international education agent contracted with the University. The agent will apply directly on the applicant's behalf, and must include evidence that the applicant has authorised the agent to act for them. The International Education Agent Policy states the University's requirements for international education agents.

Genuine student requirements (student visa applicants)

(105) The genuine student assessment applies to all offshore 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. International students who are already onshore are also required to demonstrate they meet the genuine student test.

(106) 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.

(107) 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

(108) 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

(109) Where an international applicant for study in Australia on a student visa is currently within the first twelve 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.

Part G - Access schemes and programs

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

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

(111) These programs are designed to accommodate student diversity and provide opportunity for equal access to participate and succeed in University study regardless of disadvantage or background. The University will ensure that applicants admitted via these equity entry programs and access schemes are academically suitable for their chosen study.

(112) Specific consideration is given to the recruitment, admission, participation, and successful completion of First Nations people, as well as for applicants of non-English speaking backgrounds, applicants with disabilities, and applicants from geographically isolated areas or economically or socially disadvantaged backgrounds.

(113) Specific provisions also exist for current and former Australian Defence Force personnel and elite athletes and performers who have been disadvantaged in their educational preparation through their commitments.

(114) Executive Deans will determine each year which of their faculty's courses will allow admission through an access scheme and/or program. A list of the eligible courses for each access scheme and program is provided on the Study web page.

(115) Places under each scheme may be capped or courses withdrawn from admission for a particular intake, depending on current student numbers and the availability of places each year.

Connections – First Nations Entry Program

(116) First Nations applicants who may not yet met the necessary entry requirements for admission to undergraduate study may apply for entry via the Connections – First Nations Entry Program through the online application process.

(117) Applicants must either be a mature age student, have completed high school, or be in their final year of high school to be eligible to 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.

(118) Successful completion of this five-day entry program guarantees entry to a broad range of eligible undergraduate courses, 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)

(119) The Experience Matters entry program is 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 rank, training, experience, and qualifications of current and former Australian Defence Force (ADF) personnel and uses this to calculate an equivalent selection rank.

(120) 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 the ADF.

Undergraduate Certificate in University Preparation

(121) Successful completion of the University Certificate in University Preparation (UCUP) provides guaranteed entry into a range of bachelors courses, and may include up to four subjects credit.

Charles Sturt Advantage

(122) The Charles Sturt Advantage early offer scheme can supplement applicants' scores in previous study with an assessment of their resilience, empathy, initiative and writing skills.

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

(124) The relevant Admissions office will process the applications and calculate a predicted ATAR based on their Year 11 results.

(125) Applicants are assessed based on 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 to make an offer to an applicant.

(126) Faculties will recommend courses to the Provost and Deputy Vice-Chancellor (Academic) for inclusion in this scheme for the following year's intake.

UAC School Recommendation Scheme

(127) The UAC Schools Recommendation Scheme is available for domestic applicants who are high school students and wish to apply for an early offer of a place before their final HSC or equivalent results are known, based on:

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

(128) Applicants must apply for this scheme and their intended course through the UAC website.

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

a. the relevant entry requirements outlined in this 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.

(130) Courses may be excluded from participation in the UAC School Recommendation Scheme where admission is based on factors other than a school-leaver's performance in the HSC or VCE, or as otherwise decided by the Executive Dean.

Elite athletes and performers

(131) The Elite Athletes and Performers program (EAPP) provides a range of support, which may include special consideration for admission, for applicants meeting the criteria of an elite athlete, pre-elite athlete, elite sports personnel or elite performer.

(132) Eligible applicants should apply directly to the University, indicate their eligibility in their admission application, and submit the EAPP special admission consideration form and any required evidence with their application.

(133) The Student Liaison Officer (Elite Athletes and Sport) determines the evidence requirements for special admission consideration under the EAPP and maintains the register of elite athletes, performers, etc.

(134) The Admissions office and faculty assess EAPP special consideration applications.

Selection rank adjustments

(135) Applicants for undergraduate study on the basis of ATAR or equivalent may be eligible for adjustment to their selection rank up to a maximum of 12 points, based on any combination of the following factors:

a. regional locations in Australia (added automatically if the criteria is met)
b. subjects completed in high school, where these are identified as relevant for specific courses (added automatically if the criteria is met), 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 (subject to application and approval).

Location adjustment

(136) A location adjustment of up to 5 equivalent ATAR points will be added to an applicant's selection rank if they:

a. apply direct to the University or through UAC or VTAC, attended school in a regional or rural area
b. attended school in a regional or rural area
c. have completed, within the year of application or the previous year, Year 12 in a high school.

Subject adjustment

(137) A subject adjustment of up to 10 equivalent ATAR points will be added to an applicant's selection rank if they:

a. apply direct to the University or through the UAC
b. have completed, within the year of application or the previous year, Year 12 in a high school, 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 adjustment

(138) An equity adjustment of up to 7 equivalent ATAR points may be added to an applicant’s selection rank if one of the following types of disadvantages has impaired their performance in previous study:

a. disrupted education
b. financial hardship
c. illness or disability
d. domestic and family violence
e. severe family disruption
f. excessive family responsibilities
g. rural or regional school
h. non-English speaking background, and/or
i. refugee status.

(139) Applications for equity adjustments must be made:

a. if applying directly to the University, via the Special Consideration for Admissions form by the due date
b. if applying through UAC or VTAC, via the UAC Educational Access Scheme or VTAC Special Entry Access Scheme.

Part H - Higher degree by research (HDR) admission decisions

Applications for HDR courses

(140) Applications for HDR courses must be submitted directly to the University. Applicants are normally required to complete an expression of interest before applying.

(141) Applicants for a doctor of philosophy by of prior publication must provide the following with their application:

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.

Resource and supervision requirements

(142) 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.

(143) To recommend an applicant for admission, the relevant Head of School (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 facilities, and other resources necessary for the candidate’s research program are available.

(144) The nominated principal supervisor will confirm willingness to supervise by signing the admission recommendation.

(145) 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 and is to the satisfaction of the Head of School (or equivalent) or their delegate.

Approval of masters by research and PhD program admissions

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

a. The applicant:
    i. meets entry requirements for the course stated in the Admissions - Entry Requirements (Higher Degrees by Research) Procedure and any additional or higher course-specific entry requirements, and
    ii. has committed 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 or institute has the resources necessary to support the candidature.
d. For a doctor of philosophy by prior publication, the information submitted at clause 141 and the external assessor's report at clause 147.

(147) For admission to a doctor of philosophy by of prior publication, Dean, Graduate Research will appoint an external assessor, based on nomination by the relevant Sub Dean (Graduate Studies). The external assessor will assess the full admission application provided, including the information required under clause 141.

Approval of professional doctorate program admissions

(148) 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 or institute 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.

Part I - Non-award enrolments

Single subject study

(149) An applicant may be eligible to apply for admission to a single subject where:

a. they meet the minimum age, academic, professional and English language proficiency requirements for the relevant level of study
b. they have completed any prerequisite subject requirements, and
c. there are no indications they are unlikely to succeed, such as failures in similar recent study or insufficient evidence of relevant knowledge and skills.

(150) Subjects available for single subject enrolment are listed on the Study web page. Applications for single subject study must be direct via the relevant online form.

(151) Applications are processed in date order of receipt by the relevant Admissions office, in consultation with the Subject Coordinator, Head of School or Course Director, as required.

(152) Applications from current students for concurrent enrolment in single subject study are decided by the Course Director (see Part D).

(153) Offers for single subject study cannot be deferred, a new application must be submitted instead.

Cross-institutional study (incoming students)

(154) Cross-institutional study allows students of other tertiary institutions to complete one or more subjects at Charles Sturt University to be applied as credit for part of their course at their home institution. Further information and application requirements are available on the cross-institutional learning website.

(155) The relevant Admissions office is responsible for managing incoming cross-institutional enrolment.

(156) Students must apply for cross-institutional study by the closing date for the teaching period in which they wish to commence their study at this University, and 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 required.

(157) The Subject Coordinator will assess applications for incoming cross-institutional study, including whether prerequisite subject requirements are met.

(158) Cross-institutional students enrolling in one or more subjects at this University must either submit an eCAF (where they are eligible to defer their fees) or pay their tuition fees upfront and in full. Students wishing to defer their fees via HECS-HELP or FEE-HELP must provide the University with their most recent Commonwealth Assistance Notice (CAN) from their home institution with their application for cross-institutional study.

Study Link subjects

(159) Study Link subjects are available to all current and prospective students and can be studied concurrently with any enrolment without seeking concurrent study approval. These subjects are preparatory subjects and cannot be used as credit towards the completion of any award course.

Section 4 - Guidelines

(160) Nil.

Section 5 - Glossary

(161) This procedure uses terms defined in the Admissions Policy, as well as the following:

a. Accredited – registered with the relevant regulator (the Australian Qualifications Framework or Tertiary Education Quality and Standards Authority) as approved by the regulator to deliver the level of qualification.

b. Articulated set of courses - as defined in the policy library glossary.
c. Census date – as defined in the policy library glossary.
d. Confirmation of Enrolment (COE) – means the 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.
e. Domestic student – as defined in the policy library glossary.
f. Elite athlete or performer – as defined in the policy library glossary.
g. English-medium – means English is the language of teaching and assessment.
h. 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 Directions to manage and minimise SSVF risk.
i. Non-resident student – as defined in the policy library glossary.
j. Regional Australia - means areas that are classified by the Commonwealth government as regional or rural.
k. Unique student identifier (USI) - means the reference number issued by the Australian Government that identifies all students studying within Australia. The USI is different to the Charles Sturt student number.

Status and Details

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

Glossary Terms and Definitions

"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).

"Domestic student" - A student who is an Australian citizen or permanent resident, New Zealand citizen, or holds an Australian permanent humanitarian visa.

"Non-resident student" - All students who are not classified as 'domestic' or 'international/overseas' in relation to their visa/citizenship and location status. Non-residents include: any student enrolled in a non-domestic course (including Australian domestic students studying overseas in a course delivered by an offshore partner institution); non-domestic students studying on campus within Australia while on any temporary visa other than the student visa; and non-domestic students who are studying in a domestic course that is delivered entirely online, where they do not need a student visa for their enrolment.

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