

# Admissions Procedure

## Section 1 - Purpose

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

### References

(2) Where a rule, policy, procedure, guidelines or supporting document is named in this policy, it is listed in the associated information tab, with a hyperlink to the text that is meant.

## Section 2 - Glossary

(3) 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 course - one course in an articulated set of courses.
- b. Articulated set of courses - 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).
- c. Articulated set of courses with a single entry point - an articulated set of courses in which students are normally admitted to the highest course in the sequence but may exit part-way though with a lower award in the sequence.
- d. Articulated set of courses with multiple entry points - an articulated set of courses that permit students to be admitted to, and complete separately, more than one course in the set if they meet the admission requirements of that course.
- e. Census date - for each subject, the date by which students must pay their fees or complete the process to defer their fees to a HELP loan, to remain enrolled in the subject.
- f. Course Director - includes both the title 'Course Director' and the title 'Course Coordinator' where this is still used.
- g. Non-award enrolment - comprises enrolment in single subjects, cross-institutional enrolment and StudyLink enrolment.
- h. Student number - The Charles Sturt student number is an 8 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).
- i. 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.
- j. Unique student identifier (USI) - The USI is 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.

## Section 3 - Policy

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

## Section 4 - Procedure

### Quality of admissions decisions and service

(5) To ensure that staff involved in admissions work understand the admissions process, service standards and how their work affects other parts of the admissions system, central admissions managers will:

- a. consult with faculties on staff training needs; and
- b. provide training and/or support faculty training to meet these needs.

(6) Central admissions managers will collaborate with faculties to propose agreed turnaround times to the Vice-Chancellor's Leadership Team for approval.

(7) Applicants for admission will be notified of the outcome and, where they are declined admission will be:

- a. informed of the reason(s); and
- b. made an alternative offer for a program for which they meet entry requirements; and/or
- c. advised how they can meet entry requirements in future.

### Entry requirements

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

- a. the minimum age requirements stated in the [Admissions Policy](#);
- 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.

### Acceptable English language proficiency tests and providers

(9) Proposals to approve or review English language proficiency tests or providers must be made to the International and Partnerships Committee (IPC).

(10) The Admissions Office will assess these proposals and recommend a decision to the IPC.

### Subject adjustments

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

- a. have completed, within the year of application or the previous year, Year 12 in a high school or TAFE college; and
- b. have gained at least a specified minimum band in an HSC subject (or equivalent) that is specified as relevant to

the course applied for.

(12) The total of all types of rank adjustments including special admissions consideration, location adjustment and subject adjustments, is capped at 12 ATAR points or equivalent.

## **Applications for admission**

(13) Applicants can apply for admission to Charles Sturt University (the University):

- a. through the New South Wales University Admission Centre, (UAC);
- b. through the Victorian Tertiary Admissions Centre (VTAC); or
- c. directly, as described below.

## **Direct admission**

(14) To have their application considered, prospective students applying for admission directly to the University must:

- a. complete the relevant admission application form, following all instructions on the form;
- b. attach all documents that the form states are required to be attached;
- c. sign the form to declare that their application is, to their knowledge, correct and complete, and that they meet the conditions of study; and
- d. submit their application by the application deadline published on the future students' web page.

(15) Applicants for study on an Australian student visa may apply via an international recruitment representative (IRR) of the University, who may submit the direct admission application on the applicant's behalf. In these cases, the application must include evidence that the applicant has authorised the IRR as their agent. The [International Education Agent Policy](#) states the University's requirements for IRRs.

(16) The Admissions Office provides these forms and publishes these deadlines.

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

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

(18) Where a student, who is studying on an Australian student visa with another education provider, and who is in the first six months of their study for that course, applies for admission to a Charles Sturt University course, the student must provide with the application:

- a. a letter of release from the other provider; and
- b. a certified copy of their student visa and their genuine temporary entrant financial certificate.

## **Privacy and use of information**

(19) Admission applications and the personal information they contain will be handled in accordance with the University's [Privacy Management Plan](#).

(20) In submitting their application, applicants must consent to the following uses of their personal information provided in their application:

- a. to assess their eligibility for admission to the University;
- b. if they are admitted, to create their student record in university systems that will support their enrolment and study; and

- c. in the University's reporting to government departments in order to meet legislative requirements.

### **Assessment of applications**

(21) The University's Admissions Office assesses all admission applications except:

- a. applications received by Study Group Australia (SGA), which are assessed by SGA's admissions team; and
- b. applications submitted to the University Admissions Centre (UAC), which UAC assesses on behalf of the University.

(22) To ensure the quality of admissions assessment by SGA, the Division of Student Administration will:

- a. provide SGA with detailed assessment instructions to ensure consistency; and
- b. regularly audit SGA assessment of samples of applications, to check that these are consistent with the instructions.

### **Australian Government sanctions**

(23) The University is currently reviewing its processes for identifying admission applications from citizens of sanctioned countries, and where appropriate recommending that the Deputy Vice-Chancellor (Research and Engagement) approve that an offer is made to such applicants.

### **Offers of admission**

(24) Only the Executive Director, Division of Student Administration can make an offer of admission.

(25) The Executive Director, Division of Student Administration will ensure that offers to applicants include all information that:

- a. the applicant needs to understand the offer, any conditions they must meet, course requirements and the costs of study; and
- b. is required by the relevant legislation and/or the Higher Education Standards Framework.

(26) The Executive Director, Division of Student Administration will ensure that offers to applicants to study in Australia on a student visa include information on:

- a. living in Australia; and
- b. additional requirements and policies that apply specifically to these applicants.

### **Offer acceptance requirements - internet access**

(27) Applicants will be required to declare that they have the necessary internet access for study at the University.

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

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

(30) In exceptional circumstances, a faculty may ask the Executive Director, Division of Student Administration or University Research Committee to approve an applicant's admission who does not have adequate internet access. Exceptional circumstances include:

- a. living in a remote location where there is poor internet connectivity; or
- b. being in prison with limited access to a computer.

(31) In these cases the teaching team or supervisor will develop a plan for communication to enable the student to fulfil subject requirements.

### **Offer acceptance requirements - participation declaration by applicants who live outside Australia**

(32) Applicants for admission who intend to complete all or part of a course while living outside Australia must declare that they can meet all the course requirements including, where relevant, attending residential schools.

(33) 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.

(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 applicants for a fee-paying course to meet any extra costs caused by their living outside Australia.

### **Accepting offers of admission**

(36) 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; and
- d. pay or arrange deferment of their fees by the deadline provided on their invoice/fee statement for their first session.

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

(38) 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. the first day of the relevant teaching period if less than 14 calendar days; or
- c. where, in exceptional circumstances, the offer is issued in the first week of a session, to begin study in that session, two calendar days from the date the offer is issued.

(39) 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.

(40) Offers of places in higher degree by research courses will have a default acceptance deadline of the census date of the relevant session.

(41) Applicants must accept their offer of admission (and promptly follow its instructions) by the relevant

deadline, otherwise, the University may lapse (cancel) the offer.

(42) The Executive Director, Division of Student Administration 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.

### **Withdrawing offers**

(43) 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;
- c. pay their fee; or
- d. where the offer was made in error and
  - i. the applicant does not meet the entry requirements; or
  - ii. the course quota was filled before the offer was made.

(44) The [Admissions Policy](#) states the circumstances under which offers may be withdrawn if the applicant is found to have provided false or misleading information.

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

(45) The [International Student Fee Refund Procedure](#) states the circumstances under which the University will or will not refund course fees to an applicant to become an international student at the University, who is not able to begin their course.

### **Applications for articulated courses with multiple entry points**

(46) Where a set of articulated courses has multiple entry points:

- a. applicants can be admitted to any course in the set for which they meet the entry requirements; and
- b. students as they progress through the sequence must apply for admission to each of the courses, by the same process as other applicants.

(47) Alternatively, applicants may be made a package of offers of admission to two or more courses in an articulated set with multiple entry points. The offer(s) of admission to the higher course(s) in the set will be conditional on the student completing the requirements of the lower award(s) in the set.

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

(48) Current students of the University applying for admission to the honours strand of a four-year integrated bachelor (honours) course do so by applying online for course transfer: see the section on transfer between courses in this procedure.

(49) The relevant faculty decides whether students must apply for honours in the second or third year of their full-time study or part-time equivalent.

### **Admission to concurrent study**

(50) Students can enrol in no more than two courses concurrently.

(51) The two courses must be considered compatible by the relevant faculties: that is, they do not overlap

substantially or already exist as a combined course.

(52) Where the two courses have majors or specialisations in common, students may be permitted to enrol in the courses concurrently but must complete a distinct major or specialisation in each course.

(53) 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.

(54) Students studying on an Australian student visa can only be considered for concurrent study in a second course if they can complete it within the duration of their principal course stated on their visa.

(55) Applicants to enrol concurrently in a second course must apply for admission to the course by an application directly to the University.

(56) The [Credit Policy](#) states requirements for credit between courses in which students are concurrently enrolled.

(57) The [Enrolment Policy](#) states enrolment requirements for concurrent course enrolments.

## **Readmission**

### **Readmission by reinstatement of enrolment**

(58) The [Admissions Policy](#) states the conditions under which a student who has withdrawn from their course may have their enrolment reinstated rather than having to apply for admission again.

(59) Students apply for readmission by reinstatement of their course enrolment to the Division of Student Administration (DSA), using the online form for such requests.

(60) Where the course requirements have changed, or the student has an academic progress at-risk status, the Admissions Office will forward the application to the relevant Course Director to decide whether the enrolment can be reinstated.

### **Readmission following termination of enrolment**

(61) Students whose enrolment is terminated for not completing their course within the maximum time can apply for readmission immediately by the same process as any other applicant for admission.

(62) The staff member assessing the application may:

- a. approve a guaranteed offer of a place in the course in the next intake; or
- b. arrange for the application to be considered in competition with other applicants, by the normal process.

### **Readmission following exclusion for unsatisfactory progress**

(63) Students excluded for unsatisfactory academic progress may apply for readmission to the same course. They can apply before the period of exclusion has finished, but may not recommence their studies until after it has finished.

(64) These applicants should provide evidence that the circumstances that impaired their academic progress no longer apply and/or they have taken action during their exclusion to improve their performance.

(65) The decision-maker 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; or
- c. deny the applicant admission if not satisfied by their evidence that they will perform better.

(66) 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.

(67) Domestic students excluded from a course, who have not been excluded entirely from study at the University, may apply immediately for admission to another course. These applicants should provide evidence that the circumstances that impaired their academic progress will not affect their performance in the new course.

(68) Where the [federal department of immigration](#) cancels a student's Australian student visa for unsatisfactory academic progress or breach of course duration conditions, the student cannot be readmitted to any course offered by the University for at least two years after the end of the last session in which the student was enrolled.

(69) A student readmitted to 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.

### **Readmission following exclusion for misconduct**

(70) A student who has been excluded from a course permanently for misconduct will not be readmitted to the same course.

(71) A student who has been excluded from the University permanently for misconduct will not be admitted or readmitted to any course.

(72) A student who has been excluded from a course for misconduct for a limited period, and later applies for readmission, or who has been excluded from a course for misconduct, and applies for admission to another course:

- a. will be considered on the same basis as any other GP applicant for admission: they do not have a right of readmission; and
- b. if their academic record before exclusion was poor, must provide evidence that the circumstances that impaired their academic progress no longer apply.

### **Readmission or course transfer where intakes have ceased**

(73) Where a student has withdrawn or been excluded from a course or specialisation before it was decided to cease intakes for that course, they may only be readmitted to that course or specialisation where the faculty:

- a. decides that the student can meet the course or specialisation requirements by completing subjects that are available; and
- b. is able to allocate a place from the relevant quota.

(74) These considerations also apply to applications by students to transfer to a course or specialisation that has been approved to cease intakes.

(75) Where students have been excluded from the course, the requirements in this procedure for readmission of excluded students must also be met.

(76) A student who withdraws from a course or specialisation after the announcement that it will cease intakes will not be readmitted to it.

## **Transfer between courses**

### **Transfer to coursework courses**

(77) The Admissions Office is responsible for managing applications for transfer to a coursework course, which are



assessed by criteria and under delegations approved by the relevant Faculty Board.

(78) To be eligible for course transfer, a student must:

- a. be a domestic student or be an international student studying online;
- 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; and
- e. not be seeking to transfer from a full fee place to a postgraduate Commonwealth Government supported place.

(79) Where a student is progressing through a set of articulated courses with multiple entry points, this is not handled as a course transfer, but as a change to the student's enrolment: see the [Enrolment Policy](#).

(80) Currently enrolled students who wish to apply for a course transfer must submit their application before the start of the first session they want to transfer into. Applications for course transfer received after this date will be processed for the next available intake session for that course.

(81) Course transfer applications (and any related credit transfer applications) are decided by Admissions Office staff or the Course Director, Associate Dean, Academic or Executive Dean, by criteria and under delegations approved by the relevant Faculty Board.

(82) Students who apply for course transfer are confirming that they do not wish to graduate from their current course. If the transfer is approved, their current course status will be changed to WT (withdrawn transferred) once all grades are resolved.

(83) 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 Policy](#) and [Enrolment Procedure](#) for more information about the CAF, Commonwealth supported places (CSP), HECS-HELP, and FEE-HELP.

### **Transfer between two higher degree by research courses**

(84) Candidates who wish to transfer from one higher degree by research (HDR) course to another apply in writing to the Office of Research Services and Graduate Studies.

(85) Applications for transfer from a master by research course to a doctor of philosophy course must be approved at least six months before the deadline for thesis submission.

(86) Other applications for transfer between HDR courses may be submitted at any time.

## **Inclusion**

### **Access schemes**

(87) The Provost and Deputy Vice-Chancellor (Academic) determines the courses to which entry by access schemes is available in each year, in consultation with Executive Deans. These courses are listed in the online course brochure.

(88) The University may withdraw courses from availability for access scheme entry during an intake or may not provide special admission consideration for entry to a course, depending on current student numbers.

## **Guaranteed entry schemes**

## Indigenous Access Program

(89) Aboriginal or Torres Strait Islander applicants may be considered for a guaranteed offer of a place in a bachelor course listed as available for this access scheme if they are:

- a. in their last year of study for the Higher School Certificate (HSC); or
- b. no longer in school.

(90) A guaranteed offer under this scheme to an applicant currently undertaking the HSC will be conditional on their completing the HSC.

(91) Applicants must complete:

- a. the University's Indigenous Access Program (a five-day course that helps applicants assess their preparedness for study, including an assessment at the end); and
- b. any course-specific admission tasks such as an interview or portfolio submission.

## School Recommendation Scheme

(92) Applicants who are high school students may be guaranteed an 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.

(93) Applicants must apply for this scheme and for their intended course through the University Admissions Centre.

(94) Guaranteed offers under this scheme are conditional on applicants meeting:

- a. the relevant requirements in [Admissions - Entry Requirements \(Coursework\) Procedure](#); and
- b. any course-specific admission requirements.

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

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

## Charles Sturt Advantage

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

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

(98) Assessors in the Division of Student Administration or Division of Marketing and Communication will assess the applications.

(99) Where applicants are successful:

- a. If the applicant is applying through the University Admissions Centre (UAC) or Victorian Tertiary Admissions Centre, they will be made an early offer, conditional on their achieving the Charles Sturt Advantage ATAR rank

for the course.

- b. If the applicant is applying directly to the University or via a UAC White Label application, the Charles Sturt Advantage assessment outcome and the applicant's piece of writing for the writing task will be provided to the staff member assessing the admission application, to be a factor in the admission decision. The applicant will receive consideration equivalent to the lower Charles Sturt Advantage ATAR rank for the course.

(100) Charles Sturt Advantage ATAR ranks will be at or above the minimum ATAR rank for the course approved by Academic Senate.

(101) An applicant with a guaranteed offer under the scheme may achieve the Charles Sturt Advantage ATAR rank with the help of up to 12 ATAR points of adjustments through subject adjustments, regional adjustments and/or special admission consideration adjustments, where eligible for these.

(102) Faculties will each year recommend courses and their proposed Charles Sturt Advantage ATAR ranks to the Provost and Deputy Vice-Chancellor (Academic), for inclusion in the scheme for the following year's intake.

### **Special admission consideration**

(103) Applicants to 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.

(104) Applicants with these types of disadvantage can receive an adjustment of up to seven ATAR points or equivalent, where the faculty permits selection rank adjustments in the course. The total of all types of rank adjustments including special admissions consideration, location adjustment and subject adjustments, is capped at 12 ATAR points or equivalent.

### **University Admissions Centre (UAC)**

(105) 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.

(106) 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.

(107) 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).

## **Victorian Tertiary Admissions Centre (VTAC)**

(108) VTAC applicants who believe they are educationally disadvantaged and are applying for full-time internal study undergraduate course can apply for special admission consideration using the Special Entry Access Schemes application on the VTAC website.

(109) 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.

(110) These applications are assessed by the University's Admissions Office.

### **Other applicants**

(111) 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.

### **Experience Matters scheme**

(112) The University may consider for admission applicants who apply via the New South Wales University Admissions Centre (UAC) and:

- a. are current or former members of the Australian Defence Forces or another country's defence forces; 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.

(113) UAC will assign such applicants and admission selection rank based on their length and level of defence force service and employment transition training.

### **Location adjustment**

(114) Applicants for internal undergraduate study will receive a location adjustment of five 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.

(115) The total of all types of rank adjustments including special admissions consideration, location adjustment and subject adjustments, is capped at 12 ATAR points or equivalent.

### **Elite athletes and performers**

(116) An applicant applying directly to the University, who is an elite athlete, elite pre-athlete, elite sportsperson or elite performer, should indicate this on their admission application.

(117) These applicants will be sent an application for special consideration for admission form. They must return the completed form and required supporting documents to the Admissions Office by the due date to receive any special admission consideration.

(118) 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.

(119) 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 the [Admissions Policy](#), 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.

## **Higher degree by research admission decisions**

### **Resource and supervision requirements**

(120) Before a faculty supports an application to admit a person to higher degree by research (HDR) candidature, there must have been a discussion between the applicant and their proposed principal supervisor or the relevant Sub Dean (Graduate Studies) 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.

(121) To recommend an applicant for admission, the relevant Executive Dean 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; and
- b. the accommodation, facilities and other resources necessary for the candidate's research program are available.

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

(123) 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**

(124) The Dean, Graduate Studies 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.

(125) Where the applicant is applying for admission to candidature for a doctor of philosophy on the basis of by prior

publications, the Dean, Graduate Studies 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 which serves to link the individual publications into an integrated whole;
  - v. confirms the papers have not previously been submitted as part of a degree;
- f. a statement indicating whether 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.

(126) In making their decision on an application for candidature on the basis of prior publications, the Dean, Graduate Studies 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 Studies.

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

(127) The Dean, Graduate Studies 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**

(128) Faculties must inform the 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**

(129) The Admissions Office is responsible for admission and enrolment of students into single subject study.

(130) Subjects available for single subject enrolment are listed on the future students' web pages.

(131) Applicants for single subject study must apply to the Admissions Office, which will process applications in date

order of receipt.

(132) The [cross-institutional learning website](#) states requirements for students from other tertiary institutions to enrol in single subjects with FEE-HELP or HECS-HELP.

(133) Where a student enrolled in a course applies to enrol concurrently in a single subject, the Course Director of the course or the head of the school that offers the course will decide whether the enrolment can occur.

### **Cross-institutional study**

(134) A student of another tertiary institution can apply to enrol in subjects at Charles Sturt University and may be able to have the subjects recognised as part of their course at that institution. Further information and instructions are published on the [cross-institutional learning website](#).

### **Admission or enrolment of academic staff**

(135) 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.

(136) Such applications 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.

(137) To prevent admission or enrolment occurring in these cases, the Executive Dean will review:

- a. all decisions to admit or enrol academic staff of the faculty into courses or subjects taught by the faculty; and
- b. all decisions to admit or enrol academic staff of partner or affiliate institutions, who teach subjects or courses managed by the faculty, into courses or subjects taught by the faculty.

### **Deferred admission**

(138) Domestic Australian applicants can apply for deferment, in courses where this is available, before the first census date in their course enrolment.

(139) Applicants who are Ready Reserve members of the Australian Defence Force can apply for deferment so they can complete their Defence Force training, in any course including those in which deferment is not otherwise available.

(140) Even courses that do not otherwise permit deferment are expected as far as possible to permit deferment by students on the University's register of elite athletes, elite sporting personnel, elite pre-athletes and elite performers, where this is necessary for them to meet (as relevant) sporting or performance commitments.

(141) The Executive Director, Division of Student Administration approves all 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).

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

(143) Applicants who wish to study in Australia on a student visa cannot have their offer deferred: instead, they must decline the initial offer and request a new offer for the new start date.

## Review of admission decisions

(144) Applications for review of an admission decision must meet the grounds for review stated in the [Admissions Policy](#).

(145) The Admissions Office is responsible for managing these applications.

(146) Applicants must apply in writing to the Manager, Admissions Office with the evidence or information that meets the grounds for review, within 15 working days of the date the University notifies them of the decision.

(147) The Manager, Admissions Office will nominate a review officer, who will decide on the application in consultation with relevant faculty or Research Office staff and/or staff of other areas of the University as relevant.

(148) The appropriate review officers for decisions made at each level are as follows:

Original decision maker	Review officer
Admissions Officer in a Charles Sturt University Study Centre	Manager, Admissions Office, Division of Student Administration
Administrative Officer, Division of Student Administration	Executive Director, Division of Student Administration
Executive Director, Division of Student Administration	Provost and Deputy Vice-Chancellor (Academic)
Dean, Graduate Studies	Pro Vice-Chancellor (Research and Innovation)
Course Director	Relevant Executive Dean
Head of School	Relevant Executive Dean
Executive Dean	Provost and Deputy Vice-Chancellor (Academic)
Provost and Deputy Vice-Chancellor (Academic)	Vice-Chancellor

(149) The review officer will inform the applicant of the decision and the reasons for it within, at latest, 21 calendar days from the date when the University received the review request and evidence of the grounds.

## Section 5 - Guidelines

(150) Nil.



## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	1st February 2021
<b>Review Date</b>	1st January 2023
<b>Approval Authority</b>	Deputy Vice-Chancellor (Students)
<b>Approval Date</b>	12th January 2021
<b>Expiry Date</b>	Not Applicable
<b>Unit Head</b>	Shawn Walker Executive Director, Students
<b>Author</b>	Diana Bayly Compliance and Policy Officer +61 2 6933 4053
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