Admissions - Entry Requirements (Coursework) Procedure

November 2025 – This procedure is expired and is subsumed by the Admissions Procedure.

Section 1 - Purpose

(1) This procedure supports the Admissions Policy by stating detailed University-wide minimum:

a. academic and professional requirements for entry to coursework courses, and
b. English proficiency requirements for entry to coursework courses.

(2) Individual courses may have higher and/or additional entry requirements and/or higher English proficiency requirements.

(3) The Admissions Procedure states detailed application requirements for admission to courses, to enable assessment of whether applicants meet the requirements in this procedure.

Scope

(4) This procedure describes the minimum University entry requirements for admission to each level of study for coursework courses, including undergraduate and postgraduate study.

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

Section 2 - Policy

(6) This procedure supports the Admissions Policy and should be read alongside that policy.

Section 3 - Procedure

Part A - Assessment of equivalence

(7) Where this procedure states an academic qualification 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.

(8) Where this procedure refers to ‘equivalent’ qualifications and applicants present qualifications gained outside

Australia, the relevant Admissions office will assess them for equivalence with the qualifications specified. Equivalencies will be determined using internationally recognised tools such as the Australian Government's Country Education Profiles (CEP), the United Kingdom National Information Centre/Ecctis and Australia's University Admissions Centre (UAC) schedules.

(9) 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.

(10) Where an applicant has completed a qualification at a higher Australian Qualifications Framework (Second Edition January 2013) level than the qualification stated as an entry requirement below, the higher qualification meets the requirement with regard to level of study.

For entry to undergraduate diplomas

(11) Applicants may be admitted on the basis of having completed the New South Wales Year 10 Record of School Achievement or an equivalent Year 10 qualification from another Australian state.

For entry to bachelor degree courses (except honours)

(12) Applicants must meet one or more of the previous study requirements listed below for entry to a Bachelor degree course. They may also be admitted to a course on the basis of other attributes listed under the 'Attainments and experience' section of this document.

(13) Applicants may also be admitted on the basis of interim academic results and a principal's report, on the conditions stated in the Admissions Procedure.

(14) Applicants through the Connections – First Nations Entry Program may be admitted on the basis of their participation in this program and performance in its final assessment. The Admissions Procedure provides more detail about this program.

Previous studies

(15) Previous studies include completion of at least one of the following:

a. The NSW Higher School Certificate (HSC), Victorian Certificate of Education (VCE) or interstate equivalent with:
    i. an Australian Tertiary Admissions Rank (ATAR) at or above the minimum for the course set by the Academic Senate, or
    ii. the equivalent limited ATAR if it includes subjects relevant to the course the applicant wishes to enter.
b. The HSC, VCE or interstate equivalent with:
    i. strong performance in Year 11-12 subject areas relevant to the course the applicant wishes to enter, and
    ii. overall performance at a standard acceptable to the relevant faculty.
c. 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 set by Academic Senate (see clauses 7-9).
d. Two or more university level subjects (AQF level Associate Degree or higher) demonstrating a reasonable

prospect of success, through the Grade Point Average (GPA) gained in these studies.

e. All or part of a course at a university or other accredited tertiary institution at a standard considered acceptable and equivalent to the course admission requirements (see clauses 7-9).
f. 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.
g. Programs approved by the UAC and assigned to schedules accepted by Charles Sturt University for admission purposes, at the required standard.
h. A tertiary studies preparation course at Charles Sturt University.
i. A tertiary studies preparation course at another institution that is acceptable to University Courses Committee, where the applicant's results are at a standard equivalent to or higher than the minimum ATAR set by the Academic Senate.

Attainments and experience

(16) An applicant may also be admitted to a course on the basis of the following attainments and experience, or these may be a factor in the admission decision alongside prior studies:

a. Attributes demonstrated through paid or voluntary employment in a field relevant to the course the applicant wishes to enter.
b. Performance in a test or examination conducted by a professional body.
c. Performance in a test or examination approved by a professional governing body.
d. Participation in continuing education and/or staff development programs conducted by adult education agencies, consultancies, professional bodies or employers.
e. Performance in the Special Tertiary Admissions Test (STAT), uniTEST, or General Achievement Test (GAT).
f. Where the applicant is a school leaver, a report from the school principal on the applicant's academic performance.
g. 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.

For entry to double degree programs

(17) Applicants cannot 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 of one of these at another institution.

(18) In these cases, applicants can be admitted to the other component single degree where it is available as a separate course, with appropriate credit.

For entry to bachelor (honours) courses

(19) An applicant for admission to a one year Bachelor (honours) or integrated Bachelor (honours) course must have completed at least:

a. a Bachelor degree completed in the same discipline or a closely similar discipline, or
b. where the applicant wishes to transfer to an integrated Bachelor (honours) course, the component of the Bachelor degree course up to the point where the honours stream commences.

(20) 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.

For entry to graduate certificate and graduate diploma courses

(21) Applicants for admission must have completed at least:

a. a Bachelor degree, or
b. a Diploma along with having gained work experience relevant to the intended course.

(22) Alternatively, such courses may specify in their entry requirements that applicants may be eligible if they have gained at least five years relevant work experience.

For entry to master by coursework courses

(23) Applicants must:

a. have completed at least a Bachelor degree or equivalent, and
b. satisfy any other conditions for entry to the specific course.

(24) Alternatively, such courses may specify in their entry requirements that applicants may be eligible if they have gained at least five years relevant work experience.

(25) 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.

Part B - English language proficiency

(26) The Admissions Policy states the minimum English language proficiency requirements for entry into courses. The following provides more detail on these requirements and what are considered their equivalent.

English-speaking background

(27) Applicants meet English language proficiency requirements for admission if they meet one or more of the following:

a. They were born in one of the list of English-speaking countries published online, have completed at least one acceptable qualification from one of those countries, and English was the language in which they undertook the qualification.
b. They can provide other accepted proof of English proficiency as listed on the University website.
c. They are recommended as meeting English language proficiency requirements through alternative evidence by the Executive Dean of the relevant faculty. See also the Admissions Procedure.

(28) The following qualifications may be accepted to meet English proficiency requirements if they were completed in an English-medium school or tertiary education institution:

a. Senior secondary studies equivalent to the New South Wales Higher School Certificate.
b. One year of full-time studies at associate degree level or higher on the Australian Qualifications Framework (AQF) or equivalent.
c. A completed AQF diploma or advanced diploma.

d. 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.

English language programs

(29) The University will accept an applicant's results in English language programs offered by other Australian universities where it considers these demonstrate English language proficiency equivalent to other ways of satisfying English language requirements stated above.

English language proficiency tests

(30) The English language requirements web page for international applicants lists tests that are accepted as meeting English language proficiency requirements, and the test scores required.

(31) For a test result to be acceptable, the applicant must have sat the test within two years before the start date of the course for which they are applying.

English language proficiency pathways

(32) The following qualifications may be accepted to meet English language proficiency requirements, for admission to undergraduate courses only, where the applicant was born and undertook the qualification in a country on the list of English-speaking countries:

a. Other post-secondary studies including certificates.
b. Special Tertiary Admissions Test (STAT).

Section 4 - Guidelines

(33) Nil.

Section 5 - Glossary

(34) 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. Accredited – registered with the relevant regulator (the Australian Qualifications Framework (Second Edition January 2013) or Tertiary Education Quality and Standards Authority) as approved by the regulator to deliver the level of qualification.
b. English-medium – where English is the language of teaching and assessment.
c. One year of full-time study – a full-time study load across two standard sessions or an equivalent number of subject enrolments throughout multiple teaching periods in one year.
d. Research component – as defined in the policy library glossary.

Status and Details

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Glossary Terms and Definitions

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