**Section 6 - Rules and Regulations**

**ADMISSION REGULATIONS**

1. **POLICY OBJECTIVES**

The University aims to provide a high quality service to continuing and potential clients through an admissions system which is:

- fair, equitable and transparent;
- client-centred;
- system coordinated;
- expeditious; and
- quality controlled.

1.1 **Fair, Equitable and Transparent**

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

1.2 **Client-Centred**

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

1.3 **System Coordinated**

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

1.4 **Expeditious**

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

1.5 **Quality-Controlled**

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

2. **INTAKE POLICY**

2.1 **Authority to admit students**

Students will be admitted to courses of the University by the Director, Student Administration or the Executive Director, International Office following determinations by or according to policies established by Faculty Boards or the Board of Graduate Studies under delegation from the Council.

2.2 **Intake Quotas**

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

2.3 **Part-time Courses**

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

3. **APPLICATION FOR ADMISSION**

3.1 **Application Forms**

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

3.1.1 **Direct Applications**

Direct applications to the University shall be lodged with the Admissions Office.

Applications for admission from international students shall be made on the prescribed form which shall be lodged with the International Office.

3.1.2 **Integrated Bachelor (Honours) Courses**

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

Applications as appropriate from former CSU students or graduates, or from students or graduates of other universities for admission to the Honours strand of a four-year integrated Bachelor (Honours) course will be made on the prescribed form which shall be lodged with the Admissions Office by the advertised date each year.

3.1.2 Research Higher Degree Applications

3.1.2.1 Area of Research
At the time of admission the candidate shall describe the general area of research to be pursued in sufficient detail to enable the application to be properly considered. Details of previous education and/or employment experience relevant to the application are also required. A full research proposal is not required at this time (see clause 2.2.3 in the Progress, Supervision and Assessment Regulations: Theses and Other Examinable Research Works).

3.1.2.2 Study Modes and Study Loads
At the time of application for admission, applicants shall apply to enrol in either the internal or distance education mode.

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

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

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

3.2 Closing Dates
Applications for admission must be lodged with the University by the advertised date each year, except for the following programs, for which applications may be lodged at any time: PhD, Master by research programs and professional doctorates.

4. ADMISSION ON THE BASIS OF FALSE OR MISLEADING INFORMATION

4.1 False, Misleading and Withheld Information
Applicants admitted to a course on the basis of false or misleading information or who withhold information relevant to their application for admission to a course shall be invited by the Director, Student Administration to show cause why their offer of admission should not be withdrawn or, if they are a student by virtue of having commenced their course, why they should not be excluded from the course.

4.2 Show Cause
Where an applicant or student is suspected of providing false or misleading information or of withholding information with respect to an application for admission to a course, the Director, Student Administration shall write to the applicant or student inviting him or her to show cause within 21 days of the date of the letter why the offer of admission should not be withdrawn or he or she should not be excluded from the course.

The Director, Student Administration shall deal with a show cause under applicable sections of clauses 4 and 5 of the Student Academic Misconduct Rule. The applicant or student shall have the right of appeal against a decision of the Director, Student Administration as provided in clause 6 of the Student Academic Misconduct Rule.

5. ADMISSION REQUIREMENTS

5.1 Undergraduate Courses

5.1.1 All Undergraduate Courses Except Bachelor (Honours) Courses
Subject to the limitations imposed by course quotas, the University may admit to an undergraduate course, any applicant it believes can undertake the course with reasonable prospect of success.

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

5.1.1.1 Previous Studies
The following studies are regarded as indicative of an applicant's likelihood of success in an undergraduate course:

a) completion of the NSW Higher School Certificate with a Universities Admission Index
(UAI) equal to or greater than the minimum UAI set by the Academic Senate or with the equivalent limited UAI provided that the subjects included in the limited UAI are relevant to the course in which admission is sought;
b) completion of the Victorian Certificate of Education (VCE) with a Tertiary Entrance Rank (TER) equal to or greater than the equivalent minimum UAI set by the Academic Senate;
c) completion of the interstate equivalent of the NSW HSC (other than applicants who have completed the VCE) at a standard equivalent to or greater than the minimum UAI set by Academic Senate;
d) completion of the HSC or VCE (or interstate equivalent) with strong performance in subject areas at HSC or VCE level (or the interstate equivalent), which are appropriate to the course the applicant wishes to enter and with overall performance of a standard acceptable to the relevant Faculty;
e) completion of the full International Baccalaureate Diploma or overseas secondary school qualifications deemed to be equivalent to the NSW HSC completed at a standard equivalent to or greater than the minimum UAI set by the Academic Senate;
f) completion of the whole or part of a course at a university, college of advanced education or other accredited tertiary institution at a standard acceptable to the relevant Faculty;
g) completion of undergraduate subjects as an Associate Student of the University or through enrolment with other universities or with Open Learning Australia;
h) completion of the whole or part of a course at a college of technical and further education (TAFE) or other accredited post-secondary institution at a standard acceptable to the relevant Faculty;
i) completion at the required standard of a foundations studies program approved by the Academic Senate for admission purposes;
j) completion of the TAFE Tertiary Preparation Course at a standard equivalent to or greater than the minimum UAI set by Academic Senate.

5.1.1.2 Attainments and Experience
An applicant may also be admitted to a course on the basis of other attainments and experience. These may include:

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

5.1.1.3 Principals’ Report Entry Program (PREP)
Students attending high schools in the region served by the University who are completing Year 12, may be guaranteed an offer of a place in a full-time or part-time on campus course prior to the release of their UAI under the PREP, on the basis of their senior high school academic record and an appropriate recommendation from their school principal.

5.1.1.4 Regional Bonus Scheme (Internal Courses only)

- Applicants attending high schools or TAFE Colleges in the region served by the University who are completing Year 12 will have their UAI (or equivalent) increased by 5 points. Applicants need not apply for the increase, it is calculated automatically.

- Non-Year 12 applicants who reside in the region served by the University will have their admission rank increased by 5 points. Applicants need not apply for the increase, it is calculated automatically.

5.1.1.5 Domestic Fee Paying Undergraduate Courses
Refer to clause 15 below.

5.1.2 Bachelor (Honours) Courses

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

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

5.2 Postgraduate Courses
5.2.1 Graduate Certificate, Graduate Diploma, Postgraduate Certificate and Postgraduate Diploma Programs
Applicants for admission to graduate and postgraduate certificates and diplomas must normally hold an undergraduate degree or diploma from an accredited tertiary institution. For graduate certificates and diplomas, which are in a new area of knowledge, the prior qualification will not be in that new area of knowledge, whilst for postgraduate certificates and diplomas, which build upon existing knowledge, the prior qualification will be in an identified area of knowledge.

Admission to some graduate and postgraduate certificates and diplomas may be available to applicants without an appropriate undergraduate qualification, but with other professional attainments or experience.

5.2.2 Master by Coursework or Coursework and Dissertation Programs
5.2.2.1 Standard Entry Requirements
Applicants for admission to a Master by coursework or coursework and dissertation programs shall have an appropriate Bachelor degree or equivalent and shall have satisfied such other conditions as the Dean, on the advice of the Course Coordinator, determines.

5.2.2.2 Non-Standard Entry Qualification
Applicants who submit evidence of other academic and/or professional qualifications and/or experience may be admitted to a coursework program with a research component by the Faculty.

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

5.2.3 PhD and Master by Research Programs
5.2.3.1 Standard Entry Qualifications
5.2.3.1.1 Entry to a Master Degree
An applicant for admission to candidature for a Master degree by research shall have an appropriate Bachelor degree with class 1 or class 2(i) honours from an Australian university or equivalent overseas tertiary institution, taken over a minimum of four years (full-time equivalent).

5.2.3.1.2 Entry to a Doctoral Degree
An applicant for admission to Doctoral candidature shall have:

i) qualified for the award of a Master degree by research at an acceptable level; or

ii) an appropriate Bachelor degree with class 1 or class 2(i) honours from an Australian university or an equivalent overseas tertiary institution, taken over a minimum of four years (full-time equivalent); or

iii) qualified for entry into the Charles Sturt University Master degree by research program and duly enrolled and shown exceptional ability in the conduct of a research project which is clearly capable of being extended to a doctoral level.

5.2.3.2 Other Appropriate Qualifications
An applicant for admission to Doctoral candidature, who has qualified for the award of a Master by coursework at an appropriate level and has demonstrated that he/she is capable of undertaking research at a Doctoral level, may be accepted by the Board of Graduate Studies.

5.2.3.2.1 Master by Coursework
An applicant for admission to Doctoral candidacy, who does not possess the qualifications listed at clause 5.2.1.1 above, but has some other appropriate combination of undergraduate and postgraduate qualifications (such as relevant graduate diplomas) and/or professional performance which demonstrate to the Board of Graduate Studies that he/she is capable of undertaking research at a Master or Doctoral level, may be accepted into the relevant program.

5.2.3.2.2 Other Qualifications
An applicant for admission to a Master by research or Doctoral program may be accepted without the qualifications specified at clause 5.2.1.1 above.

5.2.3.3 Preliminary Candidature
Where an applicant does not meet the minimum entry requirements or where, in the Board of Graduate Studies view, the applicant does not have sufficient background in the proposed area of research, the Board of Graduate Studies may admit the applicant as a Preliminary Candidate for a period of up to one year.
During this period the candidate shall be required to complete work equivalent in quantity and quality to that deemed to have been achieved by standard entrants.

5.2.3.3.1 Fees
Applicants admitted as preliminary candidates shall pay full fees for any subjects they are required by the Board of Graduate Studies to complete, and for any supervision they receive during this period.

5.2.3.3.2 Minimum Period for Subsequent Candidature
Once full candidature is confirmed, a former preliminary candidate shall complete a minimum of:
- Two years full-time-equivalent study (prior to the submission of a thesis for examination), for Doctoral candidates; and
- One year full-time-equivalent study (prior to the submission of a thesis for examination), for Master candidates.

5.2.3.4 Requirements for Supervision and Resources
5.2.3.4.1 Supervision
Study for the degree and research work shall be carried out in the University. The Board of Graduate Studies:

i) may permit candidates for any higher degree to conduct the work at other places where special facilities may be available, provided the direction of the work remains wholly under the control of the supervisor; and

ii) may appoint an external supervisor who is able to maintain regular communication with the candidate.

Before recommending an applicant for admission to a research higher degree program, the Dean shall be satisfied that the proposed supervisors are sufficiently expert in the area of research, and have the time and commitment to be able to provide proper supervision. The supervisors nominated will indicate willingness to supervise the candidate by signing the admission recommendation form.

5.2.3.4.2 Resources
The Dean, in consultation with the Head of School, is also responsible for certifying that the necessary accommodation facilities and other resources are available to support the candidate's research program. The particular resources to be provided to a candidate shall be consistent with the principles and the statement of minimum resources in clause 10 below, and shall be discussed and agreed with the candidate at the time of admission to the program and confirmed when the research proposal is approved (see clause 2.2.3 of the Progress, Supervision and Assessment Regulations: Theses and Other Examinable Works).

5.2.3.5 Basis of Board of Graduate Studies Approval
The Board of Graduate Studies shall base its decision on a proposed candidature upon the following evidence:

i) the qualifications and experience of the applicant;

ii) the proposed area of research;

iii) an indication of willingness to supervise the proposed research from the principal supervisor;

iv) certification from the Faculty that:
   - the proposed program of study and research is at a level appropriate to the degree being sought;
   - the proposed program falls within an approved University field of research for higher degrees (see 5.2.1.6 below);
   - adequate supervision and physical resources are available;
   - the applicant has the appropriate background and ability to undertake the proposed course;
   - the applicant has given the necessary commitment to work regularly on the approved program of study and research and maintain regular contact with the supervisor(s).

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

5.2.3.7 Overseas Students
Overseas applicants for admission to research higher degrees may only be admitted to candidature by the Board of Graduate Studies. In urgent circumstances the Presiding Officer or Deputy Presiding Officer of the Board of Graduate Studies, on the recommendation of the Dean, may admit such applicants to candidature and so notify the Board of Graduate Studies at its next meeting.

5.2.4 Professional Doctoral Programs
5.2.4.1 Academic Qualifications
Applicants for admission to a professional doctoral program shall hold the following academic qualifications:

a) a doctoral degree; or

b) a master degree by research; or
c) a master degree by coursework at credit average or better.** This includes an articulated master degree; or
d) a class 1 or class 2 division 1 bachelor (honours) degree; or
e) such other academic qualifications specified by the Faculty and approved by the Board of Graduate Studies to be equivalent to the award of bachelor (honours).

** The Faculty has the option of inviting an applicant who does not have a credit average to undertake further subjects as specified by the course coordinator. Admission would still be subject to the student obtaining a credit average.

5.2.4.1.1 Credit Average
A credit average may mean:
i) a credit grade or better is required in every one of the subjects in question; or
ii) some subjects with a grade lower than a credit may be offset by subjects with a grade higher than a credit; or
iii) a credit grade is required in each of certain specified subjects and, for the remaining subjects, a grade lower than a credit may be offset with a grade higher than a credit.

The admission requirements for individual professional doctoral programs shall specify which of i-iii above shall apply.

5.2.4.2 Professional Experience
In addition to acceptable academic qualifications, an applicant for admission to a professional doctoral program shall:
a) have a minimum of five years of relevant professional experience, unless seeking admission to a program specified at clause 5.2.2.2.1 below (for which a lesser period of relevant professional experience is required); in these cases, the lesser period shall apply; and
b) be working in the profession or have access to the profession such that the practical requirements of the program and the research can be undertaken.

5.2.4.2.1 Programs Approved by Academic Senate with Specific Entry Requirements
a) Doctor of Psychology

5.2.4.3 Basis of Board of Graduate Studies Approval
The Board of Graduate Studies shall base its decision to admit or otherwise an applicant to a professional doctoral program on evidence that:
a) the applicant meets the academic, professional and English language requirements;

b) supervision is available for the proposed period of candidature;
c) the Faculty has available the necessary resources to support the candidature: and
d) the applicant's employer is prepared to support the candidature or that the applicant will receive the necessary professional support in some other way.

5.3 Study Outside Australia
Applicants admitted to a course who wish to complete all or part of the course while residing outside Australia, shall be required to sign a declaration that they can meet all the requirements of the course including, in appropriate cases, attendance at compulsory residential schools.

Notwithstanding the signing of such a declaration, the University may decline to admit to a course an applicant who wishes to study offshore if it believes it cannot adequately teach or assess the applicant at the nominated offshore location.

Applicants admitted to a fee paying course who wish to complete all or part of the course while residing outside Australia, may be required to meet any additional costs resulting from their residing offshore.

A declaration is not required of applicants residing outside Australia who are admitted to courses taught by the University:
• at an overseas location; or
• by distance education through an affiliated overseas institution.

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

5.5 English Language Proficiency
5.5.1 Undergraduate Courses
5.5.1.1 Sufficient English background
Applicants will be deemed to have sufficient English proficiency if they:
a) • have completed all their formal studies in one or more of the following countries; or
• were born in one of the following countries and have completed at least one qualification in one of those countries; or
• have completed senior secondary study or at least one year of full-time University study in one of the following countries:
  Australia     Ireland
  Canada        New Zealand
  United Kingdom United States of America
b) have successfully completed one year of full-time (or part-time equivalent) post-secondary study at an affiliate institution of the University, with English as the medium of instruction and assessment.

All other applicants must demonstrate proficiency explicitly.

5.5.1.2 Acceptable tests for English proficiency

Any of the following results, attained within two years of commencement of the course for which the applicant is applying, can be used to demonstrate English proficiency:

- a TOEFL (Test of English as a Foreign Language) paper-based score of 550 and TWE of 5.0;
- a TOEFL computer-based score of 213 and Essay Rating of 5;
- an Academic IELTS (International English Language Testing System) overall score of at least 6.0, and with no score below 5.5;
- a Combined Universities Admission Test (CULT) overall score of at least 65;
- a C pass in English at the GCE ‘A’ level examinations in either Singapore or the United Kingdom;
- completion of the International Baccalaureate diploma with English A2 at higher or sub. Level;
- a C pass in ‘Use of English’ in the Hong Kong Advanced Level Examination (HKALE);
- completion of the UNSW Foundation Studies Certificate with a C pass in ‘Use of English’;
- completion of an AQF Certificate IV (including English for Academic Purposes);
- successful completion of at least one year of study in a course at Associate Diploma or Diploma level on the Register of Australian Tertiary Education;
- a score of 155 in the verbal component of the STAT test;
- level 109 of the ELS Language Centres Wagga Wagga examination with a score of CP or higher in the reading and listening components, and P or higher in the speaking and writing components;
- a Pass grade in the Uniworld English College English for Tertiary Entrance course
- IRI Diploma of English.

An applicant who does not otherwise meet the University’s requirements may be admitted on the recommendation of the Dean of the appropriate faculty.

5.5.2 Postgraduate Courses

5.5.2.1 Graduate Certificate, Graduate Diploma, Postgraduate Certificate, Postgraduate Diploma and Master by Coursework and Coursework and Dissertation Courses

As detailed in 5.5.1 above.

5.5.2.2 PhD, Master by Research and Professional Doctoral Programs

5.5.2.1.1 Demonstrating Proficiency in English

All applicants must demonstrate proficiency by:

1. undertaking an academic International English Language Testing System (IELTS) with an average score of 6.5, and with scores of 6 or higher in each of the individual skill areas within the last 12 months; or
2. undertaking a Test of English as a Foreign Language (TOEFL) with a score of 577 (or computerised TOEFL score of 233), with a Test for Written English Score (where reported) of at least 5.0 within the last 12 months; or
3. undertaking level 109 of the English Language Services (ELS) examination with a score of B or higher in the Reading and Writing components, and a score of P or higher in the Speaking and Listening components within the last 12 months; or
4. other equivalent examinations, as determined by the Board of Graduate Studies; or
5. completing a university degree in one of the following countries at any time in the past: Australia, Canada, United Kingdom, Ireland, United States of America, New Zealand.

5.5.3 Additional English Language Proficiency Requirements

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

5.4 English Language Proficiency in Examinations

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

6.1 Educationally Disadvantaged Groups

Under its educational equity program, the University may give special consideration for admission to courses to applicants who have educational disadvantage. In particular, applicants of non-English speaking background, Aboriginal applicants, applicants with disabilities and applicants from geographically isolated areas or economically disadvantaged backgrounds may apply for special consideration under this regulation.

6.2 Full-time Applicants

6.2.1 Universities Admission Centre (UAC)

Applicants who believe they are educationally disadvantaged and who are applying for admission to a course through UAC must also apply through UAC using the Educational Access Scheme form for special consideration under this regulation.

6.2.1.1 Late Applications

Late applications for special consideration from students applying for admission to a course through UAC may be lodged on the UAC Educational Access Scheme form with the University's Admissions Office by the prescribed deadline.

6.2.2 Victorian Tertiary Admissions Centre (VTAC)

Applicants who believe they are educationally disadvantaged and who are applying for admission to a course through VTAC must obtain an Application for Special Consideration and/or Support form from the Albury Student Administration Office of the University and lodge the completed form with that Office by the prescribed date for special consideration under this regulation.

6.2.2.1 Late Applications

Late applications for special consideration from students applying for admission to a course through VTAC may be lodged with the Albury Student Administration Office of the University by the prescribed deadline.

6.3 Other Applicants

Applicants who believe they are educationally disadvantaged and who are applying for admission to a distance education or part-time on campus course through the University's Admissions Office and who indicate on their Application for Admission form that they are educationally disadvantaged will be sent an Application for Special Consideration and/or Support form which must be returned to the Admissions Office by the prescribed date to receive special consideration under this regulation.

6.3.1 Late Applications

Late applications for special consideration from students applying for admission to a course through the University’s Admissions Office may be lodged with the Admissions Office by the prescribed deadline.

6.4 Deciding Applications

Applications for special consideration for admission to courses are decided by the Special Admissions Committee of the Academic Senate. Applicants shall be notified of the outcome of their application by the Director, Student Administration.

6.4.1 Possible Outcomes - Applicants for On campus Courses

Where the Special Admissions Committee decides that a particular applicant to an on campus course is to be granted special admission on the grounds of educational disadvantage, the following action will be taken on behalf of the applicant:

a) where the applicant applies through the NSW Universities Admission Centre (UAC), the applicant may have his/her UAI increased by up to 10 ranks or may, in exceptional circumstances, be validated as ‘force offer’ which means that the applicant is guaranteed an offer for that course preference provided that the preference is the applicant’s highest effective preference; or

b) where the applicant is a school leaver applying through the Victorian Tertiary Admissions Centre (VTAC), the applicant may have his/her ranking altered to reflect an increase in score of up to 16 points or may, in exceptional circumstances, be validated as rank 1, ‘guaranteed an offer’ which means that the applicant is guaranteed an offer for that course preference provided that the preference is the applicant’s highest effective preference; or

c) where the applicant is a non school leaver applying through VTAC, the applicant may be validated one rank higher than might have been the case without special admission or may, in exceptional circumstances, be validated as rank 1, ‘guaranteed an offer’ which means that the applicant is guaranteed an offer for that course preference provided that the preference is the applicant’s highest effective preference; or

d) where the applicant does not hold the minimum qualifications for admission to an undergraduate course to which he/she has applied, the applicant may be validated as eligible for admission, or assigned the appropriate rank for meeting minimum admission requirements or higher, for that course;

e) where clauses a) to d) above do not apply the Presiding Officer of the Special Admissions Committee, in consultation with the Course
Coordinator, shall make a recommendation to the Committee in respect of the applicant.

6.4.2 Possible Outcomes - Applicants for Distance Education Courses

Where the Special Admissions Committee decides that a particular applicant to a distance education course is to be granted special admission on the grounds of educational disadvantage, the following action will be taken on behalf of that applicant:

a) where the admission queue criteria for the course to which the applicant has applied stipulate the action to be taken in respect of students granted special admission, then that action will be taken; or

b) where the admission queue criteria for the course to which the applicant has applied are silent with respect to applicants granted special consideration, the applicant will be advanced one queue higher than the queue he/she would otherwise be assigned to; or

c) where the applicant does not hold the minimum qualifications for admission to an undergraduate course to which he/she has applied, the applicant may be placed on Queue 1 for the course; or

d) where clauses a), b) or c) do not apply, the Presiding Officer of the Special Admissions Committee, in consultation with the Course Coordinator, shall make a recommendation to the Committee in respect of the applicant.

7. NON-AWARD STUDENTS

7.1 Associate Students

An Associate Student is a fee paying student admitted to the University to study individual subjects. Student Administration is responsible for the admission and enrolment of Associate Students.

7.1.1 Admission Conditions

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

7.1.2 Applications

Applications must be made in writing to Student Administration.

7.1.3 Deciding Applications

Applications will be handled in date order of receipt.

7.2 Upgrade Students

An Upgrade Student is a fee paying student admitted to the University to study a specified group, cluster or sequence of subjects which meet the accreditation requirements of a professional body but may not necessarily constitute an award of the University. The Continuing and Professional Education Centre (CPEC) is responsible for the receipt of enrolments of Upgrade Students.

7.2.1 Admission Conditions

Subject to a place being available, the University, through CPEC, may admit students to study a particular subject or subjects identified as appropriate by the relevant professional body and Program Course Coordinator on a fee paying basis. Admission into subjects may be subject to meeting specific requirements such as previous undergraduate study and/or industry/work experience. An offer of admission into such subjects will require CPEC to provide the applicant with advice on the advanced level, normal prerequisites or sequential nature of study for the subject. Upgrade Students may not enrol in professional practice subjects.

7.2.2 Application

Applications must be made in writing to CPEC.

7.2.3 Deciding Applications

Applications will be handled in date order of receipt.

7.1.4 Notification

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

7.1.5 Deferred Admission

Deferred admission does not apply to Associate Students on the basis that admission is by application for each session and is subject specific.

7.1.6 Enrolment

To effect enrolment, Associate Students must complete all relevant sections of their offer, return this with a signed, completed payment advice and the payment of the subject fee/s to Student Administration. Associate Students are HECS exempt.

7.1.7 Withdrawal from Subjects

Associate Students must advise Student Administration in writing of their intention to withdraw from a subject, and are governed by all Charles Sturt University academic regulations relating to withdrawal from subjects.

7.1.8 Leave of Absence

Leave of absence does not apply to Associate Students.

The web version of this Handbook at www.csu.edu.au/handbook may differ from the printed version. Where they differ the web version is the most up-to-date.
7.2.4 Notification
Students will be notified in writing of the result of their application by CPEC.

7.2.5 Deferred Admission
Deferred admission does not apply to Upgrade Students on the basis that admission is by application for each session and is subject specific.

7.2.6 Enrolment
To effect enrolment, Upgrade Students must complete all relevant sections of their offer, return this with a signed, completed payment advice and the payment of the subject fee/s to CPEC. Upgrade Students are HECS exempt.

7.2.7 Withdrawal from Subjects
Upgrade Students must advise CPEC Institute in writing of their intention to withdraw from a subject, and are governed by all Charles Sturt University academic regulations relating to withdrawal from subjects.

7.2.8 Leave of Absence
Leave of absence does not apply to Upgrade Students.

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

9. Deferred Admission
9.1 School Leavers
School leavers who are offered a place in a course as a full-time or part-time internal student, solely on the basis of their previous year's UAI or interstate equivalent, may apply to defer their commencement of the course for one year. Deferment is not available to school leavers offered a place in a course as a distance education student.

Applicants who defer their admission and subsequently enrol in another tertiary institution during their year of deferment, will have their deferment cancelled.

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

9.3 PhD and Master by Research Programs
Candidates may apply to defer their initial enrolment. Applications will be determined by the Dean on the advice of the principal supervisor and Faculty Postgraduate Course Coordinator.

9.4 Other Applicants
Applicants, other than school leavers and Ready Reserve members as indicated in clauses 9.1 and 9.2 above, are not permitted to defer the commencement of their course.

9.5 Deferred Offer Fee
Recent school leavers and Ready Reserve members who receive a UAC or VTAC offer and who wish to defer their enrolment for 12 months should enclose the prescribed fee with the application for deferment. The fee is refundable if the student accepts the offer of admission and enrols in the following year.

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

11. Former Students
Students who have graduated from, withdrawn from, or been excluded from a course at the University, and wish to resume studies at the University must re-apply for admission in accordance with these regulations. Such applicants must comply with the published dates for the receipt of applications for admission and admission is not automatic: applicants will be considered with all other applicants. Students seeking re-admission following a period of exclusion should also refer to clause 6.2 of the Exclusion Regulations.

Students granted leave of absence from a course are not required to re-apply for admission.

11.1 Re-admission to Courses or Specialisations to which there are No Further Intakes
Once a course or specialisation has been approved for no further intakes, a student in any of the following categories:

- withdrawn prior to the discontinuation of intakes;
- excluded prior to the discontinuation of intakes;
- or
- excluded subsequent to the discontinuation of intakes
may be re-admitted to that course or specialisation provided that the Faculty has determined that the course requirements for that course or specialisation are able to be met with current subjects and provided the Faculty approves the re-admission of the student to the course or specialisation in question and (where appropriate) allocates a place from existing quota. For excluded students, the requirements of clause 6.2.1 of the Exclusion Regulations must also be met.

A student who withdraws from a course or specialisation after a decision has been made to have no further intakes into that course or specialisation may not be re-admitted into that course or specialisation.

12. TRANSFER TO ANOTHER COURSE

For articulated courses, see clause 13 below.

12.1 Transfer between Courses Other than Research Higher Degree Programs

12.1.1 Application

Students who wish to transfer from one course to another course, whether within the same Faculty or not, must make application on the appropriate form available from the Student Administration Office by the dates applying to other applicants under these regulations.

Applications received late must be accompanied by a late fee. Applications received too late for processing in time to take effect in the next session, may be held over to the following session. In such cases, a late fee shall not apply.

12.1.2 Deciding Applications

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

12.1.3 Notification

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

12.1.4 Domestic Fee Paying Undergraduate Students

The regulations for domestic fee paying undergraduate students who wish to apply to transfer to a HECS funded place in the same course or to transfer into a different course are detailed in clause 15.8 below.

12.2 Transfer from Research Higher Degree Programs into Other Courses

As detailed in clause 12.1 above.

12.3 Transfer Between Research Higher Degree Programs

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

- Doctor of Philosophy
- Master by Research
- Research Professional Doctorate

Transfer may be approved with or without remission of time (see also clause 12.3.2 below).

12.3.1 Application

Applications to transfer between research higher degree programs shall be made on the appropriate form available from the Centre for Research and Graduate Training. In the case of transfer from a Master by Research program to a PhD program, application for transfer must be approved at least 6 months before the thesis is submitted for examination. Other applications for transfer may be lodged at any time.

12.3.2 Deciding Applications

Applications shall be decided by the Board on the recommendation of the Dean of Faculty or his or her nominee.

12.3.3 Notification

Applicants shall be notified in writing of the outcome of their application by the Director, Centre for Research and Graduate Training.

12.4 Transfer from Coursework Programs with a Research Component to Research Higher Degree Programs

Candidates enrolled in a master program at Charles Sturt University that articulates with, or is a related course in, a professional doctoral program, who upon completion of the master program wish to transfer to the professional doctoral program, shall apply on the prescribed form which shall be lodged with the Centre for Research and Graduate Training.

12.5 Excluded Students

The regulations for excluded students who wish to be admitted to another course immediately following exclusion from the course in which they are enrolled are detailed in clause 6.2.2 of the
Exclusion Regulations. A student who is excluded from a course in which he/she is undertaking a specialisation cannot apply to transfer to another specialisation in the same course.

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

13. ADMISSION TO ARTICULATED COURSES
An articulated course is a component course within an articulated set of courses. An articulated set of courses includes:
• a diploma course or associate degree which incorporates a university certificate;
• a bachelor degree course which incorporates a university certificate and/or an associate degree or a diploma or an associate diploma course; or
• a graduate diploma course which incorporates a graduate certificate course; or
• a master degree course which incorporates a graduate diploma and/or graduate certificate course; or
• a professional doctorate course which incorporates a master degree course.

13.1 Articulated Sets of Courses with Multiple Entry Points
An articulated set of courses with multiple entry points is one in which the student may be admitted to a higher or lower level course in the set depending on the student's academic qualifications at the time of application for admission.

A student who completes or has graduated from a lower level course in an articulated set of courses with multiple entry points must apply for admission to a higher level course in the set through UAC, VTAC or the Admissions Office as appropriate (that is, progression to the higher level course is not automatic).

13.2 Articulated Sets of courses with a Single Entry Point
An articulated set of courses with a single entry point is one in which the student is admitted to the higher level course on the understanding that the student may exit with a lower level award.

14. CROSS ENROLMENT STUDENTS
14.1 Cross Enrolment Arrangements
A cross enrolment student is a student of another tertiary institution who enrolls in subjects at Charles Sturt University (CSU) under an agreement between CSU and the other institution, which are counted as part of the student's course at that institution.

Students from universities other than those with whom CSU has a cross enrolment agreement, who wish to study a subject or subjects at CSU can apply to enrol as Associate Students (see clause 7.1 above).

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

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

14.4 Deciding Applications
Applications will be decided by the Head of the teaching School.

14.5 Notification
Students will be notified in writing of the result of their application by the Admissions Office.

15. DOMESTIC FEE PAYING UNDERGRADUATE STUDENTS
The Federal Government allows universities to charge fees for undergraduate places for Australian citizens or permanent residents of Australia. Fee paying places can only be made available once the quota of government-funded, HECS liable places are filled. No more than 25% of Australian students in any course that permits fee paying Australian students, may be fee paying.

To ensure that the number of domestic fee paying students in a course remains below the government requirement of 25% of the total enrolment in the course, the Faculties in consultation with the Pro Vice-Chancellor (Planning and Development) will determine the intake quotas.
15.1 Which Courses Permit Fee Paying Students
Fee paying places are available in selected courses which are determined by the University Course Planning Committee. Full-time internal courses are listed in the current NSW and Victorian Tertiary Admissions Guides, while distance education courses are listed in the current undergraduate Prospectus.

15.2 Applications for Admission
All applications for admission into a domestic fee paying course must be made in accordance with the University’s Academic Regulations, and where applicable, the procedures of the relevant Tertiary Admissions Centre (that is, UAC/VTAC).

Applicants for admission into internal courses must normally have attained an admissions rank that is not more than five ranks below the current cut-off for a HECS place.

Applicants for admission into distance education courses must apply directly to the University Admissions Office, using the University’s application for admission form.

The actual cut-off for fee paying places will be determined by the Faculty.

15.3 Offers of Admission
An offer of admission into a domestic fee paying undergraduate place will only be made after HECS offers in the course (if any) have been determined by the University.

15.4 Acceptance of an Offer of Admission
For an offer of admission into a domestic fee paying undergraduate course to remain valid, it must be accepted in accordance with the instructions accompanying the offer, which includes the payment of a non-refundable Placement Fee.

Failure to accept the offer or to pay the Placement Fee in the manner prescribed will result in the offer lapsing.

15.5 Fees
Course fees are payable in advance on a semester or trimester basis, and must be paid prior to the commencement of each semester/trimester, in accordance with the advised deadlines. Course fees include the Student Facilities and Services Fee.

15.6 Refund of Fees
Students who withdraw from a domestic fee paying undergraduate course before the census date will receive a full refund of their fees less the Placement Fee (which is non-refundable).

15.7 Deferment of Offer
Applicants who are offered admission to domestic fee paying undergraduate courses are not permitted to defer the acceptance of the offer into the course.

15.8 Transfer
15.8.1 Transfer to a HECS Funded Place in the Same Course
15.8.1.1 Application
Domestic fee paying undergraduate students may apply to transfer into a HECS funded place in the same course.

Applications must be made on the appropriate form available from the Student Administration Office by the advertised closing dates.

Applications received late must be accompanied by a late fee which is not refundable

15.8.1.2 Grounds and Conditions
A domestic fee paying undergraduate student may apply to be considered on a competitive basis to transfer into a HECS funded place in the same course if:
(i) the student has completed 64 points in the course and has passed all subjects; and
(ii) a HECS place is available in the course in which the student is seeking to transfer. The number of HECS places to be available in any year of a course will be determined on an annual basis within the constraint that the total HECS load for the course shall not be exceeded in any year.

15.8.1.3 Deciding Applications
Applications will be decided by the delegated Faculty officer.

Transfer is not guaranteed and approval will only be given where it is determined by the Faculty, in consultation with the Division of Planning and Development, that a HECS funded place is available and that the student’s academic merit is such as to support the application.

15.8.1.4 Notification
Students will be notified in writing of the outcome of their application by the Director of Student Administration.

15.9 Transfer to a Different Course
Domestic fee paying undergraduate students may apply for transfer to a different course that permits the admission of domestic fee paying undergraduate students, subject to the availability of a fee paying place being available in the course.

Domestic fee paying undergraduate students may apply to transfer into a HECS funded place in a different course, subject to the conditions outlined in clause 15.8.1 above.