



Charles Sturt
University

UNIVERSITY COURSES COMMITTEE Meeting No. 37

NOTICE OF MEETING

Date Wednesday 18 June 2025

Time 9.00am – 12.00pm

Location Zoom -
<https://charlessturt.zoom.us/j/62814913171?pwd=B3NzQXhM1hOXEqSYzUAIzJlYTUdydM.1>

Meeting ID: 628 1491 3171

Passcode: 698663

Members	22
Quorum	12

Members	Position	Committee Term Ends
Professor Graham Brown	Deputy Vice-Chancellor (Academic) (Chair)	Ex-officio
Professor Janelle Wheat	Pro Vice-Chancellor (Learning and Teaching)	Ex-officio
Dr Prue Laidlaw	Deputy Chair, Senate	30 June 2026
Mr Mike Bryant	Academic Director, Education Strategy	Ex-officio
Mr Mike Ferguson	Pro Vice-Chancellor (International)	Ex-officio
Ms Sandra Sharpham	Executive Director, Student Experience	Ex-officio
Ms Heather McGregor	Pro Vice-Chancellor, Student Success	Ex-officio
Mr Matthew Granfield	Executive Director, Customer Experience	Ex-officio
Ms Rachel Stephens	Co-Director Academic Quality, Standards and Integrity	Ex-officio
Professor Will Letts	Acting Deputy Dean, Faculty of Arts and Education	Ex-officio
Professor Jenny Kent	Deputy Dean, Faculty of Business, Justice and Behavioural Science	Ex-officio
Associate Professor Brendon Hyndman	Acting Associate Dean (Academic), Faculty of Arts and Education	Ex-officio
Associate Professor Julia Lynch	Associate Dean (Academic), Faculty of Business, Justice and Behavioural Sciences	Ex-officio
Associate Professor Rachel Whitsed	Associate Dean (Academic), Faculty of Science and Health	Ex-officio
Associate Professor Christopher Orchard	Acting Chair, Indigenous Board of Studies	Ex-officio
Dr Kelly Tribolet	Elected member, Faculty of Arts and Education	30 June 2026
Dr Jason Howarth	Elected member, Faculty of Business, Justice and Behavioural Sciences	30 June 2025
Dr Michelle Eastwood	Elected member, Faculty of Science and Health	30 June 2026
Ms Rebecca Acheson	Nominated member, Educational Design Lead, Division of Learning and Teaching	30 June 2025
Dr Annabel Matheson	Nominated member, Faculty of Science and Health	30 June 2025
Mr Simon Wakeling	Nominated member, Faculty of Arts and Education	30 June 2026
Ms Rebecca Frauenfelder	Acting Manager, Course Administration Team, Faculty of Science and Health	30 June 2025
(Vacant)	Student Member	30 September 2026
Members (Attendance as required. Not part of quorum)		
Associate Professor Matthew Winslade	Associate Dean (Research), Faculty of Arts and Education	Ex-officio
Professor Zahid Islam	Associate Dean (Research), Faculty of Business, Justice and Behavioural Sciences	Ex-officio
Associate Professor Sandra Savocchia	Acting Associate Dean (Research), Faculty of Science and Health	Ex-officio
Attendees		
Ms Natasha Bailo	Executive Officer, Office of the Deputy Vice-Chancellor (Academic)	
Mr James Elibank Murray	Manager, Course and Subject Accreditation	
Ms Verinnia Lansom	Governance Officer and Committee Secretary	

University Courses Committee		AGENDA	Wednesday 18 June 2025			
Meeting No. 37						
No	Item	Responsibility	Purpose	Time	Page	
1	Welcome and Apologies	*	Chair	Noting	9.00am	4
2	Declaration of Interests	*	Chair	Decision		5
3	Confirmation of Agenda	*	Chair	Decision		6
4	Action Sheet	*	Chair	Discussion		7
For Decision/Discussion						
5	Chair's Report	*	Chair	Noting	9:15	8
6	Course Documents	*	Chair/ADAs	Decision		9
7	Admissions Policy		ED Customer Experience	Decision		10
8	Faculty of Science and Health Inherent Requirements for approval		ED FOSH	Decision		41
Matters Taken as Read						
9	Previous UCC and UCC SC Minutes	*	Chair	Decision		43
10	Academic Senate Minutes	*	Chair	Noting		53
11	Minutes of the Committees Reporting to UCC	*	Chair	Noting		51
12	Annual Plan	*	Chair	Noting		55
13	Annual Indigenous Policy Report		Acting Chair, IBS	Noting		57
Close						
14	Other business	*	Chair	Discussion		60
15	Next meeting	*	Chair	Noting		61
Meeting Close					12.00pm	

* Standing Item



Item 1: Welcome and Apologies

Acknowledgement of Country

"I acknowledge the traditional custodians of the lands that I am coming to you from today in this virtual space. I also acknowledge the traditional custodian of the various lands on which you all are joining from today.

I pay my respect to Elders past and present and extend that respect to celebrate the rich cultural diversity of all First Nations people here today."

Membership and Terms of Reference

The University Courses Committee (UCC) noted the amendment to the UCC Membership and Terms of Reference to include "Chair, Academic Senate, or nominee" to the membership.

Membership

The UCC:

1. welcomed Dr Prue Laidlaw Deputy Chair, Senate; and
2. thanked the following outgoing committee members who have a Term of Office ending 30 June 2025:
 - a. Dr Jason Howarth, Faculty of Business, Justice and Behavioural Sciences
 - b. Ms Rebecca Acheson, Educational Design Lead, Division of Learning and Teaching
 - c. Dr Annabel Matheson, Faculty of Science and Health
 - d. Ms Rebecca Frauenfelder, Acting Manager, Course Administration Team, Faculty of Science and Health

Apologies

No apologies received at date of circulation.



Item 2: Declaration of Interests

Members are responsible for disclosing circumstances that give rise or may give rise to actual, potential or perceived conflicts of interest.

Declarations should be submitted to Governance prior to the meeting

The University Courses Committee will determine the appropriate course of action, which may include the member leaving the meeting for the duration of the item or abstaining from discussion and/or decision. If the meeting is held by flying minute a determination will be made by the Chair in consultation with Governance.



Charles Sturt
University

Item 3: Confirmation of Agenda

Action Sheet - University Courses Committee

Meeting Date	Action Number	Action	Responsible Officer	Due Date	Status	Status Information	Management Notes
30-Apr-25	UCC36/2	Liaise with the Course and Subject Accreditation Officer, and Manager, Course and Subject Accreditation regarding the grouping of and information around restricted electives in the Bachelor of Geospatial Science.	ADA FOSH	2-Jun-25	In progress		
30-Apr-25	UCC36/1	Discuss maximum/minimum time and professional accreditation, including where CDAP would capture this information.	ADAs, Course and Subject Accreditation Officer, and Manager, Course and Subject Accreditation	4-Aug-25	In progress	due date moved from 2 Jun 2025 to 4 Aug 2025	
30-Apr-25	UCC36/3	Discuss teaching efficiencies around the use of common subjects, in lieu of duplications and submit a proposal to a future UCC.	ADAs, Course and Subject Accreditation Officer, and Manager, Course and Subject Accreditation	4-Aug-25	In progress	(due date moved from 2 Jun 2025 to 4 Aug 2025 in consultation with Office of Provost)	



item 5: Chair's Report

The Chair may provide a verbal report as required.



Item 6: Course Report

PURPOSE

To:

- consider submissions for accreditation and discontinuance (teach-out arrangements) for courses of study leading to degrees and awards offered by the University; and
- approve major changes to an award course of study.

RECOMMENDATION

The University Courses Committee resolves to **endorse and recommend** to Academic Senate the following Accreditation -Coursework proposals, for approval:

- Proposal-36261 Customs Studies – New
- Proposal-36262 Customs Broking – New
- Proposal-36263 International Forwarding – New
- Proposal-42666 Bachelor of Clinical Science (Medicine) / Doctor of Medicine – New
- Proposal-42355 Graduate Diploma of GIS and Remote Sensing [Exit point only] & Master of GIS and Remote Sensing
- Proposal-40670 Bachelor of Educational Studies
- Bachelor of Adult and Vocational Education. *(Note: Manager, Course and Subject Accreditation confirmed the proposal would be uploaded to CDAP as a late paper)*

KEY MATTERS FOR CONSIDERATION

As per Faculty Board minutes and CDAP.

KEY MATTERS FOR NOTING

As per Faculty Board minutes and CDAP.

LINK. Please refer to the courses for endorsement via CDAP at the following link:

[University Courses Committee – Meeting UCC-37](#)

Prepared by: 02/06/2025 Verinnia Lansom, Governance Officer

Approved by: 03/06/2025 Professor Graham Brown, Chair University Courses Committee

Cleared by: 05/06/2025 Professor Graham Brown, Chair University Courses Committee



Item 7: Admissions Policy and Procedure

PURPOSE

To seek endorsement of the Admissions Policy and Procedure

RECOMMENDATION

The University Courses Committee resolves to:

1. **endorse** the Admissions Policy and recommend approval to Academic Senate;
2. **endorse** the Admissions Procedure and recommend approval to the Provost and Deputy Vice-Chancellor (Academic); and
3. **note** the expiration of the Admissions Entry Requirements (Coursework) Procedure.

BACKGROUND

This is the scheduled review of the Admissions Policy suite, which has revised the Admissions Policy and consolidated the Admissions Procedure and Admissions Entry Requirements (Coursework) Procedure (it has not included the Admissions Entry Requirements (HDR) Procedure).

The documents were largely up to date due to frequent minor changes responding to changes in legislation, organisational processes, or advice from auditors etc. However, a few material changes were needed and there was some duplication and inconsistency between documents that this review has resolved. The review has removed a significant amount of procedural content from the policy, consolidating this and content from the two procedures into the single Admissions Procedure.

In anticipation of Student Management Transformation Project identifying future change requirements, this review has avoided any large scale, resource intensive changes for staff or students.

KEY ISSUES

The changes for this review are minor in effect and largely reorder, reformat, and simplify information or address gaps where there are no provisions to support current practices, based on feedback collected from users. No material changes to current practice have been proposed.

Admissions Policy

Changes to the Admissions Policy (attachment A) are:

- a. Reformatting and reorganising information.
- b. Procedural details removed from policy and added to the Admissions Procedure
- c. New minimum academic entry requirements for undergraduate certificates – clause 5.
- d. Provisions under the scope (clause 2) for variations to policy to be approved where required (e.g. for contractual or regulatory purposes). This will be proposed for all academic policies, to support situations where allowances need to be made for partner providers or deliveries in different jurisdictions.

Admissions Procedure

Changes to the Admissions Procedure (attachment B) are:

- a. Consolidating, reformatting, and reorganising information.
- b. Revision of the English language proficiency requirements by the Pro Vice-Chancellor (International) and International Admissions office.
- c. The Admissions Entry Requirements (Coursework) Procedure will be expired.

- d. More specific language around entry pathways such as Connections First Nations entry program.
- e. Updated references to “Executive Director Student Experience” to “Executive Director Customer Experience”.

CONSULTATION

The Admissions Policy suite drafts were prepared in consultation with various parties, including domestic and international admissions teams, the enrolments team and the research office. The documents were made available to all staff via the policy library bulletin board for five weeks in January/February 2025. The policy was viewed 220 times and the procedure 176 times. Feedback was received and was responded to from faculties, Admissions and Conversion, Office of Graduate Research, International, Office of Governance and Corporate Administration, Division of Student Experience, and the Gulbali institute.

Major Risk	Risk Monitoring and Management	Does this sit within risk appetite?
Teaching and learning Out of date or inconsistent policies and procedures risk compromising student outcomes and progression.	Timely review and approval of the policy suite within the University's policy framework timeframes. Ongoing, incremental updates to the policy suite as compliance or organisational changes are introduced and implemented.	Yes
Legislative and Regulatory Compliance Out of date policies risk inconsistency with compliance obligations.		

ACTIONS AND NEXT STEPS

COMPLIANCE

Legislative Compliance	This submission contributes to compliance with: <ul style="list-style-type: none"> Standard 6.3.2 of the Higher Education Standards Framework 2021
Policy/TOR Alignment	This submission is made in accordance with: <ul style="list-style-type: none"> University Courses Committee - Membership and Terms of Reference clause 15 Delegation E7 (authority to approve minimum requirements for admission) Delegation A7 (authority to approve academic policies and procedure).

ATTACHMENTS

- A. Admissions Policy
- B. Admissions Procedure

Prepared by: 14 May 2025 Pete Greening. Associate Director, Admission and Conversion

Approved by: 15 May 2025 Matt Granfield. Executive Director, Division of Customer Experience.

Cleared by: 15 May 2025 Matt Granfield. Executive Director, Division of Customer Experience.

Admissions Policy

Section 1 - Purpose

(1) This policy guides admission of students at Charles Sturt University (the University) and its partner providers, so that this is conducted in a manner that:

- a. is fair, consistent, equitable, and transparent
- b. ensures admitted students have the necessary academic preparation and proficiency in English required to successfully participate in, progress through, and complete their intended studies, and
- c. complies with legislative standards and regulatory frameworks, including the [Higher Education Support Act \(HESA\)](#), the [Higher Education Standards Framework \(HESF\)](#), the [Education Services for Overseas Students Act \(ESOS Act\)](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students \(National Code\)](#).

Scope

(2) This policy applies to the admission of all students to programs, courses, and non-award study offered by the University and its partner institutions. Its requirements apply to all staff across the University as well as external staff who represent the University through partnerships and third-party arrangements including educational agents and partner education providers. Some partner institutions, delivery locations or courses may require processes in addition to or at variance with this policy for regulatory or contractual purposes. The University may approve these under the relevant delegations where they are consistent with the University's compliance obligations. Affected students and staff will be directed to the alternative process.

Section 2 - Policy

Part A - Admission requirements

(3) Admissions entry requirements are approved by the delegated authority defined in [Delegation Schedule E - Academic and Research](#) as part of the development, review, and accreditation process for each course and subject offered, as per the [Course and Subject Policy](#) and procedures. They are designed to ensure that students admitted to the University are academically suitable and have the preparation, English proficiency, and educational skills required to successfully participate and progress in their intended studies.

Minimum entry requirements

(4) For admission to any program, course or subject offered by the University (either directly or through one of its delivery partner providers), applicants must meet the following minimum University entry requirements for each level of study:

- a. Minimum age requirements (see the [Admissions Procedure](#))
- b. Minimum academic and/or professional experience requirements (see clause 5)

- c. Minimum English proficiency requirements (see the [Admissions Procedure](#))
- d. Any professional or course-specific admission requirements applicable to the relevant course published in the online course brochure for the relevant intake (see the [Admissions Procedure](#)).
- e. For international applicants for study within Australia on a student visa, further admission requirements and eligibility criteria under the [ESOS Act](#) and [National Code](#) (see clause 7).

Minimum academic requirements

(5) All applicants seeking admission to courses or subjects offered by the University must meet at least the following minimum academic and/or professional experience requirements for the relevant level of study:

Level of study	Minimum entry requirement
Non-award enabling course	New South Wales (NSW) Year 10 Record of School Achievement (RoSA) or equivalent
Diploma	NSW Year 10 RoSA or equivalent
Undergraduate Certificate	NSW Higher School Certificate (HSC), or equivalent
Bachelor degree and four-year integrated bachelor (honours) degree	NSW HSC with an ATAR, or equivalent
One-year bachelor (honours) degree	A bachelor degree completed in the same discipline or a closely related discipline, or equivalent
Graduate certificate or graduate diploma	A bachelor degree, or a diploma and work experience relevant to the course to which admission is sought, or equivalent
Master by coursework	A bachelor degree or equivalent
Master by research	A bachelor degree of at least three years full-time duration, completed in the same discipline or a closely related discipline, or equivalent
Doctor of philosophy or professional doctorate	A bachelor degree of at least three years full-time duration, completed in the same discipline or a closely related discipline, with at least class 2(1) honours; or equivalent
Higher doctorate	A bachelor degree and at least ten years continuous work in the relevant field since graduation, at a standard surpassing the standard required for a doctor of philosophy award

(6) Details about these academic and professional requirements, including qualifications and experience that may be assessed or considered as equivalent to the minimum entry requirements listed above, are published in the:

- a. [Admissions Procedure](#) for coursework courses
- b. [Admissions - Entry Requirements \(Higher Degrees by Research\) Procedure](#) for higher degree by research courses.

International applicants - further admission requirements

(7) International applicants for study within Australia on a student visa must also:

- a. meet the genuine student requirements and satisfy the University that they have taken adequate steps to prepare themselves for study in Australia (see the [Admissions Procedure](#) for details)
- b. if already studying in Australia on a student visa with another education provider and within the first six months of study in their principal course, provide the University with a letter of release from the other provider (see the [International Students Provider Transfer Procedure](#) for details), and
- c. arrive in Australia.

Admissions information for applicants

(8) The University provides the following admission information for prospective students:

- a. The minimum academic and English proficiency requirements for admission, as well as any additional course-specific requirements that may apply for entry to certain courses, so they can understand their likelihood of being admitted.
- b. Course inherent requirements, methods of assessment, and any work-based training a student is required to undertake as part of a course, including any compulsory intensive schools.
- c. The [Credit Policy](#) and procedures, available credit arrangements and potential eligibility for credit and recognition of prior learning that applies to their course.
- d. Indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of their study, and access to the [online schedule of fees and charges](#) and the University's [enrolment cancellation and fee refund policies](#).
- e. For applicants into a Commonwealth-supported place (CSP) and/or to defer fees via a Higher Education Loan Program (HELP) loan (either HECS-HELP or FEE-HELP), the requirements for maintaining eligibility throughout their studies, as required under [HESA](#) and related legislation.
- f. For international students applying for study in Australia on a student visa, all matters they need to be aware of regarding meeting course and enrolment requirements to fulfil their visa obligations, and the student support and success services available to help make a successful transition to study in Australia.
- g. The University's registered [CRICOS](#) institution name and registration number, which are publicly available on all written and online materials provided by the University for overseas students.
- h. Their rights and obligations, including details (in writing) about internal and external complaints and appeals processes, policies on changes to or withdrawal of offers, requirements for accepting an offer of admission, and conditions of enrolment.

(9) See the [Course and Subject Procedure - Information and Representation](#) regarding other information provided to prospective students.

Part B - Admission applications

Application methods

(10) Applications for admission must be through one of the methods below; the online course brochure will advise which method to use for the particular course and/or applicant:

- a. [University Admission Centre \(UAC\)](#)
- b. [Victorian Tertiary Admissions Centre \(VTAC\)](#)
- c. Directly to the University, or its authorised partner, as described in the [Admissions Procedure](#).

Assessment of applications

Authority to admit

(11) The authority to admit applicants to the University in accordance with approved entry requirements is specified in [Delegation Schedule E - Academic and Research](#).

(12) Staff involved in administering and assessing applications must declare any potential conflict of interest by notifying their immediate supervisor and taking action in accordance with the [Conflict of Interest Procedure](#).

(13) Applications are assessed by the relevant University admissions office, except for applications that are submitted

to:

- a. an authorised partner institution, which are assessed by the relevant partner's admissions team
- b. UAC, which are assessed by UAC.

(14) To ensure the quality and consistency of assessments by authorised partners, the University will ensure that:

- a. authorised partner providers have detailed admission assessment instructions, and
- b. regular audits are undertaken, including sampling the partner's assessment of applications, to ensure compliance with the University's instructions, standards, and requirements.

International and non-resident applicants - Australian Government sanctions

(15) The University considers Australian Government sanctions when assessing admission applications from citizens of sanctioned countries. Admissions staff will refer applications to the relevant delegated authority to decide whether an offer will be made to such applicants.

Intake quotas and course viability

(16) The University may:

- a. set a quota for each course intake
- b. decline to admit applicants where there are too few applications for a course to be viable, and/or
- c. cancel an intake to a course and any offers of admission made if too few applicants accept an offer of a place in the course for it to be viable.

(17) An Executive Dean may approve the suspension of a course from a particular intake (under [Delegation Schedule E - Academic and Research](#)) and must ensure that any withdrawal of offers that result from this suspension are managed in accordance with the University's obligations under the [ESOS Act](#) and [HESF](#).

Admissions equity and access schemes

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

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

(19) These programs are designed to accommodate student diversity and provide opportunities for equal access to participate and succeed in University study regardless of disadvantage or background.

(20) The [Admissions Procedure](#) outlines eligibility requirements and application processes for the various access schemes and entry programs offered.

Part C - Appeals and complaints

(21) Where a student wishes to appeal an original decision made under this policy, or has a complaint about their treatment, quality of service or the conduct of staff, the following policies apply:

- a. [University Student Appeals Policy](#) and [University Student Appeals Procedure](#)
- b. [Complaints Management Policy](#) and [Complaints Management Procedure](#)

Section 3 - Procedure

(22) The following procedures support this policy and should be read alongside it:

- a. [Admissions Procedure](#)
- b. [Admissions – Entry Requirements \(Higher Degrees by Research\) Procedure](#)
- c. [International Student Fee Refund Procedure](#)
- d. [International Students Provider Transfer Procedure](#)

Section 4 - Guidelines

(23) Nil.

Section 5 - Glossary

(24) This policy uses the following terms:

- a. Admission – the process by which applicants are assessed against specified criteria to determine whether they meet the entry requirements set for a specific program, course, or subject at the University.
- b. ATAR (Australian Tertiary Admissions Rank) – a ranking calculated by the Australian state or territory in which a student completes their final year of high school or eligible equivalent study, which indicates the student's academic position relative to other students in their year.
- c. Coursework course – as defined in the policy library glossary.
- d. Higher degree by research (HDR) course - as defined in the policy library glossary.
- e. Inherent requirements – as defined in the policy library glossary.
- f. International student – as defined in the policy library glossary.
- g. Non-award study – a short course or single subject in which a student is enrolled without having been admitted to a course that leads to an award of the University.
- h. Partner provider – an education institution with an agreement with Charles Sturt University to deliver programs and courses in collaboration with, or on behalf of the University, where the University remains responsible for quality assurance monitoring to ensure a high standard of academic and student outcomes.
- i. Quota – a limit on the number of student places a course can offer in an admission intake.
- j. Research component – as defined in the policy library glossary.
- k. Selection rank – each applicant's ATAR or equivalent score plus any allocated adjustment factors that have been applied by the University on the basis of location, subjects, or equity. Other factors may be considered for entry in some courses, such as relevant professional experience, prior qualifications, and performance in a selection interview, entrance exam, written submission, assessment task, or creative folio, which may be assessed alongside each applicant's allocated selection rank.

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
Expiry Date	Not Applicable
Unit Head	Matt Granfield Executive Director, Customer Experience
Author	Peter Greening
Enquiries Contact	Admissions office +61 2 69334334

Glossary Terms and Definitions

"Coursework course" - a course leading to an award/qualification recognised by the Australian Qualifications Framework that is not classified as a higher degree by research.

"Higher degree by research (HDR) course" - means a course leading to a qualification at Australian Qualifications Framework level 9 or level 10 in which a research component makes up 66% or more of the course volume of learning. Higher degree by research courses lead to the award of a master by research, professional doctorate or doctor of philosophy.

"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.

"International student" - A student who is not a domestic student at the time of the relevant study, and is studying within Australia on a temporary student visa.

"Inherent requirements" - the fundamental components that demonstrate the abilities, knowledge and skills required to achieve the core learning outcomes of a course. They are based on course learning outcomes, which are designed to reflect professional standards. Reasonable adjustments can be made to meet the requirements, however, any adjustment must not fundamentally change the nature of the inherent requirement.

Admissions Procedure

Section 1 - Purpose

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

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

Scope

(2) See the [Admissions Policy](#).

Section 2 - Policy

(3) This procedure supports the [Admissions Policy](#).

Section 3 - Procedure

Part A - Admission requirements

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

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

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

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

Minimum age requirements

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

- a. International applicants who intend to study in Australia on a student visa must be:
 - i. if applying from outside of Australia, at least 17 years old at the time of accepting their offer of admission and 18 years old at the time of commencing study, or
 - ii. if already in Australia at the time of application, 18 years old at the time of both accepting their offer of admission and commencing study.
- b. Applicants (other than international applicants) who are aged:
 - i. under 18 at their intended study start date must declare that they have the consent of their parent or guardian when accepting their offer of admission
 - ii. under 17 years:
 - must have their chosen study approved by the relevant Head of School, who must also be satisfied that the applicant's welfare and safety will be ensured
 - must submit a completed parent/guardian consent form (provided by the Admissions Office) by the specified date
 - will only be admitted via online delivery mode or to single subject study, and only if the faculty permits underaged enrolments in that course/subject.

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

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

Minimum academic and professional experience and equivalencies for coursework courses

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

Bachelor degree courses (except honours)

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

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

faculty.

- vi. Programs approved by the UAC and assigned to schedules accepted by the University for admission purposes, at the required standard.
- vii. A tertiary studies preparation course at Charles Sturt University or at another institution acceptable to University Courses Committee, where the applicant's results are at a standard equivalent to or higher than the minimum ATAR set for the course.

b. Other attainments and experience:

- i. Attributes demonstrated through paid or voluntary employment in a field relevant to the course the applicant wishes to enter.
- ii. Performance in a test or examination conducted by a professional body, or approved by a professional governing body.
- iii. Participation in continuing education and/or staff development programs conducted by adult education agencies, consultancies, professional bodies or employers.
- iv. Performance in the Special Tertiary Admissions Test (STAT).
- v. Where the applicant is a school leaver, a report from the school principal on the applicant's academic performance.
- vi. Activities that provide evidence of aptitude for the course, motivation to succeed in the course and/or an awareness of the demands of university study. This evidence may be gained by an interview, audition, folio of the applicant's work, or some other task or requirement for the specific course.

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

Bachelor (honours) courses

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

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

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

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

Graduate certificate and graduate diploma courses

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

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

Master by coursework courses

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

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

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

Professional or course-specific entry requirements

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

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

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

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

English language proficiency

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

- a. previous studies in English as per clauses 22-23, or
- b. English language test results as per clause 24.

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

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

Previous studies in English

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

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

- i. At least six years of any combination of primary, secondary or tertiary study, with at least two years between years 7 to 12.
 - ii. One year of full-time study at AQF Level 6 (associate degree level) or higher, or equivalent.
 - iii. A completed AQF diploma or advanced diploma.
 - iv. Australian non-award studies or tertiary preparation courses with a duration of at least one year of full-time studies, including the NSW TAFE Tertiary Preparation Certificate or equivalent
 - v. Other post-secondary studies, including certificates.
 - vi. Special Tertiary Admissions Test (STAT).
- b. For other applicants, either:
- i. completion of senior secondary study or at least one year of full-time university study in an [English-speaking country](#), or
 - ii. completion of a [qualification published on the University website](#) at the specified standard.

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

English language test results

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

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

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

Oversight of English language proficiency requirements

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

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

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

Part B - Admission applications and assessment

Application methods

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

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

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

Direct applications

(27) Prospective students applying for admission directly to the University or with one of its partner providers must:

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

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

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

Internet access requirements

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

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

Applicants who live outside Australia

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

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

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

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

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

Admission restrictions

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

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

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

(38) Academic staff seeking admission to a course or subject of the University must declare in their application that they are an academic staff member of the University or of one of its partner or affiliate institutions. Except for courses likely to attract academic staff (e.g. Graduate Certificate in Learning and Teaching in Higher Education, Doctor of Philosophy) the application will be declined if the staff member is:

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

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

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

Applicants with failed results

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

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

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

Applicants previously excluded

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

- a. Where the exclusion was from a course for unsatisfactory academic progress or misconduct, they will not be considered for admission into that course before the period of exclusion has expired (see the [Student Misconduct Rule](#) and [Assessment - Academic Progress Procedure](#)).
- b. Where the exclusion was from a course in which the student was undertaking a specialisation, they cannot apply to transfer to another specialisation in the same course until the period of exclusion finishes.
- c. For domestic and non-resident students excluded from a course but not entirely from study at the University, they may apply to another course in a discipline which they have not been excluded from and must provide evidence that the circumstances that impaired their academic progress will not affect their performance in the new course.
- d. For international students whose Australian student visa is cancelled for unsatisfactory academic progress or breach of course duration conditions, the student cannot be admitted to any on-campus study in a course within Australia for at least two years after the end of the last teaching period in which the student was enrolled.

(43) These applications will be assessed by faculty before being processed by the relevant Admissions office. The faculty decision-maker (e.g. Course Director) may:

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

Privacy and use of information

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

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

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

Assessment of applications

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

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

Assessment of equivalence

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

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

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

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

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

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

Part C - Offers of admission

Making an offer

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

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

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

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

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

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

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

Accepting an offer

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

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

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

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

- a. 14 calendar days from the date the offer is issued
- b. by the first day of the relevant teaching period (if less than 14 calendar days after the offer was issued)
- c. two calendar days from the date the offer is issued (in exceptional circumstances where the offer was issued during the first week of the teaching period in which the study will begin), or
- d. for courses with enrolment limits or competitive entry requirements:
 - i. seven calendar days, or
 - ii. the first day of the relevant teaching period if less than seven calendar days remain.

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

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

(60) The Executive Director, Customer Experience and Pro Vice-Chancellor (International), as relevant, will ensure that the offer acceptance process:

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

Deferred offers

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

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

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

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

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

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

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

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

Withdrawal of offers

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

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

Applications with false, misleading, or withheld information

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

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

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

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

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

Offers made in error

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

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

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

Cancelling a student's enrolment

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

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

Part D - Admission to other or additional courses

Articulated sets of courses

(74) Where an articulated set of courses has:

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

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

Current students applying for honours strand

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

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

Concurrent study

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

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

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

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

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

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

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

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

Course transfers

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

(86) Courses that do not permit admission via course transfer will be published on the [Current Students website](#). Students may apply for entry into these courses by submitting a new admission application.

(87) International students studying in Australia on a student visa cannot change courses via a course transfer, unless required to do so for entry to an honours strand (see clause 78). However, they may apply for admission to a different course.

Transfer between coursework courses

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

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

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

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

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

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

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

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

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

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

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

Transfer between higher degree by research (HDR) courses

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

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

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

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

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

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

Part E - Fees

Paying or deferring fees

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

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

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

Refund of fees

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

Tuition Protection Service

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

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

Part F - International/overseas applicants

International education agents

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

Genuine student requirements (student visa applicants)

(105) The genuine student assessment applies to all offshore student visa applicants and is required by the Australian Government to ensure the student visa program is used as intended and not as a way to maintain ongoing residency in Australia. International students who are already onshore are also required to demonstrate they meet the genuine student test.

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

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

Australian Government sanctions

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

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

International students who are transferring from another provider

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

Part G - Access schemes and programs

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

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

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

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

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

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

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

Connections - First Nations Entry Program

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

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

(118) Successful completion of this five-day entry program guarantees entry to a broad range of eligible undergraduate courses, although some may require additional course-specific tasks and entry requirements such as an interview or portfolio submission.

Experience Matters Entry Program (Defence force personnel)

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

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

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

Undergraduate Certificate in University Preparation

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

Charles Sturt Advantage

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

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

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

(125) Applicants are assessed based on their predicted ATAR, against the published ATAR cut-off for particular courses. Course Directors may choose to take an applicant's soft skills assessment result into account when deciding whether to make an offer to an applicant.

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

UAC School Recommendation Scheme

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

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

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

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

- a. the relevant entry requirements outlined in this procedure, and
- b. any additional course-specific admission requirements that may apply, where such requirements are published in the online course brochure for their particular course.

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

Elite athletes and performers

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

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

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

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

Selection rank adjustments

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

- a. regional locations in Australia (added automatically if the criteria is met)
- b. subjects completed in high school, where these are identified as relevant for specific courses (added automatically if the criteria is met), and
- c. equity, through special consideration for admission due to disadvantage to offset factors that have impacted high school education and preparation for university study (subject to application and approval).

Location adjustment

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

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

Subject adjustment

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

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

Equity adjustment

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

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

(139) Applications for equity adjustments must be made:

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

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

Applications for HDR courses

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

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

- a. The publications (which may include books and non-print materials) that will be included in the submission presented for examination
- b. Information on the quality and citations of the publications to be included in the submission.
- c. A statement making clear the applicant's contribution to all jointly-authored publications.
- d. A statement from the co-authors of any jointly-authored publications confirming the extent of the applicant's contribution to these.
- e. A statement of no more than five pages that:
 - i. indicates how the work has developed
 - ii. demonstrates the contemporary relevance of each publication
 - iii. makes clear how the publications make an original scholarly contribution to knowledge
 - iv. provides a thematic overview that serves to link the individual publications into an integrated whole
 - v. confirms the papers have not previously been submitted as part of a degree.
- f. A statement indicating whether additional research activity may be required to convert the publications to an integrated whole and, if so, an outline of the necessary work.
- g. The names of two persons who can provide academic references relevant to the proposed candidature.

Resource and supervision requirements

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

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

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

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

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

(145) Resources needed for the research project will be agreed with the candidate at the time of admission to the program and confirmed when the research proposal is approved and is to the satisfaction of the Head of School (or equivalent) or their delegate.

Approval of masters by research and PhD program admissions

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

- a. The applicant
 - i. meets entry requirements for the course stated in the [Admissions - Entry Requirements \(Higher Degrees by Research\) Procedure](#) and any additional or higher course-specific entry requirements, and
 - ii. has committed to work regularly on the approved program of study and research and maintain regular contact with the supervisor(s).
- b. Supervision is available for the proposed period of candidature.
- c. The faculty or institute has the resources necessary to support the candidature.
- d. For a doctor of philosophy by prior publication, the information submitted at clause 143 and the external assessor's report at clause 149.

(147) For admission to a doctor of philosophy by of prior publication, Dean, Graduate Research will appoint an external assessor, based on nomination by the relevant Sub Dean (Graduate Studies). The external assessor will assess the full admission application provided, including the information required under clause 143.

Approval of professional doctorate program admissions

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

- a. The applicant meets the academic, professional and English language entry requirements stated in the [Admissions - Entry Requirements \(Higher Degrees by Research\) Procedure](#).
- b. The applicant meets any additional or higher course-specific entry requirements.
- c. Supervision is available for the proposed period of candidature.
- d. The faculty or institute has the resources necessary to support the candidate.
- e. Where relevant, the applicant's employer is prepared to support the candidate or the applicant will receive the necessary professional support in some other way.

Part I - Non-award enrolments

Single subject study

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

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

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

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

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

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

Cross-institutional study (incoming students)

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

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

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

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

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

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

Study Link subjects

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

Section 4 - Guidelines

(160) Nil.

Section 5 - Glossary

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

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

- b. Articulated set of courses - as defined in the policy library glossary.
- c. Census date - as defined in the policy library glossary.
- d. Confirmation of Enrolment (COE) - means the official document issued to international students to confirm they have accepted a place and are eligible to enrol in a course at this University. The COE provides information about student enrolment status, course details, expected course duration, and enrolment start and end dates.
- e. Domestic student - as defined in the policy library glossary.
- f. Elite athlete or performer - as defined in the policy library glossary.
- g. English-medium - means English is the language of teaching and assessment.
- h. Genuine student requirement - means the criterion that must be considered as part of Simplified Student Visa Framework (SSVF). Under SSVF, universities are held accountable by the [Department of Home Affairs](#) to minimise the immigration risk of their potential international students. As such, the University has developed SSVF Guidelines in accordance with Ministerial Directions to manage and minimise SSVF risk.
- i. Non-resident student - as defined in the policy library glossary.
- j. Regional Australia - means areas that are classified by the Commonwealth government as regional or rural.
- k. Unique student identifier (USI) - means the reference number issued by the Australian Government that identifies all students studying within Australia. The USI is different to the Charles Sturt student number.

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	University Secretary
Approval Date	To Be Advised
Expiry Date	Not Applicable
Unit Head	Matt Granfield Executive Director, Customer Experience
Author	Peter Greening
Enquiries Contact	Admissions office +61 2 69334334

Glossary Terms and Definitions

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

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

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

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



Item 8: Faculty of Science and Health Inherent Requirements for approval

PURPOSE

To seek approval from the University Courses Committee for the Inherent Requirements documents presented below.

RECOMMENDATION

The University Courses Committee resolves to **approve** the Inherent Requirements documents for the following courses:

- Bachelor of Animal Science
- Bachelor of Dental Science
- Bachelor of Equine Science
- Graduate Diploma of Clinical Practice (Paramedicine)
- Graduate Diploma of Midwifery
- Bachelor of Clinical Science (Medicine) / Doctor of Medicine
- Bachelor of Paramedicine
- Bachelor of Pharmacy
- Bachelor of Veterinary Technology

BACKGROUND

The Admissions Policy requires that prospective students are advised of inherent requirements where they are present. In August 2024, Academic Senate approved a revised definition of Inherent Requirements and approved the creation of a work plan to implement changes to Inherent Requirements (Resolution AS195/6).

This work has since been carried out by the Faculty in conjunction with the Office of Academic Quality, Standards and Integrity, following agreed definitions and a consistent template.

KEY ISSUES

Inherent Requirements are required for these courses because they are a Professional Accreditation requirement and/or because the course involves working with animals.

- Inherent Requirements [Animal Science](#)
- Inherent Requirements [Dental Science](#)
- Inherent Requirements [Equine Science](#)
- Inherent Requirements [Grad Dip Clin Practice \(Paramedicine\)](#)
- Inherent Requirements [Grad Dip Midwifery](#)
- Inherent Requirements [Doctor of Medicine](#)
- Inherent Requirements [Paramedicine](#)
- Inherent Requirements [Pharmacy](#)
- Inherent Requirements [Vet Tech](#)

Major Risk	Risk Monitoring and Management	Does this sit within risk appetite?
Teaching and Learning – Charles Sturt has a low appetite and willingness to take risks with the potential to compromise the University course delivery, accreditation of courses, academic integrity and educational standards.	There are risks associated with students not meeting the inherent requirements to complete a course. By making Inherent Requirements clear to applicants this risk is mitigated.	Yes

ACTIONS AND NEXT STEPS

Once approved, the Inherent Requirements will be linked to the relevant Online Course Brochures.

COMPLIANCE

Legislative Compliance	This submission contributes to compliance with: <ul style="list-style-type: none"> Standard 3.1.5 of the Higher Education Standards Framework 2021
Policy/TOR Alignment	This submission is made in accordance with: <ul style="list-style-type: none"> Clause 8 of the Admissions Policy

Prepared by:	30/5/2025	Rebecca Frauenfelder, Manager Courses Administration Team and Associate Professor Rachel Whitsed, Associate Dean (Academic)
Approved by:	30/5/2025	Associate Professor Rachel Whitsed, Associate Dean (Academic)
Cleared by:	2/6/2025	Professor Graham Brown, Deputy Vice Chancellor (Academic)



Item 9: Previous Minutes (UCC and UCC SC)

PURPOSE

To approve the minutes of the previous UCC and UCC SC meetings.

RECOMMENDATION

The University Courses Committee resolves to **approve** the minutes of the University Courses Committee meeting held on 30 April 2025 as a true and accurate record.

ATTACHMENTS/LINKS

A. [AS UCC 36 250430 Minutes](#)

UNIVERSITY COURSES COMMITTEE
Meeting No. 36

Minutes of the meeting held on Wednesday 30 April 2025 by videoconference.

1. Welcome and Apologies

The Chair opened the meeting at 9.03pm with an Acknowledgement of Country and welcomed members and attendees.

Members Present

Professor Janelle Wheat	Pro Vice-Chancellor (Learning and Teaching) and Acting Chair
Ms Heather McGregor	Pro Vice-Chancellor, Student Success or nominee
Mr Matthew Granfield	Executive Director, Customer Experience
Ms Rachel Stephens	Co-Director Academic Quality, Standards and Integrity
Professor Jenny Kent	Deputy Dean, Faculty of Business, Justice and Behavioural Science
Associate Professor Brendon Hyndman	Acting Associate Dean (Academic), Faculty of Arts and Education
Associate Professor Julia Lynch	Associate Dean (Academic), Faculty of Business, Justice and Behavioural Sciences
Associate Professor Rachel Whitsed	Associate Dean (Academic), Faculty of Science and Health
Associate Professor Christopher Orchard	Acting Chair, Indigenous Board of Studies or Nominee
Dr Michelle Eastwood	Elected member, Faculty of Science and Health
Ms Rebecca Acheson	Nominated member, Educational Design Lead, Division of Learning and Teaching
Dr Annabel Matheson	Nominated member, Faculty of Science and Health
Ms Rebecca Frauenfelder	Acting Manager, Course Administration Team, Faculty of Science and Health

Attendees

Ms Donna Browne	Manager, Enrolment and Fees
Mrs Steph Daskein	Course and Subject Accreditation Officer
Mr James Elibank Murray	Manager, Course and Subject Accreditation
Ms Natasha Bailo	Executive Officer, Office of the Deputy Vice-Chancellor (Academic)
Ms Amanda Lynch	Manager, Course Administration Team, Faculty of Arts and Education
Ms Bec Salmon	Manager, Academic Quality Enhancement
Associate Professor Koshila Kumar	Sub Dean (Academic Development)
Ms Verinnia Lansom	Governance Officer (Minutes)

Apologies

Dr Kelly Tribolet	Elected member, Faculty of Arts and Education
Dr Jason Howarth	Elected member, Faculty of Business, Justice and Behavioural Sciences
Mr Mike Bryant	Academic Director,
Mr Mike Ferguson	Pro Vice-Chancellor (International) or nominee
Ms Sandra Sharpham	Executive Director, Student Experience
Professor Will Letts	Acting, Deputy Dean, Faculty of Arts and Education
Mr Simon Wakeling	Nominated member, Faculty of Arts and Education

2. Declaration of Interests

There were no interests raised or declared by members.

3. Confirmation of Agenda

The agenda was confirmed, noting that Proposal-40670 Bachelor of Educational Studies and Proposal-40668 Bachelor of Adult and Vocational Education were withdrawn from the agenda.

4. Action Sheet

There were no outstanding actions.

5. Chair's Report

There was no report from the Acting Chair.

6. Course Documents

Faculty Boards provide endorsement of course changes within Faculty Board minutes and assure the University Courses Committee of the Board's consideration of issues, progress, and monitoring of associated actions.

Prior to the University Courses Committee meeting, members reviewed Course Documents and recorded questions, comments, and suggested amendments via the comments field in CDAP. The UCC referred to these comments to guide discussion.

The Chair thanked the Course and Subject Accreditation Officer (CSAO) and Manager, Course and Subject Accreditation (MCSA) for the feedback provided to the Associate Deans (Academic) (ADAs) following their review of course documentation. This included:

- Minimum/maximum time, and how that prescribed course progression was captured in CDAP.
- Marketing and/or enrolling students into a course prior to accreditation.
- Incomplete curriculum mapping in courses that had undergone a Comprehensive Course Review (CCR).
- The inclusion of required exit courses.
- Completion and inclusion of Business Cases.

Accreditation -Coursework proposals before the UCC were discussed, and the following points were noted:

- Inherent requirements (IRs) have been attached to the appropriate Faculty of Science and Health (FOSH) course proposals as required in the new format developed by the Academic Quality and Standards Committee. Noting that the PDF would then be attached to the Online Course Brochure and to the offer letter. FOSH suggested adding the UCC resolution and date as a footnote to the IRs to confirm approval.
 - It was confirmed that IRs were generally for health courses and were required as part of the professional accreditation, noting that students must have access to these before enrolling. IRs were not required for every course.
 - Members commended FOSH for the quality IRs.

Bachelor of Nursing

- The CCR of the Bachelor of Nursing was brought forward to align with professional accreditation and included a change to NUR codes.
- IRs were attached and the committee reviewed the document for approval.

Master of International Education (School Leadership)

- The Master of International Education (School Leadership) had witnessed declining enrolments as students, including the Canadian cohort, prefer to enrol in the Master of Education.
- It was noted that the appropriate teach-out plan was included.

Graduate Diploma of Adult Language, Literacy and Numeracy

- While the reviewers noted that the curriculum mapping for the Graduate Diploma of Adult Language, Literacy and Numeracy was not provided, the ADA confirmed this had now been attached and thanked the Educational Design Lead, Division of Learning and Teaching (DLT) and team for their assistance.
- Members noted that the implementation date and review date were both 2026, the CSAO confirmed that the review date would be changed after the proposal was approved.
- Members noted that the Rationale had not been completed and agreed the course would be approved subject to the competition of the rationale.

Master of GIS and Remote Sensing and Graduate Certificate in GIS and Remote Sensing

- While the Master would be discontinued due to declining enrolments, the Graduate Certificate was doing well.
- To ensure the correct order of submissions for reaccreditation, suspension, discontinuation and the teach-out plan for the Masters, it was agreed that the Master of GIS and Remote Sensing be withdrawn from the agenda, noting that the Graduate Diploma would not, by default be suspended as it may be required in the interim.
- Members noted that the Graduate Certificate in GIS and Remote Sensing had not been to the Indigenous Board of Studies (IBS).
- It was agreed to approve the Graduate Certificate in GIS and Remote Sensing pending endorsement by the IBS. The Acting Chair, IBS further clarified that a course with 64 points or more should be able to readily map against the pedagogical framework to identify knowledge building overtime.

Graduate Certificate in Audiovisual Archiving

- The Graduate Certificate draws subjects from the Masters with four very focused subjects.
- It was confirmed that the Certificate was endorsed by IBS on 12 February 2025, and the resolution number IBS36/6 was included in the proposal.

Bachelor of Geospatial Science and Undergraduate Certificate in Geospatial Science

- The ADA noted that the Undergraduate Certificate was brought forward to align with the Bachelor, however it was noted that the Certificate was incomplete and should be withdrawn from the agenda.
- Following a CCR the Bachelor had been updated and was before the board for reaccreditation, noting a review on viability would be undertaken separately.
- Duration, minimum and maximum time for course competition was discussed. Members noted that professional accreditation requirements that affect the university's decision to have a ten-year maximum time policy should be clearly documented as exceptions.
 - It was further noted that unless there was a prescribed PT/Online study plan there was no need to include maximum time.
 - Members agreed to request ADAs, CSAO and MCSA discuss the maximum time and professional accreditation and where this would be captured in CDAP.
- Members discussed majors and minors, and restricted elective lists versus lists of 54 possible subjects. It was noted that with such a large volume of options, there was the potential for students to misunderstand and inadvertently exceed the 100-level requirement. A restructuring of the list into restrictive elective 'pools' and interdisciplinary themes could make it clearer for students. Members agreed to endorse the Bachelor of Geospatial Science, subject to the ADA Faculty of Science and Health liaising with the MCSA and CSAO regarding the grouping of and information around restricted electives.

Bachelor of Theology (Honours) and Master of Arts (Theological Studies)

- The Bachelor of Theology and Master of Arts (Theological Studies) were returned to UCC with amendments as recommended at the 12 March 2025 UCC meeting.
- The ADA undertook to confirm the maximum time requirements in the Master's with the MCSA and amend as required.

Bachelor of Podiatric Medicine and Bachelor of Podiatric Medicine (Honours)

- Due to hybrid delivery changes, the course had been progressed as a new course noting that IRs had been included. Amendments as suggested by the reviewers in CDAP would be made before progressing to Academic Senate (AS).

- The maximum time for the Bachelor of Podiatric Medicine (Honours) would be reviewed by the ADA Faculty of Arts and Education, and MCSA and amendments made accordingly.

Bachelor of Teaching (Secondary) and Bachelor of Teaching (Primary)

- Comprehensive documentation regarding declining enrolments in both courses support discontinuation.

ACTION UCC36/1 Discuss maximum/minimum time and professional accreditation, including where CDAP would capture this information. (ADAs, Course and Subject Accreditation Officer, and Manager, Course and Subject Accreditation).

ACTION UCC36/2 Liaise with the Course and Subject Accreditation Officer, and Manager, Course and Subject Accreditation regarding the grouping of and information around restricted electives in the Bachelor of Geospatial Science. (ADA FOSH).

RESOLUTION UCC36/1 The University Courses Committee resolved to **note** the following Accreditation -Coursework proposals were withdrawn from the agenda:

- Proposal-40670 Bachelor of Educational Studies
- Proposal-40668 Bachelor of Adult and Vocational Education
- Proposal-36894 Master of GIS and Remote Sensing
- Proposal-36939 Undergraduate Certificate in Geospatial Science.

RESOLUTION UCC36/2 The University Courses Committee resolved to:

1. **approve** the Inherent requirements of the following Accreditation -Coursework proposal:
 - Proposal-33628 Bachelor of Nursing
2. **endorse** and **recommend** the proposal to Academic Senate for approval.

RESOLUTION UCC36/3 The University Courses Committee resolved to:

2. **approve** the Inherent requirements of the following Accreditation -Coursework proposal:
 - Proposal-41608 Bachelor of Podiatric Medicine and Bachelor of Podiatric Medicine (Honours): and
2. **endorse** and **recommend** the proposal, as amended, to Academic Senate for approval.

RESOLUTION UCC36/4 The University Courses Committee resolved to **endorse and recommend** to Academic Senate the following Accreditation -Coursework discontinuation proposals, for approval:

- Proposal-40761 Master of International Education (School Leadership)
- Proposal-40892 Bachelor of Teaching (Secondary)
- Proposal-40893 Bachelor of Teaching (Primary).

RESOLUTION UCC36/5 The University Courses Committee resolved to **endorse and recommend** to Academic Senate the following Accreditation -Coursework proposals, for approval:

- Proposal-32394 Bachelor of Theology (Honours)
- Proposal-40679 Graduate Certificate in Audiovisual Archiving.

RESOLUTION UCC36/6 The University Courses Committee resolved to **endorse** the following Accreditation -Coursework proposals, as amended, and **recommend** to Academic Senate, for approval:

- Proposal-40671 Graduate Diploma of Adult Language, Literacy and Numeracy
- Proposal-36939 Bachelor of Geospatial Science
- Proposal-32401 Master of Arts (Theological Studies).

RESOLUTION UCC36/7 The University Courses Committee resolved to **endorse** the following Accreditation -Coursework proposal, pending endorsement by the IBS, and **recommend** to Academic Senate, for approval:

- Proposal-36894 Graduate Certificate in GIS and Remote Sensing.

Major Change -Coursework proposals before the UCC were discussed, and the following points were noted:

Master of Applied Business (with specialisations)

- IBS were thanked for their support in the incorporation of Indigenous Australian content with the introduction of IKC502 in the Masters.
- The three new specialisations would be delivered through the Centre for Customs and Excise Studies (CCES) as an embedded 3rd party provider.
- The ADA, Business, Justice and Behavioural Sciences (BJBS) undertook to confirm:
 - The weighting of the embedded research subjects and a HDR pathway with the Sub-Dean, Graduate Studies and the HOS CCES; and
 - Any changes to the Graduate Certificate and Graduate Diploma for progression to the Masters, and Indigenous Australian content and progress separately through CDAP as required.
- The ADA BJBS confirmed the Master of Business Administration contained a different set of subjects and was targeted to the executive level in business.
- Members considered full names and abbreviations and were advised that, for example, Human Resource Management as a subject name would be written in full, while award nomenclature considers industry abbreviations in naming conventions.
- It was confirmed that specialisation documentation had been attached.

Bachelor of Occupational Therapy

- Changes included admission requirements, and the inclusion of IRs. The FOSH Manager, Courses Administration Team was thanked for the work formatting and for finalising the IRs, noting that 90% of courses requiring IRs had now been completed.
- Amendments as suggested by the reviewers would be made.
- The ADA confirmed the Course Learning Outcomes would be reassessed in the 2026 review.

Bachelor of Education (Early Childhood and Primary)

- The Committee agreed the course would be considered a new course and not a Major Change -Coursework proposal therefore requiring a business case and AS approval. The course was endorsed for submission to AS pending the completion of the business case.

Following the UCC meeting the Provost and Deputy Vice-Chancellor (Academic) confirmed (via email Wednesday, April 30, 2025 3:29 refers) that Proposal-40898 Bachelor of Education (Early Childhood and Primary) would be considered as part of the overall development work in the suite of ITE courses and would not require a separate business case.

- The recreation of subjects from other disciplines were discussed noting duplications in lieu of common subjects violates teaching efficiency concepts. Members agreed to request the ADAs, CSA, and Manager, Course and Subject Accreditation (MCSA) consider teaching efficiencies around the use of common subjects, in lieu of duplications and submit a proposal to a future UCC.

Master of Clinical Exercise Physiology

- Changes included admission requirements, GPA and inclusion of IRs.

Bachelor of Physiotherapy

- Market analysis indicated the course ATAR sat below the market average and the recommendation was to raise the ATAR. The committee discussed raising to 83 or 85, noting this would not impact the current pool of applicants. The ADA confirmed raising the ATAR had

been discussed with Admissions and did not require consultation with accrediting bodies, however, they would be advised of any change. The ADA undertook to conduct a further review of past applicants and consider an ATAR of 85.

It was agreed to:

- approve the Major Change -Coursework proposal pending the ADA, in consultation with Admissions and the School, review the ATAR; and
- endorse a change in the ATAR to 83 or 85, as recommended by the ADA, following consultation.

The Chair requested confirmation regarding who had delegated authority to approve a change to ATARs.

- IRs were included for review and approval.

Bachelor of Oral Health (Therapy and Hygiene)

- Entry requirements for the Bachelor had been tightened and IRs included. The ADA confirmed that a comment had been included in proposals that had IRs attached to ensure reviewers were aware.

Bachelor of Medical Laboratory Science (Pathology)

- The FOSH Business Review meeting agreed to remove micro subjects from the degree and return to standard sessions while still aligning with professional accreditation.
- The MCSA confirmed:
 - A study plan to advise an accelerated enrolment was required.
 - The proposal would be considered an Accreditation -Coursework proposal, not a Major Change -Coursework proposal and would need AS approval.
 - A business case would be required.

The Chair thanked committee members for their engagement and for a robust discussion around proposals, policy and procedure.

ACTION UCC36/3 Discuss teaching efficiencies around the use of common subjects, in lieu of duplications and submit a proposal to a future UCC. (ADAs, Course and Subject Accreditation Officer, and Manager, Course and Subject Accreditation).

ACTION UCC36/4 Confirm with the Manager, Policy and Records who had delegated authority to change ATARs and advise the Chair UCC accordingly. (Governance Officer).

RESOLUTION UCC36/8 The University Courses Committee resolved to **endorse** and **recommend** to Academic Senate the following Major Change -Coursework proposal, for approval:

- Proposal-40898 Bachelor of Education (Early Childhood and Primary).

RESOLUTION UCC36/9 The University Courses Committee resolved to **approve** the Inherent requirements, and **endorse** and **recommend** to Academic Senate the following Major Change -Coursework proposal, as amended, for approval:

- Proposal-36389 Bachelor of Medical Laboratory Science (Pathology).

RESOLUTION UCC36/10 The University Courses Committee resolved to **approve** the Major Change -Coursework proposal:

- Proposal-36620 Master of Applied Business (with specialisations).

RESOLUTION UCC36/11 The University Courses Committee resolved to **approve** the Inherent requirements and the following Major Change -Coursework proposals:

- Proposal-41720 Master of Clinical Exercise Physiology
- Proposal-41538 Bachelor of Oral Health (Therapy and Hygiene).

RESOLUTION UCC36/12 The University Courses Committee resolved to **approve** the Inherent requirements and the following Major Change -Coursework proposals, as amended:

- Proposal-41715 Bachelor of Occupational Therapy
- Proposal-41714 Bachelor of Physiotherapy.

7. Graduate Learning Outcomes

The Chair welcomed the Sub Dean (Academic Development) who provided an overview of the Graduate Learning Outcomes (GLO) report, noting the purpose was to reduce the volume and complexity of the GLOs without undermining the quality of the mapping process or outcomes. Broad consultation had been undertaken and the feedback had been consolidated with the key recommendations listed in the submission. The next steps would include updating policy, websites and resources.

Members suggested allowing the current version of GLOs to stand in the system and the new version be implemented in conjunction with major changes or CCRs, allowing a historic view of previous GLOs. The Project Lead, Curriculum Architectures, relevant stakeholders, and MCSA agreed to consult further regarding implementation.

The Committee supported the recommendations in the submission at agenda attachment 7.

RESOLUTION UCC36/13 The University Courses Committee resolved to **note** and **endorse** the recommendations of the Review of the Graduate Learning Outcomes as outlined in the report.

8. Previous Minutes (UCC and UCC SC)

RESOLUTION UCC36/14 The University Courses Committee resolved to **approve** the minutes of the University Courses Committee meeting held on 12 March 2025 as a true and accurate record.

9. Academic Senate Minutes

RESOLUTION UCC36/15 The University Courses Committee resolved to **note** the minutes of the Academic Senate meetings held 18 November 2024 and 19 February 2025.

10. Minutes of the Committees reporting to UCC

RESOLUTION UCC36/16 The University Courses Committee resolved to **note** the following minutes of the Committees that report to the University Courses Committee:

- Faculty of Arts and Education Faculty Board 10 February 2025
- Faculty of Business, Justice and Behavioural Sciences Faculty Board 11 February 2025
- Faculty of Science and Health Faculty Board 10 February 2025
- Indigenous Board of Studies 4 December 2024.

11. Annual Plan

RESOLUTION UCC36/17 The University Courses Committee resolved to **note** the current Annual Plan.

12. Other Business

There were no other items of business.

13. Next Meeting

The next meeting of the University Courses Committee was scheduled to be held from 9:00 am – 12:00 pm on Wednesday, 18 June 2025 by videoconference. The agenda for this meeting closes on 2 June 2025.

There being no further business, the meeting concluded at 11:00am.

Signed as a true and accurate record:

Chair

Date



Item 10: Academic Senate Minutes

PURPOSE

To provide the University Courses Committee with the record of business considered by Academic Senate at its recent meeting.

RECOMMENDATION

The University Courses Committee resolves to **note** the minutes of the Academic Senate meeting held on 16 April 2025.

KEY ISSUES

The Chair will highlight items of relevance to the University Courses Committee.

COMPLIANCE

Legislative Compliance	This decision contributes to compliance with: 1. Standard 6.3 of the Higher Education Standards Framework 2021
Policy Alignment	This decision is made in accordance with the Faculty Boards – MTOR and Governance (Academic Senate) Rule 2018

RISK ASSESSMENT

Risk appetite according to the Risk Appetite Statement.	Legislative and Regulatory Compliance: Charles Sturt University is committed to high level of compliance with relevant legislation, regulatory compliance obligations and internal policies and procedures. Charles Sturt University has a Very Low Appetite for any intentional behaviours which result in non-compliances with any of its relevant legislative requirements, regulatory compliance obligations and internal policies and procedures.
Consequence of decision in relation to risk appetite	This decision sits within the current risk appetite.

LINK

A. [AS Minutes](#)

Prepared by:	29/05/2025	Verinnia Lansom, Governance Officer
Approved by:	02/06/2025	Kate Hayden, Manager, Governance
Cleared by:	05/06/2025	Professor Graham Brown, Chair University Courses Committee

Item 11: Minutes of the Committees Reporting to the University Courses Committee

PURPOSE

To provide the minutes from meetings of committees that report to the University Courses Committee.

RECOMMENDATION

The University Courses Committee resolves to **note** the minutes of the Committees that report to the University Courses Committee.

KEY ISSUES

The minutes for meetings of committees that report to the University Courses Committee are provided for the information of members:

Faculty of Arts and Education Faculty Board	28 April 2025
Faculty of Business, Justice and Behavioural Sciences Faculty Board	29 April 2025
Faculty of Science and Health Faculty Board	28 April 2025
Indigenous Board of Studies	7 May 2025

Any items that require specific consideration and or decision by the University Courses Committee will appear as separate items on the agenda.

COMPLIANCE

Legislative Compliance	This decision contributes to compliance with Standard 6.3 Higher Education Standards Framework 2021 .
Policy Alignment	This decision is made in accordance with the University Courses Committee Membership and Term of Reference and the relevant sub-committee Membership and Terms of Reference in the Policy Library .

RISK ASSESSMENT

Risk appetite according to the Risk Appetite Statement.	Legislative and Regulatory Compliance: Charles Sturt University is committed to high level of compliance with relevant legislation, regulatory compliance obligations and internal policies and procedures. Charles Sturt University has a Very Low Appetite for any intentional behaviours which result in non-compliances with any of its relevant legislative requirements, regulatory compliance obligations and internal policies and procedures.
Consequence of decision in relation to risk appetite	This decision sits within the current risk appetite.

LINKS

- A. [Faculty of Arts and Education Faculty Board](#)
- B. [Faculty of Business, Justice and Behavioural Sciences Faculty Board](#)
- C. [Faculty of Science and Health Faculty Board](#)
- D. [Indigenous Board of Studies Minutes](#)

Prepared by: 30/05/2025 Verinnia Lansom, Governance Officer
Approved by: 2/06/2025 Kate Hayden, Manager Governance
Cleared by: 5/06/2025 Professor Graham Brown, Chair University Courses Committee

University Courses Committee

Report / Item	Responsible Officer/s	2025					Action / Committee Pathway	TOR	HESF	Comments	Committee Timings
		12-Mar	30-Apr	18-Jun	27-Aug	22-Oct					
Course Profile											
Major Changes to an award course of study.	Associate Deans Academic	As required					Approve (Submit to Senate for noting)	11(a)	5.1 5.3 5.4		UCC and AS - as required
Reaccreditation (accreditation) - Review Report for individual courses	Manager, Course and Subject Accreditation / Course Directors / Associate Deans (Research) / Associate Deans (Academic)	As required					Endorse Full Report (from ADAs to Senate for approval)	11(e)	5.1 5.3 5.4		UCC and AS - as required
Reaccreditation (accreditation) - Annual Review of Schedule and Progress	Manager, Course and Subject Accreditation / Associate Deans (Academic)					x	Endorse Summary Report to Senate	11(f)	3.1.5 5.1 5.3.1 5.3.2 7.1		UCC - Oct AS - Nov
Comprehensive Course Review Summary	Manager, Course and Subject Accreditation / Associate Deans (Academic)					x	Endorse Summary Report to Senate and ARC	11(e)	1.4.2 3.1 5.1	To provide a snapshot of where the previous years' CCRs are up to and any key themes that emerged.	FBs - Sep UCC - Oct AS - Nov ARC - Nov CNL - Dec (via ARC and AS reporting)
Third Party Provider and Partner Annual Summary Report (including risks and relevant actions & annual update on Charles Sturt University Sydney campus)	Risk and Compliance Unit	x					Note	10(d)	5.3 5.4 7.1	To include reporting on the Charles Sturt University Sydney and Charles Sturt University Melbourne campuses. This report will be removed from the 2026 Annual Plan at the request of UCC and as confirmed by the Director, Risk and Compliance.	
Risk and Compliance Report - Academic Risks (relevant risks)	Risk and Compliance Unit	As required					Note	14	5.3 5.4 7.1		
Internal Accreditation											
Accreditation and discontinuance (teach-out arrangements) for courses of study leading to degrees and awards offered by the University.	Associate Deans Academic	As required					Endorse The ADA provides a Summary Report to Senate	11(a)	5.1 5.3 5.4	Research courses are to go to URC, prior to going to Senate. Policy is being reviewed.	UCC and AS - as required
External (Professional) Accreditation											
Professional Accreditation Report (including HDR courses and faculty updates on progress, conditional approvals, and plans for meeting conditions or re-applying)	Manager, Course and Subject Accreditation				x		Approve Summary Report to Senate and ARC	(12)	3.1.5 5.1 6.2.1.i 7.1.2		FBs - Jun UCC - Aug AS - Nov ARC - Nov
Delegate Reports / Referrals											
Report from Faculty Boards - 1. confirming that relevant policy and procedures have been met; ii. relating to courses in accordance with the Delegation Schedule E - Academic and Research;	Chairs, Faculty Board / Governance Officer	As required					Note / Endorse / Approve	11(g)	6.3		
Items referred to and from UCC, AQSC, URC, AS and other committees or officers on all matters relevant to the course profile and the academic governance of the courses of the University.	Chair, UCC	As required					Note / Endorse / Approve	(17) & (19)	6.3		
Indigenous Board of Studies - Minutes	Chair, IBS	When available					Note	11(d)	5.3.2 5.3.4		
Indigenous Board of Studies - Annual Report on Progress against Indigenous Australia Content in Courses and Subject Policy	Chair, IBS			x			Note	11(d)	5.3.2 5.3.4		
Governance											

Report / Item	Responsible Officer/s	2025					Action / Committee Pathway	TOR	HESF	Comments	Committee Timings
		12-Mar	30-Apr	18-Jun	27-Aug	22-Oct					
Policy Reviews (relevant policies)	Policy owners	As required					Endorse Full Report to Senate	(15)	6.3		
Academic Senate Sub-Committee Self-Assessment	Governance					X	Note / discuss	All TOR	All	This report was added to the annual plans as part of the action to address Recommendation 1 of the 2023 Baird Report - discussions are continuing.	
Review of Annual Plan	UCC / Manager, Governance	x	x	x	x	x*	Note *Approve for the following year.	All TOR	6.3	*For the following year.	
Annual Assurance Report	Chair / Governance Officer	x					UCC to AS. Full Report to Senate	All TOR	6.3		
Statement of Role and Responsibilities	Governance	x									

Item 13: INDIGENOUS AUSTRALIAN CONTENT IN COURSES AND SUBJECTS POLICY PROGRESS REPORT

PURPOSE

To provide the University Courses Committee with a progress report on the Indigenous Australian Content in Courses and Subjects Policy.

RECOMMENDATION

The University Courses Committee resolves to **note** the progress report on the Indigenous Australian Content in Courses and Subjects Policy.

SUMMARY OF KEY ISSUES

Indigenous Australian Content in Courses and Subject Policy

The [Indigenous Australian Content in Courses and Subjects Policy](#) was revised aligned to its scheduled review, and in September 2024 [Approved at Academic Senate \[Resolution 195/10\]](#). The review aligned the policy with the aspirations of the [First Nations Strategy 2023-2025](#), specifically Action 6, the expectation that we Integrate Indigenous Australian studies and content into all courses. The revision clarified the policy position that there is a requirement to integrate content, aligned to the [Indigenous Cultural Competence Pedagogical Framework](#) across all coursework courses at Charles Sturt University. This builds upon a strong history of Indigenous Australian Studies integration at Charles Sturt University in policy from 2015.

KEY ISSUES

Content Policy Progress Report 2025

Progress on the integration of Indigenous Australian Content in Courses and Subject is provided in **Table 1. Courses by Faculty (all instances of content)**, **Table 2. Instances of Core** and **Table 3. The most utilised subjects** are below. To meet the timely submission of this progress report, data was sourced from the institutional course design, Accreditation and publication platform (CDAP) and compiled by the Office of Academic Quality and Standards (OAQS). Data was checked by the Manager, Course and Subject Accreditation (OAQS), and Chair, Indigenous Board of Studies. Indigenous Australian Content is in all Undergraduate courses, and subject to periodic review aligned to subject and course accreditations. The integration of Indigenous Australian Content into postgraduate coursework courses is progressing through planned course review timelines as this requirement is aligned to historic policy revision changes in [2020/2021](#) and [current policy](#).

Table 1. Courses by Faculty.

IBS Subject (Core, Compulsory, Elective) in Courses	Instances
Enabling	1
Faculty of Arts and Education	1
Postgraduate	86
Faculty of Arts and Education	60
Faculty of Science and Health	26
Undergraduate	310
Faculty of Arts and Education	109
Faculty of Business, Justice and Behavioural Sciences	34
Faculty of Science and Health	167
Grand Total	397

Table 2. Instances of Core

Instances of Core in Courses	Core
Enabling	1
Faculty of Arts and Education	1
Postgraduate	41
Faculty of Arts and Education	26
Faculty of Science and Health	15
Undergraduate	213
Faculty of Arts and Education	48
Faculty of Business, Justice and Behavioural Sciences	30
Faculty of Science and Health	135
Grand Total	255

Table 3. Most utilised subjects.

Subject	Instance
IKC101	78
AGR202	15
EED408	12
HLT505	11
EMS109	10
GER404	9
WEL407	9
HLT417	8
LAW112	8
SPA215	8

RISK ASSESSMENT

Major Risk	Risk Monitoring and Management	Does this sit within risk appetite?
Learning and Teaching 1 (High) Charles Sturt University has a High Appetite to take risks with regards to the conceptualisation and development of market-orientated innovated courses with the potential to provide the University with a competitive difference and contribute to ongoing commercial success.	The continued integration of Indigenous Australian Content in Courses and Subjects aligned to accreditation timelines fits within the Risk Appetite of the University.	Yes
Learning and Teaching 2 (Low) Charles Sturt University has a Low Appetite to take risks with the potential to compromise student outcomes and progression through to graduation, teaching excellence, course accreditation, academic integrity and educational standards by the University or its third-party education arrangements.	The continued integration of Indigenous Australian Content in Courses and Subjects aligned to accreditation timelines fits within the Risk Appetite of the University.	Yes

COMPLIANCE

Legislative Compliance	This submission contributes to compliance with: <ul style="list-style-type: none">▪ Section 5.3.2 of the Higher Education Standards Framework 2021▪ Section 5.3.4 of the Higher Education Standards Framework 2021
Policy/TOR Alignment	This submission is made in accordance with: <ul style="list-style-type: none">• 11(d) of the TOR of the University Courses Committee 'University Courses Committee' - Membership and Terms of Reference / Document / CSU Policy Library

Prepared by:	30/05/2025	Associate Professor Christopher Orchard, (Chair) Indigenous Board of Studies.
Approved by:	2/06/2025	Professor Graham Brown, Provost and Deputy Vice Chancellor (Academic)
Cleared by:	2/06/2025	Professor Graham Brown, Provost and Deputy Vice Chancellor (Academic)



Item 14: Other Business



Item 15: Next Meeting

No.	Date	Time	Location	Agenda Close
35	Wednesday 12 March 2025	9.00am – 12.00pm	Videoconference	24 February
36	Wednesday 30 April 2025	9.00am – 12.00pm	Videoconference	14 April
37	Wednesday 18 June 2025	9.00am – 12.00pm	Videoconference	2 June
38	Wednesday 27 August 2025	9.00am - 12.00pm	Videoconference	11 August
39	Wednesday 22 October 2025	9.00am - 12.00pm	Videoconference	3 October