

ELITE SPORTSPERSON AND PERFORMER POLICY AND PROCEDURE



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1 PURPOSE

- 1.1 This policy and procedure outlines CQUniversity's flexible arrangements and processes to support [elite sportspeople](#) and [performers](#) to achieve their education and performance goals.

2 SCOPE

- 2.1 This policy and procedure applies to prospective and current CQUniversity students.

3 POLICY STATEMENT

- 3.1 The University recognises the dedication, time and effort required from [elite sportspeople](#) and [performers](#), and is committed to supporting these students to achieve academic and performance excellence.
- 3.2 The University, through the Director Sport Strategy, will nominate appropriate employees as Elite Sportsperson/Performer Coordinators (ESPC), to facilitate support for [elite sportspeople](#) and [performers](#) at the University. ESPCs will work with the relevant [business area](#) to:
- provide advice and guidance to elite [sportspeople](#) and [performers](#) on academic planning
 - support in negotiating necessary flexibility to meet academic requirements
 - advocate for elite [sportspersons](#) and [performers](#) within the University
 - support in negotiating and implementing cross-institutional study or credit transfer arrangements (if applicable), and
 - provide advice and support to local Athlete Wellbeing and Engagement Managers (contacts at institutes and academies of sport) or related personnel.
- 3.3 ESPCs can be contacted via espc@cqu.edu.au.

- 3.4 The ESPCs will maintain an Elite Sportsperson and Performer Register, which will be distributed to Deputy Deans at the commencement of each term and used for reporting. They will reassess the student's status annually.
- 3.5 The University will implement this policy and procedure in a way that is equitable and maintains the University's academic standards.

4 PROCEDURE

Eligibility

- 4.1 To be eligible for support as an [elite sportsperson](#) or [performer](#), students must:
- a) be recognised as an [elite sportsperson](#), as defined in the [Elite Sport Education Network Guideline](#)¹, or
 - b) be recognised as an [elite performer](#) by a state, national or international organisation representative of the student's area of performance, i.e. in art, culture, orchestra, opera, music, dance, theatre, film, or television.
- 4.2 Students may still be recognised by the University as an [elite sportsperson](#) or [performer](#) if they do not meet section 4.1 above. In these cases, the ESPC will liaise with the relevant industry body to investigate, verify, and then make a recommendation to the relevant [head of business area](#) for approval.

University support

- 4.3 To support [elite sportspeople](#) or [performers](#), the University aims to meet the following needs, where possible, in accordance with the policy statement above and within any course or unit constraints:
- a) assessment-related needs, including:
 - ability to negotiate assessment (except formal exams) due dates based on the student's travel, training, competition or other necessary sporting or performance commitments
 - ability to attend exams externally under exam conditions in the student's environment (e.g. request an alternative exam centre or arrangement) or to attend a deferred exam
 - waiving or reorganising the minimum attendance at lectures, classes, tutorials, or work-integrated learning (e.g. work placements) where the student athlete, coach or performer is unavailable due to sporting or performance commitments
 - b) enrolment-related needs, including ability to tailor study load to integrate with sporting or performance commitments:
 - ability to negotiate lecture, class, tutorial, and work-integrated learning (e.g. work placement) timetables to accommodate sporting or performance commitments
 - ability to extend the time to complete the unit and/or course due to periods of decreased study load
 - ability to take leave of absence in accordance with the [Leave of Absence Procedure](#)
 - ability to complete cross-institutional study options with other universities or institutions to accommodate sporting or performance commitments and enable course progression, in accordance with the [Cross-Institutional Study Policy and Procedure](#)
 - ability to swap between [online mode](#) and [on-campus mode](#), where available
 - ability to receive credit for prior learning (e.g. credit transfer) completed at other universities or institutions in accordance with the [Credit for Prior Learning in Higher Education Policy and Procedure](#) and [VET Credit Transfer Policy and Procedure](#)
 - c) unit-related needs, including:
 - access to online education materials, and notes for missed lectures, classes, residential school (where these are not practical in nature and therefore a requirement to meet learning outcomes), tutorials or work-integrated learning (e.g. work placements).

¹ The [ESEN Guideline](#) outlines the national sporting organisations and institutes that an [elite sportsperson](#) must be identified and recognised, or be a member of, as an 'elite athlete' or 'elite coach', to receive support under the [Elite Athlete University Network](#).

Requesting support

- 4.4 Students who are [elite sportspeople](#) and [performers](#) can request academic adjustments and support for success in their studies in accordance with existing University policy documents, including the:
- [Assessment Policy and Procedure \(Higher Education Coursework\)](#) – for higher education coursework and enabling students
 - [Student Assessment Procedure \(VET\)](#) – for vocational education and training students, or
 - relevant [Course Rules](#) – for research higher degree and research preparatory courses.
- 4.5 Students requesting support must provide written evidence of their [elite sportsperson](#) or [performer](#) status and related commitments, including details of their training and performance schedule, as well as an official letter from a relevant sporting/performing arts organisation at state, national or international levels.
- 4.6 Submitting a request for flexible arrangements or support does not guarantee approval.
- 4.7 Adjustments may be more difficult in some courses due to the nature of the course structure, activity or assessment, and the University will only make adjustments where academic integrity is maintained.

Withdrawing from a unit

- 4.8 [Elite sportspeople](#) or [performers](#) whose circumstances prevent them from completing assessment or other requirements of their unit may be eligible to withdraw from the unit without academic penalty or financial liability. Refer to the [Consideration of Special Circumstances Policy and Procedure](#) and [Student Refund and Credit Balance Policy and Procedure](#) for further information.

Managing student information

- 4.9 The [Elite Sport Education Network](#) will advise the University details of [elite sportspeople](#) enrolled at the University each year.
- 4.10 The ESPC will provide the Deputy Deans a list of [elite sportspeople](#) and [performers](#) enrolled in their School at the start of each term.
- 4.11 The University's ability to provide flexible arrangements and support relies on student disclosure of information about their status and commitments as an [elite sportsperson](#) or [performer](#).
- 4.12 Student information will be treated securely, and used and shared only when it is relevant and for the purpose it has been provided in accordance with the [Privacy Policy and Procedure](#).

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 In conjunction with the ESPC, the Deputy Vice-President (Education, Strategy and Quality) is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.

Reporting

- 5.2 No additional reporting is required.

Records management

- 5.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#) (*internal access only*). Before disposing of any records, approval must be sought from the Records Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Elite sportsperson: a person who participates in sport at the level of state, national or international competitions, either as an elite athlete, high-performance coach or high-performance official.

Elite performer: a person who participates in significant state, national or international performances, productions, installations competitions or events.

7 RELATED LEGISLATION AND DOCUMENTS

[Admission \(Coursework\) Policy and Procedure](#)

[Assessment Policy and Procedure \(Higher Education Coursework\)](#)

[Consideration of Special Circumstances Policy and Procedure](#)

[Credit for Prior Learning in Higher Education Policy and Procedure](#)

[Cross-Institutional Study Policy and Procedure](#)

[Elite Sport Education Network website](#)

[Leave of Absence Policy and Procedure](#)

[Student Assessment Procedure \(VET\)](#)

[Student Refund and Credit Balance Policy and Procedure](#)

[VET Credit Transfer Policy and Procedure](#)

8 FEEDBACK

- 8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

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Notes	This document was formerly known as the Athlete Friendly University Guidelines (updated 23/09/2010); the National Elite Athlete Friendly Universities Network Principles (updated 30/03/2016); the Elite Athlete Friendly University Network Policy and Procedure (updated 21/02/2028); and Elite Athlete, Coach and Performer Policy and Procedure (updated 01/07/2025).