

# START UNI NOW (SUN) PROCEDURE

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## 1 PURPOSE

- 1.1 This procedure outlines the expectations, requirements and outcomes of CQUniversity’s Start Uni Now (SUN) program.

## 2 SCOPE

- 2.1 This procedure applies to prospective and current students in their senior years of secondary study (years 10, 11 and 12) participating in CQUniversity’s SUN program.

## 3 PROCEDURE

- 3.1 SUN is a higher education in schools program that provides students in Years 10, 11 and 12 the opportunity to combine their senior school study with university-level study.
- 3.2 The SUN program is a [non-award course](#) that does not lead to a specific award, but allows students to study first-year undergraduate level higher education coursework units from a range of University award courses. Refer to the [SUN website](#) for information on the units available for study.
- 3.3 Completion of these units may be counted as credit towards the relevant course, subject to the course and unit structure at the time of admission. Refer to the [course credit section](#) for further information.

- 3.4 Students can study one SUN unit per University term, and up to four SUN units (24 credit points) in total.
- 3.5 Students will be provided with a University student number on enrolment and be able to access to a variety of services and resources, including the support of a dedicated University team (Schools Pathways Team).
- 3.6 Domestic students who successfully complete a SUN unit may be eligible to apply for direct entry into the University immediately following completion of year 12 (year 13). Completion of a SUN unit/s does not provide the student with automatic entry into an undergraduate course. Refer to the [admission into courses after study \(domestic students\) section](#) for further details.
- 3.7 Students enrolled in SUN must:
- be independent and proactive learners prepared to commit to a minimum of 10-12 hours per week to complete the requirements of the unit
  - consider resource requirements for their desired unit prior to application, including having regular access to a computer and internet at home
  - adhere to the same policy documents as undergraduate students. Refer to the University's [policy site](#) for a full list of policy documents, and
  - adhere to any additional requirements of their SUN unit including purchasing items such as textbooks or uniforms, funding and attending compulsory residential school (i.e. 2-5 day on-campus commitment) or attending a University nominated location for on-campus examinations (exam locations may be up to 150 kilometres from the student's place of residence).

## Eligibility

- 3.1 Students may be eligible for admission to SUN if they meet both the below requirements and any additional requirements outlined in the [Admission \(Coursework\) Policy and Procedure](#).
- 3.2 Prior to commencing SUN, students should:
- consider choosing high school subjects related to their course of interest, and
  - review the pre-requisite requirements of their desired undergraduate course prior to commencing SUN to ensure they will be meet the entry requirements following completion of Year 12. Pre-requisites for all courses are available in the [CQUni Handbook](#) or via the relevant State or Territory's Tertiary Admissions Centre.

### Domestic students (standard curriculum)

- 3.3 Year 11 and 12 students are eligible for SUN for Terms 1, 2 and 3. Year 10 students are eligible for SUN during Term 3 only. Refer to the University's [academic calendar](#) for term dates.
- 3.4 [Domestic students](#) may be eligible to apply for SUN if they are:
- a minimum of 15 years of age at the time of commencement.
  - achieving a minimum C (i.e passing grade) for English or equivalent<sup>1</sup>, and
  - achieving an average B (4-point equivalent) grade across their top five graded subjects or completed vocational education and training (VET) qualifications from certificate II and above. Refer to the [Appendix](#) for the grade point average calculator.
- 3.5 Students must submit their recent graded school report card, or a copy of their vocational qualification certificate with their application to confirm their grade point average. Interim report cards may be considered to demonstrate significant improvement of grades to meet eligibility.

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<sup>1</sup> Refers to English equivalent subjects such as English and Literature, Extension English as an Additional Language or Literature.

## Domestic students (non-standard curriculum)

- 3.6 [Domestic students](#) undertaking non-standard curriculum (for example, Steiner Education, Big Picture, Australian Christian Education) will be considered for acceptance into the SUN course based upon the following:
- documentation demonstrating completion of school-based study (i.e. academic report card), and / or
  - documentation demonstrating progress or completion of external study (including VET qualifications, Open University study, online courses)
  - documentation demonstrating passing grade in English or equivalent<sup>1</sup>, or completion of Basic Key Skills Builder (BKSB) test, with achievement of minimum level 4, and
  - confirmation of home-school registration (for home-school students).

## International students

- 3.7 [International students](#) may be eligible to apply for SUN if they are:
- enrolled in Australian curriculum Year 10, 11 and 12 (or equivalent). Year 10 students are eligible for SUN during Term 3 only. UK A Level Curriculum, the International Baccalaureate, Polytechnic, or other equivalent Australian senior high school curriculum
  - achieving equivalent to an average B grade (or better) across all Australian school subjects, and
  - achieving the minimum English language proficiency requirements as outlined in the [English Language Proficiency Requirements Policy and Procedure](#) or the specific course requirements in the [CQUni Handbook](#).
- 3.8 Students must submit a certified copy of their recent graded school report card and written permission from their school principal (or nominee), and parent/legal guardian.
- 3.9 Students under 18 years of age studying at the University must comply with the [Student Accommodation Including International Students under 18 Policy and Procedure](#).

## Applying

### Domestic students

- 3.10 Applications must be received at least three weeks before commencement of the relevant term of study. Term dates can be found on the University's [SUN website](#).
- 3.11 [Domestic students](#) can apply for a SUN unit via the University's [Apply Online Portal](#). Applications must include the [Start Now Study Authorisation Form](#) and all required supporting documentation outlined in the [eligibility section](#). Refer to the University's [SUN website](#) for further information.
- 3.12 Students requesting continued enrolment (i.e. second, third or fourth SUN unit) can submit the [SUN Continuing Enrolment Request](#) or email [sun@cqu.edu.au](mailto:sun@cqu.edu.au). Updated graded school report cards or additional supporting documentation may be requested for ongoing enrolment.

### International students

- 3.13 Applications must be received at least three weeks before the commencement of the relevant term of study. Term dates can be found on the University's [SUN website](#).
- 3.14 [International students](#) can apply for a SUN unit via the University's [International Online Application System \(iStart\)](#). Applications must include the [Start Now Study Authorisation Form](#) and all required supporting documentation outlined in the [eligibility section](#). Refer to the University's [SUN for international students website](#) for further information.

## Reviews

- 3.15 Applicants whose application is unsuccessful and believe the University failed to properly assess their application may seek a review as outlined in the [Admission \(Coursework\) Policy and Procedure](#).

## Fees

- 3.16 Eligible students will not be charged a tuition fee for their first SUN unit of study. The first unit will remain free if the student:
- withdraws from their first enrolled SUN unit prior to the [census date](#)
  - withdraws from their first enrolled unit post-census date of the relevant term. Note: In this instance the student will be deemed ineligible for further fee-free SUN units and will therefore be required to pay the relevant SUN tuition fee for any future enrolments in SUN, or
  - remains enrolled but fails their first SUN unit.
- 3.17 [Domestic students](#) must pay a tuition fee as outlined on the SUN website for each subsequent six credit point unit studied through SUN. Fees are payable by the [census date](#) of each term.
- 3.18 [International students](#) incur the full unit tuition fee for each subsequent six credit point unit studied through SUN. Fees are payable by the census date of each term.

## Payment of fees

- 3.19 The fee notice (invoice) for each student can be accessed via the University's Student Portal ([MyCQU](#)).
- 3.20 Fee paying students (i.e. those studying their second or subsequent units of study via SUN) who withdraw from their unit/s after [census date](#) will remain liable for the relevant SUN subsequent six credit point fee. A refund cannot be issued. Refer to the [Student Refund and Credit Balance Policy and Procedure](#).
- 3.21 However, students who experienced special circumstances which impacted their academic progress throughout the term may be eligible to remove financial liability for their next SUN unit. Refer to the [Consideration of Special Circumstances Policy and Procedure](#).
- 3.22 Students who have experienced extenuating circumstances after census date that may impact their enrolment, should contact the University on 13 27 86.
- 3.23 Non-payment of course fees may affect enrolment and any future offers from the University. Refer to the [Collections Policy and Procedure](#).

## Grades and results

- 3.24 The overall grade received for a completed SUN unit will be released online on the certification of grades date for each term. Refer to the University's [academic calendar](#) for certification of grades dates.
- 3.25 Students can refer to the [Grades and Results Policy](#) for further information regarding the grading processes and procedures.

## Failing a SUN unit

- 3.26 Students who receive a fail grade for a SUN unit will have the grade removed from their academic transcript once they are no longer eligible for further SUN study (i.e. have completed year 12). As a result, they will not receive any academic penalty and will not be prevented from applying to the University again in the future. However, they will be ineligible for further fee-free SUN units and will have to pay the relevant SUN tuition fee for any future enrolments in the course.
- 3.27 Students who experienced special circumstances which impacted their academic progress throughout the term may be eligible for remove financial liability for their next SUN unit. Refer to the [Consideration of Special Circumstances Policy and Procedure](#).

- 3.28 Students who receive a fail grade for a SUN unit will be ineligible to continue with the SUN course for the remainder of the current academic year unless it can be demonstrated that they experienced [compassionate and compelling circumstances](#) that impacted upon their studies after [census date](#). Students must submit a new application form, including their most recent report card for assessment (refer to the [applying section](#) for further information). Approval to continue in the SUN course will be considered by the Dean of School (or delegate).

## 4 CREDIT FROM SUN STUDY

### Course credit

- 4.1 Units successfully completed through SUN may be credited toward the relevant undergraduate course as per the [Credit for Prior Learning in Higher Education Policy and Procedure](#).
- 4.2 Credit transfers towards courses at other universities should be discussed with the relevant institution.

### Credit towards Certificate of Education

- 4.3 Credit towards each state or territory's respective Certificate of Education should be discussed by the SUN applicant and parent/legal guardian with their school contact prior to application.
- 4.4 The below information is for students located in Queensland. Students located in other states or territory's should refer to their relevant state or territory's curriculum and assessment authority.

#### Queensland Certificate of Education (QCE)

- 4.5 Students will receive additional credits toward their QCE for each SUN unit successfully passed. Units identified as having six units of credit will contribute two QCE credits. Refer to the [Queensland Curriculum and Assessment Authority](#) for the maximum amount QCE credit students can receive.
- 4.6 Year 12 students who study a course over Term 3 will not receive credits toward their QCE (QCE is issued prior to the end of the University term).
- 4.7 To be eligible for QCE credit points, students must provide a Learning Unique Identifier (if applicable) with their application. This number can be obtained from their school or the [Queensland Curriculum and Assessment Authority](#).

#### Australian Tertiary Admission Rank (ATAR) adjustments

- 4.8 Students may be eligible for ATAR/[selection rank](#) adjustments for some courses, on successful completion of SUN units. Refer to the list of [adjustment schemes](#) for further information.

## 5 ADMISSION INTO COURSES AFTER SUN STUDY

### Domestic students

- 5.1 Completion of a SUN unit/s does not provide students with automatic entry into an undergraduate course.
- 5.2 [Domestic students](#) can apply directly to the University (direct entry), rather than through a Tertiary Admissions Centre, providing they:
- have received a minimum pass grade for at least one SUN unit from the relevant course
  - submit a copy of their Certificate of Education confirming successful completion of their Year 12 studies (or equivalent)
  - have applied, and are commencing, in the year following completion of year 12 (year 13)
  - meet any pre-requisite requirements for admission into the University, including any minimum age requirements. Refer to the [Admission \(Coursework\) Policy and Procedure](#), and
  - meet any pre-requisite requirements for the course they are applying for. Refer to the [CQUni Handbook](#) or the relevant State Tertiary Admissions Centre.

- 5.3 Students can apply for direct entry to the University via the [CQUni Handbook](#). Applications will be assessed in accordance with the [Admission \(Coursework\) Policy and Procedure](#).
- 5.4 Students who complete at least two SUN units are eligible for a tertiary [selection rank](#).
- 5.5 Students who are not eligible to receive a Certificate of Education must apply for undergraduate courses via the relevant State or Territory's Tertiary Admission Centre.
- 5.6 Applications for entry into other university courses should be made via the relevant State or Territory's Tertiary Admissions Centre or by contacting the institution directly.
- 5.7 Direct entry is not available for admission into graduate entry courses or bachelor courses which are quota managed. The current list of eligible and ineligible courses is available on the [Study After Sun website](#).

## International students

- 5.8 International SUN students can apply for entry to the University providing they:
- have received a minimum pass grade for at least one SUN unit from the relevant course
  - submit a copy of successful completion of their equivalent Australian Year 12 studies or approved university foundation studies
  - demonstrate minimum English language proficiency requirements for the eligible course as outlined in the [English Language Proficiency Requirements Policy and Procedure](#) or the specific course requirements in the [CQUni Handbook](#)
  - meet any pre-requisite requirements for admission into the University, including any minimum age requirements. Refer to the [Admission \(Coursework\) Policy and Procedure](#), and
  - meet any pre-requisite requirements for the course they are applying for. Refer to the [CQUni Handbook](#) or the relevant State Tertiary Admissions Centre.
- 5.9 International students can apply through direct entry to the University via the University's [international online application system \(iStart\)](#). Applications will be assessed in accordance with the [Admission \(Coursework\) Policy and Procedure](#).
- 5.10 Students will not be eligible for entry to a CQUniversity Undergraduate degree prior to the completion of Year 12. The earliest term of entry for a Year 12 student into a CQUniversity Undergraduate degree will be Term 1 of the following year.
- 5.11 Applications for entry into other university courses should be made via the relevant State or Territory's Tertiary Admissions Centre or by contacting the institution directly.

## 6 RESPONSIBILITIES

### Compliance, monitoring and review

- 6.1 The Director Global Brand and Marketing and Director International are responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.
- 6.2 The Manager Admissions, Manager International Admissions and Manager Future Students are responsible for implementing, monitoring, reviewing, and ensuring compliance with this policy.

### Reporting

- 6.3 No additional reporting is required.

### Records management

- 6.4 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.

- 6.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email [records@cqu.edu.au](mailto:records@cqu.edu.au)).

## 7 DEFINITIONS

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

### Terms and definitions

**International student:** a non-resident of Australia or New Zealand who is studying (or intends to study) on a student visa or another type of visa, or who is in another country and enrolled at the University.

**Selection rank:** a score, based on the grades achieved, which can be used when applying for entry to into an undergraduate course at the University. Selection ranks can be used for admission into courses instead of the Australian Tertiary Admission Rank (ATAR) or rank from other qualifications (e.g. Certificate III).

## 8 RELATED LEGISLATION AND DOCUMENTS

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

[Collections Policy and Procedure](#)

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

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

[English Language Proficiency Requirements Policy and Procedure](#)

[Grades and Results Policy](#)

[Student Accommodation Including International Students Under 18 Policy and Procedure](#)

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

## 9 FEEDBACK

- 9.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 10 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Delegated Approval Authority	N/A
Advisory Committee	Education Strategy and Innovation Committee
Required Consultation	N/A
Administrator	Director Global Brand and Marketing
Next Review Date	20/11/2027

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 20/11/2024
Amendment Authority and Date	
Notes	This procedure is in effect from Term 1, 2025.

## 11 APPENDIX – GRADE POINT AVERAGE CALCULATOR

11.1 [Domestic students](#) must achieve a B average (4-point equivalent) to be eligible for SUN. To calculate a student's average score, divide the total points by the number of subjects and/or completed vocational qualifications. Refer to the [eligibility \(domestic students' standard curriculum\) section](#) for further eligibility requirements.

Grade	Point Equivalent
A	5
B	4
C	3
D	2
E	1
Completed Cert II	4
Completed Cert III or higher	5