

ELITE ATHLETE FRIENDLY UNIVERSITIES NETWORK

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1 PURPOSE

This policy and procedure details CQUniversity's obligations as a member of the [Elite Athlete Friendly University Network](#) (EAFUN) and how the University implements EAFUN's [Guiding Principles](#) to assist elite student athletes and coaches achieve their education and sporting goals.

2 SCOPE

Both this policy and procedure and the University's application of the EAFUN [Guiding Principles](#) apply to:

- academic and professional staff involved with learning and teaching activities at the course and program level including the Pro-Vice Chancellor (Learning and Teaching) and Deputy Deans (Learning and Teaching), and
- current and prospective EAFUN students and coaches at undergraduate and postgraduate levels.

3 EFFECTIVE DATE 01 June 2016

4 LEGISLATIVE AUTHORITY

[Central Queensland University Act 1998 Qld](#)

5 POLICY STATEMENT

5.1 CQUniversity is a member of the [Elite Athlete Friendly University Network](#) (EAFUN) and implements EAFUN's [Guiding Principles](#) to assist elite student athletes and coaches achieve their education and sporting goals.

5.2 The EAFUN [Guiding Principles](#) set out:

- the definition of elite athletes and coaches who may access support, and
- requirements of university members of the EAFUN in relation to their elite athlete students and coaches.

6 PROCEDURE

Defining elite athletes

6.1 For athletes to access the support specified in the EAFUN [Guiding Principles](#), they must be:

- a) recognised by one of identified organisations listed on the EAFUN website as an elite athlete, or
- b) identified as an elite athlete or coach who is outside of these organisations following the student's application to the CQUniversity EAFUN contact person. The University contact will liaise with the [EAFUN National Coordinator](#) who will investigate, verify and make a recommendation.

6.2 EAFUN will advise the University the details of elite athletes enrolled at CQUniversity on a regular basis each year. This information will be treated securely in accordance with all other student information, and only shared with relevant staff for the purposes of assisting the student. Key staff to be advised include the relevant Deputy Dean (Learning and Teaching), Head of Program and Manager, Student Governance Centre.

Nominated Staff Contact

6.3 A specific staff contact person appointed to support elite athletes and coaches within CQUniversity, and who is in a position to effectively negotiate and implement the Guiding Principles across the University environment, will provide the following support:

- advice and guidance to student athletes and coaches on academic planning
- support in negotiating necessary flexibility to meet academic requirements
- advocacy for the student athlete and coaches within the university environment
- liaison, referral and facilitation role with key academic and professional staff
- support in negotiating and/or implementing student cross-institutional study or credit transfer arrangements, and
- provision of advice and support to the local [Athlete Career and Education Adviser \(based at Institutes and Academies of Sport\)](#) or related personnel.

6.4 The EAFUN contact officers for CQUniversity are:

Dr Aaron Scanlan
Discipline Leader, Exercise and Sport Science
School of Medical and Applied Sciences
E-mail: a.scanlan@cqu.edu.au
Ph: (07) 4923 2538

Wendy Tinney
Learning and Teaching Officer
Office of Learning and Teaching Services
E-mail: w.tinney@cqu.edu.au
Ph: (07) 4930 9892

Flexible Study Options

6.5 As a signatory to the EAFUN, CQUniversity aims to meet the following needs of elite student athletes and coaches:

- a) Assessment-related needs, including:
 - ability to negotiate assessment deadlines based on sporting-related travel commitments
 - ability to sit exams externally under exam conditions within the athlete's or coach's environment (e.g. while travelling, in their hotel, etc.)
 - waiving of the minimum attendance at lectures, residential schools, tutorials or practicums where the student athlete or coach may be unavailable due to sporting commitments
- b) Enrolment-related needs, including ability to tailor academic study load to integrate with sporting commitments, available for first year students as well as:
 - ability to negotiate lecture, residential school, tutorial and practical timetables to accommodate sporting commitments
 - ability to extend minimum time to complete course and/or program due to periods of decreased study load
 - ability to take several leaves of absence where required due to increased sporting commitments (e.g. Olympic Games year)
 - ability to complete cross-institutional study options with other universities, and flexibility within this policy provided for student athletes (e.g. first year student's eligible, increase number of courses able to be completed by cross-institutional study)
 - provision of summer study alternatives and/or ability to swap between distance education mode and on campus mode, depending on sporting commitments
 - recognition of credit achieved at other universities

- c) Course-related needs, including:
- access to distance education materials, and/or class notes for missed lectures, residential school, tutorials or practicums
 - flexible attendance levels for student athletes and coaches at lectures, residential schools, practicums, tutorials as a result of attendance at major sporting competitions or training camps.

Program/Course entry

- 6.6 CQUniversity will ensure elite-athletes and coaches are able to submit accompanying documentation for consideration for entry into a program or course. This will be highlighted in the University's Tertiary Admissions documentation.

Assessment

- 6.7 CQUniversity students can negotiate with Course Coordinators on flexible assessment deadlines, on an individual basis according to the Assessment of Coursework Procedures (assessment extensions).
- 6.8 Student athletes or coaches are responsible for contacting the Course Coordinator well in advance to negotiate an appropriate deadline.
- 6.9 If assessment is not completed and marked by the time grades are determined and finalised, CQUniversity has a number of interim grade options defined in the Grades and Results Policy.

Examinations

- 6.10 Student athletes or coaches have the option to sit their examination at any existing examination centre or other location, in accordance with the Assessment of Coursework Procedures.
- 6.11 Students can apply to change their examination centre by logging in to CQUcentral. Changes should ideally be made no later than six weeks' prior to the exam period.
- 6.12 If no suitable examination centre is listed in CQUcentral the Create an Examination Centre form, available on the student forms webpage under Examination and Assessment, should be completed and submitted no later than six weeks' prior to the exam period.
- 6.13 Students can also contact the Exams Team for advice using the Examinations Enquiry e-form available on the student forms webpage and through the Handbook.

Course requirements

- 6.14 In the majority of on-campus courses, there are no penalties for being absent from lectures or tutorials.
- 6.15 Students are responsible for notifying Course Coordinators or lecturers of any absences and requesting that alternative arrangements be made to receive notes.
- 6.16 Some courses may have penalties for non-attendance at practical classes.
- 6.17 Students must read the individual Course Profiles that will highlight the attendance requirements and identify any penalties for non-attendance. Again, student athletes should notify Course Coordinators of any such absences.
- 6.18 In general, as long as students are able to maintain their academic assessment requirements, via the internet and email if available, then penalties will not normally be enforced.
- 6.19 If there will be long absences that the Course Coordinator feels may jeopardise the student passing the course, the student should be advised before Census date to enrol by distance education in the course, thus giving greater flexibility of where and when to study. The student should be advised whether such action would require attendance at residential school/s.

7 RESPONSIBILITIES

Compliance, Monitoring and Review

- 7.1 The Pro Vice-Chancellor (Learning and Teaching) in conjunction with the CQUniversity Elite Athlete Friendly University contact officer(s) will monitor the compliance aspects of this document.
- 7.2 All academic and professional staff are responsible for supporting elite athletes and coaches who are students at CQUniversity by applying the EAFUN [Guiding Principles](#) and this document in order to assist them in their studies and their athletic goals.

Reporting

- 7.3 There are no reporting requirements.

Records Management

- 7.4 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

8 DEFINITIONS

Refer to the University [glossary](#) for the definition of terms used in this policy and procedure.

9 RELATED LEGISLATION AND DOCUMENTS

Related Legislation and Supporting Documents

Assessment of Coursework Procedures
Admission to CQUniversity Coursework Programs Procedures
Grades and Results Procedure
Review of Grades Procedure

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Provost
Next Review Date	30/03/ 2019

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 6 March 2006
Amendment Authority and Date	Academic Board 20/09/2006; Academic Board 02/11/2009; Administrator review and links updated 23/09/2010; Terminology update 18/01/2012; Academic Board 30/03/2016.