

## START UNI NOW (SUN)

### 1 PURPOSE

Start Uni Now (SUN) provides students in their senior years of secondary study (Year 10, 11 and 12) the opportunity to study first year Undergraduate units whilst they are still in high school.

This document is to provide information and advice for participating students, schools and parents in relation to SUN.

### 2 COURSE OUTCOMES

SUN is classed as a non-award course and therefore does not lead to a specific award, however SUN offers Undergraduate level units from a range of CQUniversity award courses.

These units be counted as credit towards the relevant course at CQUniversity subject to the course and unit structure at the time of Undergraduate admission.

Completion of SUN units does not provide the student with automatic entry into an Undergraduate course.

Students must apply either through the CQUniversity direct entry application process or through their relevant Tertiary Admissions Centre. (See *Section 5 Transition to Undergraduate Study* for further details).

### 3 COURSE EXPECTATIONS

SUN students are provided with a CQUniversity student number on enrolment and access to a variety of University services and resources.

As a result, students enrolled in SUN are required to adhere to the same CQUniversity policies and procedures as Undergraduate students. University policies and procedures can be located on the CQUniversity Policy Portal <http://policy.cqu.edu.au>.

SUN students are encouraged to be independent, proactive learners.

Students will have access to the same support and resources as other University students, as well as the additional support of a SUN Project Officer.

Prior to application, prospective students should also consider the resource requirements for their desired unit. Students may be required to purchase items such as textbooks or uniforms in order to

complete their SUN unit. Students will also require regular access to a reliable computer and internet. Each SUN unit requires approximately 10-12 hours of commitment per week in order to complete the requirements of the unit. Aviation is the exception to this as these units require additional time (15-20 hours per week) due to their double weighting (12 credit points).

### 3 ADMISSION TO COURSE

#### 3.1 Entry requirements

Consideration for acceptance into the SUN course is based upon the following:

- Enrolment in secondary school studies (Year 10 (CQU term 3 only), Year 11 and Year 12) ;
- Achieving an average B (ie High Achievement) grade across all subjects as per their most recent report card. Students must be passing all subjects;
- Achieving a minimum B grade for Senior English (QCAA Authority subject or equivalent in other states); and
- Support from the school principal and/or nominee, as well as a parent/guardian.

Consideration of a student’s academic progress in school subjects relevant to their desired CQU course (ie pre-requisites for their course) may also be undertaken.

Students who do not meet the required academic grades may still be considered for acceptance into SUN, however they may not be eligible for direct entry into an Undergraduate course (ie course requires prerequisites to be met).

Applications which do not meet the entry requirements as outlined above will be assessed by the Co-ordinator Schools Outreach.

#### 3.2 Application process

Students should follow the application process as outlined on the [SUN website \(www.cqu.edu.au/sun\)](http://www.cqu.edu.au/sun)

A copy of the applicant’s most recent academic report card must be submitted with the application form, or faxed or emailed directly from the school.

To ensure consistency and the most current indication of a student’s school workload and achievements, applicants should submit their report card based on the following:

<b>CQUniversity term student is applying for:</b>	<b>School term report student to be submitted:</b>
Term 1	Semester 2 / End of Year Report
Term 2	Interim report card for Semester 1

	(*If not issued by school, the Semester 2 report card from the previous year will be sufficient)
Term 3	Semester 1 / End of Term 2 Report

Applications must be received at least two weeks prior to the commencement of the relevant Term of study. Term dates can be found on the [CQUniversity website](http://www.cqu.edu.au) (www.cqu.edu.au).

SUN applications are valid until the end of Term 3 of the year they are submitted. Updated report cards may be requested for ongoing enrolment in the same academic year.

If the student wishes to enrol in Term 1 of the following year, they must submit a new application with their most recent academic report card.

In order to be eligible for Queensland Certificate of Education credit points, the student must provide a Learning Unique Identifier (if applicable) with their application. This number can be obtained from their school or the Queensland Studies Authority.

Students will be advised of the outcome of their application via email.

### **3.3 Course credit**

SUN offers first year, Undergraduate level units from a range of course areas. The units available for study through the SUN course are outlined on the SUN website.

Units successfully completed through SUN course may be credited toward the relevant Undergraduate course as per the [Course Credit and Articulation Procedures](#).

A maximum of 24 units of credit may be obtained through completion of the SUN course units, unless otherwise approved by Co-ordinator Schools Outreach.

It is recommended that students study only one unit (6 units of credit) per term.

Students may apply to study up to two units per term (or maximum 12 units of credit) if their application is supported by both the school and their parent/guardian. Final approval must be provided by the Co-ordinator Schools Outreach.

Credit of SUN units toward an Undergraduate course at another University, will be as per the relevant University's policy and procedures in regards to credit transfer.

## **4 COURSE OUTCOMES**

### **4.1 Grades and results**

Students will receive their results for individual assessment throughout Term via their Moodle unit site.

The overall grade received for the course is released online on the certification of grades date for each term as per the Academic Calendar.

Students can refer to the [Grades & Results Procedure](#) for further information.

Students will also receive a letter of commendation and certificate of achievement upon successful completion of each SUN course.

#### **4.2 Failing a SUN unit**

Students who receive a fail grade for a unit they are enrolled in via the SUN course will have the grade removed from their academic transcript. As a result they will not receive any academic penalty and will not be precluded from applying for University in the future (ie an Undergraduate course).

They will, however, still be liable for the course fee (ie course fees will not be refunded).

Students who receive a fail grade for a unit studied through the SUN course, will be ineligible to continue with the SUN course for the remainder of the current academic year unless it can be demonstrated that the student experienced extenuating or unforeseeable circumstances which impacted upon their studies after Census Date. Students will be required to submit a new application form and copy of their most recent report card for assessment.

Approval to continue in the SUN program will be considered by the Co-ordinator Schools Outreach.

#### **4.4 Queensland Certificate of Education (QCE)**

Students will receive additional credits toward their QCE for each SUN unit successfully passed.

Units identified as having 6 units of credit will receive contribute 2 QCE credits, and those identified as 12 units of credit will contribute 4 QCE credits.

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).

Students who are studying toward a Certificate other than a QCE (students from interstate) are not eligible for additional credits toward their end of year high school certificate.

Units studied through the SUN course do not contribute towards a student's Overall Position (OP).

## **5 TRANSITION TO UNDERGRADUATE COURSE**

### **5.1 Direct entry**

SUN students are eligible to apply for direct entry into a number of CQUniversity Undergraduate courses on successful completion of their high school studies.

Direct entry means that students apply directly to CQUniversity rather than through a Tertiary Admissions Centre, such as QTAC.

To apply for direct entry, students should complete the Direct Entry Application form and submit as directed on the application (online). SUN students must adhere to the same application closing dates as other applicants (both direct entry and via a Tertiary Admissions Centre).

NOTE: Direct entry is **not available** for admission into Bachelor units which are quota managed. The current quota managed units (as at January 2018) are as follows:

- Bachelor of Medical Sonography
- Bachelor of Medical Imaging
- Bachelor of Oral Health
- Bachelor of Physiotherapy
- Bachelor of Echocardiography
- Bachelor of Cardiac Physiology

Please note that this list is subject to change and direct entry eligible courses may have quotas implemented throughout the academic year.

SUN students must apply for admission into the above course/s through a Tertiary Admissions Centre (TAC), adhering to the application cut off dates as stated on the relevant TAC website. Students will not be eligible for entry to a CQUniversity Undergraduate course prior to the completion of Year 12. The earliest term of entry for a Year 12 student into a CQUniversity Undergraduate course will be Term 1 of the following year.

Year 12 students who complete their first SUN course in Term 3 of their final year of school may not be eligible for entry into an Undergraduate course until the midterm intake of the following year (if available).

Direct entry applications are assessed by the Admissions Team and a conditional offer may be made based upon the following criteria:

- The student has received a minimum pass grade for any SUN units previously completed and passes any SUN units not yet completed;
- The student meets the prerequisites for the course they are applying for (as per the CQU Handbook <http://handbook.cqu.edu.au>); and
- The student submits a copy of their QCE (or CQU approved equivalent) and Senior Statement at the end of their Year 12 studies.

Students who do not meet the requirements for direct entry into their chosen undergraduate course, are encouraged to apply through a Tertiary Admissions Centre.

## 6 FINANCIAL REQUIREMENTS

### 6.1 Payment of fees

Eligible SUN students will not be charged a tuition fee for their first SUN unit of study.

Students who withdraw from their SUN unit prior to Census Date of the relevant term will not be liable for a tuition fee should they undertake another SUN unit in the same academic year.

Students who do not pass their first SUN unit will be liable for the relevant SUN unit fee should they be approved to study additional units in the SUN course.

A tuition fee of \$375 is payable for each subsequent 6 credit points course studied through SUN in 2018(domestic students only). Subsequent aviation units (12 credit points) attract a fee of \$750.

Fees are payable by Census Date of each term (ie Week 4 of term). Students should refer to the Academic Calendar for key payment dates.

The fee notice (invoice) for each student can be accessed via their My Centre page

(<http://mycentre.cqu.edu.au/>) at the commencement of term. The fee notice outlines the various payment options available.

Non-payment of the course fee may result in the student's enrolment being cancelled.

### 6.2 Additional costs

All students (fee paying and non-fee paying) will be responsible for meeting any additional costs associated with their course. For example, textbooks or uniforms.

Units which require compulsory attendance at a residential school (ie a 2-5 day on-campus commitment) will be required to fund any associated travel and accommodation costs.

### 6.3 Financial support

Financial assistance options may be available to SUN students on a case by case basis. Enquiries in relation to financial assistance should be directed to the SUN Project Officer prior to enrolment.

### 6.4 Financial liability

**Fee paying students (ie 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 full course fee. A refund cannot be issued. Students who have experience extenuating circumstances after Census Date which has impacted upon their enrolment, should discuss this with the SUN Project Officer.

## DEFINITIONS

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