

# START UNI NOW (SUN) GUIDELINES

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## 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 can be counted as credit towards the relevant course at CQUniversity subject to the course and unit structure at the time of Undergraduate admission. Credit towards other University courses is subject to the credit policy of the relevant institution and students should make contact with the relevant University directly to discuss.

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 6 Transition to Undergraduate Course* for further details).

## 3 COURSE EXPECTATIONS

SUN is a higher education in schools program which requires students to undertake learning that extends the range, depth and breadth of study for high school students.

SUN students are provided with a CQUniversity student number on enrolment and access to a variety of University services and resources, including the support of a dedicated CQUniversity team (Student Transition Support Team).

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.

Prior to application, prospective students should also consider the resource requirements for their desired unit, including regular access to a computer and internet at home.

Students may be required to purchase items such as textbooks or uniforms in order to complete their SUN unit.

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 may require additional time (15-20 hours per week) due to their double weighting (12 credit points for some AVAT units).

As per the [Assessment Policy and Procedure \(Higher Education Coursework\)](#), students who have an examination as part of their SUN assessment requirements will be allocated a CQUniversity Examinations Centre within 150km of their place of residence. Students are responsible for organising transport to and from the examination and should consider any impact attendance at the exam may have on their school schedule. Students should discuss the examination schedule with their parent/guardian and school contact. The [CQU Academic Calendar](#) outlines the key dates for examinations each term. Students will be able to access their specific examination schedule (including date, time, location) by approximately Week 6 of the relevant term.

Academic integrity is a key principle underlying the CQUniversity's award of marks and grades for assessments and exams and students must ensure that the work they submit for assessment is their own, acknowledging the work, ideas, and data of others.

SUN students will be considered under the CQUniversity [Academic Misconduct Procedure](#).

As such, SUN students will be required to complete an Academic Integrity module prior to accessing their first SUN unit for each academic year. Access to the Academic Integrity module will be provided via Moodle, on successful admission into the SUN course. Students will be required to complete the Academic Integrity module once per calendar year.

## 4 ADMISSION TO COURSE

### 4.1 Course entry requirements

#### 4.1.1 Domestic entry requirements

A domestic student for CQU admissions purposes is one who is an Australian or New Zealand citizen, permanent resident of Australia or holder of an Australian permanent humanitarian visa.

Consideration for acceptance into the SUN course as a domestic student 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 (i.e. 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 ATAR English is desirable; and
- Support from the school principal and/or nominee, as well as a parent/guardian.

Students should also be undertaking pre-requisite subjects related to their desired Undergraduate course (i.e. ATAR Mathematics or an ATAR Science). Achieving a minimum B grade is desirable in these subjects. Pre-requisites for courses can be found via the CQU Handbook (<http://handbook.cqu.au>) or via the relevant State Tertiary Admissions Centre.

Consideration of a student's academic progress in school subjects relevant to their desired CQU course (i.e. 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 (i.e. course requires prerequisites to be met).

Applications which do not meet the entry requirements as outlined above or students undertaking non-standard curriculum/education pathway (which does not result in achieving a State Education Certificate) will be assessed by the SUN Head of Course and Coordinator, National Admissions.

### **Non-standard curriculum students (excluding home schooling)**

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:

- Evidence of completion of school-based study (i.e. report card);
- Evidence of completion in respect to external study (including VET qualifications, Open University study, online courses);
- Written statement outlining the student's career aspirations and how the SUN course will assist them in achieving this; and
- Students will be asked to complete a Basic Key Skills Builder (BKSB) test (USI required).

### **Registered home-schooled students**

Students undertaking non-standard curriculum via home-schooling will be considered for acceptance into the SUN course based upon the following:

- Evidence of home school registration;
- Evidence of completion in respect to external study (including VET qualifications, Open University study, online courses);
- Written statement outlining the student's career aspirations and how the SUN course will assist them in achieving this; and
- Students will be asked to complete a Basic Key Skills Builder (BKSB) test (USI required).

#### **4.1.2 International entry requirements**

An International student for CQU admissions is one who is 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 CQUniversity.

To be eligible to apply for SUN, international students must be:

- Enrolled in Australian Curriculum Year 11 and 12 (or equivalent), UK A Level Curriculum, The International Baccalaureate, Polytechnic, or other equivalent Senior High School Curriculum;
- Achieving equivalent to an average B grade (or better) across all Australia school subjects as per your most recent report card (note: report card must be a certified copy). This includes a GSCE minimum C grade in all subjects, International Baccalaureate Middle Years Program Grade 4 in all subjects. Other qualifications are assessed on a case by case basis; and
- Achieving an English level of IELTS 5.5 overall with no bands less than 5.5, or equivalent English. We will also accept IGCSE/GSCE Grade C in English Language and International Baccalaureate MYP Certificate Grade 4 in English.
- A variation of English language requirements, in terms of higher English language proficiency may be applied for specialist health, medical and nursing units

Consideration of a student's academic progress in school subjects relevant to their desired CQU course (i.e. 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 International, however they may not be eligible for direct entry into an Undergraduate course (i.e. course requires prerequisites to be met).

Applications which do not meet the entry requirements as outlined above or students undertaking non-standard curriculum/education pathway (which does not result in achieving a State Education Certificate) will be assessed by the SUN Head of Course and Coordinator International Admissions.

## 4.2 Application process

### 4.2.1 Domestic student application for enrolment

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

To ensure consistency and the most current indication of a student's school workload and achievements, applications should submit their most recent report card with the application form at the time of enrolment (i.e. most recently issued school report).

Applicants undertaking non-standard curriculum or home schooling should provide additional supporting documentation as per the entry guidelines listed under 4.1.1.

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

Students requesting continued enrolment (ie second, third or fourth SUN unit) should submit the SUN Continuing Enrolment Request via this e-form or via email [sun@cqu.edu.au](mailto:sun@cqu.edu.au) directly to request. Updated report cards or additional supporting documentation may be requested for ongoing enrolment.

### 4.2.2 International student application for enrolment

Students should follow the application process as outlined on the SUN international website (<https://www.cqu.edu.au/international-students/english-and-pathways/start-uni-now-sun-int>).

Students should submit their application and supporting documentation online via the iStart online application system.

A certified copy of the students report card should be provided at the time of application, along with a signed Start Now Study Authorisation Form.

Applications must be received at least three weeks prior to the commencement of the relevant Term of study.

Term dates can be found on the CQUniversity website ([www.cqu.edu.au](http://www.cqu.edu.au)).

## 5 UNIT OUTCOMES

### 5.1 Grades and results

The overall grade received for the completed SUN unit 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 regarding the grading processes and procedures.

Students will a certificate of achievement upon successful completion of each SUN course. This will be emailed to students after certification of grades for the relevant term of study.

### 5.2 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 (i.e. an Undergraduate course).

However, 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 the course.

Students who experienced unexpected or extenuating circumstances which impacted on their academic progress throughout the relevant term may be eligible for removal of the financial liability for their next SUN unit as per the Removal of Financial Liability due to Special Circumstances Policy and Procedures. Students will be supported through this process by the Schools Engagement team.

Students who receive a fail grade for a unit studied through the SUN course may 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 course will be considered by the SUN Head of Course.

### **5.3 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 and subject to change.

Units successfully completed through SUN course may be credited toward the relevant Undergraduate course as per the [Credit for Prior Learning in Higher Education Policy and Procedure, and the Articulation Policy and Procedure](#).

A maximum of 24 units of credit (i.e. total of 4 x 6 credit units studied) may be obtained through completion of the SUN course units, unless otherwise approved by SUN Head of Course.

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 is at the discretion of the SUN Head of Course.

Credit transfers towards courses at other universities should be discussed with the relevant institution.

### **5.4 Credits towards Certificate of Education**

Credit towards each State's respective Certificate of Education should be discussed by the SUN applicant and parent/guardian with their school contact.

#### **5.4.1 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 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).

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.

Please refer to the Queensland Curriculum and Assessment Authority website for the maximum amount QCE credit a student may receive.

#### **5.4.2 Western Australia Certificate of Education (WACE)**

Students who successfully complete programs endorsed by the School Curriculum and Standards Authority may receive unit equivalents. Schools are responsible for reporting to the School Curriculum and Standards Authority. Students are able to count a maximum of four unit equivalents for WACE purposes (two in Year 11 and two in Year 12). WACE credits may also be received on successful completion of one or more of the WACE approved units of study.

These are:

- PSYC11012 Research Methods 1 (Previous unit: PSYC11012 Foundations of Psychological Research)
- EDED11454 Education as a Profession
- HRMT11011 Human Resource Management
- LAWS11030 Foundations of Business Law
- MGMT11109 Introduction to Business
- AVAT11002 Basic Aeronautical Knowledge
- LAWS11057 Introduction to Laws
- NURS11165 The Profession of Nursing (Previous unit: NURS11159 Introduction to Nursing)

#### **5.4.3 South Australia Certificate of Education (SACE)**

The SACE Board process grants recognition for up to 20 credits of the SACE at Stage 2. Schools must seek approval from the SACE Board for recognition prior to enrolling in SUN. A transcript must be provided to SACE at end of term to receive credits. Schools are responsible for supporting students to apply to the SACE Board for approval and recognition of university studies.

#### **5.4.4 Victorian Certificate of Education (VCE)**

Students who successfully complete both units in VCAA endorsed Higher Education Studies (HES) program/s will receive toward their Victorian Certificate of Education (VCE).

#### **5.4.5 Other Interstate Certificates**

There are currently nil arrangements in place to provide credit for SUN study toward any of the following interstate high school certificates: Higher School Certificate (HSC NSW), Northern Territory Certificate of Education (NTCE) and Tasmanian Certificate of Education (TCE). Students should consult with their nominated Schools Contact in regard to potential credit options.

#### **5.4.6 ATAR contributions**

##### **South Australia**

Students who successfully complete eligible SUN units may receive an adjustment to the calculation of an ATAR in the flexible option section. This is entirely at the discretion of SATAC. Students should refer to their school curriculum contact for all ATAR contribution queries.

##### **Victoria**

Students who successfully complete both units in an endorsed Higher Education Studies (HES) program may be eligible to receive an adjustment toward the calculation of an ATAR.

## **6 TRANSITION TO UNDERGRADUATE COURSE**

### **6.1 Direct Entry**

#### **6.1.1 Domestic Students**

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.

To apply for direct entry, students should complete the online application process via the CQUniversity Handbook (<http://handbook.cqu.edu.au>). SUN students must adhere to the same application closing dates as other applicants (both direct entry and/or via a Tertiary Admissions Centre).

NOTE: Direct entry may not be available for admission into dual degrees (e.g. Bachelor of Accounting/Bachelor of Laws), Graduate entry courses or Bachelor courses which are quota managed. The current quota managed courses are as follows :

- Bachelor of Medical Sonography/Graduate Diploma of Medical Sonography (CG91)
- Bachelor of Medical Imaging (CG92)

- Bachelor of Oral Health (CB29)
- Bachelor of Physiotherapy (CB85)
- Bachelor of Echocardiography and Cardiac Physiology (CV69)
- Bachelor of Occupational Therapy (CB84)
- Bachelor of Medical Science (Pathway to Medicine) (CM17); and
- Diploma of Nursing (HLT54121).

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.

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

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

- The student has received a minimum pass grade for at least one SUN unit from the relevant course; and
- The student submits a copy of successful completion of their Year 12 studies (or equivalent).

Courses eligible for direct entry but with additional requirements are as follows:

- Bachelor of Nursing (CL91)
- Bachelor of Education (Early Childhood) (CC14)
- Bachelor of Education (Primary) (CC12)
- Bachelor of Education (Secondary) (CC13)
- Bachelor of Engineering (CC31)
- Diploma of Music (CC41)
- Bachelor of Music (CG51)
- Bachelor of Theatre (CG72)

Minimum age requirements may also apply as per CQUniversity undergraduate admissions processes.

Applications for entry into other University courses (i.e. those courses not offered at CQUniversity) should be made via the relevant Tertiary Admissions Centre or by contacting the relevant institution directly.

### 6.1.2 International Students

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

To apply for entry, international students should complete the online application process via [CQUniversity i-Start](#)

SUN students must adhere to the same application closing dates as other applicants. International students can also apply for admission through a Tertiary Admissions Centre (TAC).

Please note if a course has competitive entry and has quota restrictions, CQUniversity will not be able to offer a place once the quota has been met.

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.

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

- The student has received a minimum pass grade for at least one SUN unit from the relevant course;
- The student submits a copy of successful completion of their equivalent of Australian Year 12 studies or approved university foundations studies.
- Demonstrate minimum English language proficiency requirements, for the eligible course.

Minimum age requirements may also apply as per CQUniversity undergraduate admissions processes.



## **7 FINANCIAL REQUIREMENTS**

### **7.1 Payment of fees**

#### **7.1.1 Domestic student 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 first enrolled SUN unit prior to Census Date of the relevant term will not incur financial liability (i.e. nil fee incurred).

Students who withdraw from their first enrolled unit post Census Date of the relevant term will also not incur any financial liability (i.e. nil fee incurred) for the term of study. However, 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 the course.

The above will also apply to students who remain enrolled but do not pass their first SUN unit (i.e. receive a non-pass grade as at Certification of Grades for the relevant term).

Students who experienced unexpected or extenuating circumstances which impacted on their academic progress throughout the relevant term may be eligible for removal of the financial liability for their next SUN unit as per the Removal of Financial Liability due to Special Circumstances Policy and Procedures. Students will be supported through this process by the Schools Engagement Team.

A tuition fee of \$375 is payable for each subsequent 6 credit points unit studied through SUN (domestic students only). Subsequent aviation units (12 credit points) attract a fee of \$750. Fees are payable by Census Date of each term (i.e. 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 MyCQU portal (<http://my.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 and further enrolments with CQUniversity affected.

#### **7.1.2 International student 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 first enrolled SUN unit prior to Census Date of the relevant term will not incur financial liability (i.e. nil fee incurred).

Students who withdraw from their first enrolled unit post Census Date of the relevant term, will also not incur any financial liability (i.e. nil fee incurred) for the term of study. However, 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 the course.

The above will also apply to students who remain enrolled but do not pass their first SUN unit (i.e. receive a non-pass grade as at Certification of Grades for the relevant term).

Students who have experienced unexpected or extenuating circumstances which impacted on their academic progress throughout the relevant term may be eligible for removal of the financial liability for their next SUN unit as per the Removal of Financial Liability due to Special Circumstances Policy and Procedures. Students will be supported through this process by the Student Transition Support team.



International students incur a tuition fee of \$500 for each subsequent 6 credit point unit studied through SUN. Fees are payable by Census Date of each term (i.e. 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 MyCQU portal (<http://my.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 and further enrolments with CQUniversity affected.

## **7.2 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.

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

## **7.3 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 Student Transition Support Team prior to enrolment.

## **7.4 Financial liability**

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 full course fee. A refund cannot be issued. Students who have experienced extenuating circumstances after Census Date which has impacted upon their enrolment, should discuss this with the Schools Engagement Team.

# **8 RELEASE OF INFORMATION CONSENT**

When applying for admission into SUN, students provide consent to CQUniversity undertaking the following actions as required:

- Sharing the details of the student's enrolments, including but not limited to, academic progress, non-attendance, assessment, support requirements, results and financial liability with their parents/carers noted on the Start Now Study Authorisation Form and any school staff from the student's school as noted on the Start Now Study Authorisation Form; and
- Allowing any school staff noted on the student's Start Now Study Authorisation Form to change the student's enrolment, including but not limited to cancelling the student's course, dropping, adding and swapping units, in consultation with CQUniversity staff.