

# ELITE ATHLETE, COACH AND PERFORMER POLICY AND PROCEDURE



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## 1 PURPOSE

- 1.1 This policy and procedure establishes flexible arrangements and processes to support elite student athletes, coaches and performers to achieve their sporting, performance and education goals.

## 2 SCOPE

- 2.1 This policy and procedure applies to:
- a) prospective and current CQUniversity students in enabling, vocational education and training (VET), and undergraduate and postgraduate higher education courses who CQUniversity defines as elite athletes, coaches or performers, and
  - b) staff with responsibility for course/unit admission, enrolment, withdrawal, delivery and decision-making; exam administration and decision-making; and [Elite Sporting/Performer Contact \(ESPC\) Officers](#).

## 3 POLICY STATEMENT

- 3.1 CQUniversity is a member of the [Elite Athlete Friendly University Network](#) (EAFUN) and will provide flexible arrangements for study, assessment and/or attendance and other support where possible to assist elite student athletes, coaches, and performers to achieve their sporting, performance and education goals.
- 3.2 Elite student athletes, coaches or performers will be provided with flexible arrangements and support to the extent that their request is reasonable and is consistent with legislation, education and training standards, policies, or other requirements (e.g. visa conditions) relevant to the student's course at CQUniversity.

- 3.3 CQUniversity will implement this policy and procedure in a way that is equitable and maintains the University's academic standards.
- 3.4 CQUniversity will decide student eligibility for support and support arrangements in accordance with this policy and the following procedure.

## 4 PROCEDURE

### Student eligibility for support

- 4.1 To be eligible for access to CQUniversity support, students must:
- self-identify and be recognised as or be a member of one of the organisations listed on the [EAFUN Guiding Principles website](#) as an [elite athlete or coach](#)
  - self-identify and be recognised as an [elite performing artist/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, or
  - self-identify and be recognised by CQUniversity as an elite athlete, coach or performer if they fall outside the above-mentioned organisations. The University's Elite Sporting/Performer Contact (ESPC) Officer will liaise with the EAFUN National Coordinator who will investigate, verify and make a recommendation.
- 4.2 Students who request support must provide written evidence of their elite athlete, coach or performer status and related commitments (e.g. such as an official letter from a relevant sporting/performing arts organisation) to the ESPC Officer.
- 4.3 Submitting a request for flexible arrangements or support does not guarantee approval. Students are encouraged to request support as early as possible (when they apply for admission, enrol, or at any time during their studies) to allow sufficient time to implement flexible arrangements or other support where possible.
- 4.4 As student commitments and their need for support may vary over time, students must inform the ESPC Officer of any variations and may be asked to provide supporting evidence of changes to their status and commitments.

### Managing student information

- 4.5 EAFUN will advise the University details of elite athletes and coaches enrolled at CQUniversity on a regular basis each year.
- 4.6 CQUniversity's ability to provide flexible arrangements and support relies on student disclosure of information about their status and commitments as an elite athlete, coach or performer.
- 4.7 Student information will be treated securely, and used and shared with relevant staff only when it is relevant and for the purpose it has been provided in accordance with the [Information Privacy Policy and Procedure](#).

### Nominated staff contact

- 4.8 An Elite Sporting/Performer Contact (ESPC) Officer is a specific staff contact person nominated to assist elite athletes, coaches and performers at CQUniversity. The ESPC Officer works in conjunction with the relevant Deputy Dean (Learning and Teaching) or nominee to effectively negotiate flexible arrangements and arrange support across the University, and will provide the following:
- support in negotiating necessary flexibility to meet education requirements
  - advocacy for the student athlete, coach or performer within CQUniversity
  - liaison, referral and facilitation role with key academic, teaching, and professional staff
  - support in negotiating and/or implementing student cross-institutional study or credit transfer arrangements (if applicable), and
  - provision of advice and support to the local [Personal Excellence Adviser](#) (contacts based at institutes and academies of sport) or related personnel.

#### 4.9 ESPC Officers for CQUniversity are:

Dr Aaron Scanlan  
Senior Lecturer in Exercise and Sport Sciences  
School of Medical and Applied Sciences  
Email: [a.scanlan@cqu.edu.au](mailto:a.scanlan@cqu.edu.au)  
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Ms Wendy Tinney  
Learning and Teaching Services Officer  
Office of Learning and Teaching Services  
Email: [w.tinney@cqu.edu.au](mailto:w.tinney@cqu.edu.au)  
Phone: (07) 4930 9892

### Flexible study arrangements

4.10 To support elite athletes, coaches and performers, CQUniversity 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)<sup>1</sup> 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, residential schools, 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, residential school, and work-integrated learning (e.g. work placement) timetables to accommodate sporting or performance commitments
- ability to extend the minimum time to complete the unit and/or course due to periods of decreased study load
- ability to take several leaves of absence where required due to increased sporting or performance commitments (e.g. Olympic Games year)
- ability to complete cross-institutional study options with other universities or institutions to accommodate sporting or performance commitments and enable course progression
- provision of summer study alternatives (where available) and/or ability to swap between distance (online) education mode and on-campus mode, depending on sporting or performance commitments
- ability to receive credit for prior learning (e.g. credit transfer) completed at other universities or institutions

c) unit-related needs, including:

- access to distance (online) education materials, and/or notes for missed lectures, classes, residential school, tutorials or work-integrated learning (e.g. work placements)
- flexible attendance levels at lectures, classes, tutorials, residential schools, or work-integrated learning (e.g. work placements).

### Withdrawing from a unit

4.11 Elite student athletes, coaches 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 and/or financial liability. Students who request withdrawal must do so in accordance with relevant CQUniversity policies and procedures on withdrawal and/or refunds (see [related legislation and documents](#)).

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<sup>1</sup> 'Exams' in this document refers to supervised (invigilated) formal exams. Exams are managed by the Student Governance Centre. Occasionally invigilated exams are managed by a school. Tests managed by schools are not exams.

## Assessment

- 4.12 Students can negotiate with unit coordinators/teachers on flexible assessment due dates on an individual basis according to the assessment extension provisions for the course/unit [e.g. [Assessment Policy and Procedure \(Higher Education Coursework\)](#) for enabling and higher education students; [Student Rules Policy \(TAFE\)](#) for VET students].
- 4.13 Student athletes, coaches and performers are responsible for contacting the unit coordinator/teacher well in advance to negotiate an appropriate due date.
- 4.14 If assessment and related results or grades have not been able to be finalised by the course or unit deadline, CQUniversity may apply an interim result if possible according to the [Grades and Results Policy](#).

## Exams

- 4.15 Elite student athletes, coaches and performers who are unable to attend a scheduled formal exam due to their sporting or performance commitments may apply to attend an exam at the scheduled time at another university or established CQUniversity external exam centre.
- 4.16 To attend a scheduled exam at a different location, students must apply in writing via the [Examinations Enquiry eForm](#) (on the [CQUni Handbook eForms website](#)) six weeks before the scheduled exam period begins, and will be required to provide written evidence of their commitments.
- 4.17 In exceptional circumstances, the Examinations Section will endeavour to change exam centre selections outside this deadline. However, all changes must be finalised 14 consecutive days before the scheduled exam period begins.
- 4.18 Students can also contact the Examinations Section staff for advice using the [Examinations Enquiry eForm](#).

## Unit requirements

- 4.19 Most on-campus units do not impose a penalty for being absent from lectures, classes, or tutorials; however, some units may impose penalties for non-attendance (non-participation) at practical classes, residential schools, or work placements.
- 4.20 Elite student athletes, coaches and performers must ensure they read the unit profile or other unit information made available to them about class attendance/participation requirements and identify any related penalties.
- 4.21 Students are responsible for notifying their unit coordinators or lecturers/teachers of any absences and requesting any penalties to be waived and alternative arrangements to receive lecture or class notes. Penalties for not attending/participating may not be imposed if these students are able to maintain education assessment requirements via the internet and/or email if available.
- 4.22 On-campus elite student athletes, coaches and performers who are likely or expect to experience long absences due to their sporting or performance commitments are encouraged to consider changing enrolment to distance (online) education **before** census date (for enabling and higher education students) or before the unit begins (for VET students). This will provide students with greater flexibility of where and when to study.
- 4.23 Students who enrol in distance (online) education mode may be required to attend some components of the unit (e.g. compulsory residential school/s, work placements), unless alternative arrangements are approved.

## 5 RESPONSIBILITIES

### Compliance, monitoring and review

- 5.1 In conjunction with the ESPC Officers, the Pro Vice-Chancellor (Learning and Teaching) is responsible for monitoring effectiveness and staff and student compliance with this policy and procedure.

## Reporting

- 5.2 No additional reporting is required.

## Records management

- 5.3 Staff must manage student records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised recordkeeping system.
- 5.4 University records relating to student administration and decision-making must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

## 6 DEFINITIONS

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

**Elite athlete or coach:** a person who participates in or coaches sport at the level of state, national or international competitions.

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

## 7 RELATED LEGISLATION AND DOCUMENTS

[Admission to CQUniversity Coursework Courses Policy and Procedure](#) (all students)

[Assessment Policy and Procedure \(Higher Education Coursework\)](#) (enabling and higher education students)

[Elite Athlete Friendly University Program website](#) (on the [Australian Institute of Sport website](#))

[Examination Enquiry eForm](#) (see the CQUni Handbook eForms website)

[Grades and Results Policy](#) (enabling, higher education and VET students)

[Leave of Absence Policy and Procedure](#) (higher education students)

[Removal of Financial Liability Due to Special Circumstances Policy and Procedure](#) (higher education students)

[Student Refund and Credit Balance Policy and Procedure](#) (higher education and VET students)

[Student Rules Policy \(TAFE\)](#) (VET students)

[VET FEE-HELP Tuition Fee Refund Policy](#) (VET students)

## 8 FEEDBACK

- 8.1 University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Pro Vice-Chancellor (Learning and Teaching)
Next Review Date	5/07/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 06/03/2006
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; Learning and Teaching Committee 21/02/2018; Executive Committee of Academic Board 5/07/2018.
Notes	This document replaced the Elite Athlete, Coach and Performer Policy and Procedure [effective date Term 1, 2018 (5/03/2018)].

*CQUniversity gratefully acknowledges its use/adaptation of definitions in the Elite Athlete, Coach and Performer Program Procedure of Federation University Australia (version 15/2/2017).*