

Elite Athlete Program Guideline

Section 1 – Purpose

- (1) This Guideline provides an understanding of the application and assessment processes for the University of Canberra’s (University) Elite Athlete Program (EAP).

Section 2 – Scope

- (2) This Guideline applies to students enrolled in a University course who are competing in elite sport at a national or international level.
- (3) This Guideline does not apply to prospective University students.

Section 3 – Policy

- (4) This Guideline supports the [Assessment Policy](#) and [Assessment Procedures](#).

Section 4 – Guideline

Elite Athlete Program (EAP)

- (5) The University is committed to supporting elite athletes to achieve academic excellence and sporting success, so they are not disadvantaged by being an elite athlete.
- (6) The Elite Athlete Program (EAP) is designed to support talented elite athletes by helping them balance their sporting commitments and career aspirations with their academic goals. It offers a range of academic, administrative, health and wellbeing, and financial support where needed and if available, to students participating in the program.
- (7) The University is an endorsed member of the Australian Institute of Sport’s Elite Sport Education Network (AIS ESEN).
- (8) The University has a Memorandum of Understanding (MoU) with the Australian Institute of Sport (AIS) to support the integration of elite athletes’ sporting and academic aspirations.

Registering for the Elite Athlete Program

Application

- (9) Once a student has accepted their offer to study at the University and has been issued with a MyUC login, they can [apply](#) online for the EAP.
- (10) InclusionUC Coordinators administer the application and registration process for EAP students.
- (11) A student’s ‘elite athlete status’ is only for one academic year at a time.

Application Assessment

- (12) Students' participation in an elite sport is supported by independent verification.
- (13) Students who meet the criteria for 'elite athlete', as defined in Section 6, are accepted into the EAP.
- (14) The Director, Sport Partnerships & Engagement approves students for entry into the EAP. Once approved, students receive an automated confirmation letter so their adjustments can be considered by Unit Conveners or Higher Degree Research (HDR) supervisors to determine the appropriate level of support.
- (15) Students who are not approved for the EAP can follow the administrative grievance process of the [Student Grievance Resolution Policy](#) to appeal this decision.

Academic adjustments

- (16) InclusionUC Coordinators consult with the following staff to ensure that any adjustments enable students to access content and demonstrate expected learning outcomes:
 - a. Team Leader - Sport;
 - b. Director, Sport Partnerships & Engagement;
 - c. Program Directors/Course Conveners (or equivalent); and
 - d. Unit Conveners.
- (17) InclusionUC Coordinators consult with Unit Conveners and relevant academic staff with the student's written consent.
- (18) Standard academic coursework adjustments may include, where feasible:
 - a. flexibility for assessment due dates based on elite sporting commitments;
 - b. flexibility around class attendance;
 - c. consideration for flexibility in the timing and location of attendance at Work Integrated Learning (WIL) placements and internships;
 - d. the ability to tailor workload to accommodate elite sporting commitments;
 - e. for domestic coursework students, advice to support course completion within the maximum allowable duration, accounting for teaching periods where they are not enrolled in studies due to elite sporting commitments;
 - f. for HDR students, the opportunity to take extra leave to support elite sporting commitments in addition to the leave and intermission requirements as listed in Part E of the *Higher Degree by Research (HDR) Procedure*;
 - g. for international coursework students, the opportunity to take more than one leave of absence to support elite sporting commitments;
 - h. support for cross-institutional studies where applicable;
 - i. examination or other summative assessment modifications for athletes whose elite sporting commitments coincide with an examination or summative assessment due date; and/or

- j. flexibility for attendance at lectures and other small group learning activities such as tutorials and laboratories (if practical) when not available due to elite athlete commitments.
- (19) In addition to the coursework adjustments outlined in Clause 18, students are eligible to apply for financial support in the form of academic scholarships.

Further support

- (20) Where InclusionUC Coordinators have questions about a student's EAP eligibility or request support outside the scope of their role, they consult the Team Leader - Sport and/or the Director, Sport Partnerships & Engagement.
- (21) When necessary and appropriate, students can reach out to an InclusionUC Coordinator about EAP or support required. InclusionUC Coordinators provide referrals for course progression or study plans.

Documentary Evidence

- (22) The [Assessment Procedures](#) outline the documentary evidence required for both predictable (scheduled) and unpredictable (short-notice) elite athlete commitments.

Section 5 – Roles and Responsibilities

WHO	RESPONSIBILITIES
Director, Sport Partnerships & Engagement	<ul style="list-style-type: none"> • Providing authority over the system that approves students for entry into the EAP • Approving students as a discretionary athlete.
EAP participant	<ul style="list-style-type: none"> • Making early contact with the Elite Athlete Office and Program Director/Course Convenor (or equivalent) to implement the support they require. • Recognising that different disciplines within faculties have varying constraints in some of the adjustments they can provide.
InclusionUC Coordinator	<ul style="list-style-type: none"> • Supporting the Team Leader - Sport (UCX/UC Sport) in the administration and facilitation of the Elite Athlete Program. • Determining the eligibility of students and the level of support provided to students. • Supporting student athletes seeking advice and guidance on academic planning and adjustments to balance their sporting commitments. This includes referrals directly to the faculties. • Advocating for elite athlete students within the University with the student's written consent. Including

WHO	RESPONSIBILITIES
	but not limited to the Elite Athlete Advisory Group, Faculties, Course/Unit Convenors, UC Sport.
Student Connect	<ul style="list-style-type: none"> • Arranging examinations for athletes with sporting commitments that coincide with a final examination held during an examination period.
Team Leader - Sport UCX/UC Sport	<ul style="list-style-type: none"> • Liaising with relevant external organisations, including but not limited to the AIS, ACT Academy of Sport (ACTAS), National Sporting Organisations (NSO), State Sporting Organisations (SSO) and relevant Athlete Wellbeing and Engagement Managers to confirm eligibility of student-athletes as required. • Managing the EAP on behalf of UC Sport.
Unit Conveners and HDR supervisor	<ul style="list-style-type: none"> • Implementing adjustments in consultation with the student and InclusionUC Coordinators. • Arranging examination modifications for athletes with sporting commitments that coincide with an examination held during a teaching period. • Considering the proposed adjustment in the context of the course's inherent requirements and accreditation standards and assessing whether these requirements are met if the adjustment is implemented.

Section 6 – Definitions

TERM	DEFINITION
AIS Elite Athlete Sport Network (AIS ESEN)	A program led by the AIS that partners with universities, TAFEs, and other education providers to support elite athletes throughout their studies, allowing athletes to pursue their academic goals alongside their sporting careers.
Elite Athlete	<p>A student enrolled at the University, whether able bodied or para as identified under the AIS ESEN MoU, who meets one of the following eligibility criteria:</p> <ul style="list-style-type: none"> • a categorised athlete deemed by the AIS Sport Categorisation as 'emerging' or 'higher'; • an athlete endorsed by an NSO; • an elite level coach recognised by their NSO or the AIS; • an elite level umpire/ referee recognised by their NSO; or • a University Sport Discretionary Athlete.

TERM	DEFINITION
Independent verification	Formal confirmation from a qualified third party that a student is actively participating in their sport at an elite level. The confirmation must be provided by an individual or organisation external the University (such as a coach or national sporting body).
Summative assessment	An assessment that evaluates a student’s knowledge and skills and application of these as provided in the learning outcomes (including the relevant graduate attributes) and contributes to the final grade of a unit.

Section 7 – Associated Information

Legislation

- (23) This guideline is governed by the following legislation:
- a. University of Canberra Act 1989 (ACT); and
 - b. University of Canberra (Student Conduct) Rules 2023.

Documents

- (24) This Guideline is supported by the following Policies and Procedures:
- a. Academic Progress Policy;
 - b. Academic Progress (Coursework Units) Procedure;
 - c. AIS ESEN MoU
 - d. Assessment Policy;
 - e. Assessment Procedures;
 - f. Bachelor Honours Degree Thesis Procedure;
 - g. Enrolment Policy;
 - h. Enrolment Procedure;
 - i. Higher Degree by Research (HDR) Policy;
 - j. Higher Degree by Research (HDR) Procedure;
 - k. Higher Degree by Research (HDR) Scholarships Procedure (including RTP funded scholarships);
 - l. Inclusive Access to Education Policy;
 - m. Support for Students Policy;
 - n. Student Grievance Resolution Policy;
 - o. Variation to Course Requirements Policy;
 - p. Variation to Course Requirements Procedure;

- q. Work Integrated Learning (WIL) Policy; and
- r. Work Integrated Learning (WIL) Procedure.

Status and Details

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Enquiries Contact	Policy@canberra.edu.au