

ADMISSIONS POLICY

1. Purpose

This policy establishes the basis for admission into AFTRS introductory and award courses.

The AFTRS Admissions Policy complies with the Higher Education Standards Framework (Threshold Standards) 2015 of the *Tertiary Education Quality Standards Act 2011*.

2. Scope

This policy applies to all applicants to introductory and award programs at AFTRS.

3. Policy Statement

AFTRS is committed to the policies of access and diversity and equality of opportunity. The Admissions Policy and Procedure will be reviewed annually to ensure they enable this commitment and that they comply with relevant legislation.

Admission to all AFTRS award programs is assessed on the basis of a competitive merit selection process, which may require the completion of application tasks, meeting specified education levels and complying with any other regulatory requirements.

Application to all AFTRS award and introductory courses is open to Australian and New Zealand citizens, Australian permanent residents, and holders of Australian Permanent Humanitarian Visas only, with the exception of the Master of Arts Screen, which also accepts a limited number of international students.

International applicants are required to meet minimum standards of merit assessed on the basis of their completion of specified application tasks, and additional application criteria relating to financial capacity, English proficiency, and Department of Immigration and Border Protection visa requirements.

Applicants to AFTRS introductory programs may enrol directly, given the completion of specified application tasks, supplying proof of residency and subject to course minimum and capped numbers.

The admissions process is managed by the Student Centre, with assistance from the Course Leader for Radio for courses in that discipline, due to its distinctive admission requirements concerning performance.

The assessment of applications is overseen by the Admissions Committee, which receives reports and recommendations on the admissions process and authorises the release of offers to the proposed cohort.

The Admissions Committee is comprised of:

- the Chief Executive Officer;
- the Director of Curriculum and Student Registrar;
- the Head of Student Services;
- the Head of Teaching and Learning;
- the Teaching staff member of Academic Board;
- the Director of Marketing;
- Course leaders; and
- the Head of Indigenous Unit.

The Admissions Committee ensures that recruitment, selection and admissions procedures:

- Adhere to the principles of fair admission including transparency, reliability, validity and inclusivity;
- Are conducted in a professional manner by authorised staff;
- Allow for unsuccessful applicants to have a right to appeal;
- Are clearly communicated to applicants in order to properly inform them in making decisions about higher education; and
- Are securely recorded and conveyed to applicants.

Selection panels and interview panels will advise the Admissions Committee. Selection Panels, with membership varying by course as specified in the Admissions Procedure, review and rank applications to each program. Where necessary, interview panels will be established to review interviewees as determined by the selection panel ranking and recommend selection lists for admission to the Admissions Committee.

The Admissions Committee will convene after the assessment of applications to review the final selection lists and receive report on the admissions process from the selection panel. The Admissions Committee will authorise the commencement of offers (with the exception of the Master of Screen Arts program, for which offers are authorised by the CEO).

Decisions of the Admissions Committee can only be appealed on the grounds of procedural error or undeclared conflict of interest. The outcome of the administrative review is determined by the AFTRS Chief Operations Officer.



All AFTRS award and introductory courses have optional minimum numbers and the school retains the right to cancel courses that do not meet minimum numbers.

Due to the specificity of the School's programs, AFTRS does not currently have arrangements for the Recognition of Prior Learning, with the exception of credit granted for first year History of Film in the Bachelor of Arts (Screen) for students who had previously completed the subject as part of the Foundation Diploma program (applicable up to 2016 only).

From time to time it may be necessary to change the specification or location of a program, or to discontinue a program, sometimes at short notice. Any significant changes will be communicated to applicants immediately by the Student Centre and through any associated program induction.

4. Definitions

Introductory Programs: *courses delivered by AFTRS that are not at a level recognised by the Australian Qualifications Framework, but are designed to provide students with the skills and knowledge to continue to further study.*

Award Programs: *courses delivered by AFTRS that lead to a qualification at a level recognised by the Australian Qualifications Framework.*

Selection Panel: *the group of assessors responsible for the reviewing and scoring of the application materials of award course candidates for each program, and for recommending a list of appropriate candidates to the Admissions Committee for authorisation. Interview Panels may be convened to advise the Selection Panel where necessary: membership of Interview Panels may differ from the membership of Selection Panels.*

Admissions Committee: *the academic governance body responsible for the authorisation of offers to successful candidates for award course programs, for the determination of degree equivalence (were required), and for the review of application procedures, tasks and selection criteria.*

Authorisation and Distribution

Authorisation	CEO
Date	30 June 2017
Responsible Officer	Director of Curriculum and Student Registrar
Contact Officer	Head of Student Services



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Associated Documents	AFTRS Admissions Procedure Tertiary Education Quality Standards Act 2011 Higher Education Standards Framework (Threshold Standards) 2015

