

## Admissions Procedure

### 1. Purpose and Scope

This document provides staff with details on how new students are admitted to AFTRS award and introductory programs. It is to be read in conjunction with the Admissions Policy.

### 2. Procedure

The Student Centre is responsible for the management of the admissions process, including:

- publishing on the website all admission and entry requirements and selection criteria for all courses at least three months before the closing of applications;
- the administration of application assessment processes and Admissions Committee meetings;
- the scheduling of any interviews;
- all communication with applicants; and
- issuing of offers via email to all successful applicants, and of the notification of unsuccessful applicants.

In general, courses will only proceed if predetermined minimum numbers are achieved, however the CEO retains the right to determine otherwise.

#### 2.1. Academic Policies & Procedures and Guidelines

Once admission and entry requirements and selection criteria are published they cannot be changed.

#### 2.2. Selection Panels

The Selection panel for the Bachelor Degree will be comprised of the Course Leader and the required number of teaching staff to ensure that when the total number of applications are split into groups for processing, each application is independently reviewed by three assessors. In place of a Selection Panel meeting, the independent review scores will be subject to a moderation process to standardise the distribution of scores awarded by each assessment group.

Selection panels for the Radio programs will be comprised of the Post-Graduate Course Leader (chair), Head of Radio, and an external industry member.

The selection panel for the Master of Arts Screen will be comprised of the Post-Graduate Course Leader (chair), the relevant Head of Discipline and an external member of industry.

The Course Leader, in consultation with the Director of Curriculum and Student Registrar, is responsible for the selection and engagement of external industry members, where required, and the relevant contractual arrangements. Heads of Discipline will be consulted in the selection of external industry members. Student Centre is to be advised of the name and contact details of the industry members prior to the Admission Closing date in order to organise the panels.

Each selection panel member is required to view the applications on site at AFTRS to ensure the privacy and security requirements for the application process are met, and to complete Conflict of Interest Declarations as required. The selection panel members view the application materials independently in order to complete the review process. Panel members are not to consult with each other during the review process.

Selection panel members are required to score each applicant from 1 to 100 against each Selection Criterion, using scoring rubrics where provided. The rankings of applicants are then calculated based on the scores aggregated from each assessor.

The Selection Panel then meets to discuss the overall rankings of candidates and consider the ranking of any applicants who have received widely divergent scores from different assessors and revise as necessary. This master ranking list is then used in the determination of interviews and provided to the Admissions Committee for consideration in determining the final course intake.

No selection panel member may contact applicants, successful or unsuccessful, during the application process, unless authorised by the Student Centre.

### **2.3. Interviews**

Applicants may be interviewed as part of the admissions process at the discretion of the Selection Panel.

The Student Centre will contact the interviewees within two days of the determination of the shortlist to schedule the interviews, and applicants will be notified of the grounds on which they were selected for the interview and informed of any additional application tasks they may be required to complete. Interviewees may attend onsite, or interviews may be conducted via Skype or telephone.

#### **Bachelor Degree**

For the Bachelor Degree, interviews may be used to review the suitability of applicants who are on the lower threshold of receiving an offer. The interview panel will be comprised of members of the Selection Panel who have reviewed the candidate's application. The interview panel will determine the questions to be asked of each applicant in advance and use these questions to explore the interviewee's application in accordance with the selection criteria. The members of the interview panel will then meet and jointly rank the interviewees according to their performance against the course's selection criteria. This list will be provided to the Admissions Committee for consideration in determining the final course intake.

#### **Graduate Diploma**

An interview is a prerequisite to acceptance into the Graduate Diploma in Radio. All candidates who complete application requirements will be invited to attend an interview. The interview panel will be comprised of members of the course's selection panel, with at least one consistent member attending all interviews.

The top ranked candidates as scored during the interview will be recommended to the Admissions Committee to receive a place.

#### **Master of Arts Screen (Ten Disciplines and Business & Leadership)**

Interviews may be required for all shortlisted MA Screen applicants, or for a specific range of shortlisted applicants where more information about the selected applicant's candidacy is required.

The interview panel will be comprised of the Post-Graduate Course Leader, Head of Discipline and an external assessor.

Shortlisted candidates may be required to complete an additional application task prior to the interview. The interview panel will explore the interviewee's application in accordance with the selection criteria and jointly score each candidate.



## **2.4. Executive Review**

The Director of Curriculum and Student Registrar will review the final list of successful and unsuccessful applicants for consistency and transparency of process and may amend this list if required. This final list is then submitted to Executive for review against the school's available resources before being submitted to the Admissions Committee.

## **2.5. The Admissions Committee**

The Admissions Committee will convene after the assessment of applications to review the final selection lists and interview rankings and receive report on the admissions process from the Selection Panel chair for each program.

The list of recommended successful applicants is then determined and authorised by the panel in consideration of the minimum and maximum set numbers of the course. Where provided by the Selection panel, feedback can be distributed to applicants on authorisation of the Admissions Committee.

The Student Centre maintains the official record of the assessment process and the final list of accepted and rejected applicants in a secure electronic record, including any comments recorded during the application assessment and complete assessor conflict of interest declarations against each candidate.

Where candidates to postgraduate courses without an undergraduate degree are applying via degree equivalence on the basis of professional experience, the Admissions Committee is required to review the candidate's completed Degree Equivalence Form against the graduate attributes specified for AQF level 7 and to determine whether equivalence has been achieved through a similar volume of work and/or study.

## **2.6. Late applications**

All applications must be received by the closing date specified on the website for the relevant course of study. Late applications will be considered only in exceptional circumstances and must be approved by the Director of Curriculum and Student Registrar.

## **2.7. Release of Offers**

The student centre will communicate with all successful, waitlisted and unsuccessful applicants by email with a template response as authorised by the The Director of Curriculum and Student Registrar.

The Student Centre may provide unsuccessful applicants with additional information on the assessment of their application (such as scores, rankings, or recorded assessor comments), on request.

## **2.8. Determination of Courses to Proceed**

The CEO, Director of Curriculum and Student Registrar and Head of Student Services will meet following the closing date to determine which courses will proceed based on minimum numbers being achieved.

Applicants for courses not proceeding will be informed of the decision.

## **2.9. Waiting lists**

Course waiting lists will be determined at the discretion of the Admissions Committee.

All applicants on the waiting list are to be comparatively ranked by original score, or, or in cases where multiple candidates have the same score, by further consideration of provided application materials by the available members of the Selection Panel.



If a successful applicant does not accept or defers their offer, the highest listed applicant on the wait list will be offered a place. An offer issued from the wait list must be accepted by the commencement of O-Week. For the Bachelor of Arts, waiting lists should be limited to no more than 20 places.

## **2.10. Alternate Offers**

In some circumstances prospective students can be uncertain about what AQF-level course is most suitable for them in a particular discipline. Applicants are to be referred to the Head of Discipline in the first instance to discuss their study options.

Where a candidate applies unsuccessfully for a higher-level course but are considered to be competitive for a place in a lower-level course in the same discipline, they may be automatically offered a place in that program (a transfer down). These alternate offers are made on the basis of merit, in cases where the application tasks submitted by the candidate demonstrate approximate skills to those assessed for admission to the alternate course.

Where applicants are being offered a place in a course at a lower AQF level, the applicant will be advised the alternate offer by phone, confirmed by email by the Student Centre. The Student Centre may provide the applicant with the contact details of the relevant course lecturer if further discussion is warranted, and the course lecturer is willing to discuss the application further.

Where a candidate applies for a course at a lower level but are considered by the Selection Panel to be competitive for a higher-level course in the same discipline, they may be asked if they would like to be considered for that course. This may require them to complete an additional application task and attend an interview.

The application to the recommended higher-level course is assessed in addition to their original application, and if successful in both assessments, they are free to accept either offer.

## **2.11. Appeals**

Unsuccessful applicants may appeal decisions of the Admissions Committee on the grounds of administrative error or undeclared conflict of interest only.

If an applicant is dissatisfied with the way their application has been handled, they may, in the first instance, submit a complaint to the Head of Student Services, who provide context on the position of the candidate's application in relation to those of other applicants and explaining the grounds on which an appeal can be lodged.

If the unsuccessful applicant wishes to lodge an appeal they will be sent the necessary paperwork and the names of those who have reviewed his/her application for the purpose of identifying any potential undeclared conflicts of interest. Appellants are asked to provide any evidence of error. Appeals must be received within 10 working days following the provision of feedback from the Head of Student Centre.

The outcome of the appeal is determined by the Chief Executive Officer on consideration of the evidence provided. The determination of the Chief Executive Officer is final and there is no further right of appeal.

The applicant will be informed in writing of the outcome of the appeal and given an explanation of the decision reached. If the appeal is successful, the Chief Executive Officer will have the authority to extend an offer of admission to the candidate if they consider such an offer is justified by the strength of their application.



## 2.12. Deferrals

Successful applicants to the Bachelor of Arts Screen: Production, Graduate Diploma in Radio, and Master of Arts Screen courses can defer (i.e. delay commencing their course) for one year if they have a compelling reason why they cannot take up their offer. Deferral will be for the two semesters directly following commencement of the initial year of application. Offers for all other courses at AFTRS cannot be deferred.

## 2.13 Enrolments in Multiple Courses

Prospective students may apply for as many courses as they wish and may receive multiple offers if successful in more than one program. However, successful applicants may only enrol in more than one course at any time with approval of the Director of Curriculum and Student Registrar.

Applicants seeking approval are required to send their request in writing to the Director of Curriculum and Student Registrar via the Student Centre, including details of their other standing commitments (such as employment) and a statement of how they plan to manage the competing workloads of the programs they wish to study.

## 3. Authorisation and Distribution

<b>Authorisation</b>	<b>CEO</b>
<b>Date</b>	7 November 2018
<b>Responsible Officer</b>	Director, Curriculum and Student Registrar
<b>Minor Amendment Authorisation Date</b>	n/a
<b>Contact Officer</b>	Head of Teaching and Learning
<b>Effective Date</b>	7 November 2018
<b>Distribution (Delete whichever is not appropriate)</b>	Intranet and AFTRS website
<b>Review Date</b>	30 June 2019
<b>Current version</b>	Admissions Procedure_v2.1_071118
<b>Supersedes</b>	Admissions Procedure v2.0
<b>Associated Documents</b>	AFTRS Admissions Policy Tertiary Education Quality Standards Act 2011 Higher Education Standards Framework (Threshold Standards) 2015

