

Admissions Policy

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1. Purpose

- 1.1. This policy establishes the basis for admission into AFTRS award courses.
- 1.2. This policy complies with the Higher Education Support Act (HESA) 2003, the Tertiary Education Quality and Standards Agency (TEQSA) Act 2011, and the Education Services for Overseas Students (ESOS) Act 2000.

2. Scope

- 2.1. This policy applies to all applicants to higher education award courses of study at AFTRS.

3. Policy Statement

- 3.1. AFTRS is committed to the principles of access and diversity and equality of opportunity. The Admissions Policy and the Admissions Procedure will be reviewed periodically to ensure they enable this commitment and that they comply with relevant legislation.
- 3.2. Admission to all AFTRS higher education award courses 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.
- 3.3. Application to all AFTRS higher education award courses as a domestic student is open to Australian and New Zealand citizens, Australian permanent residents, and holders of Australian Permanent Humanitarian Visas only.
- 3.4. Some award courses may also accept applications from overseas students. Overseas 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 Home Affairs visa requirements.
- 3.5. The admissions process is managed by AFTRS Student Recruitment & Admissions team working with a broader team consisting of Program Convenors, Marketing and Communications, IT, Compliance and Student Centre.
- 3.6. The assessment of applications is overseen by AFTRS Admissions Committee, which receives reports and recommendations on the admissions process and authorises the release of offers to the proposed cohort.

4. Responsibilities

Compliance, monitoring and review

- 4.1. 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.

Reporting

- 4.2. Selection panel reports are presented to the Admissions Committee. Selection Panels, with membership varying by course as specified in the Admissions Procedure, review and rank applications to each course. Where necessary, selection panels may interview applicants.
- 4.3. The Admissions Committee will convene after the assessment of applications to review the final selection lists and receive reports on the admissions process from the Selection Panels. The Admissions Committee will authorise the commencement of offers (with the exception of the Master of Arts Screen program, for which offers are authorised by the Chief Executive Officer).
- 4.4. 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 Executive Officer.
- 4.5. All AFTRS award courses have optional minimum numbers and the School retains the right to cancel courses that do not meet minimum numbers.
- 4.6. From time to time it may be necessary to change the specification or location of a course, or to discontinue a course, prior to the commencement and sometimes at short notice. Any significant changes will be communicated to applicants immediately by Student Recruitment and Admissions.

Records management

- 4.7. The Admissions Policy is considered a corporate document and required to be registered in the AFTRS Policy Register; and
- 4.8. All records relevant to administering this policy will be maintained by the Policy and Governance Officer.

5. Definitions

Admissions Committee: The academic governance body responsible for the authorisation of offers to successful candidates for award course programs and for the review of application procedures, tasks and selection criteria.

Award Course: Courses delivered by AFTRS that lead to a qualification at a level recognised by the Australian Qualifications Framework.

Domestic Student: A student who is not an overseas student.

Overseas Student: A student who is not an Australian citizen. Overseas students do not include: a person entitled to stay in Australia, or enter and stay in Australia, without any limitation as to time (including holders of an Australian permanent visa) or New Zealand citizens.

Selection Panel: The group of assessors responsible for the reviewing and scoring of the application materials of award course candidates for each course, and for recommending a list of appropriate candidates to the Admissions Committee for authorisation.

6. Related Legislation and Documents

- Academic Qualifications Framework
- Admissions Committee Terms of Reference
- Admissions Procedure
- AFTRS Student Handbook
- Australian Film, Television and Radio School Act 1973 (AFTRS Act)
- Education Services for Overseas Students Act 2000 (ESOS Act)
- Higher Education Standards Framework (Threshold Standards) 2021
- Higher Education Support Act (HESA) 2003
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011

7. Approval and Review Details

Approval and Review	Details
Approval Authority	CEO
Responsible Officer	Director, Partnerships & Development
Contact Officer	Head of Student Recruitment and Admissions
Distribution	Intranet [Base Camp] and AFTRS website Staff and Public facing
Next Review Date	01/08/2026 – three year review cycle

Approval and Amendment History	Details
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Amendment History and Date	30 June 2017, v2.0 – no recorded amendment detail; August 2021, v3.0 – no recorded amendment detail; 11 October 2022 v4.0 – no recorded amendment detail; CEO November 2008.
Notes	N/A <i><<DD/MM/YYYY –Amendment detail; DD/MM/YYYY–Amendment detail >> [Include the previous approval authority approval dates and corresponding amendment detail. This section ill will expand over time. In the case of a brand new policy doc, insert N/A]</i>
Minor Amendment Approval and History	N/A <i><<DD/MM/20YY – Xxxxx>></i> <ul style="list-style-type: none"> • <i>[A minor amendment consists of an administrative edit made to the document or a change that is not material to the document.</i> • <i>The Responsible Officer can approve a minor amendment.</i> • <i>Insert the date that the Responsible Officer approved the minor amendment along with the details of the amendment (E.g., “01/12/2020 –administrative amendment: update of role titles aligned to restructure” or insert, if not relevant, N/A</i> • <i>[If making a minor amendment, do not amend details in the Original Approval Authority section nor amend the version number, only replace the new minor amendment approval date to the file]</i>

AFTRS acknowledges its reference to the University of Melbourne’s Guidelines for Drafting Policy (June 2013) in developing this template.

