

Admissions Procedure

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1. Purpose

- 1.1. This procedure provides staff with details on how new students are admitted into AFTRS award course programs. It is to be read in conjunction with the Admissions Policy and the Admissions Committee Terms of Reference.

2. Scope

- 2.1. This procedure applies to all AFTRS award courses that lead to a qualification that is recognised under the Australian Qualifications Framework.

3. Procedure

Publication of Admission Information & Entry Requirements

- 3.1. Admission related information, including Admission Requirements, Application Tasks and Selection Criteria are to be published on the AFTRS website prior to the opening of applications for the related course intake.
- 3.2. Once admission-related information is published for an intake it cannot be changed during that admissions period if it is likely to prejudice certain applicants or provide others with an unfair advantage.
- 3.3. The Chair of the Admissions Committee may approve changes to be made in exceptional circumstances.
- 3.4. The Head of Student Recruitment & Admissions is responsible for ensuring impacted applicants are notified appropriately.

Selection Panels

- 3.5. Selection Panel Chairs are responsible for advising the Head of Student Recruitment & Admissions of the Selection Panel membership by the advised deadline. Where an education expert is required, this member will be nominated by the Director of Teaching & Learning.
- 3.6. All Selection Panel members are required to complete a conflict-of-interest declaration before assessment commences.
- 3.7. At least one member of each Selection Panel, including the Selection Panel Chair, is required to have completed unconscious bias training before assessment commences.

- 3.8. Principles of diversity will be applied when forming Selection Panels. Where possible, each selection panel should have gender balance and representation from a First Nations or Culturally and Racially Marginalised (CARM) person.
- 3.9. No Selection Panel members may contact any applicants, successful or unsuccessful, during the application process, unless authorised by the Head of Student Recruitment & Admissions.

Bachelor of Arts Screen: Production (BAARTSSP)

- 3.10. The Selection Panel for the BAARTSSP will be comprised of the Program Convenor (Chair) and the required number of teaching staff to ensure that each application is independently assessed by two assessors.

Graduate Diploma in Radio and Podcasting (GDRADIPC)

- 3.11. The Selection Panel for the GDRADIPC will be comprised of the Program Convenor (Chair) and an education expert.

Master of Arts Screen (MAARTSSD)

- 3.12. Selection Panels will be formed for each discipline in the MAAARTSD and will be comprised of the Discipline Lead (Chair) and an education expert.

Master of Arts Screen: Business (MAARTSSB)

- 3.13. The Selection Panel for the MAAARTSB will be comprised of the Program Convenor (Chair) and an education expert.

Assessment

- 3.14. Selection Panel Chairs are responsible for providing an assessment rubric and ensuring all Selection Panel members award scores appropriately and consistently.
- 3.15. Selection Panel members are required to independently assess applications. They provide a score from 1-100 against each selection criterion in the rubric.
- 3.16. Application materials must be viewed in a secure manner on-site at AFTRS, or if off-site in a private space.
- 3.17. Application materials, where practicable, will be de-identified to Selection Panel members.

Moderation

- 3.18. In instances where the same Selection Panel members do not assess all applications, the Selection Panel Chair is responsible for undertaking a moderation process to ensure that scores have been awarded appropriately and consistently.

Interviews

- 3.19. Applicants may be interviewed as part of the admissions process.
- 3.20. Selection Panel Chairs are responsible for providing an interview rubric and interview guide including questions to be shared with the applicant in advance of their interview. They may also require applicants complete an additional application task prior to the interview.
- 3.21. The Head of Student Recruitment is responsible for notifying shortlisted applicants of their selection for an interview, of their interview questions, additional application tasks, where relevant, and scheduling interviews.
- 3.22. Interviews will be undertaken via video call to ensure equal access to all applicants.
- 3.23. Selection Panel members are required to score each applicant from 1-100 against each selection criterion in the interview rubric.

- 3.24. The Director of Teaching and Learning may nominate an additional member to join the interview component of a selection panel where further diversity of perspective (professional or demographic) is deemed necessary.

Master of Arts Screen (MAAARTSSD)

- 3.25. Interviews are a requirement of admission into the MAAARTSSD.
3.26. Following the independent assessment of applications, the Selection Panel will meet to shortlist candidates who will progress to an interview.

Bachelor of Arts Screen: Production (BAAARTSP); Graduate Diploma in Radio and Podcasting (GDRADIPC); Master of Arts Screen: Business (MAARTSSB)

- 3.27. Applicants to the BAARTSP, GDRADIPC and MAARTSSB who are on the lower threshold of receiving an offer may be interviewed to further assess their suitability to receive an offer.
3.28. Following the independent assessment of applications, the Selection Panel Chair will inform the Head of Student Recruitment & Admissions of any candidates they deem to require an interview.
3.29. The Selection Panel may use the applicants' interview score to adjust the applicant's total assessment score.

Ranking and Selection Panel Reports

- 3.30. Each applicant to a program will receive a unique ranking. This ranking will be calculated based on scores provided by each Selection Panel Member against each selection criterion. Ranking of applicants to the MAS will give equal weighting to the assessment and interview scores.
3.31. If multiple applicants receive the same ranking based on these calculations, the Selection Panel will reconvene to review application materials and interview performance to differentiate the applicants and award a unique ranking.
3.32. Each Selection Panel Chair is responsible for providing a Selection Panel Report to the Admissions Committee outlining the admissions process, scores awarded and unique rankings of applicants.

Executive Review and Determination of Courses to Proceed

- 3.33. The Chair of the Admissions Committee will review the final list of ranked applicants for consistency and transparency of process and may amend this list if required.
3.34. The CEO, Chair of the Admissions Committee and Director of Teaching & Learning will meet to determine which courses will proceed based on minimum numbers being achieved. Applicants for courses not proceeding will be informed of the decision.
3.35. The Executive will also give consideration to the overseas status of applicants with no more than 10% of each program and 20% of an individual discipline cohort to be made up of overseas students.

Admissions Committee

- 3.36. The Admissions Committee will convene after receiving the Selection Panel Reports and Executive Review with finalised unique rankings of applicants.
3.37. The final list of recommended successful applicants is determined by the Selection Panel and authorised by the Admissions Committee in consideration of the minimum and maximum set numbers of the course.
3.38. To facilitate equitable access into AFTRS Award Courses, the Admissions Committee may create adjustment factors for one or more equity categories. The Committee will discuss approve the pre-determined points to be awarded to applicants for each adjustment factor. Adjustment factors and their points will be reviewed by Admissions Committee annually and published on the AFTRS website.

Degree Equivalence

- 3.39. Where applicants to postgraduate courses without an undergraduate degree are applying via degree equivalence on the basis of professional experience, the Admissions Committee, or authorised delegate 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.
- 3.40. The Head of Student Recruitment & Admissions is responsible for maintaining a degree equivalency database. Admissions Staff are authorised to determine degree equivalency based on precedence identified in the database.

Overseas Onshore Applicants

- 3.41. Applicants who wish to apply as an overseas onshore student into a CRICOS-approved course are required to meet additional criteria and must satisfy AFTRS of their genuineness for study, separate to ability based on merit, in accordance with legislated Genuine Temporary Entry (GTE) provisions before a student visa recommendation is to be given. This assessment must be undertaken by an individual who is independent of the recruitment and approval process (e.g. members of the Admissions Committee). The Compliance Manager will provide a report to the Admissions Committee based on the 'GTE test' of all international applicants and recommendations regarding eligibility.

Late Applications

- 3.42. All applications must be received by the closing date specified on the AFTRS website for the relevant course of study. Late applications will be considered only in exceptional circumstances and must be approved by the Chair of the Admissions Committee.

Release of Offers

- 3.43. The Head of Student Recruitment & Admissions will communicate with all successful, waitlisted and unsuccessful applicants by email.
- 3.44. Upon request of an unsuccessful applicant, the Head of Student Recruitment & Admissions may authorise the release of additional information on the assessment of their application (such as scores, rankings, or recorded assessor comments).

Waiting Lists

- 3.45. It is expected that all courses maintain a waiting list, the size to be determined by applicants who meet the Selection Criteria as recommended by the Selection Panel.
- 3.46. Course waiting lists will be determined at the discretion of the Admissions Committee.
- 3.47. If a successful applicant does not accept or defers their offer, the highest ranked applicant on the waiting list will then be offered a place. An offer issued from the waiting list must be accepted by the commencement of O-Week.

Alternative Offers

- 3.48. 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 Student Recruitment & Admissions Team in the first instance to discuss their study options.
- 3.49. Where a candidate applies unsuccessfully for a higher-level course but is 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 to be 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. The Student Recruitment & Admissions Team will be required to create a separate application record in the CRM on behalf of the student, including all applicable data, for the lower-level course.

- 3.50. Where applicants are being offered a place in a course at a lower AQF level, the applicant will be advised of the alternate offer by phone and confirmed by email by the Student Recruitment & Admissions Team who 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.
- 3.51. The application to the recommended higher-level course is to be assessed in addition to their original application; and if successful in both assessments, the candidate is free to accept either course offer.

Appeals

- 3.52. Unsuccessful applicants may appeal decisions of the Admissions Committee on the grounds of administrative error or undeclared conflict of interest only.
- 3.53. If an applicant is dissatisfied with the way in which their application has been handled, they may, in the first instance, submit a request to the Head of Student Recruitment & Admissions, who will provide context on the position of the candidate's application in relation to those of other applicants and explain the grounds on which an appeal can be lodged.
- 3.54. If the unsuccessful applicant wishes to lodge an appeal, they will be sent an appeal form. 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 Recruitment & Admissions.
- 3.55. 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.
- 3.56. 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.

Deferrals

- 3.57. Successful domestic applicants to AFTRS award courses can defer (i.e. delay commencing their course) for up to one year if they provide a compelling reason why they cannot take up their current offer. The Chair of the Admissions Committee may refuse a request to defer the acceptance of an offer if a compelling reason cannot be provided. Overseas applicants are not eligible for deferral.

Enrolment in Multiple Courses

- 3.58. 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 Teaching & Learning.
- 3.59. Applicants seeking approval are required to send their request in writing to the Student Recruitment & Admissions Team for approval by the Director of Teaching & Learning. Requests must include 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.

Responsibilities

Compliance, monitoring and review

- 3.60. The **Chair of the Admissions Committee** is responsible for ensuring that the Admissions Procedure:
- Continues to align with relevant legislation, government policy, the intended purpose of the AFTRS Admissions Policy and AFTRS requirements, strategies and values;
 - is implemented and monitored by relevant stakeholders; and
 - is reviewed to evaluate its continuing effectiveness
- 3.61. The **Selection Panel Chairs**, as confirmed by the Director of Teaching and Learning are responsible for developing and submitting the following in the appropriate templates by the communicated deadline:
- Rubrics for the assessment of applications and/or interviews;
 - Application tasks and/or interview tasks; and
 - Selection Panel membership
- 3.62. The **Head of Student Recruitment & Admissions** is responsible for:
- Publishing on the website all admissions-related information, including Admission Requirements, Application Tasks, Selection Criteria and application deadlines for all award courses, at least three months before the closing of applications;
 - The administration of application assessment processes and the scheduling of any interviews;
 - All communication with applicants; and
 - The management of appeals.
- 3.63. The **Governance Unit** is responsible for:
- The administration and secretariat of the Admissions Committee

Reporting

- 3.64. Reports produced from the Admissions Procedure will be presented to the Admissions Committee.
- 3.65. Minutes will be made available to the AFTRS Executive on request or if additional reporting is required.

Records management

- 3.66. The Policy and Governance Officer will maintain all records relevant to administering this policy and procedure.

4. 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.

Offshore: The method of study when a student is not based in Australia and undertakes learning fully online.

Onshore: The method of study when a student is based in Australia.

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.

5. Related Legislation and Documents

- Academic Qualifications Framework
- Admissions Committee Terms of Reference
- Admissions Policy
- AFTRS Student Handbook
- Australian Film, Television and Radio School Act 1973 (AFTRS Act)
- Education Services for Overseas Students (ESOS) Act 2000
- Governance Framework
- 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

6. Approval and Review Details

Approval and Review	Details
Approval Authority	CEO
Responsible Officer	Director, Partnerships & Development
Contact Officer	Head of Student Recruitment & Admissions
Distribution	BaseCamp and AFTRS website Staff and Public facing
Next Review Date	01/02/2024 – Annual cycle

Approval and Amendment History	Details
Original Approval Authority and Date and relevant amendments details	CEO 21 August 2023, v3.1 — amendments include: clarity regarding responsible parties and reflective of current staffing structures; compliance with Tertiary Education Quality and Standards Act 2011, implementing recommendations from the Student Recruitment and Admissions Audit delivered by KPMG in November 2022; reflective of the School's commitment to diversity and quality of opportunity; procedures are feasible and operationally efficient for the School to deliver.
Amendments History and Dates	27/11/2019, v2.2 — no recorded amendment detail; 7/11/2018, v2.1 — no record of amendment detail.
Notes	It is recommended that the annual review of the Admissions Procedure takes place in calendar Q1 .
Minor Amendment Approval and History	N/A <<DD/MM/20YY — Xxxxx>> <i>[A minor amendment consists of an administrative edit made to the document or a change that is not material to the document; The Responsible Officer can approve a minor amendment; 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 ; [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.