

Postgraduate Admissions Policy for Domestic Students

Purpose

This policy establishes the principles and processes by which Australian College of the Arts Pty Limited (Collarts) will assess domestic postgraduate student applications.

International students seeking admission to a postgraduate course of study at Collarts should refer to the college Postgraduate Admissions Policy for International Students.

Scope

This policy applies to domestic applicants who seek admission to a postgraduate course of study at Collarts, including Graduate Certificate, Graduate Diploma, and Master's degree.

A domestic applicant must satisfy one of the following categories, be:

- an Australian citizen
- a New Zealand Citizen (or dual citizenship holders of either Australia or New Zealand)
- an Australian permanent resident
- an Australian permanent humanitarian visa holder.

If an applicant does not hold one of the above visas or citizenships, they will apply as an international student. Refer the ***Postgraduate Admission Policy for International Students***

Definition of Key Terms

AQF Australian Qualifications Framework is the policy for regulated qualification levels in the Australian education and training system

Graduate Certificate means an Australian Qualifications Framework Level 8 (AQF Level 8) accredited course of study

Graduate Diploma means an Australian Qualifications Framework Level 8 (AQF Level 8) accredited course of study

Master's degree means an Australian Qualifications Framework Level 9 (AQF Level 9) accredited course of study

Postgraduate refers to the Graduate Certificate, Graduate Diploma, at AQF level 8, and Master's degrees at AQF level 9, which are all postgraduate qualifications

Undergraduate degree is an academic program of study leading to a qualification, such as a diploma, associate degree or bachelor degree.

Criteria for Admission

1. For an application to be considered, they must meet one of the following eligibility requirements:
 - a) Graduate Certificate programs
 - i. Completed bachelor's degree (AQF 7) or higher at an Australian university/higher education provider, or overseas equivalent OR
 - ii. Five years relevant professional industry or work experience.
 - b) Graduate Diploma programs
 - i. Completed bachelor's degree (AQF 7) or higher at an Australian university/higher education provider, or overseas equivalent, **in a related field** OR
 - ii. Completed Graduate Certificate in the related Collarts course
 - iii. Combination of higher education study and three or more years relevant professional industry or work experience.
 - c) Master's Degree programs
 - i. Completed bachelor's degree (AQF 7) or higher at an Australian university/higher education provider, or overseas equivalent, **in a related field** OR
 - ii. Completed embedded Graduate Certificate or Graduate Diploma in the related Collarts course.
2. Additional course specific requirements where relevant (refer to *Table A: Additional admission requirements by course*, in the attached Appendix).

Industry or Work Experience

Refer to *Criteria for Admission 1a – 1b* for minimum industry and work experience requirements. Applicants who wish to be considered on professional industry or work experience must provide evidence outlining their reasons for undertaking the intended course of study and addressing the following:

- Academic Background
- Employment Background
- Knowledge and Skills
- Personal Qualities

Applicants admitted on the basis of Industry or Work Experience are to provide proof of English proficiency.

Credit Transfer and Recognition of Prior Learning

Applicants may be eligible for unit exemption in recognition of prior postgraduate study or professional experience which could result in course credit via the grade of 'Advanced Standing' (AS). Where course credit is granted, the student is exempt from attending that

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particular unit in order to complete their qualification. The maximum number of units for which exemption may be granted is 50% of the total credit points for the course.

Applications should be submitted upon acceptance into the course. For more information, refer to the *Recognition of Prior Learning* section of the Collarts FAQ web page.

Indigenous Australians

Collarts actively encourages applications from Aboriginal and Torres Strait Islander peoples. Collarts recognises that there is inequality in education opportunities for Aboriginal and Torres Strait Islander peoples. Collarts supports and encourages applications from within the Aboriginal and Torres Strait Islander community.

Domestic Applicants with Overseas Qualifications

All overseas equivalent qualifications will be verified using the Australia Education International, National Office of Overseas Skills Recognition Database (Country Education Profiles Online known as CEP Online).

How to Apply

1. Enquiry

Applicants who have questions about studying at Collarts or seeking course advice prior to making an application, can contact the Recruitment Team using one of the following methods:

Telephone: 1300 818 777 (+613 9281 8888) select Option 1

Online: collarts.edu.au/ask-a-question

In Person: Wellington St Campus:
208 Wellington Street, Collingwood, Victoria, 3066

All course enquiries are handled by the Recruitment Team in consultation with the Head of Program who is available to provide any specific course advice.

2. Application

Applications are made directly to Collarts by completing the Online Application Form which can be accessed via the college website at

<https://www.collarts.edu.au/apply>

All supporting statements, together with the relevant evidentiary documents, should be submitted via email to admissions advisor at the time of application.

3. Additional Admissions Criteria

Auditions, interviews, written submissions, portfolios or evaluations may also be required as part of the course admissions. Refer to the attached Appendix, *Table A: Additional admission requirements by course* for individual course requirements.

4. Evidence of Educational Qualifications

Applicants must present academic records and evidence of completion of higher education course (or equivalent).

Applicants must provide their evidence as either original documents or certified copies of original documents. Original documents will be copied by Collarts staff and the original returned to the applicant. Copies must be certified by a person who is authorised as a witness for statutory declarations under *Statutory Declarations Regulations 2018 (Schedule 2)*.

All qualifications will be verified for authenticity:

- Australian qualifications will be checked against the *National Register of Higher Education Providers* and *National Register of VET*
- Overseas qualifications will be checked using the *Australia Education International, National Office of Overseas Skills Recognition Database* (Country Education Profiles Online known as *CEP Online*).

Applicants may also be asked to provide evidence of English Language Proficiency Scores where relevant.

5. Assessment

Completed applications are assessed against the relevant Admission Criteria as outlined in this policy and successful applicants are sent a formal Letter of Offer for a place at Collarts if they meet the admission criteria.

Applicants may not meet the admission criteria if:

- They do not meet the aptitude needed to undertake the course
- They do not understand their chosen course of study
- They do not meet the additional requirements for the course as outlined in Table A
- Their additional requirements do not meet the standard needed for entry into the course
- Their English proficiency does not meet necessary standards to undertake course work.

Where an applicant does not meet the aptitude to undertake the Master's degree, an offer may be made for the Graduate Diploma or Graduate Certificate at the discretion of the Admissions Manager or the Head of the course.

If the applicant has not met the admission criteria, they may re-apply for their course of interest one year after their initial rejection unless otherwise discussed. They will need to complete the process for admission for each new application.

6. Letter of Offer

The Letter of Offer is a formal written agreement outlining the contractual arrangements between the student and Collarts that confirms the course of

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enrolment, duration, campus location, and course-related fees and identifies policies associated with the protection of their rights as a consumer.

Enrolment

Acceptance of Offer

The Letter of Offer requests that applicants carefully read through the document to ensure their personal and intended course of enrolment details are correct and that they understand the conditions of enrolment at Collarts. If the applicants have any questions or concerns, they are encouraged to make contact with the Recruitment Team to clarify before accepting their offer to study.

To formally accept their offered place, applicants are required to complete and return the *Agreement Acceptance Declaration*, with a digital signature at Section D of the Letter of Offer. They will also need to complete the Online Enrolment Form and provide 100 points of ID as detailed in the Letter of Offer.

Confirmation of Enrolment

On completion of the enrolment process, the Registrar will issue an Enrolment Confirmation with details of their enrolment. Students will also be notified of their orientation details. The Orientation Program is compulsory for all students to attend. It is held at the commencement of each trimester to welcome all new students and provide them with information to support their transition to tertiary studies.

Course Credit & Recognition of Prior Learning

For more information on how to make an application for course credit in recognition of prior learning, please refer to the college *Course Credit for Recognition of Prior Learning Policy*.

Deferment

Where a student wishes to defer their enrolment and delay their commencement of study date, the student must lodge an *Application to Defer the Commencement of Study* form outlining the reasons for the request. An *Application to Defer the Commencement of Study* form can be provided by contacting the Office of the Registrar on 1300 818 777.

For more information on how to make an application to defer, please refer to the college *Deferral, Suspension or Cancellation of Enrolment Policy*.

A student may defer their course for up to one year from their initial intake offer. If the student chooses not to commence their course within one year, they will need to reapply and re-complete the admissions requirements for the course.

If a student withdraws from their course prior to the census date and then applies for Collarts again, they will need to submit a new application form and re-complete the admissions requirements for the course.

A student will be considered a 'non-genuine' applicant if they defer and/or withdraw three times within a period of one-year without commencing the course. At the discretion of the Admissions Manager, a new application will not be considered for a period of one year. After this time, the student may reapply for the college and will need to re-complete the admissions requirements for their course of choice.

Fees

The indicative tuition fees for each course of study at Collarts can be found at the 'Fees' tab under the FAQs section of the college website.

Students must meet the liability for tuition fees by Census Date each trimester, having either:

- a) Deferred their entire tuition fee liability through FEE-HELP assistance
- b) Paid part of their tuition fees upfront and deferred the balance through FEE-HELP assistance
- c) Paid in full, all tuition fees up-front.

FEE-HELP Loan Assistance

Domestic students, who do not wish to pay their tuition fees upfront, may be eligible for the Australian Government FEE- HELP loan assistance program to pay their fees. FEE-HELP is available to full-time and part-time domestic students enrolled in a course of study in at Collarts.

Students who are entitled to FEE-HELP assistance have until Census Date to submit a *FEE-HELP Form* which can be obtained by contacting the Office of the Registrar on 1300 818 777. The 'FEE-HELP Information Booklet' provides additional information and can be downloaded from the Collarts' website on the FAQs section of the website.

Fee Refunds

For more information about tuition fee refunds and re-crediting a FEE-HELP balance, refer to the *Tuition Fee Refund Policy for Domestic Students* and the *Deferral, Suspension and Cancellation of Enrolment Policy*. Any questions about tuition fee refunds or deferring enrolment, please contact the Office of the Registrar on 1300 818 777.

Grievance & Appeals

All students or prospective students seeking to enrol in a course of study at Collarts are entitled to access the grievance procedures set out in the college *Grievance & Appeals Policy*, regardless of the campus location, their place of residence or the mode in which they intend to study. The policy establishes the principles and processes by which Collarts will investigate, hear and determine grievances to ensure a fair and equitable outcome with regard for college rules, the TEQSA Threshold Standards 2015, and the *Education Services for Overseas Students (ESOS) Act 2000*.

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Related Policies

This policy should be read in conjunction with the following college policies:

- *Postgraduate Admissions Policy for International Students*
- *Course Credit for Recognition of Prior Learning Policy*
- *Deferral, Suspension or Cancellation of Enrolment Policy*
- *Tuition Fee Refund Policy for Domestic Students*
- *Grievance & Appeals Policy.*

All college policies and any associated forms referenced in this document can be downloaded from the college website and the MyCollarts Student Portal at <http://mycollarts.edu.au/login/index.php>.

Further Information

Author:	Quality & Compliance Manager	Policy owner:	Dean
Approver:	Academic Board	Next review due:	December 2023
Approval date:	14 December 2020	Current status:	Approved

Appendix to Postgraduate Admissions Policy for Domestic Students

Table A: Additional admission requirements by course.

In addition to the generic admission requirements outlined in the *Criteria for Admission* section of this policy.

Course	Additional Admission Requirements
<p>Ethical Leadership Graduate Certificate Graduate Diploma</p>	<p>Interview and Personal Statement An entrance interview conducted by Collarts Ethical Leadership staff and Submission of written supporting statement outlining reasons for undertaking this course of at least 300 words (maximum 500 words) in length</p>
<p>Creative Writing Graduate Certificate Graduate Diploma</p>	<p>Interview and Writing Portfolio An entrance interview conducted by Collarts creative writing staff and Submission of a writing portfolio of fiction and/or non-fiction piece/s that showcase what the applicant considers to be their best work, and of at least 500 words (maximum 1000 words) in length</p> <p>Credit for Previous Study Applicants who have completed a graduate certificate in creative writing elsewhere may gain entry into the Graduate Diploma on condition that their previous studies covered content similar to Collarts Graduate Certificate of Creative Writing, and they provide a plan (1000 words maximum) of their intended project in the Creative Writing Development unit.</p>