

## Postgraduate Admissions Policy for International Students

CRICOS Provider Number 03392K Australian College of the Arts Pty Limited

### Purpose

This policy establishes the principles and processes by which Collarts will assess international postgraduate applications to study at Collarts in accordance with the rules of Collarts, the *Higher Education Standards Framework (HESF) 2021*, the *Education Services for Overseas Students (ESOS) Act 2019* and the *National Code 2018*.

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

### Scope

This policy applies to all international students who seek postgraduate admission to a course of study at Collarts, including Graduate Certificate, Graduate Diploma, and Master's degree. This policy also applies to College staff when assessing and processing international student enrolment applications.

### 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. An international student applicant must be at least 18 years of age at the time of commencement of study.
2. For an applicant 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.
3. All applicants are required to complete the Collarts' *International Application Form* and certified copies of academic transcripts should be included with this application.
4. To be accepted to a course of study at Collarts, an international student must meet the minimum English proficiency requirements (see section **English Language Proficiency** below).
5. All applicants must participate in a short informal interview to ensure the applicant clearly understands the nature of the program and the commitment they are making, and that any questions are addressed. Where the applicant has not yet arrived in Australia, the interview can take place via video conference or telephone.
6. All applicants must satisfy additional course specific admission requirements where relevant. Refer to *Table C: Additional admission requirements by course*, in the attached Appendix.

### Industry or Work Experience

Refer to *Criteria for Admission 2a – 2b* 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
- Knowledge and Skills
- Employment Background
- Personal Qualities

### English Language Proficiency

Collarts recognises the following as having satisfied the normal English Language proficiency requirements:

- Completion of an accepted English Proficiency Assessment as per *Table B: English Language Proficiency equivalency scores* based on an IELTS of 6.5 with no less than 6.5 in writing and no individual band less than 6.0;
- Completion of at least one year of full-time university study in an English-speaking country or where the language of instruction was English;
- Completion of the final two years of senior high school in an English-speaking country or where the language of instruction was in English;

### Letter of Offer

Successful applicants will receive a *Letter of Offer* and an *International Student Acceptance Agreement*, with references and links to the Student Handbook and International Student Guide, within two weeks of receipt of their application. The Letter of Offer will request return of the signed *International Student Acceptance Agreement* and payment of the Initial Tuition Fee (Tuition Fees for Trimester 1). For specific countries prospective students will be required to submit a Genuine Temporary Entrant (GTE) form and financial matrix, as well as supporting documents.

Collarts will only issue a *Confirmation of Enrolment (CoE)* once the tasks outlined in *Criteria for a Confirmation of Enrolment (CoE)* below have been completed. A CoE is required by the Department of Home Affairs (DHA) before they will grant a visa to study in Australia.

### International Student Fees Overview

International student fees at Collarts are made up of Tuition Fees which cover the cost of providing:

- The course of study
- Access to campus facilities, computer laboratories, the Collarts library and program-specific facilities such as recording studios, rehearsal rooms, audio/visual editing suites and performance spaces

There are no additional charges for any administrative services at Collarts.

Whilst Collarts does provide on-campus access to a variety of hardware, software, computers, and other equipment; there is an expectation that students either own, have access to, or utilise available equipment at our campuses in order to succeed in their studies.

Students may need to pay for items associated with their study, such as printing, headphones, portable storage device, fabrics, etc. These costs vary by course and depend on what equipment the student has access to.

Prescribed textbooks and additional academic resources are available in the library and/or online via the eLearning platform (Learning Management System).

Tuition fees are reviewed annually and published in the *International Student Fees Schedule* available on the Collarts website, with all units of study within a course.

All fees must be paid in Australian dollars and, it is the student's responsibility to ensure that additional international bank transfer fees or charges are not deducted from the tuition fees being paid.

The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) contains information on the time for course completion. You can locate this information by searching for Collarts on the CRICOS website <http://cricos.education.gov.au/>

If a student decides to change their course, they will be sent a new offer letter. The fee for the new course will be in line with the annual fee published for the year they commence the new course.

The actual tuition fee charged each trimester can change depending on how many units a student is enrolled in and the credit point value of the units each trimester.

For further details and current fees can be found at: <https://international.collarts.edu.au/faq>

### **Fees for commencing international students**

The Letter of Offer will detail all fees associated with the course; however, a signed International Student Acceptance Agreement must be received before Collarts will accept course money. In conjunction with the Letter of Offer, students should read the accompanying *Tuition Fee Refund Policy for International Students*.

At the time of accepting their offer, commencing students must pay the first trimesters' fees as stated in the offer letter. If the student decides to withdraw prior to the course commencement date, they are eligible for a refund as outlined in the *Tuition Fee Refund Policy for International Students*.

The offer letter will contain indicative tuition fees. International fees are reviewed annually, and fees may change if the student decides to commence in the following year. If that happens, the student will be issued with an updated invoice prior to fee payment being made.

### **Fees for continuing international students**

Students must pay their fees by two weeks before the intake starting date for each trimester. Students will be sent an invoice from the student administration team prior to the start of each trimester. The invoice will outline the units of study that the student is enrolled in for the trimester and the tuition fees for which payment is to be made. The amount can change from one trimester to the next if there are any changes to the study load enrolled by the student.

### **Non-payment of fees**

Non-payment of fees by the due date will result in the suspension of the student's enrolment and, may result in enrolment cancellation.

Students who do not pay their fees cannot attend class, will remain liable for fees and will not be allowed to continue study or re-enrol until any outstanding fee debt has been paid, unless an arrangement has been made between Collarts and the student.

Collarts is required to advise the Department of Home Affairs (DHA) if enrolment has been cancelled for students who are on a student visa. This can impact the student's ability to stay in Australia.

### Criteria for a Confirmation of Enrolment (CoE)

1. A signed International Student Acceptance Agreement and payment of the Initial Tuition Fee is required before the Registrar can issue a CoE, which is required for the application of a student visa with the DHA.
2. Payment of the Initial Tuition Fee is required prior to the processing of enrolment. Tuition fees for each subsequent trimester are due two weeks prior to the commencement of the trimester ie. Trimester 2 fees are due two weeks before the Commencement Date for Trimester 2. Information about course fees and the *Tuition Fee Refund Policy* is available at <https://international.collarts.edu.au/faq>
3. Australian Government regulations require all international students to be in possession of an appropriate student visa as issued by the DHA and have provided a copy to the Office of the Registrar for the student file.

### Course Credit & Implications on Student Visas

Applications for course credit from International Students should be completed before the issuing of a Confirmation of Enrolment (CoE) as receiving credit for four or more units of study may affect the course duration and therefore the length of their student visa. Collarts is obliged to report any changes in course duration to Department of Education, Skills and Employment (DESE) via PRISMS in accordance with Standard 9 of the National Code 2018 when course credit is granted after admission and the original CoE.

Applicants wishing to apply for admission or course credit in recognition of prior learning should refer to the *Recognition of Prior Learning for Admission or Course Credit Policy* for more information on how to lodge an application, how Collarts will assess an application, and the procedure by which you will be advised of the College decision in relation to your application.

### 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 2021, and the *Education Services for Overseas Students (ESOS) Act 2000*.

## How to Apply

### 1. Application Form

All course information including course duration and content, fees and terms and conditions, will be issued to the student upon enquiry. International students can complete their application online using the *International Student Application Form* at [About Collarts > International Students](#) section of our website.

### 2. Review and assessment of completed application form against admission criteria

#### a) Confirm necessary supporting documentation is attached to the application form

The submitted *International Student Application Form* is checked for completeness by the International Recruitment Coordinator. All sections of the application are required to be completed and signed. It is the responsibility of the applicant to attach the following documentary evidence which is a compulsory requirement of international students when applying to study at Collarts:

- Evidence of English proficiency
- Evidence of previously attained qualifications
- Evidence of experience

The completed *International Student Application Form* is reviewed and assessed against the *Criteria for Admission* as outlined in this policy by the International Recruitment Team. Application forms are not accepted without the appropriate supporting documentation.

Any international documentation should be translated to English. Where original documentation is presented with the application, the International Recruitment Coordinator will take copies of the documentation and witness them as being true copies of originals presented. The original documentation will be returned to the applicant.

Application forms are not accepted without the appropriate supporting documentation.

#### b) Academic qualifications and credentials are verified

As part of the assessment process, academic qualifications and credentials will be verified where appropriate using:

- Higher Education Providers - [www.teqsa.gov.au/national-register](http://www.teqsa.gov.au/national-register)
- RTO & VET Qualifications - [www.training.gov.au](http://www.training.gov.au)
- International Baccalaureates - [www.ibo.org/country/](http://www.ibo.org/country/)

#### c) Establish English Language Proficiency levels

All students must be sufficiently competent in the English language to participate effectively in their course of study and produce a certified copy of their English Language Proficiency scores with their application. The English entry requirements must be met by all students prior to admission to any course of study at Collarts as outlined in the Appendix to this policy *Table B: English Language Proficiency equivalency scores*.

**d) Assessment of any applications for admission by Recognition of Prior Learning (RPL)**

Evidence for recognition of prior learning or prior work or life experience is reviewed in accordance with the *Recognition of Prior Learning for Admission or Course Credit Policy*, and the procedures contained within. Applications for admission and course credit by RPL must be approved by the Program Leader. Where an application for admission to Collarts is accompanied by an Application for RPL, both applications are to be forwarded to the respective Program Leader for assessment.

Once a decision is made by the Program Leader, both applications will be returned to the International Recruitment Coordinator to continue with the process for admission.

**3. Attend an Admissions Interview**

A short informal interview is required by all international students to ensure the applicant clearly understands the nature of the program and the commitment they are making, that any questions are addressed, and to provide a check on the applicant's English language proficiency. The International Recruitment Team will contact the applicant to organise a mutually convenient time.

**4. Additional course specific requirements**

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

**5. Letter of Offer & International Student Acceptance Agreement**

After review and assessment of the application form against admission criteria and the successful completion of any course specific requirements, the International Recruitment Coordinator will send a Letter of Offer & International Student Acceptance Agreement, with references and links to the Student Handbook and International Student Guide, within two weeks of receipt of their application.

The Letter of Offer & International Student Acceptance Agreement will request payment of the Initial Tuition Fee. Applicants will receive their CoE once these items have been actioned and witnessed by the Registrar.

**6. Confirmation of Enrolment (CoE)**

The student will be issued a CoE by the Registrar so that visa applications may commence, once the following actions have been received:

1. Returned a signed copy of the International Student Acceptance Agreement
2. Payment of the Initial Tuition Fee has been received by Collarts

They will also be referred to the Student Handbook and an International Student Guide again which includes information on homestay and medical services etc.

## 7. Course Commencement

Once the student visa is granted (if applicable), the student must submit a copy to the Registrar. Once finalised, the student will receive confirmation of course commencement including a Student ID Number and timetable.

## 8. Track Student Progress & Default

In accordance with the *National Code 2018*, the following international student defaults will be reported to the Secretary via PRISMS within five business days:

- Student payments are not forthcoming
- Student arrives after two weeks from the course commencement date

If Collarts is unable to deliver the nominated program due to unforeseen circumstances, the Secretary and the Tuition Protection Service (TPS) Director will be notified via PRISMS within three business days.

Student data such as attendance and assessment results will be tracked and recorded in the Collarts student management system to ensure completion within the expected duration and satisfactory course progression (in accordance with Standard 8 of the *National Code 2018*).

### Conduct of Collarts Staff

Staff must conduct themselves with integrity and honesty. All Collarts communications must comply with Australian Law and all applicable education legislation especially those which regulate the treatment of both domestic and international students.

## Related Policies

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

- Refer to the Appendix to this policy for course requirement tables:
  - Table A: CRICOS Codes
  - Table B: English Language Proficiency equivalency scores
  - Table C: Additional admission requirements by course
- *Grievance & Appeals Policy*
- *Recognition of Prior Learning for Admission & Course Credit*
- *Tuition Fee Refund Policy for International Students*
- *Education Services for Overseas Students (ESOS) Act 2000*
- *TEQSA Threshold Standards 2021*

All College policies referenced in this document can be found in the Collarts' Student Handbook.



## Further Information

Author:	Peter Barnard – Quality & Compliance Manager Domenica Avila – Director of International Recruitment
Policy owner:	Academic Board
Approver:	Academic Board
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Current status:	Approved
Next review due:	July 2023

## Appendix to Admissions Policy for International Students

Table A: CRICOS Codes

CRICOS Provider Number 03392K Australian College of the Arts Pty Limited

Course of Study — Student Visa Subclass (500)	CRICOS Code
Graduate Certificate of Creative Writing (20 weeks)	106711K
Graduate Diploma of Creative Writing (52 weeks)	106710M
Graduate Diploma of Creative Writing (40 weeks)	106709D

Table B: English Language Proficiency equivalency scores

Course	Minimum English Proficiency Assessment Scores						
	IELTS Band Score With no individual band less than 6.0	Cambridge CAE	Pearson Academic Range	TOEFL iBT Range	GCE A-Levels Program taken in English	IB (International Baccalaureate) Language A	
						Higher Level	Standard Level
All Postgraduate Courses	6.5	176	58	79-93	A/B	7	5

**Table C: Additional admission requirements by course.**

In addition to the generic admission requirements outlined in section *Criteria for Admission of the Admissions Policy for International Students*

<b>Course</b>	<b>Additional Admission Requirements</b>
<p><b>Creative Writing</b> Graduate Certificate Graduate Diploma</p>	<p><b>Interview and Writing Portfolio</b> An entrance interview conducted by Collarts creative writing staff and;</p> <p>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><b>Credit for Previous Study</b> 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 similar content 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>
<p><b>Ethical Leadership</b> Graduate Certificate Graduate Diploma</p>	<p><b>Interview and Personal Statement</b> An entrance interview conducted by Collarts Ethical Leadership staff and;</p> <p>Submission of written supporting statement outlining reasons for undertaking this course of at least 300 words (maximum 500 words) in length</p>

### Tracked Changes to Appendix to Admissions Policy for International Students

Version (Year/no)	Date	Approved by	Change Description
2021/1	28 July 2021	Q&C Mgr	Added CRICOS Codes Removed Table D (Cost per Trimester) and added link to current fees information on the Collarts' website
2021/2	26/8/21	Q&C Mgr	Removed requirement for OSHC proof before issuing a CoE (page 3) Updated links to fee information on new International mini site