

Admissions Policy



Purpose

This policy details the admissions requirements for School of Contemporary Music courses of study.

Scope

This policy applies to all applicants for School of Contemporary Music courses.

Policy

School of Contemporary Music aims to attract, select and retain the best-fit students for courses of study. To facilitate this School of Contemporary Music has established:

- minimum admission requirements to ensure that all commencing students will be able to meet the standards and succeed in studies;
- admission requirements that are merit-based, but may be reconsidered on educational or disadvantage grounds;
- course specific admission requirements as set to ensure that commencing students have the appropriate academic knowledge and/or language skills required for success;
- open, fair and transparent admission procedures for making decisions about student selection and treatment of all applicants. Students are admitted regardless of gender, race, national origin, marital status, faith or disability;
- consistency of admission decisions across delivery through the Application Form which is processed at School of Contemporary Music by the Administrative Office. The processes for establishing applicant student identification are published as part of the student application process;
- original documents (or certified copies) must be sighted in the case of transcripts, related academic awards, and, where relevant, character references, employers' testimonials, and certification or licences to practice where professional registration bodies are relevant. This practice equally applies to students who apply for advanced standing (other than former students or alumni of the School of Contemporary Music). All applicants must be properly identified, usually through sighting of a birth certificate or passport, and any qualifications they have received be checked for verification. It is a condition of application that the applicant must provide permission for the College to verify the academic qualifications and/or transcript(s) of academic record presented by the applicant with the issuing institution.

Entry Requirements

A person is qualified for entrance to School of Contemporary Music courses of study if they:

- satisfy all the relevant minimum requirements as prescribed in the course regulations.
- satisfy the requirements of an alternative entrance or specific admissions scheme and/or hold a qualification approved by the Director to be at least equivalent to the entrance requirements.

An interview between the Administrator or Director and applicant may be warranted especially for students who are entering under 'Special Admission' or 'Provisional Entry' categories to ascertain the student's suitability to their specified program.

Computer Literacy & Internet Access

School of Contemporary Music students require access to computer and internet facilities, as written assignments are submitted online in typescript with some assignments requiring database and internet research. Applicants are advised before admission that computer and internet literacy and access are essential skills.

Educational Disadvantage Entry Criteria

A student's admission requirements may be reconsidered on educational disadvantage grounds if the applicant meets one or more of the following criteria:

1. socioeconomic reasons (such as low-family income or poor living conditions);
2. language difficulties;
3. learning difficulties;
4. disrupted schooling;
5. physical disability;
6. serious family illness;
7. excessive family responsibility;
8. geographical isolation of home and/or school and lack of support, time or facilities for study at home or school;
9. Aboriginal or Torres Strait Islander descent where the normal entry path has not been followed;
10. home schooling and with evidence of being able to manage tertiary study;
11. an IELTS result is awaited;
12. completion of a prescribed program of non-award study.

A student in this category may be placed on 'Provisional Entry Qualifying Period' as deemed appropriate by the Director.

Special Admission Pathways

For those applicants who meet the Educational Disadvantage Entry Criteria listed above, there are various special admission pathways which demonstrate an ability to undertake a course of study, including:

- Prior educational experience – documentation including awards, certificates and other evidence of educational achievement;
- Schools recommendation – a letter from the school (usually the School Principal) outlining why the school leaver applicant is suitable for the course of study;
- Leadership experience – demonstrated leadership experience and/or community service e.g. in the community, profession, church etc. which demonstrates sufficient engagement in extra-curricular activities;
- Provisional entry i.e. the student must successfully complete;
- Evidence of a Special Tertiary Admissions Test;
- Pathway for students of Aboriginal or Torres Strait Islander descent: applicants may participate in a testing day to demonstrate required skills of literacy and/or numeracy;
- For Education courses of study;

- A special admission is also available but has done well in subjects relevant to the course of study.
- These Special Admission Pathways are evaluated on a case-by-case basis by the Director. For students, the Director's recommendation is then tabled for approval to the Admissions.

Refusal of Admission

Admission may be refused if the person:

- has been excluded from another School of Contemporary Music award due to 'Unsatisfactory Academic Progress' or 'Academic Misconduct';
- has been excluded from another institution for reasons of unsatisfactory progress or reasons of discipline;
- is deemed to be unlikely to cope academically, or if the application form or personal references indicate that a student is likely to struggle with college life and college discipline
- Deferral of Admission
- Deferral relates to postponing an offer of a place in School of Contemporary Music course before the course or the first course in a package of courses has commenced. This may take place on application, and shall remain in force for a maximum of one year, after which time either the student shall enrol or the Director may withdraw the offer of a place.
- International students shall be advised that deferral of their enrolment may affect their visa.
- English Proficiency for International Students of Non-English Speaking Background
- International students are required to have attained an International English Language Testing Service (IELTS) score or equivalent according to the admission criteria of each specified course.
- Processing a student requiring an International English Language Testing Service (IELTS) or equivalent includes:
 - confirming the score meets the entry requirements for the course;
 - verifying that the International English Language Testing Service (IELTS) result is from a registered IELTS provider as listed on the IELTS website or equivalent.

Responsible for implementation
Administrator, Director, Admission

Key stakeholders
Prospective Students, Admissions, Academic Board, Faculty

Procedures

Admission Procedure Common to All Awards

Application Process:

1. An applicant must first submit the School of Contemporary Music Application Form for the specific course to be considered a prospective student.
2. Processes for establishing applicant identification are published as part of the application process.
3. Mandatory sighting of original documents (or certified copies in some cases).
4. A condition of application is that the applicant must provide permission for the College to verify the academic qualifications and/or transcript(s) of academic record presented by the applicant with the issuing institution (except where School of Contemporary Music has issued qualification and/or transcript).
5. In the case of an overseas applicant the age will be checked against the applicant's passport.
6. In deciding whether or not to admit a student, the College admissions process will take into account satisfactory fulfilment of academic admissions requirements for the course of study as stipulated in the documents.
7. For certain School of Contemporary Music course, there are pastoral or other requirements that must be met in order to study at that course. These will be made available during the application process.
8. An interview will be conducted if required.
9. If an applicant satisfactorily meets the above criteria and provides the relevant documents, they are sent a 'Letter of Offer' and 'Student Agreement'.
10. When a student has successfully met the admission requirements and accepted the School of Contemporary Music 'Letter of Offer' and 'Student Agreement', this is reported to the Admissions/Administration, to confirm admission to the course. Students are either admitted on 'full entry' or 'provisional entry' grounds.
11. For Short Courses and Saturday students, admission to the course is automatic upon acceptance and return of the School of Contemporary Music 'Letter of Offer' and 'Student Agreement'.
12. For international applicants, the Administrator will enrol the person on International Student Management System, and issue a Confirmation of Enrolment letter, as set out in the International Student Confirmation of Enrolment Policy.
13. For students, on the receipt of the Student Agreement the Admissions record new admission of student and their admission criteria (i.e. Normal entry or Special Entry). This data is reported at to the Administration.

Reviewing Overseas Qualifications

Where necessary, School of Contemporary Music verifies the authenticity and United Kingdom equivalence of overseas qualifications through United Kingdom within the Department of Education. These are appraised under a threefold procedure:

1. referral to directories or officers for advice is the starting point for all applications for student admission that are predicated on overseas qualifications;
2. where sufficient information or advice is either insufficient or obtainable in relation to the relevant qualification(s), such applications are eligible for consideration under the College's Special Admissions policies (such as mature-age or social disadvantage); and
3. the Director refers such a case to the Admissions for appraisal, advice or determination.

Appeal

If an applicant wishes to appeal the decision regarding their admission they should refer to the relevant grievance policy.

Deferral of Application

Students must request a deferral of the commencement of their course prior to the course or the first course in a package of courses commencing by completing a Deferral of Studies Form. In the case of International students, once the deferral is processed the student will receive a new Confirmation of Enrolment letter and a new Student Agreement to reflect the new commencement.

Transfer of Course (internal transfers between School of Contemporary Music's awards)

Students can transfer between courses at School of Contemporary Music. To indicate a transfer, a student is to fill out the Transfer of Course form. Upon receipt of the form, the program administrator will assess that the student meets the entry requirements for the course transferring into and that all required documents are on file. A new letter of offer for the course will be sent to the student, and once signed and returned by the student, the transfer is reported to the Admissions to confirm entry of the student into the course. Any credit transfer will be assessed as per the Credit Transfer and Recognition of Prior learning policy.

In the case of International Students (temporary entrants), the Confirmation of Enrolment certificate for the original course will be cancelled and a new Confirmation of Enrolment certificate will be issued by an International Student Officer once the student has returned a signed copy of the new offer letter and made any outstanding payments. Students are advised to contact immigration to make any necessary changes to their student visa.

Policy owner:

Policy category: Academic Administration

Policy status:

Related policies:

- Enrolment Policy
- Exclusion from a Course or Subject Policy
- Marketing Policy

Last amended: 22nd May 2018