

Admissions Policy

Commencement Date

1 March 2013

1.0 Purpose

This policy provides a framework for prospective students seeking to undertake higher education courses at the Institute. This policy provides opportunities for enrolment from students from a wide range of backgrounds who have completed studies in secondary schooling, the VET sector, and musical experience.

The intent of this policy is to ensure that admissions decisions are conducted in a fair, equitable and transparent manner.

2.0 Scope

This policy applies to all members of the Institute's higher education community that are involved in admissions decisions.

3.0 Objectives

The Institute is committed to the following principles that underpin this policy.

- To provide opportunities to students from a wide range of backgrounds
- To attract and retain students with the potential to achieve high quality outcomes
- To ensure that admissions decisions are fair and equitable and made in a timely manner

4.0 Implementation

The Admissions Officer and Course Coordinator are responsible for implementation of this policy.

The Institute will provide entry opportunities to students by ensuring that:

- Entry requirements are documented and that selection criteria are ready available to prospective students
- Pathways are available for students who do not initially meet entry requirements
- Learning supports are available to facilitate success
- Student progress is monitored and utilised to review admissions requirements

Entry Requirements

Students who satisfy the requirements are not automatically guaranteed a position.

Students must satisfy:

- General entry requirements
- English language proficiency
- Audition requirements

Selection Methodology

Once students have successfully met the general entry requirements and the English language proficiency requirements, an audition will be scheduled. Students will need to meet the requirements as specified in the Entry Requirements.

The audition panel will conduct auditions with fairness and integrity, and document the decisions arising from the audition.

Student Notification

Students will be notified in a timely manner of the decision for admission. If students have been unsuccessful, they will be advised of alternative pathways for entry into the course selected.

Offers

Letters of offer may only be made by the person authorized to do so, being the Admissions Officer.

The Institute reserves the right to withdraw an offer of admission, if it finds that inaccurate information was provided by the applicant, or if circumstances change significantly such that the applicant no longer meets the entry requirements.

The Course Coordinator is responsible for offering deferments, where applicable.

Refusal of Admission

The Institute may refuse admission, even if the applicant has met the entry requirements, if it is discovered that the applicant has:

- an unsatisfactory academic history that has not been resolved
- outstanding fees with the Institute
- been excluded from another educational institute
- displayed conduct that would provide reasonable grounds to exclude the applicant from studying at the Institute.

Readmission

Applicants whose enrolment has lapsed, may reapply under the same entry requirements as all other applicants.

Applicants who have met entry requirements, but have been excluded from any other educational institution, will need to demonstrate that circumstances have changed such that they are likely to succeed in the course.

Appeals

Applicants may appeal the decision by writing to the Academic Board if they believe that the decision has not considered all the facts or was unfairly made.

5.0 Definitions

Admission: the process for admitting an applicant into a course at the Institute, following a successful application and acceptance of the offer of a place in the course.

Admission requirements: the requirements that an applicant must satisfy in order to be eligible for selection. Admission requirements comprise general entry requirements, including English language proficiency, and course entry requirements.

Applicant: a person who applies for a place in a course at the Institute. An applicant becomes a student upon enrolment.

Deferral: an agreement to allow an applicant to defer taking up the place they have been offered until a later time.

Offer: the offer of a place in a course to a successful applicant.

Selection: process of assessing applicants for courses and deciding which applicants will be made an offer of a place in the course.

VET: Vocational education and training

6.0 Related policies and procedures

The following policies and procedures are related to this policy:

- Recognised Prior Learning Policy
- Entry Requirements Procedures
- Leave of Absence and Withdrawal Policy
- Statement of Tuition Assurance

6.0 Review

Three years from commencement.

7.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and the Institute's community via the website and other publications.