

1. Purpose

This policy provides a framework for prospective international students seeking to undertake higher education courses at JMI. This policy provides opportunities for enrolment from students from a wide range of backgrounds and musical experience. The intent of this policy is to ensure that admissions decisions are conducted in a fair, equitable and transparent manner.

2. Scope

This policy applies to all members of JMI's higher education community that are involved in admissions decisions and all prospective international students.

3. 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 provide a framework for assessing a prospective student's suitability and capability of completing the course for which they are applying, including assessing English language proficiency
- To ensure that admissions decisions are fair and equitable and made in a timely manner

4. Implementation

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

- All entry requirements are published for every course in accordance with legislative requirements
- 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

4.1 Entry Requirements

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

Students must satisfy:

- General entry requirements
- English language proficiency
- Audition requirements

All entry requirements will be published in the *Pre-Enrolment Information for International Students* document, as well as on the JMI website.

Entry requirements will be documented in a clear manner, with all expectations clearly defined in plain English.

4.1.1 Instructions for how to apply

Prospective students will be given clear instructions on how to apply for the course, detailing the following:

- The enrolment process including timeframes for applying for the course
- Supporting evidence requirements
- Format of any supporting documentation
- Any application fees and charges

4.2 Selection Methodology

JMI's Admissions Panel will use the following methodology in assessing a student's suitability for a course.

4.2.1 Assessing General Entry and English Language Proficiency Requirements

Upon receipt of an *International Student Application Form*, the Admissions Officer will assess whether all supporting documentation has been provided to satisfy the general entry and English language proficiency requirements specified in the *Pre-Enrolment Information of International Students* document.

General Entry Requirements

Applicants will need to provide certified copies of their passport and birth certificate as evidence of satisfying General Entry Requirements.

English language Proficiency Requirements

Applicants will need to provide a certified copy of official test results as evidence of satisfying English language proficiency requirements. These test results must clearly identify the applicant.

If an applicant does not achieve the set minimum scores on the prescribed English language proficiency tests, their application cannot proceed until they have achieved the minimum scores on the prescribed test.

The applicant will be advised that their application cannot continue onto the audition stage until English language proficiency requirements are met. It will be recommended that the applicant undertake an English language program designed to help students improve their English language proficiency and prepare them for tertiary study in Australia. Applicants will be provided with several English course options.

Once English language proficiency requirements have been met, the Admissions Panel will continue with assessing the audition requirements.

4.2.2 Assessing Audition Requirements

Once students have successfully met the general entry requirements and the English language proficiency requirements, the audition process as outlined in the *Pre-Enrolment of International Students* document will commence. Students will need to meet the requirements as specified in the Audition Requirements.

The audition panel will conduct auditions with fairness and integrity, ensuring equitable conditions for all applicants.

The audition panel will grade the applicant in all stages of the audition process and document these scores.

The audition panel will come to a decision as to whether the applicant meets the audition requirements. Only the chair of the audition panel can finalise an admissions decision.

4.3 Applicant Notification

Applicants will be notified of the decision for admission within 1 month of completion of the audition process. If applicants have been unsuccessful, they will be advised of alternative pathways for entry into the course selected.

If successful, the applicant will be sent a Letter of Offer including an International Student Enrolment Agreement. The applicant can accept their place and formalise their enrolment by signing the International Student Enrolment Agreement and providing any further supporting documentation.

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. This is applied in accordance with the International Student Deferment, Suspension and Cancellation Policy.

4.4 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 another Higher Education Provider
- been excluded from another educational institute
- displayed conduct that would provide reasonable grounds to exclude the applicant from studying at the Institute.

4.5 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.

4.6 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. 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.

Applicant

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

Deferment

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

Entry requirements

The requirements that an applicant must satisfy in order to be eligible for selection. Entry requirements comprise general entry requirements, including English language proficiency, and audition requirements.

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.

6. Related documents

The following documents are related to this policy:

- International Student Transfer Policy
- Credit Transfer and Recognition Prior Learning Policy
- Pre-Enrolment Information for International Students
- Leave of Absence and Withdrawal Policy
- International Student Deferment, Suspension and Cancellation Policy
- International Student Enrolment Agreement

7. Review

This policy should be reviewed three years after commencement or last review.

8. Accountabilities

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

9. Version Control

Document	International Student Admissions Policy	Author	JMI Executive Management
Approver	JMI Academic Board	Approved	24 January 2018
Version No.	1		

International Student Admissions Policy



Reviewer	JMI Academic Board	Due for Review	January 2021
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