

POLICY TITLE: Student Application and Admissions
(Domestic Students)

Purpose

The purpose of this policy is to outline Photography Studies College (Melbourne)'s approach to domestic student applications and admissions through its entrance requirements and course specific requirements. This policy should be read in conjunction with the selection procedures stated in the *Fair Treatment and Equal Benefits and Opportunity Policy*.

Policy

Photography Studies College (Melbourne) is committed to ensuring a balance is met between upholding the principles of fairness and equal benefits and opportunity and student merit in admitting students to Photography Studies College (Melbourne). Photography Studies College (Melbourne) will ensure that all prospective and admitted students are made aware of the requirements and obligations of applying and being admitted as a student to Photography Studies College (Melbourne).

Procedures

There are specific academic entry requirements for all applicants into Photography Studies College (Melbourne) higher education courses of study. Students who are eligible for admission into their specific course of study will have met the selection requirements, have completed an enrolment form and selected a fee payment option for the designated year of entry.

Academic Entry Requirements

Photography Studies College (Melbourne) welcomes applicants representing a wide range of ages and life experiences, educational and working backgrounds, cultural roots and nationalities.

Specific academic entry requirements into Photography Studies College (Melbourne) undergraduate and graduate courses of study are outlined in the appendix below.

Application Process

The specific application process into Photography Studies College (Melbourne) undergraduate and graduate courses of study are outlined in the appendix below.

Selection Process

Photography Studies College (Melbourne) does not rely on the determination of academic merit afforded by the Equivalent National Tertiary Entrance Rank (ENTER) or the Australian Tertiary Admissions Rank (ATAR) to make decisions regarding the selection process.

Photography Studies College (Melbourne)'s Special Entry Assistance Scheme (SEAS) allows extra consideration to be granted for certain applicants seeking selection. Photography Studies College (Melbourne) will ensure that throughout the

process of selection and admission, applicants are treated courteously and expeditiously. Student selection procedures are published in Photography Studies College (Melbourne)'s Course Guides and on Photography Studies College (Melbourne)'s website.

Enrolment

All Applicants who have received an offer will be required to attend Photography Studies College (Melbourne) on their specified enrolment days and complete the Photography Studies College (Melbourne) Enrolment Form, which confirms their acceptance of a place.

At enrolment, the Coordinator Communications & Students and/or the Communications and Future Students Officer will explain to all enrolling students the concept of recognition of prior learning and/or the procedures for applying for credit transfer and the required evidence to support such claims.

Students wishing to undertake recognition of their prior learning and/or credit transfer will be encouraged to do so and will be supported in their endeavours. Further information regarding this procedure is described in the *RPL and Credit Transfer Policy*.

Fees

Students are able to study at Photography Studies College (Melbourne) in a fee paying place.

Photography Studies College (Melbourne) has been deemed eligible to offer Commonwealth assistance through FEE-HELP for selected course of study. If applicable, students will make a choice regarding their tuition fee payment, which will be made either as an upfront payment, or by submitting an application for FEE-HELP.

Recognition Of Prior Learning (Rpl) And/or Credit Transfer

Photography Studies College (Melbourne) does not expect students to repeat learning that has been successfully completed at a similar level and standard elsewhere, where that work is substantially the same in content and standard as that required for the students' course at Photography Studies College (Melbourne). Two types of learning may be recognised to enable students to gain credit towards their course at Photography Studies College (Melbourne), these are:

- Recognition of Prior Learning (RPL)
- Credit Transfer

Details of the policy and procedures relating to RPL and Credit Transfer applications are contained in the *RPL and Credit Transfer Policy*.

Discrimination

Throughout this process of application and admission, and in accordance with legislation, no person will be treated unfairly or discriminated against, on the basis of age, colour, race, gender, religious or political conviction, sexuality, ability or disability, location, family responsibilities, membership or non-membership of an association or for any other stereotypical or illegal reason.

Responsibility

Director, Communications and Students
Communications and Students staff
Academic Director
Course Director
Interviewing staff (including Academic Staff)

Definitions

Nil

Related Documentation

Policies

Fair Treatment and Equal Benefits and Opportunity
RPL and Credit Transfer

Procedures Forms & Documents

Full time Courses Guide
Part time Courses Guide
Tuition Fee Information Sheet
Applying for Entry Information and Application Checklist
Interview Form/s for specific higher education courses
Offer Letters
Enrolment Forms
Student Handbook
FEE-HELP Guide & Application Form
RPL Policy & Application Form
Credit Transfer Application Form

Publishing Details

Policy number: HED_ST004_v4

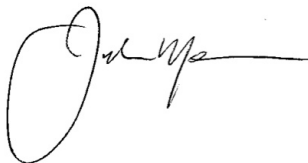
Status: Final

Approved: 21/12/2016

Review Date: June 2019

Julie Moss - Managing Director

Published: December 2016



Appendix

Undergraduate Courses

Academic Entry Requirements

For admission to the applicants into Photography Studies College (Melbourne) higher education courses of study applicants must meet minimum tertiary requirements which includes the successful completion of the Victorian Certificate of Education (VCE) or an equivalent qualification. Photography Studies College (Melbourne) gives consideration to applicants who can demonstrate they have not been able to reach their full potential due to life circumstances or circumstances beyond their control.

Application Process

All applicants applying for full-time study options will be required to apply through the Victorian Tertiary Admissions Centre (VTAC) at www.vtac.edu.au, including completing the Photography Studies College (Melbourne) Course Application Form directly to the college via mail or via online submission through our website www.psc.edu.au

Part time study option applications are considered as Direct Applicants, applicants will be required to complete and return the Photography Studies College (Melbourne) Course Application Form directly to the college via mail or via online submission through our website www.psc.edu.au

Selection Process

The selection requirement into Photography Studies College (Melbourne) undergraduate courses of study are based on interview and a presentation of a folio of work. The specifics of this are described in the *Fair Treatment and Equal Benefits and Opportunity Policy*. At application, Photography Studies College (Melbourne) will also seek to ensure it gains an understanding of any extra learning requirements that may be required for each individual applicant.

Graduate Courses

Academic Entry Requirements

Admission into the Colleges graduate courses of study is decided on a case-by-case basis. Normally applicants will have an undergraduate qualification in Photography, Creative Arts or a related area; however, applicants with a diverse range of qualifications and or significant professional experience are encouraged to apply.

Application Process

All Applicants will be required to complete and return the Photography Studies College (Melbourne) Course Application Form directly to the college via mail or via online submission through our website www.psc.edu.au. Applications must be accompanied with two references (at least one should be academic or professional) and copies of relevant qualification certificates. Specific requirements and guidelines are outlined in the specific graduate course of study Course Application Form.

The specific graduate Course Application Form is submitted directly to the college via mail or via online submission through our website www.psc.edu.au

Selection Process

The selection requirement into Photography Studies College (Melbourne) graduate courses are based on interview, evidence of current creative practice and Project proposal. The specifics of this are described in the *Fair Treatment and Equal Benefits and Opportunity Policy*. At application, Photography Studies College (Melbourne) will also seek to ensure it gains an understanding of any extra learning requirements that may be required for each individual applicant.