

**POLICY TITLE:** Student Application and Admissions  
(International Students)

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## **Purpose**

The purpose of this policy is to outline Photography Studies College (Melbourne)'s approach to international 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 international 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 International applicants to Photography Studies College (Melbourne)'s courses. Students who are eligible for admission to Photography Studies College (Melbourne) will have met the course entrance requirements, have completed an enrolment form, attended an interview and presented a folio of work. (If the applicant is not in Australia, a telephone or video interview will be arranged)

### **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 and Vocational Education and Training courses are outlined in the appendix below.

Applicants must be able to demonstrate the required minimum educational requirement as specified in the appendix below – specific to the course of study area.

PSC accepts a range of English language examination methods as evidence of English language proficiency; applicants must provide evidence that they have achieved the specific levels of English language proficiency as outlined in the appendix specific to the course of study area.

### **Application Process**

For admissions to Photography Studies College (Melbourne) courses, applicants are required to apply directly to the College by completing the specific course of study

International Application form available through the Photography Studies College (Melbourne) website [www.psc.edu.au](http://www.psc.edu.au).

Selection requirements are based on successfully meeting the course entrance requirements, interview and the 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.

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 Guide and on Photography Studies College (Melbourne)'s website.

### **Enrolment**

Applicants who have successfully met the course entrance requirements and the selection criteria will be advised in writing with a letter of offer from Photography Studies College (Melbourne). Successful applicants will then be required to complete the Photography Studies College (Melbourne) International Enrolment and pay the relevant annual tuition fees and the Overseas Student Health Cover payment. Once these payments are received and confirmed an electronic confirmation of enrolment (eCoE) will be issued. This Confirmation of Enrolment must be taken to the nearest diplomatic mission, as stated on the eCoE certificate – along with the other student Visa requirements.

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**

Enrolment into Photography Studies College (Melbourne) courses is on an annual basis and tuition fees are payable for each year of enrolment. A payment plan or an upfront discount is available for the relevant enrolment period which is outlined on the Tuition Fees Schedule which is provided during the application process.

There are additional equipment and material costs involved in Photography Studies College (Melbourne) courses. These costs are provided on the Expenses Other than Tuition Fees information sheet.

### **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 student's 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**

For specific Higher Education / Vocational Education and Training Course:

Interview Form  
International Student Information Guide  
International Student Handbook  
International Application Form  
International Tuition Fee Schedule (for relevant year of entry)  
Expenses Other Than Tuition Fees information sheet  
International Student Offer Letter  
RPL Policy & Application Form  
Credit Transfer Application Form

## Publishing Details

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Julie Moss - Managing Director

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## Appendix

### Undergraduate Courses

#### Academic Entry Requirements

For admission to Photography Studies College (Melbourne) undergraduate courses of study, Photography Studies College (Melbourne) requests as a minimum educational requirement that all applicants to provide evidence of completion of Secondary School Year 12 or equivalent (certified transcripts of results and any post-secondary qualifications).

International students must also satisfy additional course entrance requirements.

- presentation of a folio of work
- details of any previous experience in the photographic industry and evidence of this experience
- Evidence of English Proficiency (as outlined in the International Student Guide)
- evidence of ability to pay the international tuition fees, overseas student health cover cost, equipment requirement costs, other course material costs and living expenses

## 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.

International students must also satisfy additional course entrance requirements.

- presentation of a folio of work accompanied by a short contextual statement
- Applications must be accompanied with two references (at least one should be academic or professional) and copies of relevant qualification certificates.
- Evidence of English Proficiency (as outlined in the International Student Guide)
- evidence of ability to pay the international tuition fees, overseas student health cover cost, equipment requirement costs, other course material costs and living expenses

## Vocational Education and Training Courses

### Academic Entry Requirements

Applicants must satisfy the following course entrance requirements:

- presentation of a folio of work
- details of any previous experience in the photographic industry and evidence of this experience
- Evidence of English Proficiency (as outlined in the International Student Guide)