

POLICY TITLE: Student Application and Admission
(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 prospective students into Photography Studies College (Melbourne)'s 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 prospective students 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 is 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 prospective students seeking selection. Photography Studies College (Melbourne) will ensure that throughout the process of selection and admission, they 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.

Fees

Photography Studies College (Melbourne) is approved to offer applicants access to Commonwealth assistance through FEE-HELP for the selected course of study. If applicable, students can make a choice regarding their tuition fee payment, which can be made either by submitting an application for a FEE-HELP supported place, or by individual payment

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

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*.

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

Future Students and Communications staff
Academic Director
Higher Education 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

Relevant Higher Education Course Guide
Tuition Fee Information Sheet
Expenses Other Than Tuition Fees information sheet
Interview Form/s for specific higher education courses
Offer Letters
Relevant Course Enrolment Form
Student Handbook
FEE-HELP Guide & Application Form
RPL Policy & Application Form
Credit Transfer Application Form

Publishing Details

Policy number: HED_ST004_v5

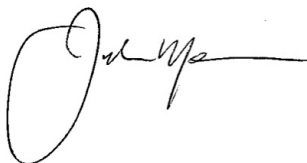
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Julie Moss - Managing Director

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Appendix

Undergraduate Courses

Academic Entry Requirements

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

Application Process

All prospective students 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 and returning 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. Prospective students 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 College's graduate courses of study is decided on a case-by-case basis. The Photography Studies College (Melbourne) Master of Arts Photography entry requirements procedure and processes are outlined in the *Master of Arts Photography application, selection and admissions policy*.

Application Process

All prospective students 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 (Master's) 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 requirements 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.