Admissions Policy

Policy Number	2/2019
Approving Authority	Academic Board
Date Implemented	17 July 2019
Current Version	17 July 2019
Date of Review	January 2022
Contact Officer	Executive Director Conservatoire/ Executive Director Pathways and Partnerships
Related Policies, Procedures and Documents	NIDA Code of Conduct Grievances, Complaints, Misconduct and Appeals Policy Grievances, Complaints, Misconduct and Appeals Procedure – Non Academic Student Handbook NIDA Student Charter Tuition Fee Refund Policy International Students Tuition fee policy NIDA policy of Re-crediting Fee Help Balance Grievance Policy and Procedure – Academic Matters Credit Transfer and Recognition of Prior Learning Policy and Procedure NIDA website, including Application Information Application forms and the NIDA Application Guide for degree courses

1. DEFINITIONS

Term	Definition
Accredited Course	A course that is recognised under the Australian Quality Framework (AQF) and is registered with one of the two main regulatory agencies, being TEQSA (Tertiary Education Quality Standards Authority) for Higher Education and ASQA (Australian Skills Quality Authority) for Vocational courses. An accredited program or course is one that leads to the conferral of a degree or the award of a certificate or diploma.
Adjustment	A measure or action (or a group of measures or actions) taken by NIDA that has the effect of assisting a student with a disability (i) in relation to a course or program — to participate in the course or program; and (ii) in relation to facilities or services — to use the facilities or services; on the same basis as a student without a disability, and includes an aid, a facility, or a service that the student requires because of their disability
Admissions	The process by which a prospective student applies for a place in an accredited NIDA course, is considered and selected or rejected
Applicant	An individual who has made an application to be considered for a place in an undergraduate, graduate course or vocational course at NIDA
Australian Qualifications Framework	The AQF is the national policy for regulated qualifications in the Australian education and training system. http://www.aqf.edu.au/aqf/about/what-is-the-aqf/
Confirmation of Enrolment (CoE)	Document stating an international student is enrolled at NIDA. It is the document required by Border Security to process an application for a student visa

Credit	The value assigned for the recognition of equivalence in learning outcomes between different types of learning and/or courses. Credit, if granted, reduces the amount of study required to achieve a higher education degree
Credit Transfer	A process that provides students with agreed and consistent credit outcomes for components of a higher education degree based on identified equivalence in learning outcomes between comparable higher education degrees
Documentary Evidence	Certified transcripts, portfolios, references, work statements, photographs, Curriculum Vitae, referees
Formal learning	The attainment of formal qualifications achieved through study at an accredited education provider within the Australian Qualification Framework
NIDA Code of Conduct	Framework outlining the rights and responsibilities of all members of the NIDA community in terms of behavior whilst at NIDA, working for NIDA or involved in NIDA related activities offsite
NIDA property	Any premises, facilities, machinery or equipment leased, owned, operated or supervised by NIDA, including NIDA vehicles and any location at which NIDA activities occur
NIDA Student Charter	A document that establishes the expectations for student conduct for the duration of their enrolment. It includes the NIDA Code of Conduct
Offer	The written advice to an applicant that NIDA is offering them a place in an accredited course of study
Recognition of Prior Learning	The assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit

Selection Criteria   The publically available characteristics used to select applicants for a particular course.

2. SCOPE OF POLICY

This policy applies to all applicants for accredited courses at NIDA, for all subjects.

3. PURPOSE

This policy outlines the principles of admission of students to NIDA's Vocational and Higher Education courses.

4. PRINCIPLES

The principles that underpin admissions at NIDA are:
- Applicants will be selected for admission on competitive merit Eligibility and selection criteria for each course will be publically available
- NIDA is committed to social equity and artistic and academic excellence and welcomes applications from the broadest possible range of people ▪ Eligibility requirements and intake numbers vary from course to course.

5. POLICY

NIDA is committed to a merit based selection of students in a fair and equitable manner. Meeting the eligibility requirements does not guarantee selection or admission to a course.

5.1   Eligibility Requirements for Admission

5.1.1   General entry requirements Higher Education:
- Completion of a year 12 certificate or equivalent qualification at the end of high school for undergraduate courses.
- Completion of an undergraduate degree and/or five years documented relevant work experience for postgraduate courses.
- Minimum age requirements - be 18 years of age by 31 March in their first year of enrolment for domestic students and 18 years at date of application for international students.
- English language proficiency requirements appropriate for vocational, undergraduate and graduate courses respectively. All students should be proficient in written and spoken English. International students must have an English language proficiency of equivalent to an Academic IELTS 7.0 with no band score less than 6.0 (IELTS 8.0 for BFA (Acting)).
- Skills and knowledge appropriate to the level and discipline into which the applicant is seeking to gain admission.
- An evidenced interest in the dramatic and entertainment arts.

5.1.2   General entry requirements Vocational Studies:
- Reached the age of 18 before the commencement of the course.
- At the interview, demonstrate a high level of practical ability and motivation.
- Met the unit of competency level required by the training package.

5.1.3   Course Entry Requirements:

Each discipline establishes specific entry requirements and eligibility criteria based on the unique nature of their course, and these entry requirements and eligibility criteria are published each year in the Application Guide. These must be consistent with NIDA's commitment to academic and creative excellence and be in line with the academic and creative demands of the course and may include non-academic attributes required for successful completion of the course.

Course entry requirements may require other elements including, but not limited to:
- Attending an audition/ recall performance.
- Attending an interview.
- Presenting and speak to a portfolio and or project.
- Undertaking a skills test and or an English proficiency test.
- Completing a written literacy exercise.

5.2   Selecting Applicants

- Only applicants who meet eligibility requirements will be considered for selection.
- Selection is merit based and may take into consideration applicant's suitability for admission and the availability of NIDA resources and personnel.
- For each course, NIDA will establish a quota of places based on resourcing capacity
- Applicants offered a place in a NIDA accredited course cannot defer the commencement of study. If unable to commence for the year applied, an applicant will be asked to reapply the following year.

5.3   Application Fees

NIDA reserves the right to levy fees and charges in relation to admissions.

5.4   Appeals
- There is no appeal on the decision but an applicant may appeal on discrimination in process.
- Appeals on discrimination in process must be submitted in writing within 5 working days of your application not being accepted.
- Appeals are managed in accordance with the Grievances and Appeals – Non Academic Matters Policy and Procedure.

5.5   Implementation

5.5.1   Roles and Responsibilities
This policy and procedure has rights and responsibilities as follows:

The Head of Student Engagement Learning and Quality Assurance is responsible for:
- implementation for this policy.
- ensuring that admissions practices are compliant with legislation, regulatory guidelines and NIDA's own documented policies and procedures.
- ensuring the eligibility and selection criteria for degree and vocational courses are made publically available to potential applicants by the first Monday of July each academic year.

The Executive Director, Conservatoire and the Executive Director, Pathways and Partnerships are responsible for:
- setting intake targets in consultation with Course Leaders.
- approving final offers to be made to short-listed applicants.

Course leaders are responsible for:
- providing Student Engagement Learning and Quality Assurance or Vocational Administration with the appropriate current selection and application criteria each

year in a timely manner to allow time for compilation and dissemination on the website.
- overall applicant management with respect to selection for their course.
- advising Student Engagement Learning and Quality Assurance or Vocational Administration of the outcome of the audition/interview process.

Staff are responsible for supporting this policy and in the recruitment process.

5.6 Support and advice

Support and advice with regards to applications is available from Student Engagement Learning and Quality Assurance (SELQA) for degree courses and from the Vocational Department for Vocational courses.

6. CHANGE HISTORY

Date	Change Description	Reason for Change	Author	Version
2018		Policy Review	Manager, Learning & Teaching	2.0
	• New format • Re-organised information • Expanded definitions • Expanded document framework			

7. CONSULTATION/BENCHMARKING

Benchmarked against policies and practice from a number of higher education providers and other sources
Relevant policy documents from the following are gratefully acknowledged:
- University of New South Wales
- Edith Cowan University (WAAPA)
- Australian Film, Television and Radio School (AFTRS)
- The Juilliard School

Consultation: Academic Heads of Courses, students (pending)

Legislation and Regulatory Frameworks	HE Threshold Standards 2015
	HE Support Act 2003
	Education Services for Overseas Students (ESOS) Act 2000 National Code 2018
	Privacy and Personal Information Protection Act 1998
	Disability Discrimination Act 1992
	Disability Standards for Education 2005
	Standards for RTOs 2015
	ASQA Directions