

## 1. POLICY STATUS AND DETAILS

Policy Number	AC05
Approving Authority	Academic Board
Date Implemented	01/01/2023
Current Version	5.0
Date of Review	February 2027
Contact Officer	Director Learning and Innovation
Related Policies, Procedures and Documents	<p>Student Handbook</p> <p>NIDA Student Charter, including the NIDA Student Code of Conduct</p> <p>Non-Academic Complaints and Appeals for Students Policy</p> <p>Fee Policy - Domestic Students</p> <p>Fee Policy - International Students</p> <p>Credit Transfer and Recognition of Prior Learning Policy</p> <p>Course Regulations</p>

## 2. DEFINITIONS

Term	Definition
<b>Accredited Program</b>	A program 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 programs. An accredited course is one that leads to the conferral of a degree or the awarding of a certificate or diploma
<b>Admissions</b>	The process by which a prospective student applies for a place in an accredited NIDA program, is considered and selected or rejected
<b>Applicant</b>	An individual who has made an application to be considered for a place in an undergraduate, graduate program or vocational program at NIDA
<b>Australian Qualifications Framework</b>	The AQF is the national policy for regulated qualifications in the Australian education and training system.
<b>Confirmation of Enrolment (CoE)</b>	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

<b>Credit</b>	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
<b>Credit Transfer</b>	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
<b>Documentary Evidence</b>	Certified transcripts, portfolios, references, work statements, photographs, Curriculum Vitae, referees
<b>Formal learning</b>	The attainment of formal qualifications achieved through study at an accredited education provider within the Australian Qualification Framework
<b>NIDA Code of Conduct</b>	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
<b>NIDA Student Charter</b>	A document that establishes the expectations for student conduct for the duration of their enrolment. It includes the NIDA Code of Conduct
<b>Offer</b>	The written advice to an applicant that NIDA is offering them a place in an accredited program of study
<b>Recognition of Prior Learning</b>	An 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
<b>Selection Criteria</b>	Characteristics used to select applicants for a particular course which will be made publicly available.

### 3. SCOPE

This policy applies to all applicants for accredited programs at NIDA.



Undergraduate Courses (BFAs)	Postgraduate Courses (MFAs)	Vocational Diplomas

This policy and associated procedures have responsibilities as follows:

The Director Learning and Innovation is responsible for:

- ensuring that admissions practices are compliant with legislation, regulatory standards and guidelines and NIDA's own documented policies and procedures.
- ensuring the accessibility of this policy by staff and applicants.
- ensuring the eligibility and selection criteria for degree and vocational programs are made publicly available to potential applicants by the first Monday of July each academic year.

- implementation of this policy.

All staff are responsible for supporting this policy.

## 4. PRINCIPLES

NIDA is committed to identifying and supporting applicants from diverse backgrounds to engage in the application and admissions process.

The principles that underpin applications and admissions processes are:

- a) eligibility and selection criteria for each course will be made publicly available in the course information on NIDA's website.
- b) a commitment to social equity and artistic and academic excellence. Applications are welcome from the broadest possible range of people.

## 5. POLICY

5.1 NIDA is committed to a merit-based selection of students in a fair and equitable manner.

5.2 Meeting the eligibility requirements alone does not guarantee selection or admission to a program.

### 5.3 Eligibility Requirements for Admission

5.3.1 General entry requirements for Higher Education Courses are:

- Completion of a year 12 certificate or equivalent qualification at the end of high school for undergraduate programs
- Completion of an undergraduate degree and/or five years documented relevant work experience for postgraduate programs
- 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 undergraduate and graduate courses respectively 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.
- 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.

5.3.2 General entry requirements for Vocational Education Courses are:

- English language proficiency requirements appropriate for vocational courses respectively be proficient in written and spoken English.
- Met the unit of competency level required by the applicable training package.

5.3.3 Program Entry Requirements.

Each discipline establishes specific entry requirements and eligibility criteria based on the unique nature of their course. 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 program and may include non-academic attributes required for successful completion of the program.

Program entry requirements may require other elements including, but no limited to:

- Attending an audition/ recall performance.
- Attending an interview ( in person/ online ).
- Presenting and speak to a portfolio and or project.
- Undertaking a skills test and or an English proficiency test.
- Completing a written literacy exercise.

#### **5.4 Selecting Applicants**

- 5.4.1 Only applicants who meet eligibility requirements will be considered for selection.
- 5.4.2 Selection is merit based and may take into consideration applicant's suitability for admission and the availability of NIDA resources and personnel.
- 5.4.3 Where applicants exceed places available in a program applicants may be ranked based on the published eligibility requirements.
- 5.4.4 For each course, NIDA may will establish a quota of places based on resources and capacity.
- 5.4.5 If you have been offered a place in a NIDA accredited course, you cannot defer the commencement of your study. If you are unable to commence for the year you applied for you will need to reapply the following year.
- 5.4.6 Program offers are subject to minimum enrolments.
- 5.4.7 The Deputy Director, Learning and Innovation has the authority to withdraw or cancel an offer of admission where the applicant has gained, or seeks to gain, admission by misrepresentation, falsification of documents, or other dishonest or fraudulent means.
- 5.4.8 The Director Learning and Innovation may approve an exemption from the English language requirements if satisfied that an applicant demonstrates sufficient English proficiency to successfully engage with course material.

#### **5.5 Application Fees**

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

#### **5.6 Appeals**

- 5.6.1 Appeals may be lodged by an applicant in relation to an admission decision where the applicant feels a procedural irregularity has occurred.
- 5.6.2 Appeals will be managed in accordance with the Student Complaints and Academic Appeals Policy.

#### **5.7 Support and Advice**

- 5.7.1 Support and advice with regards to applications is available from Student Services for all programs.

## **6. 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:

- Australian Film, Television and Radio School (AFTRS)
- Edith Cowan University (WAAPA)
- University of Sydney
- University of New South Wales (UNSW)

- The Juilliard School

Consultation: Academic Heads of Courses, students.

Legislation and Regulatory Frameworks	<a href="#">Higher Education Threshold Standards 2021</a> <a href="#">Education Services for Overseas Students (ESOS) Act 2000</a> <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018</a> <a href="#">Privacy and Personal Information Protection Act 1998</a> <a href="#">Disability Discrimination Act 1992</a> <a href="#">Disability Standards for Education 2005</a> <a href="#">National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025</a> <a href="#">ASQA Guidance and Resources</a>
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## 7. CHANGE HISTORY

Date	Change Description	Reason for Change	Author	Version
February 2026	Change to English language requirements; addition of information about falsified applications; clarity on appeal process; process for English language waiver	Addressing identified issues.	Head of Quality and Compliance	5.0
December 2025	Editorial change to correct policy titles and review date	Revised policy review schedule approved by Academic Board	Academic Compliance Manager	4.1
May 2025	Updates to reflect annual review of course recruitment process	Scheduled Policy Review as per NIDA Policy Re	Student Services	4.0
November 2022	Removal of irrelevant definitions	Legal advice from NIDA lawyers	SSQA	3.0
June 2022	Changes to: roles, formatting, definitions, minor phrasing adjustments	Revisions and updates as part of review		

June 2018	<ul style="list-style-type: none"> <li>▪ New format</li> <li>▪ Re-organised information</li> <li>▪ Expanded definitions</li> <li>▪ Expanded document framework</li> </ul>	Review	SELQA	2.0
June 2013				Policy No. 3/12