

Admissions to Master of Creative Industries by Coursework Program Policy

1. PURPOSE

This policy establishes a framework for the selection of applicants into the Master of Creative Industries by Coursework program.

This framework ensures that:

- Admission requirements support the selection of applicants who are capable of succeeding in their program on the basis of merit,
- Selection decisions are fair, consistent, as objective as possible, and transparent,
- Selection and admission requirements set out in this policy ensure that JMC Academy meets its educational and strategic objectives, as well as complying with relevant legislative, regulatory and reporting requirements.

2. SCOPE

This policy applies to the selection and admission of applicants to the Master of Creative Industries by Coursework program.

3. DEFINITIONS

Industry experience refers to skills and knowledge acquired through working, either on a paid or unpaid basis, in a cognate industry.

Experiential learning refers to uncertified learning acquired through experience.

Cognate refers to an area related to the fields of study in the Master of Creative Industries program.

Duration of employment: 1 year of employment is approx. 1,800 hours per year (38 hours per week for 47.5 weeks).

Standard entry refers to the admission of applicants who meet all requirements set out in 4.1.1 below

Non-standard entry refers to the admission of applicants who do not meet all requirements set out in 4.1.1 below.

For definitions not listed here please refer to *JMC Academy Glossary*.

4. POLICY

4.1 ENTRY REQUIREMENTS

4.1.1 Requirements for standard entry

- Recognised bachelor's degree (or higher award) in a cognate field of study, and
- Professional or academic reference, and
- Approval of the MCI Head of Department after an interview with the applicant.
 - In special circumstances the requirement for an interview may be waived by the MCI Head of Department.

4.1.2 Requirements for non-standard entry

In exceptional cases, an applicant may be admitted to the Master of Creative Industries program on the basis of

- Evidence of an appropriate level of academic and/or professional attainment in areas relevant to the applicant's proposed studies, and
- Approval of the MCI Head of Department after an interview with the applicant.

4.1.3 Additional requirements for International Students

The International Services Department will advise international students of all necessary requirements during their application process via an interview prior to enrolment, either face-to-face or via a video conferencing facility, as per *Orientation for International Students Policy*.

It is also the responsibility of the International Services staff, dealing with the admission of international students, to ensure that students who are studying at another Australian provider, and who have not yet completed six months of their principal course, are not enrolled into a JMC Academy course unless the student has been released by their existing provider.

4.1.4 The Interview

The purpose of the Interview is to clarify any issues concerning the applicant's aptitude for the MCI course of study, including their capacity to engage in critical thinking, formal writing and other academic aspects of the program. In exceptional cases, during or after the interview, an applicant may provide additional information to support their application.

4.1.5 Recognition of Prior Learning (RPL)

RPL for all units will be processed pursuant to the *JMC Academy Assessment Management Procedure and Awarding Credit for Recognition of Prior Learning Policy*.

4.1.6 English Language Requirements

Entry to all courses requires applicants to satisfy the English Language Proficiency requirements of the relevant course. Prospective students who have not studied secondary or tertiary level English must demonstrate that they meet the minimum requirements prior to admission.

The following English language requirements apply to international applicants and other applicants whose previous study was undertaken in a language other than English.

The minimum English language requirements for such applicants for entry to this program are as follows:

- A minimum overall band score of 6.5 on IELTS (Academic) with no sub-score of less than 6.0, or
- A minimum score of 575 on TOEFL, or
- An internet-based (iBT) TOEFL score of 79 (no sub-score less than 19), or
- No score less than 3+ in each skill of the ISLPR (conducted by ISLPR Language Services only), or
- A minimum grade of C on the Cambridge Certificate in Advanced English (CAE), or
- A minimum grade of C on the Cambridge Certificate of Proficiency in English (CPE), or
- An overall score of 61 in the Pearson Test of English (Academic) with a minimum of 54 in all Communicative Skills.

Alternative evidence of English language proficiency

- Completion of an agreed course at one of JMC Academy's English Language Intensive Courses for Overseas Students (ELICOS) partner schools.
- Nationality or prior study may be recognised.

English test results must be no more than two years old.

4.2 SUBMISSION

The application for enrolment submission must be made using the appropriate form available on the JMC Academy website or at the Administration Desk.

Where an applicant has been offered a place in a course as result of the provision of inaccurate information/evidence, the Campus Manager may withdraw the offer and cancel any enrolment allowed on the basis of acceptance of that offer. Prior to withdrawing the offer, the Campus Manager must:

- give the applicant an opportunity to explain and correct the inaccuracies or omissions in the information provided, and
- take into account the degree to which the applicant has contributed to the inaccuracies and omissions and the stage through the course at which the errors are detected.

4.3 SELECTION

Applicants must demonstrate:

- experience, skills and applied knowledge relevant to their proposed studies,
- capacity for collaboration,
- capacity to engage in critical thinking, reflection and the research-related activities of the Master of Creative Industries by Coursework program.

Depending on their qualifications and experience, applicants may be required to provide additional evidence to establish that they are likely to succeed in completing their chosen course of study.

The Head of Department can delegate to Student Admissions (for domestic students) and International Services (for international students) the power to approve applications for enrolment via standard entry (4.1.1 above), provided that this delegation does not involve the exercise of academic judgement and is limited to administrative checking of applications to determine that they meet specific criteria set by the Head of Department.

4.4 OFFERS

Offers of admission to commencing students will set out the program and study details, including, where applicable, attendance mode, attendance type, and campus for which the offer is made, as well as details on how to respond to the offer. Students are required to enrol in accordance with the offer of admission and complete at least the first study period accordingly.

Conditional offers may be made subject to specified conditions being satisfied prior to the census date in the first enrolled teaching period.

Following the Head of Department's (or delegate's) approval, Student Admissions or International Services, as appropriate, have the authority to make offers of admission to the program.

4.4.1 Response to offer

A person receiving an offer of admission must respond to the offer by the due date and by the process specified in the notice of offer. If an applicant fails to respond to the admission offer by the date specified in the notice of offer, the offer will lapse.

An applicant may apply to reinstate a lapsed offer. Approval to reinstate a lapsed offer can only be granted if places are still available in the program and student category.

4.4.2 Deferral

Applicants who have been offered a place in a course will be permitted to defer their entry into that course for:

- Up to one year for domestic applicants,
- Up to one trimester for international applicants.

Information on the deferral status of each course will be available from Student Admissions or International Services, as appropriate. This information is subject to any conditions that may be approved by the Campus Manager.

4.5 CONFLICT OF INTEREST

Staff members must avoid being placed in a situation where they are taking action, making a decision or have the ability to influence any action or decision of JMC Academy that involves a conflict of interest, or the reasonable perception of a conflict of interest. A conflict of interest will certainly exist if a staff member is involved in the admission, supervision, assessment or examination of students with whom he or she has, or has had, a close personal relationship. It will usually be inappropriate and a breach of JMC Academy policy for the staff member to teach, supervise or examine a student with whom the staff member has a close personal relationship.

Staff are required to complete a conflict of interest declaration if a family member or other personal affiliation is applying for admission to JMC Academy. Forms are available from Administration.

4.6 RESPONSIBILITIES

Student Admissions (for domestic students) and International Services (for international students) are responsible for:

- The timely and secure processing of applications, and
- Assisting applicants, as required, to submit accurate, complete, authentic and certified evidence accompany their application, and
- Evaluating some applicants' submissions and making the final decision in regard to successful applications as delegated by the Head of Department (4.3 above), and
- Liaising with the Head of Department, Campus Manager and Student Services about their decision/s.

The **Head of Department or delegate** is responsible for:

- Evaluating all applicants' submissions (other than those delegated to Student Admissions or International Services), and making the final decision in regard to successful applications,
- Liaising with Student Admissions, International Services, Campus Manager and Student Services about their decision/s.

The **Campus Manager** is responsible for oversight of the application process, offers and deferrals.

Student Administration is responsible for enrolling students in the Student Management System and the communication of enrolments to the Head of Department.

The **Academic Board** is responsible for setting admission standards including entry requirements and approving admission policy and procedures.

4.7 ASSESSING INDUSTRY EXPERIENCE

4.7.1 Criteria

In assessing an applicant's industry experience, the following criteria are taken into account:

- Level of experience,
- Experiential learning,
- Quality and duration of work,
- Relevance of field/discipline area/industry to proposed studies,
- Type of evidence provided,
- Other.

4.7.2 Supporting Documentation

Supporting documentation may include but is not limited to:

- Official academic transcripts,
- Academic testamurs and other certifications,
- Indicative Project Proposal,
- Creative Portfolio,
- Curriculum Vitae,
- Letters of Recommendation and Reference,
- Proof of expected graduation,
- Passport,
- Proof of English proficiency,
- Any such other documentation/evidence to support the Applicant's claim for admission.

5. COMPLAINTS and APPEALS

Applicants may access the *Student Complaints and Appeals Policy* and its associated procedures to appeal against any decisions made under this policy.

6. POSITIONS RESPONSIBLE FOR IMPLEMENTING POLICY

- Student Admissions
- International Admissions and Inquiries Officer
- Director of Postgraduate Studies and Research
- Head of Department
- Director of Education
- The Campus Manager
- Student Services
- Academic Board

7. RELATED DOCUMENTS

- Assessment Management Procedure
- Awarding of Credit Points for Prior Learning Policy
- Admissions to Master of Creative Industries by Coursework Program Procedure
- Diversity Equity and Inclusion Policy
- English language requirements for international students (postgraduate)
- Student Complaints and Appeals Policy
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- The JMC Academy International Prospectus,
- Transfer between Registered Providers Procedure

- Transfer between Registered Providers Policy
- Orientation for International Students Policy
- International Student Fee Refund Policy
- JMC Academy Glossary

8. RELATED LEGISLATION

This Policy supports JMC Academy's compliance with the following legislation:

- Higher Education Support Act 2003 (Cth),
- Higher Education Standards Framework (Threshold Standards) 2015,
- Education Services for Overseas Students (ESOS) Act 2000 (Cth),
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
 - ESOS National Code 2018, Part B, Standard 2

9. POLICY REVIEW DATE

9th August, 2022

10. VERSION CONTROL TABLE

Title	<i>Admissions to Master of Creative Industries by Coursework Program Policy</i>			
Maintained By	Education Team			
Approving Authority	Academic Board			
Approved Date	09/08/2019			
Version Number	Modified By	Modifications Made	Date Modified	Status
1.0				Superseded
1.1	P. Gainey	Amended 'Responsibilities' section	01/12/2017	Superseded
1.2	G. Jedlinska	Reformatted, added related documents and related legislation sections, updated positions	20/09/2018	Superseded
1.3	M. Hafda	Updated section 5, Complaints and Appeals	11/10/2018	Superseded
1.4	G. Jedlinska M. Cass R. Albury	Clarified entry requirements to MCI. Replaced DoPSR with HoD. Alternative evidence of English language proficiency added.	19/07/2019	Approved by the Academic Board on 09/08/2019 Current