

## Selection of Students into Undergraduate Courses Policy

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### 1. PURPOSE

The purpose of this policy is to determine and govern rules of selecting students for admission into the JMC Academy's undergraduate courses in a fair, transparent and equitable manner, adhering to the JMC Academy's selection guidelines and the relevant state-based selection system rules and timelines. Student selection is merit based, taking into consideration a student's capacity to succeed regardless of their background.

### 2. SCOPE

This policy applies to all undergraduate students at all JMC Academy campuses and includes domestic and international applicants

### 3. DEFINITIONS

Please refer to *JMC Academy Glossary*.

### 4. POLICY

The JMC Academy Academic Board is responsible for determining the selection criteria and conditions of admission.

Selection into JMC Academy higher education courses is based on processes that:

- are fair, transparent, equitable and consistent,
- encourage diverse and broad access to its courses, taking into consideration possible social or educational disadvantage,
- identify students with academic suitability with the capacity to succeed,
- is merit based.

This information is published on the JMC Academy website and through VTAC for applicants wishing to study in Victoria.

#### 4.1 GUIDELINES

- All applicants must formally apply to JMC Academy before commencing their studies.
- All applicants must complete the JMC Academy Application for Enrolment and attend an interview with the responsible officer at JMC Academy
  - At interview, the student will be asked to provide information on their aspirations and goals to pursue a career in the creative industries,
  - At interview the student will be asked to demonstrate their ability to successfully complete the course by providing information regarding their academic history and learning background,
  - At interview the student will be asked to demonstrate their aptitude for academic study which apart from academic background may include providing information regarding student's health. The physical and emotional health of students are important factors in selection to some of the JMC Academy's courses. If JMC Academy has any concerns relating to health issues students may be requested to supply further information, i.e. Medical Certificate, which indicates that they are able to cope with the demands of the course,

- International Students located offshore will be required to have a face-to-face video call for their interview.
- In Victoria, all current Year 12 applicants for admission into undergraduate degree courses must apply through VTAC.
- Selection criteria, process and relevant dates are published in:
  - The JMC Academy website,
  - The JMC Academy Information for Prospective Students,
  - The JMC Academy International Prospectus,
  - The VTAC Guide.

## 4.2 SELECTION CRITERIA

Selection into JMC Academy higher education courses is based on the entry requirements and criteria for each course, as determined by the JMC Academy Academic Board.

These are as follows:

### 4.2.1 Normal Entry Pathway

#### ***Domestic Students***

All domestic applicants seeking placement in JMC Academy undergraduate programs must have a proficiency in English and:

*either A*

- be at least 17 years of age, and
- have satisfactorily completed:
  - year 12 in the Australian school system, or
  - equivalent with a Senior Secondary Certificate pass in General English, or
  - a similar qualification
    - Certificate IV (or above) – for Bachelor program applicants
    - Certificate III (or above) – for Diploma applicants,

*or B*

- be over 21 years of age.

A resume or statement of intent may be requested for non-year 12 applicants.

Individual undergraduate programs have additional requirements that all prospective students must satisfy, such as an instrumental or vocal audition for acceptance into the Music Performance program and a portfolio for Design, 3D Animation and Game Development programs.

#### ***International Students***

International students are required to submit evidence of successful completion of a senior Secondary School certificate (transcripts and certificate must be translated and certified) and are required to be over 18 years of age. Please refer to the 'Entry Requirements by Country' document for a list of relevant certificates.

For all undergraduate programs minimum English requirements must be satisfied: Academic IELTS 6.0 overall (with no single band score below 5.5) or equivalent. Please refer to the Assessing English Language Proficiency Policy and Procedure for more detailed English language requirements.

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.

#### 4.2.2 Alternate Entry Pathway

Alternate entry is available to applicants who have not completed the requirements outlined above.

Applicants for alternate entry must either:

- demonstrate high likelihood of successful completion of studies with evidence provided in writing and demonstrated at interview. Individual conduct at interview must show strong evidence of aptitude with supporting evidence of prior vocational studies and/or relevant creative and/or workplace experience, which will be used to ascertain suitability for entry to a Diploma course, or
- have obtained a Certificate III at JMC Academy.

On successful application for alternate entry, students will be allocated to the Diploma course which forms the first two trimesters of the degree program. Upon completion of the required 48 credit points of study for the award of the Diploma, students may subsequently articulate into the relevant bachelor's degree.

If an applicant meets most of the requirements for alternative entry to the Diploma, with a reasonable likelihood of success, further consideration may be given to other equity criteria. Provision for reasonable adjustment can be negotiated for socially and educationally disadvantaged people. Individual applicants may be disadvantaged for various reasons including:

- Disability
- Serious illness
- Disrupted education
- Serious family problems
- Social disadvantage
- Misadventure and other individual factors

The relevance of additional criteria, and the likely impact on the potential success of the student in their preferred field of study, is assessed on a case-by-case basis and the case for reasonable adjustment must be fully documented on the student file. The letter of offer for conditional entry that takes account of any secondary considerations must specify the nature and limits of the reasonable adjustment that JMC Academy is willing/able to accommodate, along with the previously negotiated and agreed expectations and conditions that such students must abide by as a condition of admission to JMC Academy.

#### ***English Language Proficiency***

Entry to all courses requires applicants to satisfy the English Language Proficiency requirements of the relevant course. Prospective students who have not studied secondary level English must demonstrate that they meet the minimum requirements prior to admission. Please refer to the Assessing English Language Proficiency Policy and Procedure for more detailed English language requirements.

#### ***Documentation***

JMC Academy requires original or certified copies of documents prior to enrolment. Domestic students will be required to provide proof of identity and proof of citizenship (Australian and NZ citizens) or proof

of residency for permanent residents of Australia. International students will be advised by the International Services Department of the necessary requirements during their application process.

In addition, JMC Academy may request additional documents such as proof of previous study or evidence of work experience. It also reserves the right to verify the authenticity of any documentation submitted.

## 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:

- Campus Managers
- Administration
- Student Recruitment and Admissions
- International Admissions and Inquiry Manager
- Director of Education
- Academic Board

## 7. RELATED DOCUMENTS

- Transfer between Registered Providers Procedure
- Transfer between Registered Providers Policy
- Diversity Equity and Inclusion Policy
- Entry Requirements by Country
- English Language Entry Requirements for International Students
- Assessing English Language Proficiency Policy
- Assessing English Language Proficiency Procedure
- Selection of Students into Undergraduate Courses Procedure
- 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

18<sup>th</sup> April, 2022

## 10. VERSION CONTROL TABLE

Title	<i>Selection of Students into Undergraduate Courses Policy</i>			
Maintained By	Education Team			
Approving Authority	Governing Council			
Approved Date	07/05/2020			
Version Number	Modified By	Modifications Made	Date Modified	Status
B2.01	A Broughton		31/07/2014	Approved by the Academic Board on 01/08/2014 Superseded
2.1	G. Jedlinska	Reformatted, added related documents and related legislation sections, definitions replaced by referencing to JMC Glossary	12/09/2018	Superseded
2.2	M. Hafda	Updated section 5, Complaints and Appeals	11/10/2018	Superseded
2.3	L. Te	Added 'International Students' sections in 4.2.1 and 4.2.2	15/10/2018	Approved by G. Markakis as a Health Check on 17/10/201 Superseded
2.4	G. Jedlinska G. Markakis	Removed ATAR/OP as an entry requirement to reflect Academic Board decision. 'English language proficiency' and 'Documentation' sections updated	15/04/2019	Approved by G. Markakis as a health Check on 18/04/2019 Superseded
2.5	G. Jedlinska	Amended section 4.2.1 – minimum age added	07/05/2020	Approved by G. Markakis as a health Check on 07/05/2020 Current