

**POLICY TITLE:**      **Student Application and Admission**  
(International Students)

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## **Purpose**

The purpose of this policy is to outline Photography Studies College (Melbourne)'s (the College) approach to international student applications and admissions and to ensure compliance with the Australian Consumer Law.

## **Policy**

The College 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 the College. The College will ensure that all prospective and admitted international students are made aware of the requirements and obligations of applying and being admitted as a student of the College.

## **Procedures**

### **1. Information prior to accepting students**

The College will make available the following information to all prospective international students on the [www.psc.edu.au](http://www.psc.edu.au) international student website page and outlined in the international student information guide:

- academic entry requirements – specific English language proficiency (refer to Assessing English Language Proficiency of International Students Policy), educational qualifications or work experience;
- information on accredited courses available to international students – course code, course content – including course credit, course duration, course qualification, indicative tuition and non-tuition fees (under specific course page on the [www.psc.edu.au](http://www.psc.edu.au) website);
- information on campus locations and facilities;
- the grounds on which an enrolment may be deferred, suspended or cancelled (outlined in the Deferral, Suspension or Cancellation of Enrolment Policy);
- information on accommodation options and indicative costs of living in Australia;
- links to the Education Services for Overseas Students (ESOS) legislative framework website.

### **2. Application Process**

The College welcomes applicants 18 years of age and over, representing a wide range of ages and life experiences, educational and working backgrounds, cultural roots and nationalities.

For admissions to College courses, prospective students are required to apply directly to the College by completing the specific course of study International Application Form available through the Photography Studies College (Melbourne) website: [Bachelor of Photography Course](#), [Undergraduate Certificate of Photography](#), [Undergraduate Certificate of Digital Imaging](#) or [Master of Arts Photography](#) and provide supporting documentation in relation to their course entry requirements specified below.

The College will check with potential students whether they are currently enrolled with another education or training provider before completing an enrolment – refer to *Transfer between providers policy and procedures*.

Selection requirements are based on successfully meeting the course entrance requirements, interview and the presentation of a satisfactory folio of work. For applicants not in Australia, an interview will be arranged by phone, zoom or video link.

For further details of the application and admissions process for graduate programs at the College, prospective applicants must refer to the *Master of Arts Photography application selection and admissions policy* under [Academic Policies](#) on the College website.

The College will ensure that throughout the process of selection and admission, prospective students are treated courteously and expeditiously.

Student selection procedures are published in the College's Course Guides and on the College's website.

### 3. Course Entry Requirements

#### Undergraduate Course Applicants

For admission to the College's undergraduate courses of study, the College has as a minimum educational requirement evidence of completion of Secondary School Year 12 or equivalent (certified transcripts of results and any post-secondary qualifications).

Prospective students must also satisfy additional course entrance requirements:

- **presentation of a folio of work** - folios should contain **8 - 10 images** and show a range of creative work demonstrating an exploration of ideas and themes. This, together with the applicant's process workbook, ideas journal and or visual diary should represent their ideas, concepts, inspirations, abilities and investigative processes. The work should demonstrate the applicant's creative potential and aptitude for photography.
- **interview** –The interview allows the applicant to communicate their folio ideas and concepts, both visually and orally. In viewing and discussing the applicant's folio the College is looking for evidence that their work demonstrates originality, creative and conceptual potential and a capacity for visual exploration.
- details of any previous experience in the photographic industry and evidence of this experience.
- evidence of one of the following in **English Language Proficiency**:
  - International English Language Testing System (IELTS) Academic Module: Overall score of 6.0 (no band less than 6.0);
  - TOEFL Internet: Test score 65 (minimum writing score 21);
  - Pearson Test of English (PTE): Overall score 50 -57 (no section score less than 50);
  - University of Cambridge – Advanced (CAE): Total score of 169;

- evidence of ability to pay the international tuition fees, overseas student health cover cost, equipment requirement costs, other course material costs and living expenses
- certified copy of passport.

## Graduate Course Applicants

Admission into the College's graduate courses of study is decided on a case-by-case basis. Normally prospective students will have an undergraduate qualification in Photography, Creative Arts or a related area; however, prospective students with a diverse range of qualifications and/or significant professional experience are encouraged to apply.

Prospective students must also satisfy additional course entrance requirements:

- **presentation of a folio of work** accompanied by a **short contextual statement**:
  - A submission of selected **20 to 30 images** evidencing your current creative practice;
  - **Project proposal** (up to 500 words) and a **personal statement** (100 words) representing ideas, concepts, inspirations, abilities and investigative processes.
- **interview** - Each applicant will be provided with the opportunity to demonstrate an objective, critical and reflective relationship to their work. In viewing and discussing the applicant's creative practice, the interview is used to assess the extent to which a candidate demonstrates:
  - a thoughtful and responsible approach to practice
  - their capacity for independent research / professional practice
  - appropriate critical and reflective abilities
  - an awareness of the cultural and social context within which they practice
  - appropriate communication skills
  - a preparedness to participate collaboratively in debate, practice and presentation.
- applications must be accompanied with **two references (at least one should be academic or professional)** and copies of relevant **qualification certificates**.
- evidence of one of the following in **English Language Proficiency**:
  - International English Language Testing System (IELTS) Academic Module: Overall score of 6.5 (no band less than 6.0);
  - TOEFL Internet: Test score 79 (minimum writing score 21);
  - Pearson Test of English (PTE): a minimum overall score of 58 (no section score less than 50);
  - University of Cambridge – Advanced (CAE): minimum overall score of 175;
- evidence of ability to pay the international tuition fees, overseas student health cover cost, equipment requirement costs, other course material costs and living expenses
- certified copy of passport.

## **Enrolment**

Applicants who have successfully met the course entrance requirements and the selection criteria will be advised in writing with a Letter of Offer from the College.

Successful applicants will then be required to complete the College's International Enrolment and pay the relevant enrolment fee, tuition fees for one semester, and the Overseas Student Health Cover payment. In cases where an international student organises their own OSHC, they must provide the certificate of cover to PSC. Once these payments are received and confirmed, an electronic confirmation of enrolment (eCoE) will be issued. This Confirmation of Enrolment must be taken to the nearest diplomatic mission, as stated on the eCoE certificate – along with the other student Visa requirements.

## **Fees**

Enrolment into College courses is on an annual basis and tuition fees are payable for each year of enrolment.

There are additional equipment and material costs involved in College courses. These costs are provided on the Expenses Other than Tuition Fees information sheet, available on the relevant course page under Tuition Fees and Enrolment on the College's website.

## **Recognition of Prior Learning (RPL) and/or 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*.

During the interview process, the interviewing staff will explain to all enrolling students the procedures to apply for recognition of prior learning and/or to apply for credit transfer, and the required evidence to support such claims.

Students who have been granted RPL or course credits will be provided with a written record of acceptance. The College will retain this written record of acceptance for two years after the student ceases to be an enrolled student.

In the event that an RPL or course credit has been granted that reduces the course length for a student after the initial (CoE) is issued, this will result in the College re-issuing a Confirmation of Enrolment (CoE) for the reduced duration of the course.

The CoE Administrator will report the change of course duration in the Provider Registration and International Student Management System (PRISMS) if RPL or course credits are granted after the international student's visa is granted.

## **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  
Dean of Photography Studies  
Interviewing staff (including Academic Staff)  
Student Services staff  
CoE Administrator

## **Definitions**

Nil

## **Related Documentation**

### **Policies**

RPL and Credit Transfer  
Master of Arts Photography - Application Selection and Admissions  
(Domestic and International)  
Transfer between Providers Policy and Procedures (International)  
Deferral, Suspension and Cancellation of Enrolment (International)  
Assessing English Language Proficiency of International Students

### **Procedures Forms & Documents**

Specific to relevant course of study:  
Interview Form  
International Student Information Guide  
International Student Handbook  
International Application Form for relevant course of study  
International Tuition Fee Schedule (for relevant year of entry and course of study)  
Expenses Other Than Tuition Fees information sheet  
International Student Offer Letter  
RPL Application Form  
Credit Transfer Application Form

## Publishing Details

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Julie Moss - Managing Director

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A handwritten signature in black ink, appearing to read 'Julie Moss', with a large loop at the start and a horizontal line extending to the right.