

Admissions Policy 2018

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1 INTRODUCTION

1.1 PURPOSE & SCOPE

The purpose of the NAS Admissions Policy is to provide:

- Entry requirements for award programs of study
- staff with guidelines when determining admission requirements;
- a broad and flexible framework for the student selection process in the NAS;
- an efficient and equitable student selection process for applicants.

This policy outlines the responsibilities of those involved in the selection process and includes procedures and guidelines to assist them with its implementation. This policy replaces the NAS Student Selection Policy and NAS Entry Requirements Policy, 2007.

The NAS Admissions Policy covers:

- NAS courses requiring application;
- Admission requirements;
- Admission procedures;
- Interview and evaluation procedures;



2 POLICY STATEMENT

The NAS Admissions Policy reflects current Higher Education legislation. Admission requirements should be consistent with the requirements of the Australian Qualifications Framework (AQF). The selection process is based on selection principles and business practices endorsed by the NAS Academic Board. These principles support the provision of a fair and equitable selection process in line with principles of access and equity.

There is a high demand for all NAS courses. In each course area it is important that staff involved in student selection recognise the need to achieve a balance between selecting students with the greatest likelihood of success and making due provision for students with a range of backgrounds and experiences.

2.1 RESPONSIBILITIES

HEAD OF STUDIES

The Head of Studies is responsible for:

- ensuring that all staff are aware of and carry out their responsibilities in respect of student selection in an effective and efficient manner.

STUDENT SERVICES

Student Services is responsible for:

- maintaining all records pertaining to applications and admissions;
- managing the selection process;
- ensuring that applicants and potential applicants are fully informed regarding entry requirements and the selection process;
- referring people with disabilities (where appropriate) to the NAS Counsellor for advice on course suitability and educational support. Applicants should be advised that students have the right to select subjects, in line with course requirements. However, where students are unable to meet all subject assessment requirements because of a disability, they should be informed if alternative methods exist which may enable them to complete the course and which may not present the same barriers to achievement in relation to their particular disability;
- notifying the relevant Departments of any variation in the method of selection; notifying applicants of the outcome of the selection process;
- consulting with the Head of Studies on issues related to selection;
- developing and providing selection guides to assist academics to implement student selection criteria and methods;
- ensuring that information included in the Student Handbook is consistent with the accreditation/registration course documentation;
- advising prospective (and enrolled) students on entry requirements, selection criteria and recognition of prior learning;
- discussing with applicants their educational achievements, skills, interests and goals with a view to selecting the most appropriate course and level of course;

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- discussing with applicants their likely success/ability to cope with the course in the context of their educational background, social/personal environment and ability levels;
 - assisting applicants, where necessary, to complete the UAC Application Process;
 - advising applicants on educational equivalences and recognition of overseas qualifications;
 - referral of unsuccessful students to other NAS courses or programs; to other education/training providers; to bridging courses; or, through discussion, to alternative means of achieving goals and objectives;
 - assisting the negotiation of course/subject transfers or alternatives where the student finds their choice of program is inappropriate;
 - reviewing selection criteria and methods annually and, where necessary, amending them to comply with the NAS Entry Requirements Policy.

UNDERGRADUATE COORDINATOR

The Undergraduate Co-ordinator is responsible for:

- acting as convenor of a selection panel or, if not available, nominating an appropriate convenor;
- ensuring that academics participating in selection panels are familiar with the NAS Admissions Policy and Entry Requirements Policy and carry out their selection responsibilities in an effective and efficient manner.

POSTGRADUATE COORDINATOR

The Postgraduate Co-ordinator Studies is responsible for:

- acting as convenor of a selection panel or, if not available, nominating an appropriate convenor;
- ensuring that academics participating in selection panels are familiar with the NAS Student Admissions Policy, Entry Requirements Policy and carry out their selection responsibilities in an effective and efficient manner.

RESPONSIBILITIES REGARDING RE-ENROLLING STUDENTS

Re-enrolling students continuing a course are to be allocated places in advance of new enrolments.

Where an enrolment has lapsed NAS may require the person in question to apply for re-enrolment. Such admission procedures should focus on the applicant's ability and motivation to complete the course. Continuous enrolments will always take priority for places over returning lapsed enrolments

Re-enrolment is normally considered as a continuation of a course until a qualification is granted. It is subject to the completion of prerequisite conditions and compliance with the regulations and policies of the National Art School.

NATIONAL ART SCHOOL ACADEMIC BOARD

The National Art School Academic Board is responsible for:

- establishing entry requirements for all courses;

- establishing selection criteria and methods for all courses as part of the Higher Education Standards and Australian Qualification Framework

2.2 DEFINITIONS

a) **Entry Requirements**

Entry requirements are the minimum qualifications, knowledge, skills and/or experience which students must have if they are to be considered for entry to a course. Entry requirements are used to determine whether an applicant is eligible for entry into a course.

b) **Eligible Applicant**

Entry requirements are used to determine whether an applicant is eligible for entry into a course. An eligible applicant is one who has met the entry requirements for a course.

c) **Selection Criteria**

Selection criteria are applied after applicants have met the entry requirements. They are the factors taken into account when deciding which applicants will be offered a place in a course.

d) **Selection Methods**

Selection methods are used to evaluate students against the selection criteria. For all courses at the NAS the selection method initially is the information provided on the application form and applicants must also attend an interview and provide examples of their work.

e) **Selection Process**

The student selection process is applied by NAS staff. The outcome of a selection process is the ranking of eligible applicants in a priority order. In this manner, those eligible applicants who are ranked more highly will be offered a place in a course before others who are not ranked as highly.

f) **Selection Guide**

NAS has developed interview questions as a guide for staff involved in selection. To assist academic staff in the implementation of student selection procedures, selection interview questions include information on:

- Still life drawing test completed prior to the interview (undergraduate applicants only);
- Evaluating commitment and career interests;
- Quality of portfolio;
- Scoring the selection criteria;
- Cultural awareness and communication skills;

Any other information which NAS may wish to provide on the selection process and related details.

g) **New enrolments and re-enrolling students**

A re-enrolment is normally considered as a continuation of enrolment in a course until a qualification has been awarded.



3 UNIVERSITY ADMISSIONS CENTRE (UAC)

The National Art School joined the Universities Admissions Centre (UAC) for undergraduate admissions in 2014. Applicants to the Bachelor of Fine Art must apply to the National Art School through the UAC system and adhere to UAC policies and procedures for application.

4 ENTRY REQUIREMENTS

4.1 BACHELOR OF FINE ART (BFA)

NAS follows the Australian Qualifications Framework guidelines for admission policies and procedures in the Bachelor of Fine Art program.

The educational qualifications required for admission into the BFA are:

- successful completion of Year 12 (NSW Higher School Certificate or equivalent), or
- TAFE CERT IV in Fine Art or equivalent, or
- successful completion of a minimum of one year's tertiary study at an equivalent institution or
- Completion of the UAC STAT test.

Please note: all tertiary qualifications must be from an Australian Qualifications Framework accredited course.

The other primary criterion for admission to the NAS undergraduate program is evidence of the applicant's ability and potential in the visual arts. These qualities are evaluated by means of portfolio, transcripts of previous results, interview and Art Entrance Test. Students unable to attend an interview (e.g. overseas applicants) may apply using slides, CD ROM, transcripts of results of previous training and photographic documentation.

Applicants who do not meet the required educational qualifications for acceptance into the BFA are encouraged to complete a TAFE Diploma in Fine Art or TAFE matriculation program prior to applying to NAS the following year.

4.2 ADVANCED STANDING

Credit transfer at undergraduate level is recognition of prior study at a university or TAFE. Students admitted with Advanced Standing are given credit towards the degree for all appropriate subjects completed at another institution up to a maximum of two thirds of the total credit points required for the degree. Specified credit will be given for subjects closely related to a subject offered within the degree program. Advanced standing is only given for study completed in the last 10 years and is subject to places being available.

The educational qualifications required for admission with Advanced Standing into the BFA for second year are:

- successful completion of the first year of a degree in fine art at an equivalent institution, or
- successful completion of a two year Diploma in Fine Art at TAFE or an equivalent institution.



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- successful completion of a three year Advanced Diploma in Fine Art at TAFE or an equivalent institution.

The educational qualification required for admission with Advanced Standing into the BFA for third year is:

- successful completion of the first and second years of a degree in fine art at an equivalent institution.

All applications must include certified copies of academic transcripts and copies of all subject descriptions from a relevant handbook. Advanced Standing is only given to study completed within the last ten years. Applicants are assessed via interview and portfolio presentation by designated staff, including the relevant Head of Department where applicable.

Specified credit will be given for subjects closely related to a subject offered within the degree program. Individual subject exemption applications must be made on an *Application for Subject Exemption* form available from NAS Student Services. The form must be accompanied by certified copies of academic transcripts and copies of all subject descriptions from a relevant handbook. Students will be notified by mail of the outcome of their application with a list of all subjects given exemptions. Subject exemptions are only given to study completed in the last 10 years.

4.3 MASTER OF FINE ART

Admission to the National Art School is based on academic merit, portfolio and interview. Applicants are considered for admission on the basis of:

- AQF level 7 qualifications in Fine Art, or
- overseas tertiary qualifications in Fine Art considered equivalent to Australian studies,
and
- completion of a major in the intended studio specialisation,
and
- a credit average in a fine art degree or
- meet the requirements of an alternative entry scheme.

All applicants are evaluated on their ability in the visual arts and potential as professional artists. These qualities are evaluated by means of application, portfolio and interview. Applicants who are advancing from the BFA at NAS may be waived the interview requirement.

Students must be competent at communicating in both written and spoken English as evidenced by the minimum educational attainment. For International Students please refer to the NAS English Language Requirements.

Alternative Entry Scheme

In exceptional cases where applicants do not possess any of the qualifications outlined above they may apply for admission to the Master of Fine Art with:

- completion of an undergraduate degree in another discipline, and
- extensive professional experience in the arts.



Professional experience will include an established record of production and presentation of art works through industry/professional systems as follows:

- Regular presentation of work for solo and group exhibition in venues of industry standing and professional recognition;
- Inclusion of work in curated exhibition programs/projects and art prizes of industry standing and professional recognition;
- Inclusion of work in public and/or private collections of curatorial significance and professional recognition;

4.4 DOCTOR OF FINE ART

Admission to the National Art School is based on academic merit, proposal, portfolio and interview. Applicants are considered for admission on the basis of:

- AQF level 9 qualifications in Fine Art, or
- overseas tertiary qualifications in Fine Art considered equivalent to Australian studies, or
- meet the requirements of an alternative entry scheme.

All applicants are evaluated on their ability in the visual arts and potential as professional artists. These qualities are evaluated by means of proposal, portfolio and interview. Applicants who are advancing from the MFA at NAS may be waived the interview requirement.

Students must be advanced at communicating in both written and spoken English as evidenced by the minimum educational attainment.

For International Students please refer to the NAS [English Language Requirements](#).

Alternative Entry Scheme

In exceptional cases where applicants do not possess any of the qualifications outlined above they may apply for admission to the Doctor of Fine Art with:

- completion of an AQF level 9 in another discipline, and
- extensive professional experience in the arts.

Professional experience will include an established record of production and presentation of art works through industry/professional systems as follows:

- Regular presentation of work for solo and group exhibition in venues of industry standing and professional recognition;
- Inclusion of work in curated exhibition programs/projects and art prizes of industry standing and professional recognition;
- Inclusion of work in public and/or private collections of curatorial significance and professional recognition.

NAS reserves the right to extend professional equivalence to meet the entry requirement without a level 9 AQF qualification in cases where the applicant holds extraordinary levels professional practice. The applicant must be able to satisfy NAS of their ability to meet the academic rigours of studying a qualification at this level.

4.5 ENGLISH LANGUAGE REQUIREMENT (INTERNATIONAL STUDENTS ONLY)

All programs at NAS are taught in English. Applicants who are applying on the basis of qualifications not conducted in the English language must provide proof of their competence in English.

This can be done by providing results from an accepted test of English competence (see list below). Test scores are not valid if the test was taken more than 2 years prior to the date of the offer of a place at NAS.

Applicants who are not native English speakers but who have undertaken at least 2 years study at an institution where the sole language of instruction was English will not be required to undertake a language test if they can provide a statement or certificate issued by the Registrar's office of that institution as confirmation. The study must have been undertaken no more than 2 years prior to the date of the offer of a place at NAS.

Accepted English Tests

Test	Test Score
IELTS (International English Language Testing System)	6.5 overall, minimum of 6.0 in each band
TOEFL – Paper based test (PBT)	580 overall paper-based and 5.0 in TWE
TOEFL – Internet based test (IBT)	92 overall internet-based, 24 in writing

Additional Accepted Test Scores and Qualifications

Language Provider	Test Score
Australian Centre for Languages (ACL)	65% overall in EAP Diploma with pass in all sections
UNSW English Entry Course (UEEC)	7.0 overall or C+ with minimum score 20 in Writing
Sydney English Language Centre (SELC)	Advanced level EAP 1 overall score 75%
National Centre for English Language Training & Research (NCELTR)	Pass (P) in Direct Entry Programs

Australian College of English (ACE)	EAP 3 overall score 65%
University of Western Sydney English Language Centre	EDE overall score 75% and pass in each section
NAVITAS Academic English	

Applicants who have completed one of the following criteria may also satisfy the English language requirement:

- Tertiary qualification in Australia completed within 2 years
- Secondary or tertiary studies in a country where the study was conducted in English within the last 2 years
- Year 11 and 12 in an Australian High School
- Australian matriculation score C or better
- TAFE AQF Certificate IV in English for Academic Purposes, AQF Diploma or Advanced diploma
- Cambridge Certificate of Proficiency in English (CPE) with a minimum of a B Grade or Cambridge Certificate in Advanced English (CAE) with a minimum grade of A.

Applicants are required to submit test scores with their application, or as soon as they become available. An offer of admission may be made pending the receipt of an English test result if all other entry requirements have been satisfied.

5 GUIDELINES FOR THE USE AND INTERPRETATION OF SELECTION CRITERIA AND METHODS

5.1 APPLYING SELECTION CRITERIA AND METHODS

The following conditions apply:

- Applicants must meet all entry requirements before they can be considered for entry to a course.
- Selection criteria apply to all applicants.
- The selection criteria and methods must be used to ensure consistency across the interview process.

5.2 SELECTION CRITERIA

It is important to assess each applicant in the light of the full range of selection criteria specified for the course. The assessment must focus on the actual criteria including the applicant's language or communication skills. In cases where there is concern about applicants' language/literacy skills, applicants should be advised to discuss this with the appropriate Student Services staff member.



Applications will be assessed against the generic selection criteria for the course which take into consideration:

1. The applicant's ability to complete the course as evidenced by the applicant's:

- previous education and training,
- secondary education,
- portfolio,
- drawing test (BFA only),
- MFA Research Project Proposal (MFA only)
- DFA Research Project Proposal (DFA Only)

2. The applicant's reason for wanting to enrol in the course and how the course will support the applicant's career plans or personal goals.

3. Any further evidence provided in support of the application.

In the case where a number of applicants are ranked at the same level and places are limited, each application is again assessed against the selection criteria, the interview report is re-evaluated and the portfolio of work is further examined to enable a selection to be made from the relevant candidates.

The maximum points for the student selection criteria and the corresponding questions/instructions to applicants on the Interview Evaluation Form are set out below:

Bachelor of Fine Art Selection Criteria	Maximum Points
The applicant's ability to complete the course. This will be assessed in six parts:	
1a. Applicant's education and training	Assessed at application stage
2. Commitment/Career Interests	15
3. Portfolio (incl. 2 drawings)	30
4. Enquiring and Innovation	15
5. Cultural Awareness	20
6. Communication Skills	20
Total	100

Master of Fine Art Selection Criteria	Maximum Points
The applicant's ability to complete the course. This will be assessed in five parts:	
1. Applicant's academic qualifications	Assessed at application stage
2. Studio Project Proposal	25
3. Interview (if applicable)	25
4. Portfolio	25
5. Communication skills	25
Total	100

Doctor of Fine Art Selection Criteria	Maximum Points
The applicant's ability to complete the course. This will be assessed in five parts:	
1. Applicant's academic qualifications	Assessed at application stage
2. Studio Project Proposal	25
3. Interview (if applicable)	25
4. Portfolio	25
5. Communication skills	25
Total	100



5.3 THE APPLICANT'S ABILITY TO COMPLETE THE COURSE

Ability to complete the course may be demonstrated through a variety of evidence. The common student selection process identifies three major categories in which applicants may demonstrate their ability:

- a. completion of secondary education and/or previous study at tertiary level,
- b. quality of portfolio and body of work produced, and
- c. communication skills.

5.4 PREVIOUS EDUCATION, INCLUDING SUBJECTS AND COURSES STUDIED AT SCHOOL, TAFE OR OTHER HIGHER EDUCATION INSTITUTIONS, IN AUSTRALIA OR OVERSEAS.

Educational research has indicated that completion of previous education and training is a good predictor of a student's commitment and ability to complete a course.

Specific qualifications are required for entry to all courses and consideration should also be given to applicants working as practising artists in their field.

Evidence of previous education may include documentary or equivalent evidence provided with the Application Form such as certified copies of Transcripts of Academic Record and/or Statements of Achievement, or Statutory Declarations.

Applicants are requested to supply with their application form, an English translation of overseas qualifications, which has been certified as a true translation. Staff assessing applications with overseas qualifications will need to determine the equivalence of these qualifications.

Student Services produces a guide on overseas equivalence up to Year 12 called Standard Educational Equivalents. Student Services will provide copies of this document on request.

5.5 ANY FURTHER EVIDENCE IN SUPPORT OF THE APPLICATION

In addition to the selection criteria, applicants are asked whether they would like to provide any additional information in support of their application. This supplementary question is intended to allow consideration of previous disadvantage as this may be taken into account in the selection process.

5.6 SELECTION METHODS

Selection will be based on the information provided on the Application Form as specified and the subsequent interview.

Before selection is finally determined applicants are required to:

- attend an interview (except for continuing NAS students BFA>MFA)
- provide samples of their art work in the form of a portfolio (including at least 2 drawings BFA applicants only).



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- complete an Studio Project Proposal and include referee reports and a curriculum vitae (MFA applicants only),
 - complete a Master of Research Project Proposal and include referee reports and a curriculum vitae (Master of Fine Art applicants only).

It is important that the selection methods are equitable and do not exclude or discriminate against applicants in any way.

5.7 DOCUMENTATION OF EVIDENCE

Selection criteria should enable applicants to draw upon relevant experience and those involved in the selection decision should consider a range of documentation/evidence in support of an application. All supplied documentary evidence should be verified as authentic.

Staff assessing applications with overseas qualifications will need to determine the equivalence of these qualifications.

5.8 ADMISSIONS POLICY

The Admissions Policy should be provided by Student Services to assist staff with implementation of the selection process.

This Policy includes information on:

- interpreting and applying the selection criteria and methods,
- how access and equity principles and practices are to be promoted in the selection process,
- scoring the selection criteria,
- the amount and type of evidence,
- any other information, which Student Services may wish to provide on the selection process and related details.

6 ADMISSIONS PROCEDURES

6.1 BACHELOR OF FINE ART

All applicants must:

1. Submit an application with the Universities Admissions Centre
2. Satisfy all requirements of the UAC application process
3. Satisfy the minimum academic entry requirements
4. Provide certified documentation of academic qualifications to UAC as required
5. Provide proof of residency status to UAC as required
6. Attend Drawing test and interview at allocated date and time
7. Accept or decline offer and return no later than 14 days of offer being made

Admissions Procedures

Stage 1

1. Download applicants details from UAC systems
2. Send letters to applicants detailing interview date, time and interview information within 14 days of the application closing date

Stage 2

1. Attach to all applications an Interview Evaluation form for evaluation by panel members
2. Coordinate interview panels of two academic staff members (gender balanced)
3. Coordinate Advanced Standing applicant interview panels to include a relevant Head of Department or nominee
4. Panels score the applicant against the selection criteria to a maximum total of 100
5. Both panel members sign, acknowledge and score the interview prior to submitting the interview evaluation form to the Student Services Officer or other identified member of staff at the conclusion of the interview

Stage 3

1. Evaluation forms are ranked against the selection criteria score
2. Offers are made to applicants according to score and enrolment targets scoring 15 and above
3. Applicants with scores below 50 are not eligible for an offer
4. Successful and unsuccessful applicants are notified in the relevant UAC offer rounds

Stage 4

1. Acceptance of offers are recorded and Enrolment information is sent within 14 days of receipt.

6.1 MASTER OF FINE ART

All applicants must:

1. Submit an application form with Student Services by the due date
2. Satisfy the academic entry requirements
3. Provide certified documentation of academic qualifications
4. Attach photographic identification with the application
5. Provide proof of residency status
6. Submit a Studio Proposal (500-1000 words)
7. Submit documentary visual material of 12 works in video, slides or CD (Jpeg 72dpi for Mac and PC) format
8. Submit 2 academic references
9. Attend interview at allocated date and time
10. Accept or decline offer and return no later than 14 days of offer being made

Admissions Procedures

Stage 1

1. Record application information on the applications database
2. Assess entry requirements in consultation with Postgraduate Co-ordinator
3. Notify by mail applicants who have not met the course entry requirements and are not eligible for an interview

Stage 2

1. Collation of applications in disciplines with attached Evaluation forms to be distributed to the relevant Heads of Department for evaluation
2. Collect all applications from Heads of Department after evaluation process
3. Attach to successful applications an Interview Evaluation form for evaluation by panel members
4. Send letters to applicants detailing the interview date, time and any additional information within 14 days of the application closing date
5. Send letters to all evaluated unsuccessful applicants within 14 days of the application closing date
6. Coordinate interview panels in consultation with the Postgraduate Co-ordinator
7. Coordinate panels to consist of the Postgraduate Co-ordinator or nominee, Head of Department or nominee and one lecturer (gender balanced)
8. Ensure all panels have scored applicant against selection criteria to a maximum total of 100
9. Ensure all panel members have signed, acknowledged and scored the interview prior to submitting the interview evaluation form at the conclusion of the interviews

Stage 3

1. Evaluation forms are ranked against selection criteria score
2. Scores are submitted to Applications database
3. Offers are made to the highest scoring applicants according to enrolment targets
4. Notify by mail all successful and unsuccessful applicants within 21 days of interview date

Stage 4

1. Acceptance of offers are recorded and Enrolment information is sent no later than two weeks prior to enrolment day

6.2 DOCTOR OF FINE ART

All applicants must:

1. Submit an application form with Student Services by the due date
2. Satisfy the academic entry requirements
3. Provide certified documentation of academic qualifications
4. Attach photographic identification with the application
5. Provide proof of residency status
6. Submit a Studio Proposal (1000-1500 words)
7. Submit documentary visual material of 12 works in slideshow formatted in
8. Submit 2 academic references
9. Attend interview at allocated date and time
10. Accept or decline offer and return no later than 14 days of offer being made

Admissions Procedures

Stage 1

1. Record application information on the applications database
2. Assess entry requirements in consultation with Postgraduate Co-ordinator
3. Notify by mail applicants who have not met the course entry requirements and are not eligible for an interview

Stage 2

1. Collation of applications in disciplines with attached Evaluation forms to be distributed to the relevant Heads of Department for evaluation
2. Collect all applications from Heads of Department after evaluation process
3. Attach to successful applications an Interview Evaluation form for evaluation by panel members
4. Send letters to applicants detailing the interview date, time and any additional information within 14 days of the application closing date
5. Send letters to all evaluated unsuccessful applicants within 14 days of the application closing date
6. Coordinate interview panels in consultation with the Postgraduate Co-ordinator
7. Coordinate panels to consist of the Postgraduate Co-ordinator or nominee, Head of Department or nominee and one lecturer (gender balanced)
8. Ensure all panels have scored applicant against selection criteria to a maximum total of 100
9. Ensure all panel members have signed, acknowledged and scored the interview prior to submitting the interview evaluation form at the conclusion of the interviews

Stage 3

1. Evaluation forms are ranked against selection criteria score
2. Scores are submitted to Applications database
3. Offers are made to the highest scoring applicants according to enrolment targets
4. Notify by mail all successful and unsuccessful applicants within 21 days of interview date

Stage 4

1. Acceptance of offers are recorded and Enrolment information is sent no later than two weeks prior to enrolment day



VERSION CONTROL AND CHANGE HISTORY

This policy will be reviewed every three years by the Academic Standards and Development Committee.

Version	Change Description	Implementation	Approval date
1.0	Document is endorsed by	H: drive	DD MM YYYY
	Document is published and implemented		
1.1	Re-branding and formatting update, republished	H: drive	
2.0	Change to Legislation and Responsibilities		
	Document is published and implemented	H: drive	

