

## **STUDENT SELECTION, ADMISSIONS AND ENROLMENT POLICY**

Policy owner	Education Committee
Policy category	Academic
Policy status	Approved
Approval body	Academic Board
Last amended	11 <sup>th</sup> April 2023

### **PURPOSE**

MIECAT is committed to ensuring that all applicants seeking to enrol are treated fairly and equitably. This policy outlines the principles and process for admission of students into MIECAT's courses.

### **SCOPE**

This policy applies to all prospective students as well as students enrolled at MIECAT.

### **POLICY AND PROCEDURES**

#### 1. Principles

- 1.1 MIECAT assesses applicants for admission through policies, procedures and entry criteria that are open, transparent, fair and equitable.
- 1.2 MIECAT seeks to accommodate student diversity and create admission opportunities regardless of students' backgrounds.
- 1.3 MIECAT complies with legislative and regulatory requirements that apply to the admission of certain categories of students.

1.4 Prospective students will be selected on merit based on demonstrated achievement of the published criteria.

1.5 Enrolment is by direct entry. There are currently no published quotas as all courses are full-fee paying. The number of prospective students accepted for each course is determined by the physical and academic resources of the Institution.

1.6 Prospective students admitted to graduate training programs in therapeutic arts practice already have existing academic qualifications and a high proportion are already experienced practitioners. Prospective students admitted to either the Masters in Therapeutic Arts Practice or the Professional Doctorate in Therapeutic Arts Practice will already have existing academic qualifications, and that a high proportion are already experienced practitioners or researchers. Prospective students may come into these courses of study to acquire the specialised professional skills and knowledge to become creative arts therapists or arts-based researchers.

## 2. Procedures for Masters in Therapeutic Arts Practice

### 2.1 Admission

Prospective students wishing to apply to be considered for admission into the MIECAT Masters in Therapeutic Arts Practice must:

- a. View the series of information videos and documents provided
- b. Participate in an experiential in-person or online information/selection workshop
- c. Complete and submit (electronically) the following documentation:
  - Application form with recent photograph
  - Scanned copies of academic transcripts
  - Current curriculum vitae
  - Written reflection (to be completed and submitted with application documents after participating in the experiential selection workshop)
  - Contact details of two referees (professional and/or academic)

### 2.2 Selection criteria

Selection for admission into the Masters program will be based on both academic and other criteria as listed below:

a. Academic criteria:

An undergraduate degree plus a minimum of one year of work experience in a relevant field (for example, as an allied health worker, educator, counsellor, artist, community arts practitioner, arts-based researcher)

OR

A Diploma or an Advanced Diploma in a related field of study plus a minimum of five year's work experience in a related field and demonstrated capacity to write academically.

b. Other criteria:

- work and other life experience that is relevant to the Masters course (CV and information from referees)
- capacity to be descriptive rather than interpretive (in the arts-based selection workshop);
- capacity to be aware of one's own experience and to be present to, attentive to, and non-judgemental of others (in the arts-based selection workshop)
- capacity to express ideas fluently in written form (application form and reflection)

## 2.3 Selection process

2.3.1 Potential students will be invited to view a series of videos and documents which will provide them with information about MIECAT and the Masters course.

2.3.2 If potential students are still curious about furthering the application process, the next step is to participate in an experiential selection workshop (online or in person). Here they will engage in a process that will give them a deeper sense of MIECAT's approach to teaching and learning. The selection workshop will be in two parts:

a. An arts-based experience

b. Q&A relating to the information videos and/or the process from the workshop and practical information about the rest of the application process.

2.3.3 To electronically submit all application documentation (as outlined above) to MIECAT.

2.3.4 Following submission there are three possible outcomes:

- a. Offer made
- b. No offer made
- c. Placed on waiting list
- d. If more information is needed to satisfy the selection criteria, applicants may be invited to participate in an interview, or submit further documentation to progress their application

### 3. Procedures for Professional Doctorate in Therapeutic Arts Practice

#### 3.1 Admission

Prospective students wishing to apply to be considered for admission into the MIECAT Professional Doctorate in Therapeutic Arts Practice must:

- a. Read through all the information documents provided.
- b. Complete and electronically submit the following documentation to MIECAT
  - Application form with recent photograph
  - Scanned copies of academic transcripts
  - Current curriculum vitae
  - An example of prior publication or research work
- c. Attend and participate in an experiential selections workshop if an invitation is made.

#### 3.2 Selection Criteria

Selection for admission into the Professional Doctorate program will be based on both academic and other criteria as listed below:

##### a. Academic Criteria:

completion of the MIECAT Masters of Therapeutic Arts Practice or previous MIECAT Masters degree

OR

completion of either an Honours or Masters Degree from another Higher Education provider in a relevant area (with grades considered reasonable).

Concurrent enrolment in selected subjects from MIECAT's Masters course will be negotiated with MIECAT's Professional Doctorate Coordinator during the application process.

b. Other Criteria

Applicants with a MIECAT Masters must show evidence of:

- a capacity to complete academic writing, such as an arts-inquiry paper, a peer-reviewed journal article, or equivalent publication (3,000–5,000 words)
- AND
- professional experience related to the fields of the arts, therapy, psychology, the humanities, community well-being, education, or research.

Applicants with either an Honours degree or Masters degree from another Higher Education provider (in a relevant area), must show evidence of their capacity to:

- complete academic writing, such as a peer-reviewed journal article or equivalent publication (3,000–5,000 words);
  - undertake an arts-based inquiry, such as examples or a portfolio of creative works;
- AND
- related professional experience (as above).

### 3.3 Selection Process

The selection process for admission into the MIECAT Professional Doctorate in Therapeutic Arts Practice is as follows:

- a. detailed information about the Course is provided to all students who have expressed interest in applying.
- b. Submitted applications are considered by a selections team and a longlist of potential students is made.
- c. longlisted prospective students are offered an invitation to attend and participate in an experiential selections workshop. Those not shortlisted are informed that their application was not successful
- d. The selections team considers applicants' suitability for the Professional Doctorate based on their participation in the experiential workshop. A shortlist of potential students is made.

- e. Shortlisted students are made a written offer of a place in the Professional Doctorate course.
- f. If any offers are not taken up, the selections team consider making second round offers.

Applicants who have not completed a MIECAT degree might be asked to complete additional content at the beginning of year one. This foundational content will be incorporated into a student's study sequence and communicated in our letter of offer.

#### 4. Enrolment and re-enrolment

Applicants are considered to be enrolled students upon MIECAT's receipt of the applicant's acceptance of the offer in writing.

##### 4.1 New students

Upon receipt of the acceptance of an offer, students will be sent an acknowledgement of acceptance email. Confirmation of an applicant's enrolment, fee schedule, timetables, the MIECAT ethical guidelines, the relevant MIECAT policies and general information booklets will be circulated prior to the commencement of studies at MIECAT. All acceptances of offers must be completed in accordance with the terms and conditions and timelines as instructed in the letter of offer.

##### 4.2 Current students

4.2.1 All students are expected to be continuously enrolled at The MIECAT Institute. It is the responsibility of students to ensure that they are enrolled by the due dates or have formally requested deferral of their studies, by completing the relevant forms that are circulated by the Student Services Team. All enrolments and/or deferrals will be confirmed in writing.

4.2.2 Re-enrolment is required at designated times during the course and is only possible if students have satisfactorily completed all the assessment tasks required for progression.

4.2.3 Professional Doctorate candidates must be enrolled in order to submit their doctorate for examination.

4.2.4 Repeat subjects – enrolment

Any student wishing to, or needing to repeat subjects will be required to re-enrol in the designated subjects and pay the full fee as per the advertised schedule.

#### 4.3 Returning Students

Refer to Student progression, candidature, deferral and exclusion policy.

#### 5. Right of Appeal

An applicant not selected for admission to a course may have the right of appeal as specified in the MIECAT Grievance Handling and Resolution Policy.

#### 6. Quality Assurance

A register of admissions including the basis for admission is prepared by Student Services Team and tabled at Education Committee meeting.

A report is to be presented to the Academic Board annually on participation, progress and completion by student cohorts to inform admission standards.

### **RESPONSIBILITY FOR IMPLEMENTATION**

The Course Coordinators and Student Services Team are responsible for overseeing the overall implementation of MIECAT's student selection, admissions and enrolment policy and providing guidance in the management of grievances.

### **KEY STAKEHOLDERS**

All prospective and enrolled students at MIECAT, MIECAT staff, MIECAT Academic Board

### **SUPPORTING DOCUMENTS**

Equal Opportunity Act 2010 (Victoria)

MIECAT Diversity and Inclusion Policy

MIECAT Grievance Handling and Resolution Policy

Register of admissions for Masters and Professional Doctorate courses

MIECAT Student Progression, Candidature, Deferral and Exclusion policy.

## VERSION HISTORY

<b>Date of Issue</b>	<b>Version</b>	<b>Author</b>	<b>Summary of changes</b>
25/06/2014	0.1	Kim Fox	Reviewed by staff
18/09/2014	1.0	Kim Fox	Reviewed and approved by Academic Board
1/08/2015	1.1	Jan Allen	Amended to reflect new course names and process after TEQSA reaccreditation approval.
11/09/2019	1.2	Lachlan MacDowall	Simplification of selection process including removing the requirement for an interview for every applicant.
8/06/2021	1.3	Stacey Bush, Kim Swan	Updated selection and admissions process for Masters course. Application process for Professional Doctorate unchanged subject to future review.
29/07/2021	1.4	Stacey Bush	Removed statement that deferral of place in a course of study is not available  Added statement that one year deferral is available
11/04/23	1.5	J. Mitchell	Reviewed and revised

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