

Policy Link	Nil			
Responsible Officer	Principal			
Superseded Documents	Admissions Policy version 2.0			
Associated Documents	English Language Proficiency Policy International Student Transfer Request Policy Privacy Policy Research Higher Degree Student Policy Student Code of Conduct Undergraduate Student Admission Procedure			
Review Date	November 2020			
Version	Endorsed By	Approved By	Approval Date	Effective Date
2.1	The Principal	Governing Board	20/02/2020	21/02/2020

PURPOSE

This policy governs the admission requirements and procedures for students admitted to the accredited undergraduate and postgraduate programs of study at Moore College.

SCOPE

This policy applies to domestic and international students. It also applies to cross-institutional and non-award study. It does not apply to students admitted to the unaccredited Moore Distance programs.

DEFINITIONS

This section sets out definitions for key terms and acronyms referred to in the Policy.

Term	Definition
AdvDipBMM	Advanced Diploma of Bible, Mission and Ministry
Applicant	An applicant is generally taken to be a person who has already lodged an application to study a specific course.
BD	Bachelor of Divinity
BTh	Bachelor of Theology
Campus-based program of study	A program of study not delivered as an online program.
DBT	Diploma of Biblical Theology (online accredited program of study)
Domestic student	A domestic student is a student who is an Australian citizen, a New Zealand citizens, or a person entitled to enter and stay in Australia without any limitation as to time.
International student	All other persons are international students, including those on a student visa. An international student is also known as an overseas student.
MTh	Master of Theology

Online program of study	A program of study delivered in online mode.
PhD	Doctor of Philosophy
Program of study	A program of study is a course or units of study that leads to the award of a qualification.

POLICY STATEMENT

The College admits students to courses of study in line with its published vision, mission and values.

1. Policy Principles

- 1.1. Admission to the College is at the discretion of the Governing Board exercised through the Principal.
- 1.2. Admission to the courses of the College is based on three criteria:
 - (1) Appropriate knowledge and skills to attempt to undertake the program of study successfully
 - (2) Christian character consistent with the Student Code of Conduct
 - (3) A demonstrated commitment to service in a ministry environment.
- 1.3. These criteria are assessed by means of academic transcripts, references and an interview with the Principal or a member of the Faculty.
- 1.4. Admission to a campus-based program of study in the College normally includes admission to all required co-curricular activities such as Chapel, Chaplaincy Groups, meals and College Mission.
- 1.5. Admission requirements are appropriately designed and reviewed from time to time for relevance and validity.
- 1.6. Moore College ensures that all admitted students have appropriate prior knowledge and skills to attempt to undertake the program of study successfully.
- 1.7. Admission processes are fair and equitable.
- 1.8 Moore College ensures that the information about entry requirements to programs of study is accurate and readily available to applicants.
- 1.9 Moore College faculty and staff involved in the admissions process act in accordance with the College's Privacy Policy in respect of any information contained in a student's application for admission.
- 1.10 Applications for advanced standing are dealt with in accordance with the College's Academic Credit Policy or other particular arrangements as set out in this Policy.
- 1.11 The admission of international students is also subject to the provisions of the *Educational Services for Overseas Students Act 2000 (ESOS)* and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

2. Undergraduate Admissions

In addition to the criteria mentioned in 1.2 above,

- 2.1 Applicants for admission to undergraduate programs of study will normally hold a degree from an Australian university or equivalent.
- 2.2 Applicants for admission to the online undergraduate programs (the Diploma of Biblical Theology) will normally hold an Australian higher school certificate or equivalent.
- 2.3 Mature age applicants may also satisfy the academic admission requirements by successful completion of an alternate entry qualification or through recognition of prior learning as approved by the Academic Board.
- 2.4 Admission to undergraduate programs in the first year may be on a full-time or part-time basis but beyond first year all campus-based undergraduate programs are offered in full-time mode only.
- 2.5 Advanced standing for applicants from Youthworks College is subject to the Memorandum of Understanding with Youthworks College.
- 2.6 A student accepted into a Moore College program of study may only defer entry for a maximum of 2 years (4 semesters).

3. Postgraduate Coursework Admissions

In addition to the criteria mentioned in 1.2 above,

- 3.1 Applicants for admission to postgraduate coursework programs of study will normally hold the Moore College BD or BTh or equivalent.
- 3.2 Applicants will also be required to satisfy any additional admission criteria for a particular program of study as approved by the Academic Board.
- 3.3 The Research and Centres Committee may decide that bridging studies (e.g. in biblical languages) are required as pre- or co- requisites for admission to a particular postgraduate program.

4. Research Higher Degree Admissions

In addition to the criteria mentioned in 1.2 above,

- 4.1 To satisfy the vocational requirements of the course, an applicant must be a mature Christian believer who is committed to ministry.
- 4.2 Applicants for admission to research masters programs of study will normally hold a Moore College BD (Hons 1 or 2A) or an equivalent qualification.

- 4.3 Applicants for admission to doctoral programs of study will normally hold a Moore College BD (Hons 1), a Moore MTh, or an equivalent qualification.
- 4.4 Applicants will also be required to satisfy any additional admission criteria for a particular program of study as approved by the Academic Board.
- 4.5 The Research and Centres Committee may decide that that bridging studies (e.g. in biblical languages and other original languages appropriate to the discipline) are required as pre- or co- requisites for admission to a research higher degree program.
- 4.6 Admission of students to research higher degree programs of study will also be based on the availability of appropriate supervision, and the necessary facilities and resources for the applicant to undertake the program of study.

5. Cross-Institutional and Non-Award Study

Applicants for cross-institutional, or non-award study such as diocesan vocational requirements, will be required to meet the criteria for admission to the relevant program of study.

6. English Language Proficiency

- 6.1 All applicants must satisfy the English language proficiency requirements specified for a particular program of study.
- 6.2 English language proficiency requirements are set out in the English Language Proficiency Policy and are approved by the Academic Board as part of the course development and approval processes.

7. Course Transfers

Students seeking to transfer from their current program of study to another program of study of the College must satisfy the admission requirements for that program and be approved by the relevant committee or authorised person.

LEGAL AND POLICY FRAMEWORK

Educational Services for Overseas Students Act 2000 (ESOS)

Higher Education Standards Framework (Threshold Standards) 2015

Higher Education Support Act 2003 (HESA)

National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Privacy Act (Cth)

Privacy and Personal Information Protection Act 1998 (NSW)

IMPLEMENTATION

Responsibility for implementation of the policy lies with the Principal or his authorised delegate. The Registrar is responsible for implementing the policy.

ACKNOWLEDGEMENTS

Acknowledgement is made of the following documents in reviewing standards and benchmarking for this policy:

Admissions Policy. James Cook University. Version 14-2 25/05/2014

Admissions Policy. University of New South Wales. Version 1.1 27 October 2014.

Admissions Policy. University of Technology Sydney. Version 4.1 15/10/2014.

Selection and Admission Policy. RMIT University.

DOCUMENT HISTORY

Version	Approved By	Approval Date	Effective Date	Sections modified
1.0	Governing Board	18/08/2015	18/08/2015	New policy
1.1	Governing Board	24/12/2015	24/12/2015	Amended Implementation section to add: 'The Registrar is responsible for implementing the policy.'
2.0	Governing Board	21/03/2019	21/03/2019	Review of policy. 1. Added 'unaccredited' to final sentence of Scope. 2. Updated Definitions 3. Amendment to 1.1.2.3 '... to service in a ministry environment'. 4. Added 1.8 5. Added 2.4 6. Amendment to 4.4 'and other original languages ...' 7. Deleted previous section 7 and renumbered.
2.1	Governing Board	20/02/2020	20/02/2020	1. Updated definitions 2. Replaced 'internal program' with 'campus-based program' 3. Added 2.6 4. Update section 6 wording. 5. Update Legal and Policy Framework