UNDERGRADUATE STUDENT ADMISSION PROCEDURE

Policy Hierarchy Link	Admissions Policy
Responsible Officer	Principal
Contact Officer	Registrar
Superseded Documents	Student Admission Procedure 2.1
Associated Documents	Admissions Policy English Language Proficiency Policy Privacy Policy Research Higher Degree Student Policy Student Handbook
Review Date	December 2020

Version	Endorsed By	Approved By	Approval Date	Effective Date
3.0	The Principal	Academic Board	06/12/2019	06/12/2019

1. PURPOSE AND SCOPE

This procedure outlines the process involved in admitting a person to a full-time or part-time undergraduate accredited program of study at the College. It does not apply to applicants for the accredited postgraduate programs of study. It does not apply to students admitted to the unaccredited Moore Distance programs.

It provides a process to enable the admissions panel to assess whether study at Moore College is the most appropriate option for the applicant at this particular time.

2. DEFINITIONS

Term	Definition
Applicant	An applicant is generally taken to be a person who has already lodged an application to study a specific course.
Campus-based program of study	A program of study not delivered as an online program of study.
Online program of study	A program of study delivered in online mode.
Program of study	A program of study is a course or units of study that leads to the award of a qualification.

3. PROCEDURE FOR AN CAMPUS-BASED PROGRAM OF STUDY

3.1 An initial inquiry results in advice on accessing an application form and securing the required references. Once these are received, along with all other required documents, a conversation with a member of the faculty is organised for the applicant.

3.2 In respect of the required references the following applies.

- An application for the campus-based accredited programs of study is submitted with three references.

- The three references should include: one from the senior minister of the applicant's current church (unless the senior minister is a member of the applicant's family); and if applicable, one from the person responsible for training (in the case of a ministry apprenticeship).

- Referees should include both men and women.

- If the senior minister of the applicant's current church has not known the applicant for at least three years, then the senior minister of the applicant's immediately previous church may be applicable.

- All referees should be persons in leadership positions.

- Referees cannot be family members, current Moore College students, staff or faculty, nor those who are themselves applying for admission to Moore College, nor two members of the same family.

3.3 The application will contain a statement that the financial costs have been carefully considered and the stated means are considered adequate to cover tuition and living costs for the duration of the program of study;

3.4 Once the application is submitted an appointment is organised for a conversation with the Principal (or, if he is unavailable, another member of the faculty or one of the female chaplains) to talk over the applicant's ministry plans, academic preparation and sustainability for study at Moore College.

3.5 A conversation is conducted with the applicant and spouse (if any) and advice is given on the best course of study for the ministry that is envisaged. Following the conversation a brief report is prepared by the Principal, faculty member or chaplain concerned with a brief assessment of suitability for College.

3.6 The conversation with an overseas, regional or interstate applicant may be by SKYPE, or other conferencing system, or by a person known to the College and approved by the Principal to hold a conversation for this purpose.

3.7 The application form, references, all other required documents such as transcripts and the report of the conversation are reviewed by an admissions panel normally made up of the Principal, Academic Dean, Dean of Students, Dean of Women and Head of the Missions Department.

3.8 The admissions panel decides whether or not to offer a place and makes a recommendation to the Principal.

3.9 The admissions panel recommends any academic or pastoral concerns about successful applicants be reported to the Dean of Students and/or the Dean of Women.

3.10 A letter of offer is sent to successful applicants signed by the Principal.

3.11 Unsuccessful applicants are also informed by a letter signed by the Principal.

3.12 An applicant who has been accepted, but subsequently declined the offer, will be referred to the Student Recruitment Officers (SRO) for follow-up.

3.13 A list of admitted students will be provided to the Governing Board at its first meeting of each academic year.

4. PROCEDURE FOR AN ONLINE ACCREDITED PROGRAM OF STUDY

4.1 An initial inquiry results in advice on accessing an application form and securing the required reference.

4.2 An application for the online undergraduate program of study (the Diploma of Biblical Theology) is submitted with one reference from the senior minister of the church currently attended.

4.3 In respect of the required reference the following applies.
- If the senior minister of the applicant's current church has not known the applicant for at least three years, then the senior minister of the applicant's immediately previous church may be applicable.
- Referees cannot be family members, current Moore College students, staff or faculty or a person who is themself applying for admission to Moore College.

4.4 The application form, reference, and all other required documents such as transcripts, are then reviewed by the Academic Dean before a decision is made by the Principal.

4.5 A letter of offer is sent to successful applicants signed by the Principal.

4.6 Unsuccessful applicants are also informed by a letter signed by the Principal.

4.7 A list of admitted students will be provided to the Governing Board at its first meeting of each academic year.

5. DOCUMENT HISTORY

This procedure is reviewed every two years by the admissions panel and the administrative officers responsible for implementing the procedure.

Version	Endorsed by	Approval date	Effective date	Sections modified
1.0	Principal	12/03/2014	12/03/2014	New procedure
2.0	Principal	19/03/2014	19/03/2014	1.-2.Conversations occur after the application forms are received. 10. New section outlining list of new students annually reported to Governing Board
2.1	Principal	21/10/2016	21/10/2106	Amendments to incorporate admissions to the Diploma of Biblical Theology at 1. Purpose and Scope, 2. Definitions and 3.3.
3.0	Principal	06/12/2019	06/12/2019	1. Include online accredited courses in Scope 2. Change 'interview' to 'conversation' throughout. 3. Delete previous section 3.6 and re-number. 4. Update 3.6 'regional or interstate' 5. Update 3.7 panel members 5. Update 3.8 'may be contacted' 6. Update 3.13 'its first meeting' 7. Separate the admission processes of campus-based and online programs of study. The online program of study re-numbered as section 4. 8. Amend 'internal program of study' to 'campus-based program of study' throughout. 9. Update 3.2 and 4.3 referees. 10. Add 3.11 and 4.6 unsuccessful applicants.