

## ADMISSIONS POLICY



Approved by Academic Board: 7 August 2015  
Revised by Academic Board: 27 July 2018

### Related documents

Appeals Policy

Credit Policy

Higher Education Standards Framework section 1.1

Statement of Rights, Responsibilities, and Conduct of Members of the University

### 1. Rationale and Objective

- 1.1 The University of Divinity is committed to ensuring that its admissions process supports its mission, maintains academic standards, and is appropriate to the University's collegiate structure.
- 1.2 The Regulations prescribe that the Academic Board is responsible for the admission of students to courses of study at the University. This policy sets out the framework by which the Academic Board delivers these commitments.

### 2. Scope

- 2.1 This policy applies to all applicants for admission to a course of study towards an award at the University of Divinity, and to all applicants for enrolment in a single unit of study at the University of Divinity.

### 3. Principles

- 3.1 Applications for admission to the University are assessed on the basis of academic merit in a fair, transparent, consistent and timely manner, taking into account an applicant's vocational needs.
- 3.2 Transparent and comprehensive information about the University's admission requirements and entry pathways is easily accessible and made available to all applicants equally.
- 3.3 Course advisors provide high quality advice that assists applicants to identify the award most suited to their needs.
- 3.4 Students of the University, both domestic and overseas, have English language skills at admission and English language support throughout their awards sufficient to complete their studies successfully.

### 4. Admissions Information and Course Advice

- 4.1 Information about the admission requirements for each award is easily accessible on the University website, including:
  - a) level of academic attainment required

- b) English language requirements
- c) tuition fees
- d) data on students that commenced study in the most recent intake period for which data is available, including those admitted through all offer rounds, across all Australian campuses, and international students studying in Australia.

4.2 The Academic Board must ensure that appropriate training is provided to all course advisors who have contact with applicants for admissions. The purpose of this training is to ensure:

- a) familiarity with the requirements of this Policy
- b) a consistent approach to admissions across all Colleges
- c) the provision of timely and accurate course advice to all applicants.

## 5. Admission Requirements

5.1 The requirements for admission to each course of study leading to an award of the University are stated in the Regulation and associated Determinations which govern that award.

5.2 Where a Regulation permits probationary admission, the Academic Board must set out in the Determinations the requirements for probationary admission and the conditions and duration of probationary enrolment.

5.3 No religious test may be imposed upon any person in order to determine eligibility for admission to a course of study.

5.4 To be eligible for admission to a course of study an applicant must:

- a) meet the minimum academic standards set out in the Regulation and Determinations applicable to that course; and
- b) satisfy the English language proficiency requirements of this Policy and any further language requirements specific to admission to that course; and
- c) demonstrate capacity to complete the course successfully; and
- d) agree to abide by the *Statement of Rights, Responsibilities and Conduct of Members of the University*; and
- e) have attained 18 years of age.

5.5 If an applicant for admission is under the age of 18 years and will not have attained the age of 18 years prior to the date of commencement of the course of study, the applicant may only be admitted if the College demonstrates in writing to the satisfaction of the Chair of the Academic Board that appropriate protocols and training are in place to ensure that the College is a safe environment for that student. If the Chair of the Academic Board is not so satisfied, the applicant may not be admitted.

5.6 The Academic Board may determine limits on the availability of places for a course. In making any such determination, Academic Board must consult the Colleges offering the

course and clearly set out the rules for selection of eligible students for the available places.

## **6. English Language Proficiency Requirements**

- 6.1 All applicants for admission, both domestic and overseas, must be assessed to ensure their English language proficiency is sufficient for admission to a course of study in accordance with the rules and thresholds set out in Schedule A to this Policy.
- 6.2 The English competency of an applicant may be determined either by an English language test approved by the University or by evidence that the applicant has lived and functioned for a substantial part of his or her life in an English-speaking context.
- 6.3 Where an applicant has completed several measures of English proficiency only the most recent measure will be considered.
- 6.4 A course advisor may request that an applicant undergo an English test in addition to any requirement of this Policy if such a test is required to determine whether or not to recommend the applicant for admission.

## **7. Admission Application and Interview**

- 7.1 Applicants for admission to a course of study must apply through one of the University's Colleges.
- 7.2 All prospective students are required to complete and submit their own application and must provide their own personal details. The University of Divinity does not accept an application completed by an agent or other third party.
- 7.3 Admissions at each College are overseen by the Academic Dean in the case of coursework awards and the Research Coordinator in the case of higher degrees by research. The Academic Dean or Research Coordinator must ensure that course advisors appointed by the College for the purposes of this Policy have received training.
- 7.4 Each applicant must be interviewed by a course advisor of a College. Interviews may be conducted in person, by telephone, or by electronic means. The purpose of the interview is:
  - a) to determine the suitability of the applicant for admission to the course
  - b) to ensure the applicant is aware of the requirements of the course
  - c) to assist the applicant in ensuring the course is appropriate to their academic and vocational needs
  - d) to ensure the applicant has a basic understanding of the University and the College
  - e) to ensure the applicant is informed of the rights and obligations of a student of the University, including the fees and charges applicable to the course, arrangements for credit for prior learning, and how to access student support services and academic resources.

- 7.5 The course advisor must advise the applicant whether or not the applicant is to be recommended by the College for admission to the course of study. The course advisor may only make such a recommendation when the course advisor is satisfied that:
- a) the applicant meets the requirements of section 5.4 of this Policy
  - b) the applicant meets the standard for admission set by the Regulation and Determination for the relevant course
  - c) the applicant has sufficient academic capacity to complete the course successfully
  - d) the applicant is aware of the requirements of the course.

7.6 The course advisor may request the applicant to submit further evidence such as written work or academic or English test results in order to assist the course advisor in making a recommendation.

## **8. Decision to admit**

8.1 The recommendation to admit an applicant to a course of study at the University of Divinity is made by a course advisor on behalf of the College. No applicant may be admitted to a course of study except on the recommendation of a College course advisor.

8.2 The decision to admit an applicant to a course of study leading to a coursework award is executed by the Director of Academic Services on the recommendation of a College.

8.3 Applications for admission to a higher degree by research are considered by the Research Committee on the recommendation of a College. An applicant may not be admitted to a higher degree by research without the approval of the Research Committee.

8.4 The decision to admit an applicant to a course of study leading to a higher degree by research is executed by the Director of Research on the recommendation of the Research Committee.

8.5 A person admitted to a course of study must be provided with a letter from the Director of Academic Services or the Director of Research constituting proof of that admission.

## **9. Decision not to admit**

9.1 A College course advisor has the right to refuse to recommend an applicant for admission provided that such refusal does not contravene the requirements of this Policy or the *Statement of Rights, Responsibilities and Conduct of Members of the University*.

9.2 If a College course advisor refuses to recommend an application for admission, the course advisor must inform the applicant of the decision in writing and the reason for the decision. In the case of applicants for coursework awards, the College must also inform the Director of Academic Services and the Academic Deans of all other Colleges of the decision. In the case of applicants for higher degrees by research the College must also inform the Director of Research and the Research Coordinators of all other Colleges of the decision.

- 9.3 The Director of Academic Services has the right to refuse to admit an applicant for admission recommended by a College if the Director, after consultation with the Academic Dean of the College, is not satisfied that the applicant has met the requirements of this Policy.
- 9.4 If the Director of Academic Services refuses to admit an applicant, the Director must inform the applicant of the decision in writing and the reason for the decision and inform the Academic Dean and course advisor of the College.
- 9.5 The Research Committee has the right to refuse to admit an applicant for admission if the Research Committee is not satisfied that the applicant has met the requirements of this Policy
- 9.6 If the Research Committee refuses to admit an applicant, the Director of Research must inform the applicant and the Research Coordinator of the College through which the applicant applied of the decision in writing and the reason for the decision.

## **10. Review and Appeals**

- 10.1 Review of College course advisor decision
- 10.1.1 An applicant who is refused admission to a course by a College course advisor under section 9.1 of this Policy may apply for a review of the decision by writing to the Director of Academic Services (in the case of coursework awards) or to the Director of Research (in the case of higher degrees by research) within five working days of the applicant receiving written notice of the refusal. The applicant must clearly state the grounds for the review and is responsible for providing evidence.
- 10.1.2 The Director must acknowledge receipt of the review request in writing to the applicant within five working days.
- 10.1.3 The Director must consult with the officer or officers of the University or its Colleges involved in making the decision, and review the decision against the relevant Regulations and Policies of the University.
- 10.1.4 The Director must report the outcome of the review in writing to the applicant, the University Secretary, and the Principal of the College through which the applicant applied for admission within ten working days of receipt of the review request.
- 10.2 Review of Director of Academic Services or Research Committee decision
- 10.2.1 An applicant who is refused admission to a course by the Director of Academic Services under section 9.3 of this Policy or by the Research Committee under section 9.5 of this Policy may apply for a review of the decision by writing to the Chair of the Academic Board within five working days of the applicant receiving written notice of the refusal. The applicant must clearly state the grounds for the review and is responsible for providing evidence.
- 10.2.2 The Chair of the Academic Board must acknowledge receipt of the review request in writing to the appellant within five working days.

- 10.2.3 The Chair of the Academic Board must consult with the officers of the University involved in making the decision, and review the decision against the relevant Regulations and Policies of the University.
- 10.2.4 The Chair of the Academic Board must report the outcome of the review in writing to the appellant, the University Secretary, and the Principal of the College through which the appellant applied for admission within ten working days of receipt of the review request.

### 10.3 Appeals

The applicant may have recourse to the Appeals Policy to dispute the outcome of a review of a decision if the applicant is able to provide evidence of failure to comply with this Policy.

## 11. Credit and recognition of prior learning

- 11.1 Application for credit or recognition of prior learning may be made in conjunction with an application for admission in accordance with the requirements of the Credit Policy.

## 12. Reporting and review

- 12.1 The Director of Academic Services must provide a report twice annually to the Academic Board of the full name, course of study, and home College of all persons admitted to a course of study since the last report.
- 12.2 The Director of Academic Services must conduct an annual review of the admissions process and report the outcomes to the Academic Board. The annual review includes:
- a) Quantitative data on admission outcomes for each award and for each College
  - b) Qualitative information on learning from the admissions process across the Colleges and Office of the Vice-Chancellor, including any recommendations arising from appeals against decisions to refuse admission
- 12.3 On completion of the annual review the Director of Academic Services must ensure that admissions data on each award on the University website is refreshed in accordance with the requirements of this Policy.

## 13. Date of Next Review

- 13.1 This policy is to be reviewed no later than 31 December 2022.

## **SCHEDULE A: English Language Requirements**

Approved by the Academic Board: 27 July 2018

Revised by the Academic Board: None.

### **1. Definitions**

1.1 An English medium institution is an educational institution where English is the language of instruction, communication and assessment for all aspects of study in the entire institution or in a substantial school or program and the use of English is certified by the institution or department.

1.2 A standard full-time undergraduate year means successful completion of the equivalent of a full-time year of study in:

- a) a university Bachelor program; or
- b) a TAFE or VET Diploma program at Certificate IV level; or
- c) a program approved by the Academic Board as being taught at a level equivalent to undergraduate study at the University.

1.3 A standard full-time postgraduate year means successful completion of the equivalent of a full-time year of study in:

- a) a university Graduate Certificate, Graduate Diploma, or coursework Masters program; or
- b) a program approved by the Academic Board as being taught at a level equivalent to postgraduate study at the University.

### **2. Undergraduate awards or units**

2.1 Any result or qualification listed below must have been gained or completed within the two years prior to commencement of the course in which enrolment is sought.

2.2 Applicants for undergraduate awards whose secondary schooling was entirely in an English-medium institution may fulfil the English language entry requirements by one of the following:

- a) Gaining a pass in a VCE English subject or an equivalent Year 12 or university foundation English subject.
- b) Satisfactorily completing a standard full-time undergraduate year.
- c) Satisfactorily completing a Certificate IV that has been approved by the Director of Academic Services in consultation with a College course advisor, as requiring sufficient English skills to meet the English language entry requirements.

2.3 Applicants for undergraduate awards whose secondary schooling was not entirely in an English-medium institution may fulfil the English language entry requirements by one of the following:

- a) Gaining a pass in a VCE English subject or an equivalent Year 12 or university foundation English subject.
- b) Satisfactorily completing a period of study, at a sufficiently advanced level, in an English-medium institution, or substantial English-medium school or department within a larger institution. The applicant must have completed satisfactorily a standard full-time undergraduate year as defined in the Glossary above.
- c) Attaining the English language test threshold in Table A1 or A2.

2.4 A mature-age applicant who is an Australian citizen or Australian resident and who does not satisfy the requirements of 2.2 or 2.3 may be granted probationary entry to an undergraduate Diploma under the terms set out in the Regulation for that award.

2.5 Applicants for single undergraduate units may fulfil the English language entry requirements by one of the following:

- a) Having completed the last two years of their secondary schooling, or equivalent, in an English-medium school.
- b) Passing a unit at Bachelor level or above taught in English in an English-medium university recognised by the Academic Board for that purpose.
- c) Passing units equivalent to one fulltime semester of tertiary study taught in English in an English-medium institution at Australian TAFE Certificate IV level or above, or equivalent recognised by the Academic Board for that purpose.
- d) Attaining the English language test threshold in Table A1 or A2.

2.6 A mature-age applicant who is an Australian citizen or Australian resident and who does not satisfy the requirements of 2.5 may be granted entry to a single undergraduate unit.

2.7 An applicant who does not meet any of the above requirements may apply for entry to the Special Entry Supported Undergraduate Study Program provided that the applicant:

- a) is not on a Student Visa; and
- b) has attained the English language test threshold in Table A1; and
- c) is sponsored by a College of the University or by a church or religious order that is a partner of that College and the sponsor supplies evidence that both English as a Second Language support and academic skills support will be provided to the applicant by appropriately trained staff for the duration of the applicant's undergraduate studies, to the satisfaction of the Director of Academic Services.

2.8 A student who is admitted to the Special Entry Supported Undergraduate Study Program may not be enrolled in an award of the University, and may enrol in no more than two standard single undergraduate units in the first semester of study. Progress in this program is only permitted as follows:

- a) A student who passes two units at the first attempt is permitted to transfer to the Diploma in Theology and receive 36 points of credit.

- b) A student who passes one unit and fails the other is permitted to take a third standard single undergraduate unit. If a pass is obtained in the third unit, the student is permitted to transfer to the Diploma in Theology and receive 36 points of credit.
- c) A student may study a maximum of three single undergraduate units in this pathway.
- d) A student who fails two units in this pathway is not permitted to enrol in further units for academic credit in this pathway.
- e) A student in this pathway who completes the requirements of the Diploma in Theology may transfer to an Advanced Diploma and receive 144 points of credit.
- f) A student in this pathway who completes the requirements of the Advanced Diploma may transfer to a Bachelor's degree and receive 288 points of credit.

### **3. Postgraduate coursework awards or units**

3.1 Applicants for postgraduate coursework awards whose secondary schooling was entirely in an English-medium institution may fulfil the English language entry requirements by one of the following:

- a) Satisfactorily completing an undergraduate degree in an English-medium institution.
- b) Satisfactorily completing the equivalent of at least three standard full-time semesters of a university degree or Australian TAFE diploma or equivalent in an English-medium institution.
- c) Satisfactorily completing the equivalent of at least one standard full-time year of postgraduate study in an English-medium institution.

3.2 An applicant who is an Australian citizen or Australian resident and who does not satisfy the requirements of 3.1 may be admitted as an exceptional case on the basis of relevant and documented experience and achievement subject to approval of a College course advisor and the Director of Academic Services.

3.3 Applicants for postgraduate awards whose secondary schooling was not entirely in an English-medium institution may fulfil the English language entry requirements by one of the following:

- a) Satisfactorily completing an undergraduate degree in an English-medium institution within the five years prior to the commencement of the course for which application is made.
- b) Satisfactorily completing an undergraduate degree in an English-medium institution and providing evidence verified by a third party of use of English in a professional or scholarly context for a continuous period of at least three years within the five years prior to the commencement of the course for which application is made.
- c) Satisfactorily completing the equivalent of at least three standard full-time semesters of a university degree or Australian TAFE diploma or equivalent in an

English-medium institution within the two years prior to the commencement of the course for which application is made.

- d) Satisfactorily completing the equivalent of at least one standard full-time year of postgraduate study in an English-medium institution within the two years prior to the commencement of the course for which application is made.
- e) Attaining the English language test threshold in Table A1 or A2.

3.4 An applicant who is an Australian citizen or Australian resident and who does not satisfy any of the above requirements may be admitted as an exceptional case on the basis of relevant and documented experience and achievement subject to approval of a College course advisor and the Director of Academic Services.

3.5 Applicants for single postgraduate units may fulfil the English language entry requirements by one of the following:

- a) Having completed the last two years of their secondary schooling, or equivalent, in an English-medium school.
- b) Passing a unit in an English-medium university.
- c) Attaining the English language test threshold in Table A1 or A2.

3.6 A mature-age applicant who is an Australian citizen or Australian resident and who does not satisfy the requirements of 3.5 may be granted entry to a single postgraduate unit as an exceptional case on the basis of relevant and documented experience and achievement subject to approval of a College course advisor and the Director of Academic Services.

#### **4. Higher degrees by research**

4.1 Applicants to higher degrees by research whose secondary schooling was entirely in an English-medium institution may fulfil the English language entry requirements by one of the following:

- a) Satisfactorily completing an undergraduate degree in an English-medium institution.
- b) Satisfactorily completing the equivalent of at least three standard full-time semesters of a university degree or Australian TAFE diploma or equivalent in an English-medium institution.
- c) Satisfactorily completing the equivalent of at least one standard full-time year of postgraduate study in an English-medium institution.
- d) Satisfactorily completing a postgraduate award of the University consisting of at least one full-time semester.

4.2 An applicant who is an Australian citizen or Australian resident and who does not satisfy the requirements of 4.1 may be admitted as an exceptional case on the basis of relevant and documented experience and achievement to the satisfaction of the Research Committee of Academic Board.

4.3 Applicants to higher degrees by research whose secondary schooling was not entirely in an English-medium institution may fulfil the English language entry requirements by one of the following:

- a) Satisfactorily completing an undergraduate degree in an English-medium institution within the five years prior to the commencement of the course for which application is made.
- b) Attaining the English language test threshold in Table A1 or A2.

<b>TABLE A1: Standard English language test thresholds</b>		
IELTS Academic = International English Language Testing System		
TOEFL Academic = Test of English as a Foreign Language (written)		
TOEFL Internet = Test of English as a Foreign Language (internet-based)		
PTE Academic = Pearson Test of English		
<b>Course Type</b>	<b>Test Name</b>	<b>Threshold</b>
Special Entry Supported Undergraduate Study Program	IELTS Academic	5.5 with no band below 5.0
	TOEFL Academic	513 with a Test of Written English score of at least 4.0
	TOEFL Internet	65 including at least 15 (Writing), 15 (Listening), 15 (Reading), 15 (Speaking)
	PTE Academic	42 with no communicative skill score below 42
Coursework Awards (AQF 5 – 9)	IELTS Academic	6.5 with no band below 6.0
	TOEFL Academic	550 with a Test of Written English score of at least 4.5
	TOEFL Internet	79 including at least 21 (Writing), 12 (Listening), 13 (Reading), 18 (Speaking)
	PTE Academic	58 with no communicative skill score below 50
Higher Degrees by Research (AQF 9 – 10)	IELTS Academic	7.0 with no band below 6.5
	TOEFL Academic	577 with a Test of Written English score of at least 5.0
	TOEFL Internet	91 including at least 25 (Writing), 22 (Listening), 22 (Reading), 22 (Speaking)
	PTE Academic	65 with no communicative skill score below 58

<b>TABLE A2: Other English language test thresholds approved by the Academic Board</b>			
<b>Institution and CRICOS Provider Code</b>	<b>CRICOS Course Name and Code</b>	<b>Course Type</b>	<b>Threshold</b>

Australian Catholic University (00004G)	English for Academic Purposes (063671F)	Coursework Awards	65%
		Higher Degrees by Research	75%
Deakin University (00113B)	English for Academic Purposes 4 (083596B)	Coursework Awards	60%
		Higher Degrees by Research	65%
English Language School for Pastoral Ministry (01307F)	English for Academic Purposes	Coursework Awards	Credit
		Higher Degrees by Research	Distinction