



STUDENT APPLICATION AND ADMISSION PROCEDURES

UNDERGRADUATE COURSES

1. Overarching Philosophy: The College aims to be as open as possible in accepting as enrolled students motivated persons intent on the pursuit of studies in the field of Christian ministry and its cognate areas.
2. Assumed or prerequisite knowledge: This may depend on individual program requirements.
3. Interview: All applicant students are interviewed. The sole interviewer uses the College's standard question guidelines for applicant student interview.
4. Object of interview: To appraise the capacity of the applicant to embark on a degree program in the fields of theology and ministry. In the case of applicants for admission under special admission or provisional admission categories, to ascertain the extent to which applicants satisfy the relevant criteria. In the case of applicants having special needs (e.g. spoken and written English support, management of a recognized disability), to ascertain how best the College is able to address these needs. In the interests of the protection of minors and related considerations, appropriate screening is also applied, consonant with the College's duty of care commitment. To clarify the applicant student's academic history, especially if the candidate has failed or discontinued studies at another institution, or is subject to exclusion in another institution.
5. Interviewer: The authorised interviewer is a member of the Faculty Executive appointed by the Principal.
6. English proficiency: General: As College programs are delivered entirely through English medium, prospective students are expected to have proficiency in spoken and written English appropriate for the pursuit of tertiary studies (i.e. "academic English").
7. International Students of Non-English Speaking Background: International students in this category are required to have attained an International English Language Testing Service (IELTS) of 6.5 (with a score of 6.5 in written English).
8. Computer literacy: College policy is that students' written assignments must be submitted in typescript and some assignment topics will require cyberspace research. While not prerequisite admission criteria, students are advised before enrolment that computer literacy and computer access are advantageous.
9. Open Day: The College conducts regular open days (pre-enrolment) for all prospective students. The purpose of the open day is to provide applicant students with an orientation to how the various programs are conducted and what the College's expectations of its students are. A related purpose is to ensure that, as far as possible, students are aware of the challenging nature of the program and particularly exposure to the College's educational context and techniques.
10. Verification of qualifications and related documents: It is College policy to sight original or verified copies of documents in the case of degree testamurs, related academic awards, and, where relevant, character references, employers' testimonials, and certification or licenses to practice where professional registration bodies are relevant. Where necessary, the authenticity of overseas qualifications is verified through the AEI Group: International Education Network (Department of Education, Science, and Training).

Educational and Other Qualifications Required - All Undergraduate Courses

Normal Admission Requirements- Minimum Educational Qualifications:

Either:

Completion of the NSW Higher School Certificate with a University Admission Index (UAI) of no less than 65 (or the completion of the interstate or overseas equivalent qualification and result)

Or:

Completion of a Certificate IV or higher qualification awarded under the Australian Qualifications Framework by an authorised institution or Registered Training Organisation.

English Proficiency for International Students of Non-English Speaking Background: International students in this category are required to have attained an International English Language Testing Service (IELTS) of 6.5, with a score of not less than 6.0 in any band.

Mandatory interview:

An interview is required for all applicants in order to:

- Ascertain the applicant's suitability to undertake the course.

- Check that the applicant will have necessary support in their studies.
- Clarify the applicant's academic history and sight original qualifications.
- Assess eligibility for advanced standing.
- Ascertain the applicant's computer literacy and ability to access and use internet facilities.
- Discuss any special needs the applicant may have.
- The interview will be conducted by a senior member of faculty, e.g. Head of School of Ministry, prior to the applicant being accepted for enrolment.

Special admission categories / alternative admission arrangements - Undergraduate Courses

a. Previous Acceptance for Admission at Another Institution

The applicant student is invited to provide verifiable evidence of having been accepted for admission to a cognate course at an Australian university or recognized institution of higher education within the previous five years.

b. Mature-age*:

The relevant criteria are:

Attainment of 21 years; and

Either, evidence of completion of other formal and other studies, appropriate life experience, and a level of intellectual capacity and social maturity to engage in tertiary studies with commitment

And/or, satisfactory completion of the Special Tertiary Admissions Test (STAT- multiple choice component), administered by NSW/ACT the Universities Admissions Centre, interstate tertiary admissions authority or ACER.

c. Educational Disadvantage:

The relevant criteria include one or more of the following circumstances:

- Socioeconomic reasons;
- Language difficulties;
- Learning difficulties;
- Disrupted schooling;
- Physical or intellectual impairment;
- Serious family illness;
- Excessive family responsibility;
- Geographical isolation of home and/or school and lack of support time or facilities for study at home or school;
- Aboriginal or Torres Strait Islander descent where the normal HSC entry path has not been followed;
- Home schooling, provided that there is evidence of being able to manage higher education study;
- An IELTS result is awaited; or
- Completion of a prescribed program of non-award study (four subject units) with an overall GPA of 1.8 or better.

d. Advanced Standing/ Credit Transfer:

The College's general policy and practice concerning the application and award of advanced standing on the basis of credit transfer applies, in conformity with the definition of "credit transfer" contained in the AQF. That is,

- Credit should be awarded on the basis of learning which a competent or authorised institution has assessed and certified against accepted standards.
- Advanced standing is limited to a maximum of fifty percent of the degree course to which the student is admitted.
- VET graduates of relevant advanced diplomas may receive fifty percent credit towards a bachelor's degree, and VET graduates with diplomas may receive one-third credit towards a bachelor's degree, provided that the course content and learning outcomes are equivalent or comparable.
- Students who have completed VET units towards a Diploma with Tabor College may upgrade these units to credit for comparable higher education units by completing appropriate assessment tasks.
- However, credit of relevant studies towards a higher education qualification that has not yet been achieved must be current, i.e. completed within the previous five years.



- Advanced standing or credit will be given to students who have completed units as casual enrollees, up to a maximum of four units.

e.RPL:

The College's general policy and practice concerning the application and recognition of prior learning applies.

*NOTE: All mature-age and special entry admissions (except for admission on the basis of STAT completion or evidence of admission to another higher education institution) are provisional to which special procedures apply:

- Students with provisional status shall be required to complete a "qualifying period" whilst being permitted to enrol provisionally;
- The "qualifying period" may be undertaken full or part-time and the number of years spent in completing it shall be counted towards the maximum term for completion of the relevant undergraduate degree;
- The "qualifying period" shall consist of eight subject units (each of six credit points) amounting to 48 credit points.