



ENROLMENT POLICY GUIDELINES FOR ADMISSION into SCD COURSES in KOREAN

For undergraduate courses, normal entry is determined on the basis of academic merit measured by satisfactory graduation from High School in Korea at a level that would gain admission to a university, as well as Korean language proficiency.

For post graduate courses, normal entry is determined on the basis of completed accredited undergraduate and/or postgraduate study and GPA depending on the course being considered as well as Korean language proficiency.

This Enrolment Policy is implemented by the Student Support and Administration Committee under these guidelines approved by the SCD Academic Board.

Admission documentation for all applicants.

All candidates for admission to every award (including non-award and cross-institutional), must normally provide the following documentation in addition to their application:

Certified copies of two forms of identification, including photo identification and proof of citizenship. Certification must be undertaken by an authorised person and include that person's name, position, date, seal of their organization (if available), and the statement "I certify that this is a true copy of the original document sighted by me on this date..." A list of authorised persons can be obtained from the registrar at the SCD or one of the Member Institutions.

All candidates for admission to every award for which prior qualification is necessary (including non-award and cross-institutional), must normally also provide certified copies of the transcripts and/or secondary school results (or equivalent) that are applicable to the application. Certification of these documents must be undertaken in accordance with the guidelines above.

If a transcript is not available a certified copy of the applicant's testamur may be accepted if accompanied by a statutory declaration detailing the reason/s for the unavailability of the transcript unless otherwise specified by the Student Support and Administration Committee.

Postage of original documents is not necessary, and applicants who choose to post originals do so at their own risk. The SCD and Teaching Bodies accept no responsibility for lost or stolen documentation.

Uncertified colour photocopies of original documentation will not be accepted unless otherwise specified by the Student Support and Administration Committee.

Where there is discrepancy in the names across any and/or all of these documents certified change of name documentation must also be provided. In the case of change of name by marriage this must normally be in the form of the official documentation issued by Births, Deaths, and Marriages, and not the certificate issued at the ceremony unless exceptional circumstances pertain.

Each document must be individually certified. Original documents can be sighted by the registrar/s to whom the application is being submitted, who will then copy, briefly certify (a full certification is not necessary in this instance) including the name of the registrar and date of the certification, and these copies will then be attached to the prospective student's application.

For overseas applicants residing outside of Australia at the time of application certification must be undertaken in English by one of the following:

An official at an Australian embassy, high commission, or consulate;
Another official as specified by the Student Support and Administration Committee.

A certified copy of IELTS results may also be required.

Teaching bodies may have additional admission requirements that are unique to them.

No application for admission will be considered that does not meet the above criteria in the first instance.

The entry requirements for each of the SCD courses in Korean are set out in the following table.

Course being Entered	Entry Requirements
Diploma of Ministry (Korean) AQF level 5	<ul style="list-style-type: none"> ▪ Satisfactory graduation from High School in Korea, with Korean Proficiency¹, or ▪ Mature Age ² admission for those who have reached the age of 20, with Korean Proficiency¹ or ▪ Special Entry ² admission, with Korean Proficiency¹
Diploma of Christian Studies (Korean) AQF level 7	<ul style="list-style-type: none"> ▪ Satisfactory graduation from High School in Korea, with Korean Proficiency¹, or ▪ Mature Age ² admission for those who have reached the age of 21, with Korean Proficiency¹ or ▪ Special Entry ² admission, with Korean Proficiency¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
Associate Degree of	<ul style="list-style-type: none"> ▪ Satisfactory graduation from High School in Korea

<p>Christian Thought and Practice (Korean) AQF level 7</p>	<p>at a level that would gain admission to a university, with Korean Proficiency¹, or</p> <ul style="list-style-type: none"> ▪ Mature Age ² admission for those who have reached the age of 21, with Korean Proficiency¹ or ▪ Special Entry ² admission, with Korean Proficiency¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Bachelor of Theology (Korean) AQF level 7</p>	<ul style="list-style-type: none"> ▪ Satisfactory graduation from High School in Korea at a level that would gain admission to a university, with Korean Proficiency¹, or ▪ Mature Age ² admission for those who have reached the age of 21, with Korean Proficiency¹ or ▪ Special Entry ² admission, with Korean Proficiency¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Bachelor of Theology (Honours)(Korean) AQF level 8</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of the Sydney College of Divinity BTh (Korean) degree within the last five years and with a grade point average of at least 2.7 in the coursework and at least 3.0 in the area of specialisation, with Korean Proficiency¹, or ▪ hold an equivalent qualification from a university or other tertiary institution, with Korean Proficiency ¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Graduate Certificate in Arts (Korean) AQF level 8</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited three-year bachelor award or equivalent in any discipline, with Korean Proficiency¹, or ▪ hold, from a University or other tertiary institution qualifications approved by Student Administration Committee as equivalent to a three year degree, with Korean Proficiency¹ or ▪ Professional entry ⁴ admission with Korean Proficiency¹.

	<ul style="list-style-type: none"> ▪ In addition, Overseas students ³ must be at least 18 years of age, and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Graduate Diploma of Arts (Korean) AQF level 8</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited three-year bachelor award or equivalent in any discipline, with Korean Proficiency¹. ▪ In addition, Overseas students ³ must be at least 18 years of age, and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Master of Arts (Korean) AQF level 9</p>	<ul style="list-style-type: none"> ▪ Category 1- 1 years MA : Satisfactory completion of an accredited AQF level 8 award in the discipline of theology from an Australian tertiary institution or equivalent, with Korean Proficiency ¹ or ▪ Category 2- 1.5 years MA : Satisfactory completion of an accredited 3 year AQF level 7 award in the discipline of theology from an Australian tertiary institution or equivalent, with Korean Proficiency ¹ ▪ In addition, Overseas students ³ must be at least 18 years of age, and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Master of Divinity (Korean) AQF level 9</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited three-year bachelor award or equivalent in any discipline, with Korean Proficiency¹ or ▪ Hold an SCD Graduate Certificate in Arts (Korean): to receive the award the student is required to complete a further 180 credit points (20 units), and hand back the GradCertArts (Korean) upon graduation; or ▪ Hold an SCD Graduate Diploma of Arts (Korean): to receive the award the student is required to complete a further 144 credit points (16 units), and hand back the GradDipArts (Korean) upon graduation; or ▪ Hold an SCD Master of Arts (Korean)(72 /108 credit point): to receive the award the student is required to complete a further 144 /108 credit

	<p>points, and hand back the MA (Korean) upon graduation; or</p> <ul style="list-style-type: none"> ▪ Hold an SCD BTh (Korean) and receive a credit of 54 credit points allocated to level 8500 units with a maximum of 18 credit points in any discipline. ▪ In addition, Overseas students ³ must be at least 18 years of age, and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
<p>Master of Theology (Korean) AQF level 9</p>	<ul style="list-style-type: none"> ▪ Satisfactory completion of an accredited Bachelor of Theology or equivalent, with Korean Proficiency¹ or ▪ Satisfactory completion of an SCD Master of Arts (Korean) and take up the same specialisation in the MTh which was undertaken in the MA program and meet the pre-requisites for any coursework units in the MTh. ▪ In addition, Overseas students ³ must be at least 18 years of age, and may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.

¹ Korean Language Proficiency

Adequate Korean language proficiency is:

- a) Satisfactory graduation from High School in Korea at a level that would gain admission into a Korean university, or
- b) Successful completion of an award from an accredited Korean University in the Korean language, or
- c) Have proficiency in the Korean language equivalent to level 5, for entry into Undergraduate programs and level 6 for entry into Postgraduate programs, on the 6 level Yonsei University Korean language Test

² Special Entry

A student may be admitted to a course on the basis of Special Entry. Such students might be:

- a) persons who have not yet reached mature age and who did not complete a satisfactory graduation from High School in Korea at a level that would gain admission into a university but has completed a trade certificate or equivalent;
- b) persons who have been educationally disadvantaged due to:
 - i) socio-economic reasons such as low-family income or poor living conditions;

- ii) language difficulties;
 - iii) learning difficulties;
 - iv) disrupted schooling;
 - v) physical disability;
 - vi) serious family illness;
 - vii) excessive family responsibility;
 - viii) geographical isolation of home and/or school and lack of support, time or facilities for study at home or school.
- f) persons who have completed a prescribed program of non-award study (4 units) and passed all units.

All Special Entry admissions are provisional.

▪ ***Admission Procedures for Provisional Entry***

Admission to any SCD undergraduate course on the basis of **Mature Age** or **Special Entry** is a provisional admission, and requires special procedures:

- a) Students with provisional status shall be required to complete a ‘Qualifying Period’, whilst being permitted to enrol provisionally for the award.
- b) 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 award.
- c) The ‘Qualifying Period’ shall consist of the successful completion of a 1/3 of the units that make up the award.
- d) The maximum time allowed for the completion of the ‘Qualifying Period’ shall be three years.
- e) Upon the successful completion of 1/3 of the units that make up the award, the provisional status of enrolment will be lifted.

³ **Overseas Students** (*Students who are entering Australia to study on a student visa. This does not include students who are residing outside of Australia during their course of study*)

- a) The SCD welcomes overseas students but admission to the SCD is governed by the requirements of the Australian Government, the SCD requirements (as set out above).
- b) Once the overseas student makes application, the student’s academic qualifications are matched against the entry criteria to confirm their potential admission. This is done by the Sydney College of Divinity Registrar of the Korean Program and then approved by the Student Administration Committee of the SCD. Student’s previous academic qualifications are evaluated using the AEI Country Education Profiles (CEP) online data.
- c) Overseas students may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning. All courses available to overseas students have units available by distance and / or on-line learning.

- d) All relevant documents must be submitted with the application, as applications which are inadequately documented cannot be considered.
- e) When enrolling in SCD courses in Korean language:
- i) students are expected to be proficient in Korean;
 - ii) assessment tasks shall be set and examined in that language unless special permission to do otherwise is granted by the Academic Board;
- f) The information contained in this policy is communicated to the overseas student at the point of initial contact. Hard copy is included in the application package sent to the prospective student prior to them making application.

4 Professional Entry into Graduate Certificate in Arts with a professional concentration

a) Students not possessing an undergraduate degree meeting the normal entry requirements may seek provisional admission into a Graduate Certificate in Arts (with a professional concentration) via Professional Entry. Normally the professional experience and expertise of the potential student will align with the professional concentration in the prospective Graduate Certificate in Arts they are seeking to enter thus providing a rationale for approval but not without consideration of the level of experience required as set out in the requirements below

This entry requires the student to:

- possess a minimum of 5 years relevant work experience in the **senior leadership role**, consistent with the *Typical Progression Pathways* outlines below or
- possess a minimum of 8 years relevant work experience in a range of leadership roles from **associate leader to senior team leader** or
- possess a minimum of 10 years relevant work experience in an **associate leader role** and be over the age of 30

All applications should be made on the Standard Admissions Form and include a current CV of the student and be supported by testimonials from the applicant's professional peers, demonstrating recognition of the applicant's senior leadership capacities and responsibilities. The application is then evaluated by both the Member Institution Registrar and Academic Dean before submitting it to the SSAC, via the Academic Registrar, for approval.

If entry is approved, the student then enrolls in a single 8500 (entry) level Graduate Certificate unit – either B85XX or T85XX or another 8500 level unit if the student has completed the equivalent to those introductions - and if this unit is completed successfully at a credit level or above may be granted normal entry into the Graduate Certificate in Arts (with a professional concentration) following an interview with the Dean of Graduate Studies or the College Registrar. The unit completed is part of the student's Graduate Certificate in Arts program. The remaining three units must all be completed successfully. To progress to the MA all units must be passed and the completed Graduate Certificate in Arts must have a GPA of at least 2.0.

- b) A completed MA that was entered via a professional entry Graduate Certificate is not a pathway to the MTh.
- c) Students not studying full-time will normally be required to maintain some concurrent, ongoing involvement in a leadership position.

Typical Progression Pathways: Relevant work experience in a senior leadership role will be determined by the Student Support and Administration Committee (SSAC) of the SCD, and (subject to the above requirements) will include:

- i) Full-time church or para-church ministry in the senior leadership position.
- ii) Senior leadership experience in non-government, not-for-profit, community-based and related organisations which act to further the social and/or cultural outworkings of the gospel.
- iii) Christian business people who are fulfilling positions of responsibility including team and industry leadership
- iv) Other relevant senior leadership experience consistent with, and deemed by SSAC to be equivalent to, the above.

➤ Overseas University Qualifications

The equivalence of Overseas University and Tertiary Institution qualifications is determined by the Student Administration Committee using the AEI Country Education Profile (CEP - NOOSR) on-line data as provided by the Australian Government.

➤ Admission Process

Undergraduate and coursework postgraduate students enroll directly with the SCD Member Institutions using the standard SCD Admission form. Research degree students enroll directly with the SCD using the standard SCD Admission form. Prior to enrolment and before tuition fees are paid, students are informed of their rights and obligations including –

- All changes and proposed changes to their course of study over the duration of their course
- Policies, arrangements and potential eligibility for credit for prior learning
- Policies on tuition protection and refund of charges

Author(s), Latest (Role) and Previous	Les Gainer (Academic Registrar), Student Support and Administration Committee
Last Approval (Date)	Academic Board (Nov 2017)
Date for Review	Five years after the last date(s) above
Previous Approval(s)	Academic Board (Nov 2016), Academic Board SC (Jun 2015) Academic Board (Sep 2012)
Minor Amendments from 1 January 2017	Addition to admission criteria to include provision of certified documentation.