Enrolment Policy (English Awards)

Approved by	Academic Board
Approval date	06/05/2024
Previous approval date(s)	05/11/2018; 06/11/2017; 07/11/2016; 01/06/2015; 12/09/2012
Date for Review	2029
Responsible Officer(s) and Committee(s)	SCD Registrar/ Academic Board
Related documents	
Higher Education Standards (2021)	1.1, 1.2, 7.2.2(d)
National Code (2018)	3

1. Purpose

The purpose of this policy is to set out the guidelines for admission into SCD courses in English

2. Scope

This policy applies to all SCD students.

3. Definitions

The Policy Document Glossary applies to this policy.

4. Statements and Objectives

4.1   For undergraduate courses, normal entry is determined on the basis of academic merit – a completed Higher School Certificate (HSC) or equivalent and the Australian Tertiary Admission Rank (ATAR) or equivalent (University Admission Index - UAI, Tertiary Entrance Rank - TER, Overall Position - OP, Grade Point Average - GPA) as well as an appropriate IELTS score for overseas students. Mature age and special entry provisions are also available.

4.2   For postgraduate 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 an appropriate IELTS score for overseas students.

4.3   This Enrolment Policy is implemented by the Student Support and Administration Committee for all coursework awards and the Research Committee for all research awards under these guidelines as approved by the SCD Academic Board.

Admission documentation for all applicants

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

4.5   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.

4.6   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.

4.7   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.

4.8   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.

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

4.10   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.

4.11   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.

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

4.13   An official at an Australian embassy, high commission, or consulate;

4.14   Another official as specified by the Student Support and Administration Committee. A certified copy of IELTS results may also be required.

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

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

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

Course being Entered	Entry Requirements
Diploma of Theology AQF level 5	• Satisfactory completion of Year 12 in the Australian school system, or its equivalent, with English Proficiency [1]; or • Mature Age [2] admission for those who have reached the age of 20, with English Proficiency [1]; or • Special Entry [2] admission with English Proficiency [1] • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 6.0 or greater and with no score less than 5.5 in each band of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
Diploma of Ministry AQF level 5	• Satisfactory completion of Year 12 in the Australian school system, or its equivalent, with English Proficiency [1]; or • Mature Age [2] admission for those who have reached the age of 20, with English Proficiency [1]; or • Special Entry [2] admission with English Proficiency [1] • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 6.0 or greater and with no score less than 5.5 in each band of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
Diploma of Christian Studies AQF level 7	• Satisfactory completion of Year 12 in the Australian school system, or its equivalent, with English Proficiency [1]; or • Mature Age [2] admission for those who have reached the age of 21, with English Proficiency [1]; or • Special Entry [2] admission with English Proficiency [1] • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 6.5 or greater and with no score less than 6.0 in each band of the test, 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 Christian Thought and Practice AQF level 7	• Satisfactory completion of Year 12 in the Australian school system with an Australian Tertiary Admission Rank (ATAR) of 65 or above, or its equivalent (e.g. OP = or <16), with English Proficiency [1]; or • Mature Age [2] admission for those who have reached the age of 21, with English Proficiency [1]; or • Special Entry [2] admission with English Proficiency [1] • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 6.5 or greater and with no score less than 6.0 in each band of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.

Course being Entered	Entry Requirements
Bachelor of Ministry AQF level 7	• Satisfactory completion of Year 12 in the Australian school system with an Australian Tertiary Admission Rank (ATAR) of 65 or above, or its equivalent (eg, OP = or <16) with English Proficiency [1]; or • Mature Age [2] admission for those who have reached the age of 21, with English Proficiency [1]; or • Special Entry [2] admission, with English Proficiency [1] • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 6.5 or greater and with no score less than 6.0 in each band of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
Bachelor of Theology AQF level 7	• Satisfactory completion of Year 12 in the Australian school system with an Australian Tertiary Admission Rank (ATAR) of 65 or above, or its equivalent (eg, OP = or <16) with English Proficiency [1]; or • Mature Age [2] admission for those who have reached the age of 21, with English Proficiency [1]; or • Special Entry [2] admission, with English Proficiency [1] • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 6.5 or greater and with no score less than 6.0 in each band of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
Bachelor of Ministry (Honours) AQF level 8	• Satisfactory completion of a AQF Level 7 award in ministry or equivalent within the previous 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 English Proficiency [1]; or • hold an equivalent qualification from a university or other tertiary institution, with English Proficiency [1] • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning

Course being Entered	Entry Requirements
Bachelor of Theology (Honours) AQF level 8	• Satisfactory completion of a AQF Level 7 award in the discipline of theology within the previous 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 English Proficiency [1]; or • hold an equivalent qualification from a university or other tertiary institution, with English Proficiency [1] • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning
Graduate Certificate in Arts AQF level 8	• Satisfactory completion of an accredited three-year AQF level 7 award from an Australian tertiary institution or equivalent in any discipline, with English Proficiency [1], or • Professional entry [4] admission, with English proficiency [1]. • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
Graduate Certificate in Theological Studies AQF level 8	• Satisfactory completion of an accredited three-year AQF level 7 award from an Australian tertiary institution or equivalent in any discipline, with English Proficiency [1], or • Professional entry [4] admission, with English proficiency [1]. • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
Graduate Certificate in Leadership AQF level 8	• Satisfactory completion of an accredited three-year AQF level 7 award from an Australian tertiary institution in the field of philosophy and religious study (ASCED 0917) or equivalent, with English Proficiency [1], or • Professional entry [4] admission, with English proficiency [1]. • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.

Course being Entered	Entry Requirements
Graduate Certificate in Theological Education AQF level 8	• Satisfactory completion of an accredited three-year AQF level 7 award from an Australian tertiary institution in the field of philosophy and religious study (ASCED 0917) or equivalent, with English Proficiency [1], or • Have current or previous experience as a theological educator in the tertiary sector • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
Graduate Diploma of Arts AQF level 8	• Satisfactory completion of an accredited three-year AQF level 7 award from an Australian tertiary institution or equivalent in any discipline, with English Proficiency [1] • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
Graduate Diploma of Theological Studies AQF level 8	• Satisfactory completion of an accredited three-year AQF level 7 award from an Australian tertiary institution or equivalent in any discipline, with English Proficiency [1] • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
Graduate Diploma of Leadership AQF level 8	• Satisfactory completion of an accredited three-year AQF level 7 award from an Australian tertiary institution in the field of philosophy and religious study (ASCED 0917) or equivalent, with English Proficiency [1] • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.

Course being Entered	Entry Requirements
Master of Arts AQF level 9	• Category 1- 1 years MA: Satisfactory completion of an accredited AQF level 8 award in the discipline of theology/ ministry from an Australian tertiary institution or equivalent, with English 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 / ministry from an Australian tertiary institution or equivalent, with English Proficiency[1] • In addition, Overseas students[3] must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
Master of Theological Studies AQF level 9	• Satisfactory completion of an accredited AQF level 8 award (Graduate Certificate) from an Australian tertiary institution in the discipline of Theology or Ministry or equivalent, with English Proficiency [1] • In addition, Overseas students[3] must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
Master of Leadership AQF level 9	• Satisfactory completion of an accredited AQF level 8 award (Graduate Certificate) from an Australian tertiary institution in the field of philosophy and religious study (ASCED 0917) or equivalent, with English Proficiency[1] • In addition, Overseas students[3] must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.

Course being Entered	Entry Requirements
Master of Divinity AQF level 9	• Satisfactory completion of an accredited three-year AQF level 7 award from an Australian tertiary institution or equivalent in any discipline, with English Proficiency [1], and if • Hold an SCD Graduate Certificate in Arts: to receive the award the student is required to complete a further 180 credit points (20 units), and hand back the GradCertArts upon graduation; or • Hold an SCD Graduate Diploma of Arts: to receive the award the student is required to complete a further 144 credit points (16 units), and hand back the GradDipArts upon graduation; or • Hold an SCD Master of Arts (72 /108 credit points): to receive the award the student is required to complete a further 144/108 credit points, and hand back the MA upon graduation • Hold an SCD BTh 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, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.
Master of Theology AQF level 9	• Satisfactory completion of an accredited three-year AQF level 7 award in the discipline of theology from an Australian tertiary institution or equivalent, with English Proficiency [1]; or • Satisfactory completion of an SCD Master of Arts 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, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning.

Course being Entered	Entry Requirements
Master of Philosophy AQF level 9	• Satisfactory completion of a four-year Bachelor (Honours) with results at Class II, Division 1 or better from the Sydney College of Divinity or an equivalent institution, with English Proficiency [1]; or • Satisfactory completion of a Graduate Diploma with a GPA of 3+ and one 18 cpt research unit at Distinction level or better from the Sydney College of Divinity or an equivalent institution, with English Proficiency [1]; or • In all cases, the prior studies should include sufficient preparation to undertake the proposed research in a theologically related area. • In exceptional cases, candidates may be admitted on the grounds of academic and professional attainments, including publications, in the branch of theological study in which they wish to pursue research; • Notwithstanding the provisions above, the College may require suitability for candidature to be by such examination or other work as determined by the College; • In addition, Overseas students[3] must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses. • The SCD may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.

Course being Entered	Entry Requirements
Doctor of Ministry AQF level 10	• Satisfactory completion of a four year BTh(Hons) degree with results at Class II or better from the Sydney College of Divinity or an equivalent institution, with English Proficiency [1]; or • Satisfactory completion of a Graduate Diploma with a GPA of 2.8+ and one 18 cpt research unit at High Credit level or better from the Sydney College of Divinity or an equivalent institution, with English Proficiency [1]; or • Qualification from another university or tertiary institution deemed to be equivalent to or higher than those above, with English Proficiency [1]; and • Shall have at least four years full-time, or equivalent part-time, certified experience of ministry. • In all cases, prior studies should include sufficient preparation to undertake the proposed coursework and research related to Christian Life and Ministry. • In exceptional cases, candidates may be admitted on the grounds of academic and professional attainments, including publications, in the branch of theological study in which they wish to pursue research; • Notwithstanding the provisions above, the College may require suitability for candidature to be by such examination or other work as determined by the College; • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test; and • may only enrol in full time courses and cannot complete such courses by more than 33.3% distance or online learning. • The SCD may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.

Course being Entered	Entry Requirements
Doctor of Philosophy AQF level 10	• Satisfactory completion of a four year BTh(Hons) degree with results at Class II, Division I or better, from the Sydney College of Divinity or an equivalent institution, with English Proficiency [1]; or • Satisfactory completion of a Graduate Diploma with a GPA of 3+ and one 18 cpt research unit at Distinction level or better from the Sydney College of Divinity or an equivalent institution, with English Proficiency [1]; or • Qualification from another university or tertiary institution deemed to be equivalent to or higher than those above, with English Proficiency [1]; • In all cases, prior studies should include sufficient preparation to undertake the proposed research in a theologically related area. • In exceptional cases, candidates may be admitted on the grounds of academic and professional attainments, including publications, in the branch of theological study in which they wish to pursue research; • Notwithstanding the provisions above, the College may require suitability for candidature to be by such examination or other work as determined by the College; • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses. • The SCD may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.

Course being Entered	Entry Requirements
Doctor of Theology AQF level 10	• Satisfactory completion of a four year BTh(Hons) degree with results at Class II, Division I or better, from the Sydney College of Divinity or an equivalent institution, with English Proficiency [1]; or • Satisfactory completion of a Graduate Diploma with a GPA of 3+ and one 18 cpt research unit at Distinction level or better from the Sydney College of Divinity or an equivalent institution, with English Proficiency [1]; or • Qualification from another university or tertiary institution deemed to be equivalent to or higher than those above, with English Proficiency [1]; • In all cases, prior studies should include sufficient preparation to undertake the proposed research in a theologically related area. • In exceptional cases, candidates may be admitted on the grounds of academic and professional attainments, including publications, in the branch of theology in which they wish to pursue doctoral work. • Notwithstanding the provisions above, the Sydney College of Divinity may require suitability for candidature to be by such examination or other work as determined by the Sydney College of Divinity; • In addition, Overseas students [3] must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test and may only enrol in full time courses. • The SCD may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.

¹English Language Proficiency

4.18 This policy applies to all students, except those entering Australia to study on a student visa. These students are Overseas Students 3 and requirements are listed below.

4.19 If students have undertaken their previous studies in an overseas country, they may have to provide proof of proficiency in English to gain entry into a Sydney College of Divinity award.

4.20 Students do not have to provide proof of proficiency in English if they have:
   a. completed an accredited award in English at one AQF level below the award that they are seeking admission into; or
   b. have successfully completed senior secondary study in English; or
   c. have successfully completed at least one year of full-time university study in English in the field of Humanities.

4.21 Students must provide proof of proficiency in English if they have undertaken all their qualifications in a language other than English.

4.22 Those students who have not completed previous studies in English may demonstrate proficiency in English by completing an IELTS test (or equivalent). The test results required for admission are as follows:

Award	IELTS Result
Diploma of Theology* Diploma of Ministry	• 6.0 or greater overall, with no score less than 5.5 in each band of the test. • Provisional admission may be granted for an overall score of • 5.5 with no score less than 5.5 in each band. • All course units must be passed in the first 2 semesters of enrolment for the provisional status to be removed. • If this requirement is not met the admission is cancelled.
Diploma of Christian Studies Associate Degree of Christian Thought and Practice Bachelor of Theology Bachelor of Ministry	• 6.5 or greater overall, with no score less than 6.0 in each band of the test. • Provisional admission may be granted for an overall score of • 6.0 with no score less than 6.0 in each band. • All course units must be passed in the first 2 semesters of enrolment for the provisional status to be removed. • If this requirement is not met the admission is cancelled.
BTh (Hons), BMin (Hons) and All Postgraduate Awards	• 7.0 or greater in all bands of the test.
* An alternative English proficiency for the Diploma of Theology is a Certificate of Completion for the Advanced Level English for Theology from Australian Onsung International College.	

4.23 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 do the HSC or failed to meet the UAI or ATAR level. For example, a person under 20 years of age who did not do the HSC 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.

   c. persons of Aboriginal or Torres Strait Islander descent who have not followed the normal HSC entry path;

   d. persons who were home schooled and show evidence of being able to manage tertiary study;

   e. students awaiting an IELTS result;

   f. persons who have completed a prescribed program of non-award study (4 units) and passed all units.

4.24 All Special Entry admissions are provisional.

Admission Procedures for Provisional Entry

4.25 Admission to any SCD undergraduate course on the basis of Mature Age or Special Entry or the entry into the Master of Arts by way of a Vocational Graduate Certificate is a provisional admission, and requires special procedures

4.26 Students with provisional status shall be required to complete a 'Qualifying Period', whilst being permitted to enrol provisionally for the award.

4.27 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.

4.28 The 'Qualifying Period' shall consist of the successful completion of a 1/3 of the units that make up the award.

4.29 The maximum time allowed for the completion of the 'Qualifying Period' shall be three years.

4.30 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

4.31 This applies to students who are entering Australia to study on a student visa. It does not include students who are residing outside of Australia during their course of study.

4.32 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) and a Member Institution's own regulations.

4.33 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 Academic Committee within the Member Institution and then approved by the Student Administration Committee of the SCD. Student's previous academic qualifications are evaluated with the help of AEI Country Education Profiles (CEP) online data. The student's English language proficiency is determined by an IELTS test (or equivalent).

4.34 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.

4.35 All relevant documents must be submitted with the application, as applications which are inadequately documented cannot be considered.

4.36 When enrolling in SCD courses in English language:
   a. students are expected to be proficient in English;
   b. assessment tasks shall be set and examined in that language unless special permission to do otherwise is granted by the Academic Board;
   c. students who gained their qualifications for admission to any of the SCD's awards up to the level of Master (coursework) in a language other than English, must accompany their application for admission with an IELTS (or equivalent) result normally of 6.0 or better for Diploma, 6.5 or better for Bachelor and 7.0 or better for coursework postgraduate courses – see the table presented in the English Proficiency[1] section for a more detailed explanation of the IELTS requirements including provisional admission;
   d. students who gained their qualifications for admission to any of the SCD's postgraduate awards from the level of research Master in a language other than English, must accompany their application for admission with an IELTS (or equivalent) result of normally not less than 7.0 in all bands of the test;
   e. applicants already in Australia who are required to take an English test shall be advised;

4.37 All Member Institutions are required to observe the English language requirements as spelt out in 4.38c. and 4.38d.

4.38 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

4.39 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.

4.40 This entry requires the student to:
   a. possess a minimum of 5 years relevant work experience in the senior leadership role, consistent with the Typical Progression Pathways outlines below or
   b. possess a minimum of 8 years relevant work experience in a range of leadership roles from associate leader to senior team leader or
   c. possess a minimum of 10 years relevant work experience in an associate leader role and be over the age of 30

4.41 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.

4.42 If entry is approved, the student then enrols 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.

4.43 A completed MA that was entered via a professional entry Graduate Certificate is not a pathway to the MTh.

4.44 Students not studying full-time will normally be required to maintain some concurrent, ongoing involvement in a leadership position.

4.45 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:

a. Full-time church or para-church ministry in the senior leadership position.
b. 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.
c. Christian business people who are fulfilling positions of responsibility including team and industry leadership
d. Other relevant senior leadership experience consistent with, and deemed by SSAC to be equivalent to, the above

Overseas University Qualifications

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

Course Quotas

4.47 Any Member Institution may impose a quota in a unit that it teaches on its own campus towards a SCD course, or in a course that is taught exclusively on that campus. Such a need, when it arises, would be due to restricted resources: e.g. classroom space, staff workload, avenues for field placement, etc. In such cases selection into the unit or course at a particular Member Institution would be determined on the basis of academic merit. However, students who do not gain entry to a particular Member Institution, would be advised by the Registrar of similar units of study or courses that were available at other SCD Member Institutions where quotas did not apply.

Restrictions on Admission

4.48 There are no quotas placed on entry into Postgraduate Research Degree candidature. However, students are only permitted to enrol formally once a thesis topic has been approved and appropriate Supervisors have been found.

4.49 The SCD is firmly committed to a strong research culture for both its staff and for its students. Currently there are 6 research awards – BMin(Hons), BTh(Hons), MPhil, DMin, PhD and ThD.

Admission Process

4.50 Undergraduate and coursework postgraduate students enrol directly with the SCD Member Institutions using the standard SCD Admission form. Research degree students enrol 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 –

    a. All changes and proposed changes to their course of study over the duration of their course

    b. Policies, arrangements and potential eligibility for credit for prior learning

    c. Policies on tuition protection and refund of charges (for coursework units, the last day to withdraw is set at 50% into the unit for all units, whether Semester, Trimester or year-long).