



Sydney College of Divinity

A federation of leaders in theological education

ADMISSION

POLICIES

The policies for admission in each program are found in the SCD Handbook and are summarised below.

Course being Entered	Entry Requirements
Diploma of Theology	<ul style="list-style-type: none">• 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 6.0 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 25% distance or online learning.
Bachelor of Theology	<ul style="list-style-type: none">• Satisfactory completion of Year 12 in the Australian school system with a Student Admission Index (UAI) of 70 or above, or its equivalent (eg, OP = or <13) , 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 25% distance or online learning.
Bachelor of Theology (Korean medium)	<ul style="list-style-type: none">• Satisfactory completion of Year 12 in the Australian school system with a Student Admission Index (UAI) of 70 or above, or its equivalent (eg, OP = or <13); or• Satisfactory graduation of High School in Korea at a level that would gain admission to a university, or

	<ul style="list-style-type: none"> • Mature Age ² admission for those who have reached the age of 21, or • Special Entry ² admission • 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 25% distance or online learning.
Bachelor of Theology (Honours)	<ul style="list-style-type: none"> • Satisfactory completion of the Sydney College of Divinity BTh or joint BTh degree within the last five years and with a grade point average of 2.7 in the coursework and 3.0 in the area of specialisation, with English Proficiency ¹; or • hold for equivalent qualifications 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 25% distance or online learning.
Graduate Certificate in Arts	<ul style="list-style-type: none"> • Satisfactory completion of a three-year bachelor award 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 25% distance or online learning.
Graduate Diploma of Arts	<ul style="list-style-type: none"> • Satisfactory completion of a three-year bachelor award 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 25% distance or online learning.
Master of Arts	<ul style="list-style-type: none"> • Satisfactory completion of a three-year bachelor award or equivalent in any discipline, with English Proficiency ¹; or • Satisfactory completion of a Vocational Graduate Certificate (provisional admission ²) or Vocational Graduate Diploma, 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

	<p>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 25% distance or online learning.</p>
Master of Divinity	<ul style="list-style-type: none"> • Satisfactory completion of a three-year bachelor award 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 25% distance or online learning.
Master of Theology	<ul style="list-style-type: none"> • Satisfactory completion of a Bachelor of Theology 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 25% distance or online learning.
Master of Arts (Honours)	<ul style="list-style-type: none"> • Satisfactory completion of a four year Bachelor (Honours) or equivalent with results at Class II or better, with English Proficiency ¹; or • Satisfactory completion of an SCD Master of Arts with a grade point average of 2.8 or better and including the Research Essay at distinction level, with English Proficiency ¹; or • Qualifications from another university or tertiary institution deemed by the College to be equivalent to those above, 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 25% distance or online learning. <p>The SCD may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.</p>
Master of Theology (Honours)	<ul style="list-style-type: none"> • Satisfactory completion of an SCD Bachelor of Theology (Honours) with results at Class II or better and have achieved a credit level of attainment in an appropriate area of study or areas of study considered by the Research

	<p>Degree Committee to be acceptable for the purpose of proceeding to a Master of Theology (Honours) , with English Proficiency ¹; or</p> <ul style="list-style-type: none"> • Satisfactory completion of an SCD Master of Theology with a grade point average of 2.8 or better and including the Research Essay at distinction level, with English Proficiency ¹; or • Qualifications from another university or tertiary institution deemed by the College to be equivalent to those in above, 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 25% distance or online learning. <p>The SCD may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.</p>
<p>Doctor of Ministry</p>	<ul style="list-style-type: none"> • Satisfactory completion of a four year BTh(Hons) or BTh & MTh, or MDiv; or a combination of awards deemed to be equivalent to the above, with a grade point average of 2.8, with English Proficiency ¹; or • shall hold from a university or tertiary institution, qualifications approved by the Research Committee as equivalent to the requirements set out in above, with English Proficiency ¹; and • shall have demonstrated potential for research; and • shall have at least four years full-time, or equivalent part-time, certified experience of ministry. • 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 25% distance or online learning. <p>The SCD may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.</p>
<p>Doctor of Philosophy</p>	<ul style="list-style-type: none"> • Satisfactory completion of a four-year Bachelor (Honours), or equivalent, with results at Class II (Division I) or better, with English Proficiency ¹ ; or • Satisfactory completion of an SCD MA (Honours) , with English Proficiency ¹; or

	<ul style="list-style-type: none"> • Qualifications from another university or tertiary institution deemed by the College to be equivalent to those in above, with English Proficiency ¹; • 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 doctoral work. • 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 25% distance or online learning. <p>The SCD may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.</p>
<p>Doctor of Theology</p>	<ul style="list-style-type: none"> • Satisfactory completion of a four-year BTh(Hons) or equivalent with results at Class II (Division I) or better, with English Proficiency ¹; or • Satisfactory completion of an SCD MTh (Honours) , with English Proficiency ¹ ; or • Qualifications from another university or tertiary institution deemed by the College to be equivalent to those in above, with English Proficiency ¹; • 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 and cannot complete such courses by more than 25% distance or online learning. <p>The SCD may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.</p>

¹ English Proficiency

This policy applies to all students, except those entering Australia to study on a student visa. These students are Overseas Students³ and requirements are listed below.

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.

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

Students **do not** have to provide proof of proficiency in English if they have at least one qualification completed in English, or have completed senior secondary study or at least one year of full-time university study in English.

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	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.
Bachelor of Theology	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) and all Postgraduate Awards	7.0 or greater in all bands of the 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 do the HSC or failed to meet the UAI level. For example, a person under 21 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.

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** or the entry into the Master of Arts by way of a **Vocational Graduate Certificate** 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) and a Member Institution's own regulations.
- (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 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 students English language proficiency is determined by an IELTS test (or equivalent).

(c) Overseas students may only enrol in full time courses and cannot complete such courses by more than 25% 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) Courses in the SCD are conducted in English (except the BTh (Korean Medium)) so:

- (i) students are expected to be proficient in English;
- (ii) assessment tasks shall be set and examined in that language unless special permission to do otherwise is granted by the Academic Board;
- (iii) 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 Proficiency¹ section for a more detailed explanation of the IELTS requirements including provisional admission;
- (iv) 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;
- (v) applicants already in Australia who are required to take an English test shall be advised accordingly;

(f) All Member Institutions are required to observe the English language requirements as spelt out in sub-Rule (e) (iii) and (iv).

(g) 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 MA(with a professional specialisation)

(a) Students not possessing an undergraduate degree meeting the normal entry requirements may seek provisional admission into an MA (with a professional specialisation) via Professional Entry. This entry requires the student to possess a minimum of 5 years relevant work experience in a senior leadership role, consistent with the *Typical Progression Pathways* outlines below.

The student then enrolls in a single 400 (entry) level Masters unit and if this unit is completed successfully at a credit level or above may be granted normal entry into the MA (with a professional specialisation) following an interview with the Dean of

Graduate Studies or the College Registrar. The unit completed is part of the students MA program.

(b) Students enrolling under the provisions of (a) above, may be required to choose appropriate introductory Theology or Bible units as one or two of the first four units of their MA study program.

(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 Administration Committee of the SCD, and (subject to the above requirements) will include:

- (i) Full-time church or para-church ministry in 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 SAC to be equivalent to, the above

All applications should be supported by testimonials from the applicant's professional peers, demonstrating recognition of the applicant's senior leadership capacities and responsibilities.

➤ **Course Quotas**

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**

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.

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

PROCEDURES

COURSEWORK AWARDS

Diploma, Bachelor and Masters (coursework) Degrees

Admission to these programs is through one of the Member Institutions of the Sydney College of Divinity. Every application to an award is forwarded by the Member Institution to the Student Administration Committee for approval under the guidelines set down by the Academic Board.

FORMS:

Application is to be made on the APPLICATION FOR ADMISSION form.

MI to submit admissions to SAC on the SCD 2009 ADMISSIONS form.

For cross institution enrolments a student completes a CROSS INSTITUTION STUDY form

Admission Administrative Procedures

By Member Institutes

- (1) Students complete the SCD Application for Admission form and other requirements (e.g. contract, references, interviews etc) and are given an SCD Student number by the MI.

- (2) Students may apply for admission to the various awards under one of the following categories:
 1. HSC or equivalent (DipTh, BTh)
 2. Partnership Award / Cross Institution Electives
 3. Mature Age (DipTh, BTh)
 4. Special Entry (Undergraduate)
 5. VET Graduate Certificate or Graduate Diploma (Grad Cert Arts, Grad Dip Arts, MA)
 6. Portability
 7. Provisional IELTS
 8. Graduate Certificate or Graduate Diploma award (Grad Dip Arts, MA)
 9. 3 year Bachelor award or equivalent (Grad Cert Arts, Grad Dip Arts, MA, MDiv)
 10. Bachelor of Theology or equivalent (MTh)
 11. Professional Entry (Grad Cert Arts, Grad Dip Arts, MA)

- (3) Registrars will present the College's admissions on the Combined Admissions Form to the Student Administration Committee. The form will:
 - (a) be completed and signed by the Member Institute Registrar;

- (b) be headed by the name of the Member Institute;
- (c) be dated by the year;
- (d) include a statement that the relevant documentation (eg Higher School Certificate, degree, birth certificate) has been sighted and copies are held in students' files at the MI;
- (e) contain "Date of Birth" information which has practical relevance both for Mature Age Entry purposes and to provide a cross reference for College identification.

By the Student Administration Committee

- (1) Admission lists are to be forwarded to the Chair of the Student Administration Committee for evaluation by the Admissions sub-committee prior to the Student Administration Committee meeting.
- (2) The Student Administration Committee considers each application and approves the admissions under the guidelines set down by the Academic Board. An Admissions Summary is forwarded to the Academic Board.

By the Office of the Dean

- (1) The Office of the Dean will keep:
 - (a) a list of all students enrolled in the College's coursework awards;
 - (b) a list of each year's admissions at each Member Institute;
 - (c) a list of current students, that is new students and re-enrolled students;
 - (d) a separate list of provisionally admitted students;
 - (e) a separate list of confirmed ex-provisional students.

Cross Member Institution Admissions

- (1) A student wishing to undertake a unit at another Member Institution must:
 - (a) completed a 'Cross Institution Study' form and have the home institution Registrar endorse the form;
 - (b) take the endorsed 'Cross Institution Study' form to the Registrar of the Member Institute where he/she wishes to undertake the unit;
- (2) At the end of the unit the teaching Member Institute will provide a copy of the students academic record to the home Member Institute showing the result gained (% Mark + Grade).
- (3) Students will pay the Tuition fees to the teaching Member Institute.

RESEARCH AWARDS

Bachelor of Theology (Honours)

FORMS

Applicants are to complete two forms:

- SCD APPLICATION FOR ADMISSION form
- SUPPLEMENTARY APPLICATION FORM FOR ADMISSION TO CANDIDATURE BACHELOR OF THEOLOGY (HONOURS) PROGRAM

Admission Administrative Procedures

By Member Institutes

(1) Students complete the SCD Admission form, the BTh (Hons) supplementary application form and other requirements (e.g. contract, references, interviews etc) and are given a SCD Student number (unless they already have an SCD student number which they use for all their studies with the SCD no matter what institution they are studying with).

(2) Registrars will present the College admission form and the supplementary BTh (Hons) form to the Research Committee. The form will:

- (a) be completed and signed by the Member Institute Registrar;
- (b) be headed by the name of the Member Institute;
- (c) be dated by the year;
- (d) include a statement by the registrar that the relevant documentation (eg Higher School Certificate, degree, birth certificate) has been sighted and copies are held in students' files;
- (e) contain "Date of Birth" information which has practical relevance both for Mature Age Entry purposes and to provide a cross reference for College identification.

By the Research Committee

(1) Admission lists are to be forwarded to the Chair of the Research Committee for evaluation by the Committee.

(2) The Research Committee considers each application and approves the admissions under the guidelines set down by the Academic Board. An Admissions Report is forwarded to the Academic Board.

By the Office of the Dean

(1) The Office of the Dean will keep:

- (a) a list of all students enrolled in the College's coursework awards;

- (b) a list of each year's admissions at each Member Institute;
- (c) a list of current students, that is new students and re-enrolled students;
- (d) a separate list of provisionally admitted students;
- (e) a separate list of confirmed ex-provisional students.

Research Masters and Doctoral Degrees

Applications for admission to the research degree programs are sent to the Director of Research in the Office of the Dean, and are processed and approved by the Research Degree Committee under the guidelines set down by the Academic Board.

FORMS

For Masters research awards and doctoral programs applicants are to complete two forms:

- SCD APPLICATION FOR ADMISSION form &
- APPLICATION FOR ADMISSION TO CANDIDATURE FOR HIGHER DEGREES BY RESEARCH MA(Hons), MTh(Hons), DMin, PhD, ThD

Admission Administrative Procedures for Research Degree Candidates

By the Candidate

- (1) Each candidate completes the SCD Application for Admission form and the Application for Admission to Candidature for Higher Degrees by Research form and is allotted an SCD Student number.
- (2) The candidate submits the applications to the Director of Research at the Office of the Dean, who will provide the student with an SCD Student number assuming they do not already hold one.
- (3) The application is then submitted to the Research Committee for approval

By the Research Degree Committee

- (1) Admission lists are to be forwarded to the Chair of the Research Committee for evaluation by the Committee at its regular meeting.
- (2) The Research Committee considers each application and approves the admissions under the guidelines set down by the Academic Board. An Admissions Report is forwarded to the Academic Board.

By the Office of the Dean

- (1) The Office of the Dean will keep:
 - (a) a list of all candidates enrolled in the College's research awards;
 - (b) a list of each year's admissions ;
 - (c) a list of current candidates, that is new candidates and re-enrolled candidates;
 - (d) the Register of Supervisors:
- (2) The Director of Research will:
 - (a) monitor candidates' progress
 - (b) coordinate the examination of the candidate's thesis