

## **ADELAIDE COLLEGE OF DIVINITY INC**

### **Guidelines for Provisional Entry to the ACD Bachelor of Ministry**

---

#### **Preamble**

The ACD Board wishes to open the entry to the Bachelor of Ministry course to as wide a range of applicants as possible. This document sets out guidelines for the admission of students on a provisional basis.

The basic qualifications for entry are contained in Admission clause 1 of the degree rules:

*1. For admission to the course of studies for the Bachelor of Ministry a candidate shall:*

- a) have completed the final year of secondary schooling in the Australian secondary system (SACE level) or have attained an educational level considered to be equivalent by the Board;*
- b) have an application for admission endorsed by a constituent member college of the ACD; and*
- c) not be concurrently enrolled in any other course of study, unless such study involves the cross listing of topics to be accredited to this degree.*

Admission clause 2 of the degree rules provides for provisional entry to the course as follows:

*2. Provisional Admission*

- a) A candidate who has not fulfilled the educational qualifications for admission specified above may be granted provisional entry status by the Board for a specified period on such conditions as may be determined in each case. Only in exceptional circumstances may such provisional entry status be renewed.*
- b) If a candidate granted provisional entry status fails to comply with the conditions prescribed within the period specified the provisional entry status shall lapse.*

#### **Legislation/Standards**

AQTF Standards for Registered Training Organisations

Guidelines for Higher Education Recognition

#### **Delegations**

The ACD Board has delegated to ACD college principals responsibility for approving provisional entry into the ACD Bachelor of Ministry course of study.

#### **Approvals**

This policy was approved by the ACD Board/ACD President 12 November 2001 and amended 22 May 2005.

#### **Related ACD Documents**

*Admission and Enrolment – General Information*

*ACD Board Delegation to College Principals*

*Equal Opportunity Policy*

#### **Guidelines**

In addition to the existing rules shown above, the following guidelines apply:

1. ACD colleges in receipt of an application for admission to the Bachelor of Ministry course should determine:

- (a) whether or not the applicant meets the entry qualifications in clause 1a) above;  
or
  - (b) in cases where the applicant does not meet the provisions of clause 1a),  
whether or not the applicant is suitable for provisional entry to the course.
2. Inform students seeking provisional entry that they must satisfy the following English language proficiency requirements for admission:
- (a) their first language is English; or
  - (b) they have:
    - (i) successfully completed an Australian Year 12 Program; or
    - (ii) an overall academic IELTS band score of at least 6.0; or
    - (iii) a TOEFL score of at least 550, or 213 in the computer-based TOEFL; or
    - (iv) a grade of 'C' or better in the GCE Ordinary Level subject 'English'; or
    - (v) successfully completed a tertiary degree program taught in the English language.

English language test results must be no more than two years old on the day of receipt of any application for admission.

3. In the case of 1(b) above, where the ACD college determines that an applicant is suitable for provisional entry, the college shall determine what preliminary study is required for provisional entry status to be granted. The college shall notify the student of any preliminary study that they must complete in order to be granted provisional entry status.
4. When preliminary study, if required, has been completed to the satisfaction of the college of the applicant, the college shall notify the ACD Executive Officer.
5. To complete the requirements of provisional entry a student shall successfully complete a minimum of 18 units of BMin coursework at Pass (P) level or better within two academic years and must maintain a reasonable pass rate in any extra topics enrolled in as determined by their college.
6. Colleges shall monitor the progress of their provisional entrants and shall ensure that help is available from within the college should they require it.
7. At the end of the period of provisional study the college shall review the record of the student and determine whether or not provisional entry status should be lifted. If provisional entry status is to be lifted, the college shall notify the ACD Executive Officer.
8. A student who does not satisfactorily complete the period of provisional entry shall not be eligible for re-enrolment in the BMin and may not reapply for provisional entry for at least one year.
9. After a period of one year a student may reapply for provisional entry. If the college of the student wishes to support the application, the ACD Executive Officer shall make a recommendation to that effect to the ACD Board. An application is unlikely to be approved unless evidence can be provided of the equivalent of one full-time semester of additional successful study at CMin level.