

## 1 Admission Criteria

The College exists to prepare men and women for Christian ministry. The criteria for admission are:

- Academic qualifications (as per the criteria set out in the accreditation documentation for each course);
- English Language competence (applicants whose first language is not English are required to sit an examination administered by the International English Language Testing System (IELTS). Successful applicants must achieve a level of 6.5<sup>2</sup> or better in each category of IELTS.);
- Understanding of and aptitude for Christian leadership and ministry (including leadership potential, ministry experience and exemplary personal life consistent with the principles of the Anglican Church of Australia, Diocese of Sydney);
- Theological understanding (including capacity to draw theological connections and personal spiritual life); and
- Attitudes, attributes and aptitude for community living (including emotional maturity and relationship skills).

## 2 Applications

- 2.1 Applicants are welcome and able at any time to request an interview with the Principal or his representative to discuss course options, College life or any other matter.
- 2.2 Written applications for admission to the College's accredited undergraduate courses are received by the Registrar. The applications are processed under the supervision of the Principal on the basis of information contained in the application form and references. This information includes:
  - understanding of the basic tenets of Christian belief;
  - aptitude for and orientation to Christian ministry; and
  - academic capacity to undertake the course under consideration.
- 2.3 The Principal may request an applicant be invited to an interview. There would be at least two interviewers including at least one of the following: the Principal, Vice-Principal, Dean of Students, Dean of Women or Academic Dean. The other interviewer may be a member of Faculty, a member of the Governing Board or a representative of the Archbishop.
- 2.4 Accepted applicants are reported by the Principal to the Governing Board.
- 2.5 Applicants for admission to postgraduate courses, who are not graduates of the College, are interviewed by the Director of Postgraduate Studies and another member of the Postgraduate Committee and admitted by decision of the Board of Studies applying the above Admission Criteria.

---

<sup>1</sup> This policy is approved by the College Council. It is published on the College web site ([www.moore.edu.au](http://www.moore.edu.au)) and a reference to it is set out in the *Student Handbook*. The policy is communicated to academic staff through the *Faculty Handbook* and to support staff through the *Registrar's Handbook*. The Academic Dean is responsible for the training of academic staff in the application of the policy. The Registrar is responsible for the training of support staff in its application.

<sup>2</sup> TOEFL equivalents are accepted as follows: TOEFL paper test – 575 or better plus TWE (Test of Written English) at 4.5 or better; TOEFL Computer test – 233 with a min. essay rating of 5.0; and TOEFL internet test – 90 with a min. of 24 in writing test.

### **3 Funding**

- 3.1 All students are self funding.<sup>3</sup> Accordingly, the College is conscious of the need to ensure that students have sound plans for funding their studies and that they will not come under undue strain due to financial pressures.
- 3.2 Candidates for the B.D. (and B.Th.) are normally eligible for Austudy allowances. While applications must be made by the individuals concerned through CentreLink Offices, the College provides such students with evidence of the requirement for a prior degree for admission to B.D. and B.Th.
- 3.3 The College makes available to all students general information regarding the availability of other forms of government assistance (eg Social Security payments). This information is sourced using the web sites of relevant government agencies etc.

### **4 Verification of Credentials**

- 4.1 All applicants for admission to the College and for candidacy in the various awards offered by the College are required to furnish certified copies of academic transcripts as evidence of pre-requisite qualifications. Where these are not obtainable the original award must be sighted.
- 4.2 Where necessary (e.g. when determining advanced standing) the academic handbook of the institution concerned is consulted. For institutions outside Australia regard is given to the institution's standing with recognised associations of Theological Colleges in the area.<sup>4</sup>
- 4.3 Where no other independent means of verifying an applicant's credentials are available, an assessment of the person's qualifications would be obtained from the National Office of Overseas Skills Recognition.
- 4.4 Where an accurate determination cannot be made of the standard of the applicant's prior study, they are required to undertake entrance examinations at the level of the internal pre-requisites for the College year (or course) into which the applicant seeks entry.

### **5 Credit Transfer**

- 5.1 Applications for transfer of credit are dealt with in accordance with principles outlined in 'Credit Transfer Principles' produced by the Australian Vice-Chancellor's Committee (AVCC) (Canberra, 1993).
- 5.2 Decisions of the Board of Studies with respect to applications for credit transfer are subject to the College's normal Academic Grievance Policy. Board of Studies decisions may be appealed to the College Council through the Principal.

### **6 Recognition of Prior Learning**

- 6.1 The College does not normally recognise non-academic prior learning when considering advanced standing for candidates for its awards.
- 6.2 In the case of mature age entry to B.D. or B.Th. prior learning is a consideration contributing towards entry to the courses where the applicant does not meet the normal requirement of a university degree.
- 6.3 Where prior learning is considered, such consideration is consistent with the National Principles and Operational Guidelines for Recognition of Prior Learning (AQF, 2004) and the 'Principles for Provision of Education by Australian Universities' (AVCC, 2002).

Rhonda Barry  
Registrar  
Tel: 9577 9934  
Email: registrar@moore.edu.au

---

<sup>3</sup> While the College has no formal bursary scheme, from time to time funds become available to provide fully or partly subsidised tuition to international students from economically disadvantaged countries whom the College is convinced will return to their country of origin and engage in full-time Christian ministry.

<sup>4</sup> Such as American Theological Society (ATS), American Association of Theological Schools, Asia Theological Association etc.