

A8 - ADMISSIONS POLICY

1 PURPOSE

The purpose of this policy is to outline the approach of BBI – The Australian Institute of Theological Education (BBI) to student admissions.

2 BACKGROUND

BBI aims to attract, select and retain the best-fit students for the full range of courses of study. This document sets out the policy and procedures for admission to a course of study that the Institute offers.

3 SCOPE

All prospective and existing students of BBI and the staff involved in the administration and recruitment of students and any associated advising.

4 DEFINITIONS

N/A

5 POLICY

BBI aims to attract, select and retain the best-fit students for the range of courses of study. To facilitate this BBI has established:

- The minimum admission requirements to ensure all commencing students will be able to meet the standards and succeed in their studies;
- Admission requirements that are merit-based, but may be reconsidered on educational disadvantage grounds or professional entry where the applicant has an incomplete undergraduate degree and relevant experience of no less than 10 years;
- That there may be course specific admission requirements as set by faculties/accreditation documents to ensure that commencing students have the appropriate academic knowledge and/or English language skills required for potential success;
- Open, fair and transparent admission procedures for making decisions about student selection and treatment of all applicants. Students are admitted on academic merit and regardless of any other factors;
- Consistency of admission decisions;
- That the processes for establishing applicant student identification are published as part of the student application process. Specifically, it is the Institute's policy to sight original documents (or certified coloured copies) in the case of passports, birth certificates, degree testamurs and/or transcripts, related academic awards, and, where relevant, character references, employers' testimonials, and certification or licences to practice where professional registration bodies are relevant. This practice equally applies to students who apply for Credit Transfer or Recognition of Prior Learning (other than former students or alumni of the Institute);

- A Student Admissions Sub-Committee to consider student applications to the Institute's courses where admission is being considered based on Educational Disadvantage, Professional Entry or identified Alternative Entrance Schemes.

Entry Requirements

A person is qualified for entrance to BBI's courses if they:

- Have satisfied all the relevant minimum requirements as prescribed in the course of study's regulations;
OR
- Satisfy the requirements of an alternative entrance scheme (if stipulated in the admission rules for the relevant course) and/or hold a qualification approved by the Academic Board to be at least equivalent to the entrance requirements;
- And, have access to reliable computer and internet facilities.

Identifying Special Needs of Students – Educational Disadvantage

A student's admission requirements may be reconsidered on educational disadvantage grounds if the applicant meets one or more of the following criteria:

- socioeconomic reasons (such as low-family income or poor living conditions);
- language difficulties;
- learning difficulties;
- disrupted schooling;
- physical disability;
- serious family illness;
- excessive family responsibility;
- geographical isolation of home and/or school and lack of support, time or facilities for study at home or school;
- Aboriginal or Torres Strait Islander descent where the normal HSC entry path has not been followed;
- home schooling and with evidence of being able to manage tertiary study;
- an IELTS result is awaited;
- completion of a prescribed program of non-award study (four units or 40 credit points) with an overall GPA of 1.8 or better.

A student in any of the above categories may be placed on 'Provisional Entry Qualifying Period' as deemed appropriate by the Academic Board.

Refusal of Admission

Admission may be refused to a person if:

- The person has been excluded from another BBI course due to 'Unsatisfactory Academic Progress' or 'Academic Misconduct';
- The person has been excluded from another institution for reasons of unsatisfactory progress or reasons of discipline;
- The person is deemed to be unlikely to cope academically, or if the application form or personal references indicate that a student is likely to struggle with a study regime.

Appeal

If a student wishes to appeal the decision regarding their admission they should refer to the Student Grievance Policy.

Successful Admission

When a student has successfully met the admission requirements and accepted their candidature, this is to be reported centrally to the Academic Board to confirm their admission to the program. Students are either admitted on 'full entry' or 'provisional entry' grounds.

English Proficiency for International Students of Non-English Speaking Background:

- International students are required to have attained an International English Language Testing Service (IELTS) according to the admission criteria of each specified award as specified in the English Proficiency Policy.

6 PROCEDURES

Admission Process:

1. A student must first apply online for the specific award to the Institute to be considered a prospective student.
2. Processes for establishing applicant student identification are published as part of the student application process.
3. It is the Institute's policy to sight original documents (or certified coloured copies) in the case of degree testamurs and/or transcripts, related academic awards, and, where relevant, character references, employers' testimonials, and certification or licences to practise where professional registration bodies are relevant. This practice applies equally to students who apply for the award of advanced standing (other than former students or alumni of the Institute).
4. A condition of application is that the applicant student must provide permission for the Institute to verify the academic qualifications and/or transcript(s) of academic record presented by the applicant with the issuing institution (except where BBI has issued the qualification and/or transcript). In addition to sighting original or certified coloured copies of the awarding institution (normally sufficient for Australian institutions), the Institute may also check the awarding institution's credentials utilising AEI Country Education Profiles (CEP) online data (<https://internationaleducation.gov.au/cep/Pages/default.aspx>) and/or directly contact the awarding institution to verify the information that the student has provided. In the case of an overseas applicant, the age will be checked against the applicant's passport.
5. In deciding whether or not to admit a student, the Institute's admissions process will take into account satisfactory fulfilment of academic admissions requirements for the course of study as stipulated in the admission criteria.

A student will be advised in writing of the status of their application within seven days of making the application. This advice will confirm whether the student has been admitted into the course or whether their application has been referred to the Student Admissions Sub-Committee for determination.

7 KEY RELATED DOCUMENTS

- English Language Proficiency Policy
- Student Admissions Sub-Committee Terms of Reference Policy

8 NOTES

Contact Officer	Director, Student Engagement and Services
Implementation Officer/s	Academic Dean / Registry Team
Approval Authority / Authorities	Executive Team/ Academic Board
Date Approved	14-1-16
Date of Commencement	1-1-17
Date for Review	24 MONTHS AFTER COMMENCEMENT
Amendment History	03/03/17 – amended to indicate certified copies must be in colour.
Key Stakeholders	Students, Registry