

## **A8 - ADMISSIONS POLICY**

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### **1 PURPOSE**

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

### **2 BACKGROUND**

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

### **3 SCOPE**

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

### **4 DEFINITIONS**

N/A

### **5 POLICY**

BBI-TAITE aims to attract, select and retain the best-fit students for the range of awards and courses s. To facilitate this BBI-TAITE 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, on professional entry grounds where the applicant has an incomplete undergraduate degree and relevant experience of no less than 10 years;
- That there may be award/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 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 award/courses where admission is being considered based on Professional Entry or identified Alternative Entrance Schemes.

### **Entry Requirements**

A person is qualified for entrance to BBI-TAITE's awards/courses if they:

- Have satisfied all the relevant minimum requirements as prescribed in the award/course of study's regulations;  
OR
- Satisfy the requirements of an alternative entrance scheme (if stipulated in the admission rules for the relevant award/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.

### **Refusal of Admission**

Admission may be refused to a person if:

- The person has been excluded from another BBI-TAITE award/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, they are accepted into the award or course.

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/course 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 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-TAITE has issued the qualification and/or transcript). In addition to sighting original or certified 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, details 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 award or course 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 award/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 Services and Operations
Implementation Officer/s	Academic Dean / Registry Team
Approval Authority / Authorities	Academic Board
Date Approved	14/01/2016
Date of Commencement	01/01/2017
Date for Review	24 MONTHS AFTER COMMENCEMENT
Amendment History	<p>REVIEWED 03/12/2018</p> <p>REVIEWED 08/10/2019</p> <p>Removed any reference to "program" and replaced with award / course to reflect appropriate TEQSA terminology; removed Educational Disadvantage as a special entry option, as it relates to undergraduate entry only; removal of any reference to "provisional entry".</p>
Key Stakeholders	Students, Registry