AUSTRALIAN UNIVERSITY OF THEOLOGY

Policy Document Administrator	Edwina Murphy, Deputy Vice-Chancellor (Research)
Policy Document Approver	Academic Board
Responsible Body/Person	Academic Board
Next Review date	March 2028
Superseded documents	None
Related documents	English Language Proficiency Policy, Supervisor and Supervision Policy, Confirmation of Candidature Policy, HDR Examination Policy, HDR Thesis Examination and Conferral Procedure, HDR Leave, Suspension, and Extension Rules, Coursework Course Enrolment Policy, Tuition Fee Refund Policy, Grievance Resolution Policy – Students, *HDR Application Form*, *HDR Change of College and/or Supervisory Team Application Form, Annual Progress Report, Ethics Protocol, HDR Leave, Suspension and Extension Form*.

1. PURPOSE

To outline the rules and processes for admission to an **HDR course of study** and associated units.

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the Policy Glossary. The first instance of each defined term has been outlined in bold.

3. SCOPE

This policy applies to all candidates seeking to enrol in a **Higher Degree by Research (HDR)**.

4. POLICY STATEMENT

AUT is committed to the principles outlined in the *Higher Education Standards Framework (Threshold Standards) 2021*, ensuring that admission policies, requirements and procedures are applied fairly and consistently, and are designed to ensure that admitted students have the academic preparation needed to participate in their intended study, and there are no known limitations that would be expected to impede their progression and completion.

AUT also has a commitment to accommodating student diversity, including the under-representation and/or disadvantage experienced by identified groups, creating equivalent opportunities for academic success regardless of students' backgrounds.

5. PRINCIPLES

5.1   Research Training

Students are admitted to research training only where the training can be provided in a supervisory and study environment of research

activity or other creative endeavour, inquiry and scholarship, and the supervision and resources required for their project are available.

5.2   Application Process

Applications for admission to HDR courses must be submitted to **Research Committee** by the affiliated college on behalf of the candidate using the *HDR Application Form*.

5.3   Supervisory Arrangements

Applications must include a principal supervisor and at least one co-supervisor who meet the requirements of the *Supervisor and Supervision Policy*, to be approved by **Research Committee**. Candidates may not commence until the supervisory team has been approved.

5.4   Academic admission requirements

5.4.1   To enrol in a course of study, students must demonstrate the achievement of the academic admission requirements of their intended course of study prior to being accepted.

5.4.2   Academic admission requirements for **HDR** courses (as well as ministry experience requirements for the DMin) are as specified in the admission requirements for each course set out in Appendix A.

5.4.3   HDR candidates in the fields of BB, NT, OT, LA, and TH must meet the biblical language requirements of 2 units in the relevant biblical language(s) and 2 exegesis units from relevant set text units. TH candidates may apply for an exemption from the above requirements by including a letter with supporting evidence from their proposed principal supervisor.

5.4.4   Candidates for HDR courses are normally required to have included the following combination of units in a previous program of study, termed the **Research Training Pathway (RTP)**. These may be part of a candidate's initial course in theology (e.g. BTh (Hons), MDiv) or part of an award undertaken after their initial theological degree in order to gain entry to an HDR course (e.g. Graduate Diploma or Graduate Certificate, depending on the number of units still required).

The **RTP** typically comprises:

5.4.4.1   2 x *****-812 or *****-912 level units, or equivalent, coherent with the proposed field of research in the HDR award, with a credit grade or better required in each unit.

5.4.4.2   AS001-812 or AS001-912 Introduction to Research Methods, with a credit grade required.

5.4.4.3   A project of no less than 12,000 words in the proposed field of research in the HDR award (i.e. **200-824, **200-836, **200-924,**200-936), with a credit or better required for entry to MTh (Res); distinction or better required for entry to PhD.

5.4.5   For Doctor of Ministry (DMin) candidates, the RTP will normally have been incorporated into the Master of Professional Ministry (MPM) and Confirmation of Candidature process.

5.4.6   Where a candidate has satisfied all requirements except completion of a research methods unit, prospective Master of Theology (Research) (MTh (Res)) or Doctor of Philosophy (PhD) candidates may apply to complete Introduction to Research Methods concurrently with the first semester of their candidature, which must be enrolled in as a "Single Unit Study" with tuition fees paid upfront, as per the Coursework Course Enrolment Policy.

5.4.7   The **RTP** on its own is not sufficient for admission to an HDR course. The other elements listed in the admission requirements must also be met to the satisfaction of Research Committee.

5.5   *English language proficiency requirements*

Applicants must meet the English language proficiency requirements outlined in the English Language Proficiency Policy relevant to the intended course of study.

5.6   *Documentation requirements*

5.6.1   As part of an application for admission to an **HDR** course, each applicant must submit to **Research Committee** via their affiliated college electronic copies of statements of attainment of all reasons for admission to the course, including completed study at tertiary level, and, if relevant, evidence of English language proficiency in accord with regulations for entry to the course, and evidence of ministry experience and letters of support for DMin and offshore candidates. Documents submitted in electronic form must be **certified copies.** AUT's student management system may be used as a repository to hold this data about applicants/students.

5.6.2   As part of an application for admission to an HDR course, each applicant must submit to their affiliated college physical or electronic copies of documents to verify their identity. Documents submitted in physical or electronic form must be **certified copies.** Acceptable forms of identification include:

Australian driver licence
Australian passport
Australian visa
Australian Medicare Card
Australian Birth Certificate
Australian Marriage Certificate
Australian Change of Name Certificate
Australian Certificate of Registration by Descent
Australian Citizenship Certificate

Australian ImmiCard

An identity document issued by a government agency from another country if the applicant does not hold any of the above documents issued by an Australian agency.

5.6.3   As part of admission to an HDR course, all applicants must obtain and provide details of their **Unique Student Identifier**. A **USI** can be obtained at [usi.gov.au](usi.gov.au). Applicants who are offshore international students are exempt from the requirement to obtain and provide a **USI**.

5.7   Other admission requirements

5.7.1   A standard full-time load is 48 credit points per semester and a standard part-time load is 24 credit points per semester. 48 credit points equates to 600 hours of student activity.

5.7.2   Applicants are required to have a level of technical literacy and access to technology resources required in order for them to participate in higher education studies. Any individual exceptions to this must be approved only by the **Deputy Vice-Chancellor (Research)**. These requirements include:

5.7.2.1   access to an email account which is checked regularly;

5.7.2.2   access to an internet connection;

5.7.2.3   ability to navigate and interact with an online learning management system which conforms to relevant inclusion and accessibility standards;

5.7.2.4   access to a computer with word processing software.

5.7.3   Where a candidate has a disability or other ongoing circumstance which affects their ability to complete research, supported by documentary evidence, reasonable adjustments to course rules may be made. These may include, but are not limited to, variations to semester course load and/or the provision of additional time to complete the award. Consideration for granting variations to course load and candidature periods for HDR Candidates on student visas studying in Australia (**Overseas students**) is also subject to government requirements.

5.7.4   DMin candidates have additional ministry experience requirements which are set out in Appendix A.

5.8   Ethics Clearance

Any HDR candidate wishing to undertake human participant research as part of their thesis must first obtain approval from the Human Research Ethics Committee of the AUT (HREC) by submitting an *Ethics Protocol*.

5.9   Off-Shore Candidates

HDR applicants who intend to reside off-shore during their candidature, who meet the normal AUT admission criteria for the award, and in addition, display a strong chance of completion as indicated by either:

- Personal knowledge of them by supervisors within the affiliated college, or
- A record of publication in refereed publications, or previous academic research theses, or
- Sponsorship by a reputable denomination or mission sending agency known to the affiliated college, or
- Sponsorship by a theological training trust fund (e.g. Langham Partnership, International Teams etc.)

Upon the supply of:

- Commendation from at least one reputable Academic Referee
- And written declaration from their denominational, or mission directors or other current employer, that such bodies understand the time commitment involved and approve of the candidate's application

And who possess the following access to resources or facilities such as:

- Electronic journals, Zoom (or other) internet links with supervisor and the affiliated college library. And preferably an
- Accredited theological institution (accredited by ATEA or ATESEA), or
- Adjunct supervision in country of origin

May be admitted as Off-Shore HDR candidates in the research awards with either part-time or full-time status, as long as their primary supervisor is a permanent faculty member of the affiliated college.

Off-shore candidates may be required to come to Australia and participate in research activities organized by their affiliated college for one to two weeks at the beginning of, and/or at some time during, their candidature if Research Committee or the affiliated college think it necessary for their successful supervision and progress.

5.10   Overseas Students

5.10.1   The information provided by overseas students to the provider (the Australian University of Theology) may be made available to Commonwealth and State agencies and the Fund Manager of the Educational Services for Overseas Candidates (ESOS) Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code; and the provider is required, under section 19 of the ESOS Act 2000, to tell the Department about: (i) certain changes to the candidate's enrolment; and (ii) any breach by the candidate of a candidate's visa condition relating to attendance or

satisfactory academic performance.

  5.10.1.1 Information for current or potential overseas students is available on the AUT website: aut.edu.au/overseas-students.

5.10.2 Overseas students will be enrolled in full-time mode only. It is mandatory for students to complete the course they are enrolled in within the time frame specified on the **Confirmation of Enrolment (CoE)**. If students require any extensions or suspensions of candidature, they can apply for them using the *HDR Leave, Suspension and Extension Form*.

5.11 Home College

5.11.1 All applicants for an HDR award will have a **Home College** on admission to a course. This may be the AUT Ltd if the candidate's principal supervisor is employed directly by the AUT.

5.11.2 AUT **Affiliated Colleges** may have policies on student conduct. Where such policies exist, they will be available in writing, and clearly communicated to all applicants to a home college prior to admission.

5.11.3 Where a candidate chooses to change their **home college** to another AUT affiliated college, the candidate will complete an *HDR Change of College and/or Supervisory Team Application Form*. The proposed new home college is free to make enquiries to the candidate's previous AUT **home college** to obtain a history on the academic performance and standing of the candidate in relation to all academic and non-academic matters at the candidate's former AUT home college.

5.11.4 Where a candidate's home college has reason to discontinue its relationship with a candidate due to a breach of a written policy in section 5.11.2, the default position is that AUT will take over the role of **home college** for the candidate, either until course completion or until the candidate successfully transfers to another home college. The home college will inform both AUT and the candidate in writing that the college is discontinuing its relationship as **home college** with the candidate and that the candidate will come under the management of AUT.

5.11.5 If a candidate under 5.11.3 applies to another affiliated college to become his or her **home college**, the proposed new home college is free to make enquiries to AUT and/or the candidate's previous AUT **home college** to obtain a history on the academic performance and standing of the candidate in relation to all academic and non-academic matters at the candidate's former AUT home college. The proposed new **home college** must assess the candidate's application for **home college** on the basis of the information available, assessed against the proposed **home college**'s written policies, not based on the decision of the candidate's former **home college** to discontinue its relationship with the candidate as his or her **home college**.

5.11.6 If changes to the candidate's supervisory arrangements are also required, these should be requested on the same *HDR Change of College and/or Supervisory Team Application Form*. Care should be taken to minimise disruption to a candidate's progress due to changes in supervision.

5.12 Statement of faith

5.12.1 AUT does not impose any denominational or religious restrictions or requirements to statements of faith in relation to enrolment in any AUT **HDR course of study**. However, the **affiliated colleges** of the AUT are free to impose any stated denominational or religious restrictions in relation to enrolment in an AUT course. Affiliated colleges are also free to have policies in place which require applicants to:

5.12.1.1 give an account of their Christian commitment;

5.12.1.2 express their willingness to conduct themselves in accordance with the affiliated college's Christian ethos and requirements;

5.12.1.3 affirm the affiliated college's statement of faith; and/or

5.12.1.4 show evidence of prior experience in Christian leadership

5.12.2 Where colleges have policies in place under section 5.12.1, these must be available in writing, and clearly communicated to all applicants to a **home college** prior to admission.

5.13 Provisional enrolment

Admission to an HDR course of the AUT is determined by **Research Committee**. In general, candidates are accepted as provisional candidates until they complete **Confirmation of Candidature**. Candidates who are articulating directly from the MPM will generally complete Confirmation of Candidature as part of their admission to the course, and in such cases will have full candidature status on commencement.

5.14 Intention to complete a course

In order to be admitted to a course of study, applicants must declare their intention to complete the entire course of study.

5.15 Course payment methods

5.15.1 All **HDR courses of study** are approved courses for eligible candidates to defer payment of tuition fees to a **FEE-HELP** loan. Candidates seeking to undertake a **FEE-HELP** loan must meet the eligibility criteria and complete a **Commonwealth Assistance Form**.

5.15.2 Candidates who do not undertake a **FEE-HELP** loan are required to make upfront payment for the tuition fees of their units of study.

5.16   Course Candidature Period

5.16.1   All courses have a set candidature period within which the course is to be completed. The course enrolment candidature period is an amount of time, commencing from when a candidate enrols in a course of study.

5.16.2   Candidates may request a leave of absence, suspension of candidature, and/or extension of candidature according to the *HDR Leave, Suspension, and Extension Rules*. Approved leaves and suspensions will automatically extend the course enrolment candidature expiry date by a period equal to the length of time granted.

5.16.3   If the thesis is not submitted by the course enrolment candidature expiry date, candidature shall be deemed to have lapsed and all credit will be nullified, unless permission from the AUT has been obtained.

Maximum course candidature periods (except for **overseas students**) are outlined below:

Course	Total cps	Full Time Enrolment	Maximum Candidature period:
MTh (Res)	96	1 year	2.5 years
DMin	288	3 years	6 years
PhD	288	3 years	6 years

5.17   Research unit enrolment process

5.17.1   AUT has a policy of automatic re-enrolment in the research phase of research degrees.

5.17.2   AUT Registry will enrol all existing research degree candidates already in the research phase of their degrees at the same study load, payment method and field of research as their immediately preceding semester unless notified of changes prior to the census date of each relevant semester.

5.17.3   AUT Registry will enrol DMin students in the Personal and Professional Formation Portfolio after the completion of 252cps within the DMin. If candidature continues beyond the 288cps required for the award (which would usually require an application for an extension to the candidature period), candidates will then be automatically enrolled in further research units as outlined in 5.17.2.

5.17.4   AUT Registry will enrol all new research candidates in the MTh (Res), DMin, and PhD according to advice received from the Research Department based on decisions of the Research Committee, as well as existing DMin candidates newly embarking on the research phase of their degree.

5.17.5   If a candidate does not wish to be automatically enrolled in a semester of during the research phase, or wishes to change any

aspect of their study, they are required to submit the relevant form by 15 March for semester 1 enrolments and by 15 August for semester 2 enrolments (two weeks prior to the relevant semester census dates, usually 31 March and 31 August) in order to:

5.17.5.1   apply for a suspension of candidature, leave of absence, or extension

5.17.5.2   change their enrolment load (full-time/part-time)

5.17.5.3   change their field of research

5.17.5.4   change the payment method for their course.

5.17.6   Candidates who wish to withdraw from a course should communicate this in writing to the Director of Research, after discussion with their principal supervisor.

5.17.7   If a candidate submits an application for suspension of candidature, leave of absence, or withdraws from the course prior to the census date, any enrolment for the upcoming semester will be withdrawn, and the candidate will receive a full refund of any tuition fees paid towards that semester of enrolment.

5.17.8   Candidates who fail to notify the AUT in writing of their decision to withdraw from a unit by the census date will have the research unit marked as completed on their academic record, and the full tuition fee is payable.

5.17.9   Candidates are eligible to apply for a tuition fee refund if special circumstances outside of their control made it impracticable for them to complete the unit (the semester of research). If a Tuition Fee Refund is granted, a candidate will also receive a "Compassionate Withdrawal" grade for the unit (the semester of research) which will have no impact on a candidate's grade point average. In addition to the Compassionate Withdrawal grade being recorded, a suspension of candidature will be recorded, effectively granting the candidate an additional semester of candidature to complete the award. For further information, see the Tuition Fee Refund Policy.

5.17.10   Candidates who have submitted their thesis will be converted to Thesis Under Assessment (TUA) and will not be required to pay fees, unless they have not accumulated enough credit points to graduate, in which case they will be enrolled in the required number of credit points.

5.17.11   Any re-enrolment required as a result of the outcome of the examination process will be in accordance with the HDR Thesis Examination and Conferral Procedure. Such re-enrolment will be processed by the AUT Registry on advice from the Research Department and will be enrolled in accordance with clause 5.17.2.

5.18 Exclusion for serious misconduct

5.18.2   The **Vice-Chancellor** or the **Deputy Vice-Chancellor (Research)** may exclude a candidate, or may refuse enrolment to an individual, or may withhold conferral of award from a candidate, where the presence of that individual or the participation of that individual in any aspect of the course or conferral of a qualification from **AUT** presents a significant risk to staff of AUT, staff of **affiliated colleges**, students of the AUT, members of the public at the time of study, or any future member of a ministry which the study is assisting to prepare a candidate for.

5.18.3   Clause 5.18.1 can include, but is not limited to, convictions of a serious criminal nature such as sexual assault or indecency, offences involving children, murder, assault, harassment, inciting violence, or hate speech.

5.18.4   Clause 5.18.1 can include, but is not limited to, ongoing criminal or civil proceedings relating to a serious nature such as sexual assault or indecency, offences involving children, murder, assault, harassment, inciting violence, or hate speech.

5.18.5   The **Vice-Chancellor** or the **Deputy Vice-Chancellor (Research)** has the right to act on Clause 5.18.1 by assessing and determining the significance of a risk posed by the presence or participation of an individual.

5.18.6   The **Vice-Chancellor** or the **Deputy Vice-Chancellor (Research)** may exclude a candidate, or may refuse enrolment to an individual, where it is apparent that the candidate or applicant has provided false or misleading information on an application for enrolment. This can also include the immediate termination of a candidate's enrolment in units of study, resulting in the appropriate academic and financial penalties of withdrawals from those units.

5.18.7   Candidates have the right of appeal against decisions made under Clause 5.18.1 or 5.18.5 as specified in the Grievance Resolution Policy – Students.

5.18.8   This policy does not take away the right of any student to pursue other legal remedies or take action under Australia's consumer protection laws in the case of financial dispute.

5.19 Course progress

Continued enrolment in a course of study is subject to maintaining satisfactory course progress as assessed by Research Committee. All HDR candidates must complete an *Annual Progress Report* unless they are in the coursework phase of a DMin, have been on two consecutive semesters of leave, or have submitted their thesis.

5.20   Child protection

All students involved in any work relating to their course of study which involves contact with persons under the age of 18 are required to comply with the relevant regulatory obligations for child protection, and hold a relevant **Working with Children Check**, which colleges may choose to record in AUT's student management system.

5.21   Examination, graduation, and conferral

For HDR examination, graduation and conferral policies and procedures, see the HDR Examination Policy and the HDR Thesis Examination and Conferral Procedure.

5.22   Application of all Regulations

The Academic Board has discretionary power to waive the application of a particular policy or regulation, except for those which are fundamental to the integrity of an award and are subject to government requirements.

6. RELATED PRINCIPLES

Higher Education Support Act 2003

Higher Education Provider Guidelines 2023

Higher Education Standards Framework (Threshold Standards) 2021

Statutory Declarations Regulations 2023

7. REFERENCES

acic.gov.au/our-services/national-police-checking-service/find-out-more- information/working-children-checks

childabuseroyalcommission.gov.au/final-report

https://www.usi.gov.au

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Academic Board	8 March 2024	8 March 2024	Initial, consolidating existing policies and procedures.
2	Academic Board	31 January 2025	31 January 2025	Update to awards, changes to off-shore regulations.

Any hard copy of this electronic document may not be current as the AUT regularly reviews its guidelines. The latest version can be found online at www.aut.edu.au

APPENDIX A

MASTER OF THEOLOGY (RESEARCH)

(AQF LEVEL 9 MASTER DEGREE [RESEARCH], COURSE CODE: MTH20)

Admission Requirements

Academic Qualifications [1]
 	
BTh/BMin Hons, with at least Lower Second Class Honours and at least a Credit grade in the thesis, OR
 	
BTh or BMin or BDiv with an overall GPA ≥3.0 plus a Graduate Diploma with embedded RTP, with satisfactory completion of Research Methods, an overall GPA≥2.0 and ≥Credit in a major project of at least 12,000 words, OR
 	
BTh or BMin or BDiv plus a Coursework Masters (such as MA(Th/Min) or MTS) with embedded RTP, with satisfactory completion of Research Methods, an overall GPA≥2.0 and ≥Credit in a major project of at least 12,000 words in FoR, OR
 	
MDiv or MMin with embedded RTP, with satisfactory completion of Research Methods, an overall GPA≥2.0 and ≥Credit in a major project of at least 12,000 words in FoR, OR
 	
MDiv or MMin with an overall GPA≥2.0 plus a Graduate Certificate with embedded RTP, with satisfactory completion of Research Methods, and ≥Credit in a major project of at least 12,000 words in FoR, OR
 	
MDiv or MMin with an overall GPA<2.0 plus a Coursework Masters (Such as MA(Th/Min) or MTS) with embedded RTP, with satisfactory completion of Research Methods, and ≥Credit in a major project of at least 12,000 words in FoR, OR
 	
MTS, MA(ChrStuds) or MML with an overall GPA≥2.0 with embedded RTP, with satisfactory completion of Research Methods, and ≥Credit in a major project of at least 12,000 words, OR
 	
MTS, MA(ChrStuds) or MML with an overall GPA<2.0 plus Graduate Certificate with embedded RTP, with satisfactory completion of Research Methods, and ≥Credit in a major project of at least 12,000 words, OR
 	
MPM with embedded RTP, with satisfactory completion of Research Methods and Confirmation of Candidature and an overall GPA≥2.0, OR
 	
Theological and non-theological qualifications deemed by Research Committee to provide a suitable grounding for Master of Theology (Research) study.
    RTP = Research Training Pathway
    FoR = Field of Research

---

[1] Australian University of Theology awards, or awards determined to be equivalents.

DOCTOR OF MINISTRY

(AQF LEVEL 10 DOCTORAL DEGREE, COURSE CODE: DMIN20)

Admission Requirements

1. Academic Qualifications:[2]

MTh (Res), OR

BTh (Hons) or BMin (Hons), with at least Upper Second Class Honours and at least a Credit in the thesis, OR

BTh or BMin or BDiv plus a Graduate Diploma with embedded RTP, with satisfactory completion of Research Methods, an overall GPA≥2.0 and ≥Credit in a major project of at least 12,000 words in the FoR, OR

BTh or BMin or BDiv plus a Coursework Masters (such as MA(Th/Min) or MTS) with embedded RTP, with satisfactory completion of Research Methods, an overall GPA≥2.0 and ≥Credit in a major project of at least 12,000 words in FOR, OR

MDiv or MMin with embedded RTP, with satisfactory completion of Research Methods, an overall GPA≥3.0 and ≥Credit in a major project of at least 12,000 words in FoR, OR

MDiv or MMin plus a Coursework Masters (such as MA(Th/Min) or MTS) with embedded RTP, with satisfactory completion of Research Methods, an overall GPA≥2.0 and ≥Credit in a major project of at least 12,000 words in FoR, OR

MTS, MA(ChrStuds) or MML with embedded RTP, with satisfactory completion of Research Methods, an overall GPA≥3.0 and ≥Credit in a major project of at least 12,000 words, OR

MPM with embedded RTP, with satisfactory completion of Research Methods and Confirmation of Candidature and an overall GPA≥2.0, OR

Theological and non-theological qualifications deemed by Research Committee to provide a suitable grounding for Doctor of Ministry study.

2. Ministry Experience Prerequisites

Applicants must be able to demonstrate a minimum of five years of significant contribution in their ministry context since completion of their first degree. All applications must include a curriculum vitae, outlining various roles they have undertaken, positions held, major goals and most significant achievements.

Applicants would normally currently be ministry practitioners in positions of significant ministry responsibility, aspiring to positions such as senior pastors, mission/denominational board representatives, tertiary educators, denominational leaders, church planters, mission directors, church consultants, department leaders, or senior positions or researcher positions in work contexts where a specific Christian reflection on their work would be beneficial to their employing organisation.

All applicants must submit with their application a letter of commendation from their current employing organisation that comments on the character of the

applicant and their capacity to contribute to their denomination, church or institutional employer. This letter must also provide evidence from their employing organisation that the organisation understands the extent of the commitment required over the six years part-time or three years full-time of the degree and agrees to support the candidate to enable them to complete the course.

---

[2] Australian University of Theology awards, or awards determined to be equivalents.

DOCTOR OF PHILOSOPHY

(AQF LEVEL 10 DOCTORAL DEGREE, COURSE CODE: PHD20)

Admission Requirements

Academic Qualifications[3]
MTh (Res), OR

BTh/BMin Hons, with at least Upper Second Class Honours and at least a Distinction in the thesis, OR

BTh or BMin or BDiv plus a Graduate Diploma with embedded RTP, with satisfactory completion of Research Methods, an overall GPA≥3.0 and ≥Distinction in a major project of at least 12,000 words, OR

BTh or BMin or BDiv plus a Coursework Masters (such as MA(Th/Min) or MTS) with embedded RTP, with satisfactory completion of Research Methods, an overall GPA≥3.0 and ≥Distinction in a major project of at least 12,000 words in FoR, OR

MDiv or MMin with embedded RTP, with satisfactory completion of Research Methods, an overall GPA≥3.0 and ≥ Distinction in a major project of at least 12,000 words in FoR, OR

MDiv or MMin plus a Coursework Masters (such as MA(Th/Min) or MTS) with embedded RTP, with satisfactory completion of Research Methods, an overall GPA≥3.0 and
≥Distinction in a major project of at least 12,000 words in FoR, OR

MTS, MA(ChrStuds) or MML with embedded RTP, with satisfactory completion of Research Methods, an overall GPA≥3.0 and ≥ Distinction in a major project of at least 12,000 words,

OR

MPM with embedded RTP, with satisfactory completion of Research Methods and Confirmation of Candidature and an overall GPA≥3.0, OR

Theological and non-theological qualifications deemed by Research Committee to provide a suitable grounding for Doctor of Philosophy study. A list of approved alternative pathways is outlined below:

- For candidates seeking to undertake inter-disciplinary research focussing on Theology and Education:

- Applicants with a Master of Education from Morling College incorporating an embedded RTP, with satisfactory completion of Research Methods, an overall GPA≥3.0 and ≥ Distinction in a major project of at least 12,000 words, and the completion of at least 48cps of formal Theology / Ministry accredited studies (generally via a Graduate Certificate) in units coherent with the proposed field of research;

- Applicants with a Master of Education from Morling College without an embedded RTP, plus 96cps (generally via a Graduate Diploma) with embedded RTP, with satisfactory completion of Research Methods, an overall GPA≥3.0 and

≥Distinction in a major project of at least 12,000 words and 48cps of formal Theology / Ministry accredited studies in units coherent with the proposed field of research.

RTP = Research Training Pathway

FoR = Field of Research

---

[3] Australian University of Theology awards, or awards determined to be equivalents.

APPENDIX B

List of persons authorised to certify documents

The following is a list taken from Section 6 and Schedule 1 of the Statutory Declarations Regulations 2023.

(a) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described);

(b) a person who, under a law of the Commonwealth, a State or Territory, is currently licensed or registered to practise in Australia in an occupation listed below;

Item	Occupation
1	Architect
2	Chiropractor
3	Dentist
4	Financial adviser or financial planner
5	Legal practitioner
6	Medical practitioner
7	Midwife
8	Migration agent registered under Division 3 of Part 3 of the *Migration Act 1958*
9	Nurse
10	Occupational therapist
11	Optometrist
12	Patent attorney
13	Pharmacist
14	Physiotherapist
15	Psychologist
16	Trade marks attorney
17	Veterinary surgeon

(c) a person who is listed below.

Item	Person
1	Accountant who is: (a) a fellow of the National Tax Accountants' Association; or (b) a member of any of the following: (i) Chartered Accountants Australia and New Zealand; (ii) the Association of Taxation and Management Accountants; (iii) CPA Australia; (iv) the Institute of Public Accountants
2	Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
3	APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item of this Part
4	Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
5	Bailiff
6	Bank officer with 5 or more continuous years of service
7	Building society officer with 5 or more years of continuous service
8	Chief executive officer of a Commonwealth court
9	Clerk of a court
10	Commissioner for Affidavits
11	Commissioner for Declarations
12	Credit union officer with 5 or more years of continuous service
13	Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this Part
14	Employee of the Australian Trade and Investment Commission who is: (a) in a country or place outside Australia; and (b) authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and (c) exercising the employee's function at that place
15	Employee of the Commonwealth who is: (a) at a place outside Australia; and (b) authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and (c) exercising the employee's function at that place
16	Engineer who is: (a) a member of Engineers Australia, other than at the grade of student; or (b) a Registered Professional Engineer of Professionals Australia; or (c) registered as an engineer under a law of the Commonwealth, a State or Territory; or (d) registered on the National Engineering Register by Engineers Australia
17	Finance company officer with 5 or more years of continuous service
18	Holder of a statutory office not specified in another item of this Part
19	Judge
20	Justice of the Peace

Item	Person
21	Magistrate
22	Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
23	Master of a court
24	Member of the Australian Defence Force who is: (a) an officer; or (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or (c) a warrant officer within the meaning of that Act
25	Member of the Australasian Institute of Mining and Metallurgy
26	Member of the Governance Institute of Australia Ltd
27	Member of: (a) the Parliament of the Commonwealth; or (b) the Parliament of a State; or (c) a Territory legislature; or (d) a local government authority
28	Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
29	Notary public, including a notary public (however described) exercising functions at a place outside: (a) the Commonwealth; and (b) the external Territories of the Commonwealth
30	Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public
31	Permanent employee of: (a) a State or Territory or a State or Territory authority; or (b) a local government authority; with 5 or more years of continuous service, other than such an employee who is specified in another item of this Part
32	Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
33	Police officer
34	Registrar, or Deputy Registrar, of a court
35	Senior executive employee of a Commonwealth authority
36	Senior executive employee of a State or Territory
37	SES employee of the Commonwealth
38	Sheriff
39	Sheriff's officer
40	Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution