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Policy Document Approver	Academic Board
Responsible Body/Person	Academic Board
Next Review date	March 2029
Superseded documents	Single Unit Study Rules, <i>Cross Institutional Enrolment Studies Policy</i> , Coursework Handbook statements about suspensions and extensions of candidature, Coursework Handbook statement about Leave of Absence.
Related documents	<i>Conferral Policy; Credit Transfer Rules; Prior Learning Policy; Course Progress Policy; Unit Enrolment and Results Policy; English Language Proficiency Policy; Grievance Resolution Policy – Students; Extension, Deferment, Suspension and Cancellation of Enrolment Policy – Overseas Students</i>
Related HE Standards	1.1, 1.3, 2.2, 2.3, 3.3, 7.1, 7.2
Related National Code Standards	3

1. PURPOSE

To outline the rules and processes for admission to a coursework **course of study**, and to indicate the various outcomes of enrolment in a unit.

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 students seeking to enrol in **units of study** for AUT **credit** through enrolment in a **coursework** course or through another enrolment method.

4. POLICY STATEMENT

The **Australian University of Theology** admits students to be enrolled in courses. This policy outlines the admission criteria and process to coursework awards, and other methods of admission to units of study outside of enrolment in a **course of study**.

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 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. POLICY APPLICATION

5.1 Academic admission requirements

5.1.1 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.

5.1.2 Academic admission requirements for undergraduate courses (undergraduate certificate, diploma, advanced diploma, undergraduate degree) with the exception of the Bachelor of Divinity are as follows:

5.1.2.1 Completion of Year 12 in the last two years, with an **ATAR** of 65 or above (or Australian interstate equivalent); or

5.1.2.2 Successful completion of a previous qualification at **AQF** Level 5 or above; or

5.1.2.3 Demonstration of academic suitability by way of test, brief essay, or interview. The Academic Dean of an **Affiliated College** is to assess the performance of applicants who undertake an academic suitability test, and only provisionally admit applicants who in the Academic Dean's belief have demonstrated academic suitability to succeed in Level 5 units and who are likely to be successful in their intended course of study.

5.1.3 Academic admission requirements for most postgraduate courses (graduate certificate, graduate diploma, masters by coursework) and the Bachelor of Divinity are as follows:

5.1.3.1 Successful completion of a 3-year bachelor degree or equivalent.

5.1.3.2 Alternative admission to the Graduate Certificate of Divinity or the Graduate Certificate of Pastoral Care for Mental Health on individual application to the **AUT Registrar** including 5 years' ministry or relevant industry experience (paid or unpaid); and written support of a referee who holds a relevant Masters degree from the AUT or equivalent; and successful completion of a previous qualification at AQF Level 5 or above; and being at least 25 years of age. Requirements for demonstration of academic suitability is determined at the discretion of the AUT Registrar, who will only admit applicants on a case by case basis who in the AUT Registrar's belief are likely to be successful in Level 8 units. The principles considered in assessing an application under this clause include:

- accommodating student diversity by including the under-representation and/or disadvantage experienced by identified groups and creating equivalent opportunities for academic success regardless of students' backgrounds; and
- specific consideration for the recruitment, admission, participation and completion of Aboriginal and Torres Strait Islander peoples; and
- ensuring that admitted students have the academic preparation

needed to participate in their intended study, and no known limitations that would be expected to impede their progression and completion.

On successful completion of the Graduate Certificate of Divinity or the Graduate Certificate of Pastoral Care for Mental Health under this admission pathway, students can articulate to other postgraduate courses which normally would have required the completion of a bachelor degree for admission.

5.1.3.3 Some postgraduate coursework awards have specific academic and non-academic admission requirements. Details of admission requirements for all courses are outlined in the **AUT Handbook** and website pages for each course of study.

5.1.4 Academic admission requirements for extended masters (Master of Divinity, Master of Ministry, combined Master of Divinity/Graduate Diploma of Divinity) are as follows:

5.1.4.1 Successful completion of a 3-year non-theological bachelor degree or equivalent. Courses in **religious studies** cannot be used as the basis for admission to an extended masters.

5.2 English language proficiency requirements

5.2.1 Applicants must meet the English language proficiency requirements outlined in the English Language Proficiency Policy based on the intended course of study.

5.3 Documentation requirements

5.3.1 As part of an application for admission to a coursework course, each applicant must submit to their Affiliated College physical or electronic copies of statements of attainment of all reasons for admission to the course, including ATAR score, completed study at tertiary level, and, if relevant, evidence of English language proficiency in accord with regulations for entry to the course. Documents submitted in physical or electronic form must be **certified copies**. This evidence must be kept on the student's file, and made available to AUT staff on request. AUT's student management system may be used as a repository to hold this data about applicants/students.

5.3.2 As part of an application for admission to a coursework 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 may 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.

5.3.3 Affiliated Colleges may require additional documents in order to verify an applicant's identity or citizenship.

5.3.4 As part of admission to a coursework course, all applicants must obtain and provide details of their **Unique Student Identifier**. A **USI** can be obtained at usi.gov.au. Applicants who are offshore international students, or applicants to the Certificate in Theology, are exempt from the requirement to obtain and provide a **USI**.

5.4 Overseas Student Course Enrolment

To avoid potential for confusion, **overseas students** in this policy section refers to a student who is residing in Australia on a student visa enrolled with the **University** through its **Affiliated Colleges**.

5.4.1 Overseas students cannot enrol in AUT's courses delivered exclusively online.

5.4.2 Overseas students may enrol in no more than 25 per cent of the total course by off-campus units.

5.4.3 In each primary enrolment period of "semester 1" (census dates 1 Jan to 30 June) and "semester 2" (census dates 1 July to 31 December), overseas students must be studying at least one (1) unit that is not in off-campus mode in each compulsory study period for a course unless they are completing their final unit.

5.4.4 In addition to the general provisions and the specific provisions for overseas students contained within this policy, overseas students and applicants are directed to the *Extension, Deferment, Suspension and Cancellation of Enrolment Policy – Overseas Students* which outlines the procedure for assessing, approving and recording a deferment of the commencement of study or extension, suspension or cancellation of study for overseas students.

5.5 Other admission requirements

5.5.1 A standard full-time load is 48 **credit points** per semester, with no student permitted to enrol in more than 60cps of concurrent enrolment. AUT wishes to ensure that students do not attempt to undertake a study load which is unsustainable given other commitments of the applicant. As such, a student's **home college** or AUT may choose to limit the enrolment load of a student or applicant (except for **overseas students**) to less than 60 credit points of concurrent enrolment based on an assessment of the likelihood of success in

the intended units of study within a course.

5.5.2 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. These include:

5.5.2.1 access to an email account which is checked regularly, except in individual circumstances approved by the AUT Registrar;

5.5.2.2 access to an internet connection, except in individual circumstances approved by the AUT Registrar;

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

5.5.2.4 access to a computer with word processing software.

5.6 Home college

5.6.1 A **home college** is the Affiliated College with which a student has their primary enrolment.

5.6.2 All applicants for a coursework award will have a home college on admission to a course.

5.6.3 AUT Affiliated Colleges may have policies on student conduct, course structures (containing more prescriptive unit structures within AUT course outlines, but never in conflict with AUT course structures). Where such policies exist, they will be available in writing, and clearly communicated to all applicants to a home college prior to admission.

5.6.4 Where a student chooses to change their home college to another AUT Affiliated College, the student will put the request in writing to the proposed new home college. The proposed new home college is free to make enquiries to the student's previous AUT home college to obtain a history on the academic performance and standing of the student in relation to all academic and non-academic matters at the student's former AUT home college.

5.6.5 Where a student's home college has reason to discontinue its relationship with a student due to a breach of a written policy in section 5.5.3 or 5.6, the default position is that the AUT will take over the role of home college for the student, either until course completion or until the student successfully transfers to another home college. The home college will inform both the AUT and the student in writing that the college is discontinuing its relationship as home college with the student and that the student will come under the management of the AUT.

5.6.5.1 If a student under 5.5.5 applies to another Affiliated College to become his/her home college, the proposed new home college is free to make enquiries to the AUT and/or the student's previous AUT home college to obtain a history on the academic performance and standing of the student in relation to all academic and non-academic

matters at the student's former AUT home college. The proposed new home college must assess the student'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 student's former home college to discontinue its relationship with the student as his/her home college.

- 5.6.6 Students may undertake units of study at any AUT Affiliated College, not just their home college, subject to the policies outlined in 5.5.3 and 5.6.

5.7 Statement of faith

- 5.7.1 The AUT does not impose any denominational or religious restrictions or requirements to statements of faith in relation to enrolment in any AUT course or a unit. 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:

5.7.1.1 give an account of their Christian commitment;

5.7.1.2 express their willingness to conduct themselves in accordance with the Affiliated College's Christian ethos and requirements;

5.7.1.3 affirm the Affiliated College's statement of faith; and/or

5.7.1.4 show evidence of prior experience in Christian leadership

- 5.7.2 Where colleges have policies in place under section 5.6.1 they must be available in writing, and clearly communicated to all applicants to a home college prior to admission or a college prior to enrolment in a unit.

5.8 Provisional enrolment

- 5.8.1 Admittance to a course of the AUT is ultimately determined by the Australian University of Theology. Colleges affiliated with the AUT are permitted to advise students on eligibility criteria. If an applicant meets AUT's course entry requirements, Affiliated Colleges can provisionally accept candidates in coursework awards subject to AUT enrolment confirmation.

5.9 Intention to complete a course

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

5.10 Single unit study

- 5.10.1 Individuals who do not wish to enrol in a course of study or do not wish to declare the intention to complete the course of study are welcome to enrol in individual units of study in **Single Unit Study** mode.

- 5.10.2 Students undertaking units in Single Unit Study mode are required to submit all assessments, and the units are delivered and assessed identically to students who are enrolled in an accredited course.
- 5.10.3 Enrolment will normally be allowed only if the student has met the entry requirements for the award to which the units normally belong. For units at levels 5 or 6, applicants must meet the admission requirements for undergraduate courses, and for units at levels 7 or 8, applicants must meet the admission requirements for postgraduate courses. Enrolments are not accepted for single unit study in level 9 units.
- 5.10.4 Special consideration may apply for individuals who would not normally meet the entry requirements. Such applications should demonstrate that the applicant has sufficient background to undertake the unit(s). Admission for such applicants will be considered by the AUT Registrar.
- 5.10.4.1 In order to ensure consistent and transparent decision-making, when the above clause is enacted and an exception is given by the AUT Registrar to the usual admission requirements for student to undertake an individual unit in Single Unit Study mode, the Registrar will advise the relevant college in writing, record the action on the relevant student's record, and will document the reasons for the decision in a central register of exemptions available for review by relevant governance bodies on request. The AUT Registrar must be satisfied that the admitted student has the academic preparation needed to participate in their intended study.
- 5.10.5 Single unit study is recognised for credit transfer into an AUT qualification at a later date, subject to the normal AUT regulations regarding credit transfers. However, successful completion of single unit study does not of itself guarantee later course admission. Units studied under single unit study at levels 5-7 may contribute to undergraduate courses, while units at level 7-8 may contribute to postgraduate courses.
- 5.10.6 Students undertaking single unit study are ineligible for a FEE-HELP loan for units undertaken in this enrolment method and must pay their tuition fees via upfront fees.

5.11 Cross-institutional enrolment

- 5.11.1 Individuals who are currently enrolled in an award at another Higher Education Provider who wish to undertake one or more units of study through the AUT at an Affiliated College are welcome to enrol as a **cross-institutional student**.
- 5.11.2 Applications for cross-institutional enrolment must contain documentary evidence that nominated units completed at the AUT will contribute towards the applicant's currently enrolled course. An academic transcript and a recently dated letter from the applicant's other **Higher Education Provider** is the recommended method for providing this evidence.

- 5.11.3 As the unit is contributing to the achievement of a course of study at a Higher Education Provider, the tuition fees for units in cross-institutional enrolments are able to be deferred to a FEE-HELP loan.
- 5.11.4 Upon admission, cross-institutional students will be enrolled into either "Cross-Institutional Enrolment – Undergraduate" or "Cross-Institutional Enrolment – Postgraduate" depending on the level of the student's primary course at the other Higher Education Provider and the unit being studied at the AUT.

5.12 Course payment methods

- 5.12.1 All higher education courses of study, as well as cross-institutional enrolments, are approved courses for eligible students to defer payment of tuition fees to a FEE-HELP loan. Students seeking to undertake a FEE-HELP loan must meet the eligibility criteria, and complete a Commonwealth Assistance Form. For further information, see the Unit Enrolment and Results Policy.
- 5.12.2 The Certificate in Theology is ineligible to be paid for via a FEE-HELP loan. Single unit study enrolments are also ineligible to be paid for via a FEE-HELP loan.
- 5.12.3 Students who do not undertake a FEE-HELP loan are required to make upfront payment for the tuition fees of their units of study.

5.13 Course candidature period

- 5.13.1 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 student enrolls in a course of study.
- 5.13.2 Students may request to extend their candidature period, normally for periods of 6 months at a time, and usually for no more than 12 months at a time, where circumstances outside of their control impact the students' ability to complete the course of study within the time period. Extensions of candidature in a course are to be granted only by the AUT Registrar.
- 5.13.3 Courses which are not completed by the course enrolment candidature expiry date are deemed to be lapsed, with no further enrolments in that course enrolment.
- 5.13.4 Students may request to suspend their candidature period, normally for periods of 6 months at a time, and usually for no more than 12 months at a time, where circumstances outside of their control impact the students' ability to enrol in units of study in a particular time period. Suspensions of candidature in a course are to be granted only by the AUT Registrar. Suspensions of candidature extend the candidature expiry date by the amount of time that the suspension is granted for.
- 5.13.5 Domestic students or international students (but not overseas students) who wish to re-start a course of study due to the time expiring on their course of

study are able to do so by withdrawing from their current course and applying for admission to the course again. In the assessment of whether or not to admit the applicant, all admission criteria must be met, including an assessment of the likelihood of successful completion of the course in the required timeframe. Students who are admitted to the same course will have a new instance of the course created on the AUT's student management system. All eligible successfully completed units within the senescence period (See Prior Learning Policy) are eligible to be granted as ungraded advanced standing to the new course, and all units withdrawn after census date or failed will be transferred to the new course also, in order that the **academic transcript** reflects the true history of a student in the course. In accordance with the Prior Learning Policy, students who receive advanced standing will have their candidature period reduced by the proportion of the course granted as credit.

5.13.6 Despite the candidature period of courses allowing students to remain enrolled for a particular period in time, the AUT expects that students will continue in their courses by maintaining enrolment of at least one unit within each calendar year. Students who do not enrol in any unit of study within an enrolled course for one calendar year without an approved suspension of candidature will be deemed to have abandoned their course and will be marked as "discontinued" on the AUT's student management system. All such individuals must apply for re-admission to the course if they wish to return to study. If re-admitted, students can continue in their existing course enrolment with existing candidature expiry date but under the course rules that apply at the time of re-commencement of studies, or may apply to re-start their course under clause 5.13.5.

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

5.13.7.1 Undergraduate courses reviewed in 2023 with one year volume of learning or lower (96cps or less): 12 credit points per year

5.13.7.2 Combined Undergraduate Diploma, and Advanced Diploma courses, greater than one year volume of learning (greater than 96cps): One unit per semester based on 8 credit points per unit where course regulations permit

5.13.7.3 Associate Degree, Bachelor degree, Extended Masters degrees and Bachelor Honours: Three times the full-time candidature period

5.13.7.4 Graduate Certificate, Graduate Diploma, Coursework Masters: One unit per semester based on 12 credit point units

5.13.7.5 This results in the following candidature periods for courses:

Course	Total cps	12cp units required	Total maximum expected number of units for course:	Candidature period:
UCTh	48			4 years
UCMin	48			4 years
UCCSP	48			4 years
DipCF	96	N/A	4	4 years
DIPCSP	96			8 years
DipChrStuds	96	0	12	6 years
DipTh	96			8 years
DipMin	96			8 years
Combined DipTh/DipMin	144	24cps OT / NT intro	17	8.5 years
AdvDipTh	144	24cps OT / NT intro plus 24cps Level 6	16	8 years
AdvDipMin	144	24cps OT / NT intro plus 24cps Level 6	16	8 years
AssocDegTh	192	Assumed 192	16	6 years
AssocDegMin	192	Assumed 192	16	6 years
BChrStuds	288	Assumed 192cps of AUT studies	16 with AUT	6 years
BTh	288	Assumed 288	24	9 years
BMin	288	Assumed 288	24	9 years
BDiv	288	Assumed 288	24	9 years
BTh/Bmin	384	Assumed 384	32	12 years
BTh (Hons)	96	Assumed 96	8	3 years
BMin (Hons)	96	Assumed 96	8	3 years
GradCertChrLead	48	Assumed 48	4	2 years
GradCertPastCareMentHlth	48	Assumed 48	4	2 years
GradCertProfPastSup	48	Assumed 48	4	2 years
GradCertThResSup	48	Assumed 48	4	2 years
GradCertChrMent	48	Assumed 48	4	3 years* - course delivery structure requires longer candidature
GradCertTE	48	Assumed 48	8	3 years* - special consideration by Academic Board and Council
GradCertDiv	48	Assumed 48	4	2 years
GradDipDiv	96	Assumed 96	8	4 years
GradDipChrLead	96	Assumed 96	8	4 years

MChrLead	144	Assumed 144	12	6 years
MA(ChrStuds)	192	Assumed 192	16	8 years
MPM	96	Assumed 96	8	4 years
MICS	192	Assumed 192	16	8 years
MML	192	Assumed 192	16	8 years
MTS	192	Assumed 192	16	8 years
MDiv	288	Assumed 288	24	9 years
MMin	288	Assumed 288	24	9 years
MDiv/GradDipDiv	384	Assumed 384	32	12 years

5.14 Grade Point Average

5.14.1 AUT has a **Grade Point Average** system of 0-4. The following grade points are allocated on the outcome of each unit:

- High Distinction (85-100%) = 4
- Distinction (75-84%) = 3
- Credit (65-74%) = 2
- Pass + (58-64%) = 1.5
- Pass (50-57%) = 1
- Fail (0-49%) = 0

A student's **Grade Point Average** is calculated by the following steps:

- Identify the units which contribute the calculation to a student's **GPA** (those with grades above);
- Multiply the credit point value for each unit by the grade points associated with each unit grade, and then divide by the total number of credit points for those units.

5.15 Exclusion for serious misconduct

5.15.1 The Vice-Chancellor of the AUT or the AUT Registrar may exclude a student, or may refuse enrolment to a student, or may withhold conferral of award from a student, where the presence of that individual or the participation of that individual in units of study or conferral of a qualification from the AUT presents a significant risk to staff of the 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 student for.

5.15.2 Clause 5.15.1 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.

5.15.3 Clause 5.15.1 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.

5.15.4 The Vice-Chancellor of the AUT or the AUT Registrar has the right to act on Clause 5.15.1 by assessing and determining the significance of a risk posed by the presence or participation of an individual.

5.15.5 The Vice-Chancellor of the AUT or the AUT Registrar may exclude a student, or may refuse enrolment to an individual, where it is apparent that the student or applicant has provided false or misleading information on an application for enrolment. This can also include the immediate termination of a student's enrolment in units of study, resulting in the appropriate academic and financial penalties of withdrawals from those units. For further information about academic and financial implications of unit withdrawals (or in this case, unit terminations by the AUT), see the Unit Enrolment and Results Policy.

5.15.6 Students have the right of appeal against decisions made under Clause 5.15.1 or 5.15.5, through the Grievance Resolution Policy – Students.

5.15.7 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.

5.16 Course progress

5.16.1 Continued enrolment in a course of study is subject to maintaining satisfactory course progress. For further information, see the Course Progress Policy.

5.17 Child protection

5.17.1 All students involved in coursework activities or 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 the AUT's student management system.

5.18 Graduation and conferral

5.18.1 Conferral procedures are outlined in the Conferral Policy.

6. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1.0	Academic Board	13 March 2020	1 July 2020	New policy
1.1	Academic Board	12 March 2021	12 March 2021	Religious or denominational test policies must be in writing; replace obligation for all candidates to hold a WWCC with reminder of student obligations to comply with

				relevant legislative requirements; introduce home college policy section and content.
1.1a	ACT Registrar	19 August 2021	12 March 2021	Minor clarification on WWCC amendments of the March Academic Board – see 1.1 above; update list of courses and candidature periods
1.2	Academic Board	22 October 2021	22 October 2021	Add section 5.3.2 (identity documents) and 5.3.3 (Unique Student Identifier)
2	Academic Board	10 March 2023	10 March 2023	Add section 5.1.3.2 (alternative admission pathway for postgraduate awards)
2.1	Academic Board	13 May 2023	13 May 2023	Update ATAR admission pathway for undergraduate courses with requirement that applicants need to have completed year 12 in the last 2 years
3	Academic Board	8 March 2024	8 March 2024	Update Statutory Declarations Regulations, HEP Guidelines, update course and candidature details from 2023 course review outcomes, note specialised admission requirements for some courses, remove reference to satisfactory performance tied to FEE-HELP due to changes to HESA legislation
4	Board of Directors	11 November 2024	1 January 2025	AUT Registrar added the course candidature periods for two newly approved qualifications
5	Vice-Chancellor	February 2025	February 2025	Update to new document template; minor editorial updates to implement University status.
6	Academic Board	March 2026	March 2026	Policy review; implement criteria for which the Registrar may waive admission requirements for single unit study mode to ensure consistent and transparent decision-making; refer overseas students and applicants to the related <i>Extension, Deferment, Suspension and Cancellation of Enrolment Policy – Overseas Students</i> ; added Overseas Students Course Enrolment section to better align with the requirements of the National Code, standards 8.18-20.

Any hard copy of this electronic document may not be current as the University regularly reviews its policies. The latest version can be found online at aut.edu.au/documents