



COURSEWORK COURSE ENROLMENT POLICY

Responsible officer	ACT Registrar, Simon Davies
Contact	registrar@actheology.edu.au
Approved by	Academic Board
Responsible Body	Academic Board
Approval date	12 March 2021
Effective date	12 March 2021
Review date	12 March 2023
Superseded documents	Single Unit Study Rules, Cross Institutional Enrolment Studies Policy, Coursework Handbook statements about suspensions and extensions of candidature, Coursework Handbook statement about Leave of Absence.
Related documents	Conferral Policy, Credit Transfer Rules, Prior Learning Policy, Course Progress Policy, Unit Enrolment and Results Policy (forthcoming), English Language Proficiency Policy, Grievance Resolution Policy for Domestic Students or the Grievance Resolution Policy for Overseas students
Student Lifecycle Stage/s	Admission and course enrolment

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

ACT is the *Australian College of Theology Limited*.

ACT Registrar is the officer of the **ACT** who manages academic administration and performance assessment.

Affiliated College is an institution approved to offer an accredited higher education award of the **ACT**.

Commonwealth Assistance Form (CAF) is the form used by students requesting to use FEE-HELP for the payment of their tuition fees. It can be completed in a paper-based FEE-HELP application form, or by completing an **ECAF**.

Course see **Course of Study**

Course of Study is a course of **units** that lead to an **award** given by the **ACT**.

Cross Institution Student is a student who is currently enrolled in an award at another **Higher Education Provider** who completes **units** at the **ACT** to count towards that particular **award**.

Cross Institutional Enrolment is when a student from another **Higher Education Provider** enrolls to study a **unit/units** at the **ACT**.



Domestic applicant is an applicant who is an Australian citizen or permanent resident.

Domestic student is a student who is an Australian citizen or permanent resident.

FEE-HELP (*Fee Paying Higher Education Loan Program*) is an Australian Government loan scheme that assists eligible up-front paying students to pay all or part of their tuition fees.

GPA stands for **Grade Point Average**. This averages the grades a student has achieved across completed **units** of study.

Higher Education Provider (HEP) is an institution such as a university or other tertiary college providing tertiary level or higher education. In Australia they are regulated by **TEQSA**.

Home College is the **affiliated college** with which a student has their primary enrolment.

International student is a student who is NOT an Australian citizen, permanent resident, or New Zealand citizen. **Overseas student** is a subcategory within international student.

Overseas student is a student who is in Australia on a student visa enrolled with the **ACT** through its **affiliated colleges**.

Religious Studies is the field of study 091703 as defined in the Australian Standard Classification of Education (ASCED) 2001.

Single Unit Study is an enrolment method which does not lead to a formal **ACT award** and does not form part of an award course at another higher education provider.

Unit of study is a block of study in a particular field.

Working with Children's Check, known locally in each Australian state and territory by various titles, is obtained from the various Australian state authorities, required for working with children. Further information can be found at <https://www.acic.gov.au/our-services/national-police-checking-service/find-out-more-information/working-children-checks>.

3. SCOPE

This policy applies to all students seeking to enrol in **units of study** for **ACT Credit** through enrolment in a Coursework Course or through another enrolment method.



4. POLICY STATEMENT

The Australian College 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.

5. PRINCIPLES

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 (diploma, advanced diploma, undergraduate degree) are as follows:
 - 5.1.2.1 Completion of Year 12 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) are as follows:
 - 5.1.3.1 Successful completion of a 3-year bachelor degree or equivalent
- 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 original or certified 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. This evidence must be sighted by the registrar and copies of each are to be kept in the student's file, and made available to ACT staff on request. ACT's student management system may be used as a repository to hold this data about applicants/students.

5.4 Other admission requirements

- 5.4.1 A standard full-time load is 48 credit points per semester, with no student permitted to enrol in more than 60cps of concurrent enrolment. **ACT** 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 **ACT** 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.
- 5.4.2 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:
- 5.4.2.1 access to an email account which is checked regularly, except in individual circumstances approved by the **ACT Registrar**;
 - 5.4.2.2 access to an internet connection, except in individual circumstances approved by the **ACT Registrar**;
 - 5.4.2.3 ability to navigate and interact with an online learning management system which conforms to relevant inclusion and accessibility standards;
 - 5.4.2.4 access to a computer with word processing software.

5.5 Home College

- 5.5.1 A **Home College** is the affiliated college with which a student has their primary enrolment.
- 5.5.2 All applicants for a coursework award will have a home college on admission to a course.



- 5.5.3 ACT **Affiliated Colleges** may have policies on student conduct, course structures (containing more prescriptive unit structures within ACT course outlines, but never in conflict with ACT 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.
- 5.5.4 Where a student chooses to change their home college to another ACT 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 ACT 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 ACT home college.
- 5.5.5 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 ACT 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 ACT 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 ACT.
- 5.5.5.1 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 ACT and/or the student's previous ACT 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 ACT 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.
- 5.5.6 Students may undertake units of study at any ACT Affiliated College, not just their **home college**, subject to the policies outlined in 5.5.3 and 5.6.

5.6 Statement of faith

- 5.6.1 ACT does not impose any denominational or religious restrictions or requirements to statements of faith in relation to enrolment in any ACT Course or a Unit. However, the affiliated colleges of the ACT are free to impose any stated denominational or religious restrictions in relation to enrolment in an ACT course. Affiliated colleges are also free to have policies in place which require applicants to:



- 5.6.1.1 give an account of their Christian commitment;
 - 5.6.1.2 express their willingness to conduct themselves in accordance with the affiliated college's Christian ethos and requirements;
 - 5.6.1.3 affirm the affiliated college's statement of faith; and/or
 - 5.6.1.4 show evidence of prior experience in Christian leadership
- 5.6.2 Where colleges have policies in place under section 5.6.1 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.

5.7 Provisional enrolment

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

5.8 Intention to complete a course

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

5.9 Single unit study

- 5.9.1 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.
- 5.9.2 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.
- 5.9.3 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.
- 5.9.4 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 granted by the **ACT Registrar**.

- 5.9.5 Single unit study is recognised for credit transfer into an ACT qualification at a later date, subject to the normal ACT 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.
- 5.9.6 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.

5.10 Cross-Institutional Enrolment

- 5.10.1 Individuals who are currently enrolled in an award at another **Higher Education Provider** who wish to undertake one or more units of study through **ACT** at an **affiliated college** are welcome to enrol as a **Cross-Institutional Student**.
- 5.10.2 Applications for **Cross-Institutional Enrolment** must contain documentary evidence that nominated units completed at the ACT 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.
- 5.10.3 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.
- 5.10.4 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 ACT.

5.11 Course payment methods

- 5.11.1 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.
- 5.11.2 The courses of study offered by **ACT** which are not higher education



awards (Certificate in Theology, Academic Studies in Theology Certificate) are ineligible to be paid for via a FEE-HELP loan. Single unit study enrolments are ineligible to be paid for via a FEE-HELP loan.

- 5.11.3 Students who do not undertake a FEE-HELP loan are required to make upfront payment for the tuition fees of their units of study.
- 5.11.4 Continued access to a **FEE-HELP** loan is subject to satisfactory course progress, as outlined in the Higher Education Support Act 2003.

5.12 Course Candidature Period

- 5.12.1 All courses have a set candidature period in which the course is to be completed within. The course enrolment candidature period is an amount of time, commencing from when a student enrolls in a course of study.
- 5.12.2 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 **ACT Registrar**.
- 5.12.3 Courses which are not completed by the course enrolment candidature expiry date are deemed to be lapsed, with no further enrolments permitted in that course enrolment.
- 5.12.4 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 **ACT Registrar**. Suspensions of candidature extend the candidature expiry date by the amount of time that the suspension is granted for.
- 5.12.5 **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 (see clause 5.4.1). Students who are admitted to the same course will have a new instance of the course created on ACT'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.

5.12.6 Despite the candidature period of courses allowing students to remain enrolled for a particular period in time, ACT assumes students to 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 ACT’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 5.12.5.

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

5.12.7.1 Diploma and Advanced Diploma: One unit per semester based on 8 credit points per unit where course regulations permit

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

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

5.12.7.4 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	12	4	2 years
UCMin	48	12	4	2 years
DipChrStuds	96	0	12	6 years
DipTh	96	24cps OT / NT intro	11	5.5 years
DipMin	96	24cps OT / NT intro	11	5.5 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 ACT studies	16 with ACT	6 years
BTh	288	Assumed 288	24	9 years
BMin	288	Assumed 288	24	9 years
BDiv	288	Assumed 288	24	9
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
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
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

5.13 Grade Point Average

5.13.1 ACT 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.

5.14 Exclusion for serious misconduct

- 5.14.1 The **Dean of the ACT** or the **ACT 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 **ACT** presents a significant risk to staff of ACT, staff of **affiliated colleges**, students of the ACT, 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.
- 5.14.2 Clause 5.14.1 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.
- 5.14.3 Clause 5.14.1 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.
- 5.14.4 The **Dean of the ACT** or the **ACT Registrar** has the right to act on Clause 5.14.1 by assessing and determining the significance of a risk posed by the presence or participation of an individual.
- 5.14.5 The **Dean of the ACT** or the **ACT 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 **ACT**), see the Unit Enrolment and Results Policy.

- 5.14.6 Students have the right of appeal against decisions made under Clause 5.14.1 or 5.14.5, through section 3 of the Grievance Resolution Policy for Domestic Students or the Grievance Resolution Policy for Overseas Students.
- 5.14.7 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.

5.15 Course progress

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

5.16 Child protection

- 5.16.1 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 ACT's student management system.

5.17 Graduation and conferral

- 5.17.1 Conferral procedures are outlined in the Conferral Policy.



6. RELATED LEGISLATION

Higher Education Support Act 2003, Higher Education Provider Guidelines 2012, Higher Education Standards Framework (Threshold Standards) 2015 – items 1.1.1, 1.1.2, 1.1.3, 2.3.4, 7.2.1, 7.2.2, 7.2.4, 7.3.3.

7. REFERENCES

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

childabuseroyalcommission.gov.au/final-report

8. 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

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