ADMISSIONS POLICY

Approved by Academic Board: 7 August 2015
Revised by Academic Board: None

Related documents

- Appeals Policy
- Credit Policy
- English Language Requirements Policy
- Statement of Rights, Responsibilities, and Conduct of Members of the University

1. Rationale and Objective

1.1 The University of Divinity is committed to ensuring that its admissions process supports its mission, maintains academic standards, and is appropriate to the University’s collegiate structure.

1.2 The Regulations prescribe that the Academic Board is responsible for the admission of students to courses of study at the University. This policy sets out the framework by which the Academic Board delivers these commitments.

1.3 This policy aims to ensure that every application for admission is managed in a fair, transparent, consistent and timely manner.

2. Scope

2.1 This policy applies to all applicants for admission to a course of study towards an award at the University of Divinity, and to all applicants for enrolment in a single unit of study at the University of Divinity.

3. Admission Requirements

3.1 The requirements for admission to a course of study are stated in the Regulation and associated Determinations which govern that course.

3.2 Where a Regulation permits probationary admission to a course of study, the Academic Board must determine the requirements for probationary admission and the conditions and duration of probationary enrolment.

3.3 No religious test may be imposed upon any person in order to determine eligibility for admission to a course of study.

3.4 To be eligible for admission to a course of study an applicant must:
a) meet the minimum academic standards set out in the Regulation and Determinations applicable to that course; and

b) satisfy English language proficiency requirements for admission to that course and the requirements of the English Language Requirements Policy; and

c) agree to abide by the Statement of Rights, Responsibilities and Conduct of Members of the University; and

d) have attained 18 years of age.

3.5 If an applicant for admission is under the age of 18 years and will not have attained the age of 18 years prior to the date of commencement of the course of study, the applicant may only be admitted if the College demonstrates in writing to the satisfaction of the Chair of the Academic Board that appropriate protocols and training are in place to ensure that the College is a safe environment for that student. If the Chair of the Academic Board is not so satisfied, the applicant may not be admitted.

3.6 The Academic Board may determine limits on the availability of places for a course. In making any such determination, Academic Board must consult the Colleges offering the course.

4. Admissions Process

4.1 Applicants for admission to a course of study must apply through one of the University’s Colleges.

4.2 All prospective students are required to complete and submit their own application and must provide their own personal details. The University of Divinity does not accept an application completed by an agent or other third party.

4.3 Admissions at each College are overseen by a Coursework Coordinator in the case of coursework awards and a Research Coordinator in the case of higher degrees by research.

4.4 Prior to admission each applicant must be interviewed by a staff member of a College. Interviews may be conducted in person, by telephone, or by electronic means. The purpose of the interview is to ensure the applicant meets the requirements of this policy, has a basic understanding of the University of Divinity and its Colleges, and is provided with advice on their course of study including academic support services.

4.5 The Academic Board must ensure that appropriate training is provided to all staff members who have contact with applicants for admissions. The purpose of this training is to ensure familiarity with the requirements of this policy, a consistent approach to admissions across all Colleges, and the provision of timely and accurate course advice to all applicants.

5. Decision to admit

5.1 The recommendation to admit an applicant to a course of study at the University of Divinity is made by the College. No applicant may be admitted to a course of study except on the recommendation of a College.
5.2 A College has the right to refuse to recommend an applicant for admission provided that such refusal does not contravene the requirements of the *Statement of Rights, Responsibilities, and Conduct of Members of the University*. If a College refuses to recommend an application for admission, it must inform the applicant of the decision. In the case of applicants for coursework awards, the College must also inform the Director of Academic Services and the Coursework Coordinators of all other Colleges of the decision. In the case of applicants for higher degrees by research the College must also inform the Director of Research and the Research Coordinators of all other Colleges of the decision.

5.3 The decision to admit an applicant to a course of study leading to a coursework award is executed by the Director of Academic Services on the recommendation of a College provided that the Director of Academic Services is satisfied that the applicant has met the requirements of section 3 of this Policy.

5.4 Applications for admission to a higher degree by research are considered by the Research Committee on the recommendation of a College. An applicant may not be admitted to a higher degree by research without the approval of the Research Committee.

5.5 The decision to admit an applicant to a course of study leading to a higher degree by research is executed by the Director of Research on the recommendation of the Research Committee provided that the Director of Research is satisfied that the applicant has met the requirements of section 3 of this Policy.

5.6 The full name, course of study, and home College of all persons admitted to a course of study at the University of Divinity must be reported to the Academic Board by the Director of Academic Services or the Director of Research, as appropriate, within six months of the decision to admit.

5.7 A person admitted to a course of study must be provided with a letter from the Director of Academic Services or the Director of Research constituting proof of that admission.

5.8 An applicant who is refused admission to a course of study may appeal that decision in accordance with the University’s *Appeals Policy*.

6. **Credit and recognition of prior learning**

6.1 Application for credit or recognition of prior learning may be made in conjunction with an application for admission in accordance with the requirements of the *Credit Policy*.

7. **Date of Next Review**

7.1 This policy is to be reviewed no later than 31 December 2020.