

Admission Policy

Purpose and context

Student admission to Australian Lutheran College [ALC] is determined on the basis of academic merit or the capacity for university level study. ALC recognises that this can be measured by formal qualifications and by means other than formally recognised educational achievement www.alc.edu.au/enrolments/credit-transfers/ or [Credit transfer and recognition of prior learning policy](#).

Each course has specific entry requirements or prerequisites. In special cases, specific transition arrangements may be negotiated to assist students to meet entry requirements.

ALC assesses all potential students by consistently applying relevant policy and procedure in a fair and equitable manner.

When accepted for enrolment, all students are responsible for following student policy and procedure, the code of conduct, and the accepted ALC academic conventions [<http://www.alc.edu.au/pdffiles/writeon.pdf>]. There are consequences for failing to follow these conventions [academic integrity policy]. All ALC student policies can be viewed on the ALC website.

Undergraduate admission policy

The entrance requirements for undergraduate courses:

- successful completion of secondary education to a standard required for admission to university studies, or
- on the basis of appropriate special entry: via the Special Tertiary Admissions Test [STAT] test or equivalent; and
- course specific entry requirements or prerequisites.

For information on the Special Tertiary Admissions Test [STAT] refer to the following website: www.acer.edu.au/tests/stat

Postgraduate admission policy

Postgraduate coursework

The entrance requirements for postgraduate coursework programs are:

- the completion of an approved tertiary qualification from a recognised Australian tertiary institution or an equivalent qualification [course specific]
- any prerequisites including employment requirements specified by a particular course

Postgraduate research

The entrance requirements for postgraduate research programs [enrolment & candidature] are:

Enrolment

- a tertiary qualification from a recognised Australian tertiary institution or an equivalent qualification
- applicable course prerequisites [including research & employment/requirements]
- attainment of minimum grade point average
- applicable exams
 - language: New Testament Greek; Old Testament Hebrew; German or other modern language
 - course knowledge exams and/or experience
- where necessary, an essay and/or letter of recommendation

Candidature

- approved Postgraduate Studies Committee thesis proposal
- applicable Human Research Ethics Committee approval

Admission process for students [domestic and overseas]

Please refer to the relevant enrolment section of the ALC website <http://www.alc.edu.au/enrolments/index.asp> and/or course handbook. The appropriate ALC Head of School and School Administrator may be contacted for further information.

Please complete and submit the appropriate application for enrolment form and supporting documentary evidence.

Applications should be received by ALC prior to the course commencement date.

Overseas students will need to ensure that their application is submitted well in advance of their planned study period. This is to allow sufficient time for the Australian Government to process and issue student visas.

Additional admission requirements for overseas students

In addition to the above requirements, potential students who are not Australian or New Zealand citizens or permanent residents of Australia must also satisfy the following:

1. must pay the full cost of their tuition and support and meet all other expenses associated with their education;
2. enrol on a full time basis [unless studying on other than a student visa]; and
3. demonstrate that they have a satisfactory command of the English language. Where English is not the first language or where an applicant has completed studies in a language other than English, it is necessary to demonstrate proficiency in English by achieving a prescribed level in an approved English examination. <http://www.alc.edu.au/studentInformation/Policies-procedures/English-language-proficiency-prerequisites.pdf>

An application fee applies to all overseas applications. See the fee schedule at www.alc.edu.au/studentInformation/fees/index.asp.

More information for overseas students can be found on the ALC website. See www.alc.edu.au/on-campus-at-alc/overseas/index.asp

Organisational scope

This is an ALC-wide policy. Student admission and enrolment policy and procedure at ALC is outlined in this policy.

Related policy

[Code of Practice - Domestic Students](#) [PDF]

[Code of Practice - Overseas Students](#) [PDF]

[Disability Policy and Procedure](#) [PDF]

[Domestic Student Responsibilities](#) [PDF]

[Informed consent policy](#) [PDF]

[Statement of Course Assurance for enrolling students](#) [PDF]

[Statement of Reasons for Special/Compassionate or Compelling Circumstances](#) [PDF]

[Statement of Tuition Assurance](#) [PDF]

Student code of conduct

Tuition Assurance Offer [TAO] to ALC students affected by discontinuation of a course

Overseas students

[Overseas student application for release form](#) [Word 208KB]

[Overseas Student Information](#) [PDF 143KB]

[Overseas Student Request for Letter of Release Procedure](#) [PDF]

Lutheran strand

[Lutheran Strand Undergraduate](#) [PDF]

[Lutheran Strand Postgraduate](#) [PDF]

Definitions

ACD	Adelaide College of Divinity
ACU	ACU National
DFEEST	Department of Further Education, Employment, Science and Technology
DIAC	Department of Immigration and Citizenship
ESOS	Education Services for Overseas Students
FEE-HELP	higher education loan program
HESA	Higher Education Support Act
HoS	Head of School
MOU	Memorandum of Understanding
RPL	Recognition of Prior Learning
SLE	Student Learning Entitlement
TAS	Tuition Assurance Scheme

Related legislation

Higher Education Support Act 2003

- [www.comlaw.gov.au/comlaw/Legislation/ActCompilation1.nsf/0/91FD9474C87B50A0CA256F85000DEF57/\\$file/HigherEducationSupport2003WD02.pdf](http://www.comlaw.gov.au/comlaw/Legislation/ActCompilation1.nsf/0/91FD9474C87B50A0CA256F85000DEF57/$file/HigherEducationSupport2003WD02.pdf)

General higher education resources

- www.deewr.gov.au/HigherEducation/Resources/Pages/AdminInfoForProviders.aspx
 - www.deewr.gov.au/HigherEducation/Resources/Documents/AIPFeb2010.pdf
- www.aqf.edu.au/
 - http://www.aqf.edu.au/Portals/0/Documents/Handbook/AQF_Handbook_07.pdf

Overseas students

- <http://aei.gov.au/AEI/ESOS/ESOSLegislation/Default.htm>
- <http://aei.gov.au/AEI/ESOS/NationalCodeOfPractice2007/Default.htm>

Admissions rules and procedures

This section provides information for staff and prospective students on ALC's rules and procedures relating to admissions.

Admission to higher level nested awards

ALC students, upon completion of a lower level nested award, can apply for transfer to the higher level award. If a student chooses to graduate from a lower level award, they will then need to re-apply for the higher level award. The previously completed nested award will be noted on the academic transcript as advanced standing.

Non-award admission

A person who wishes to audit single ALC units [not-for-credit] without undertaking an award may apply for admission as a non-award student. Non-award admission provides applicants with the opportunity to try university studies or to undertake professional and personal development.

Re-admission of former ALC students

Students who wish to re-enrol after they have ceased study in a course may reapply using the relevant application for enrolment form. Admission to the same or another course of study will be at the discretion of ALC and subject to course availability at the time of the student's application and maximum 10 year currency of previous study.

Students who need to cease study in a course but who know they will wish to continue their studies in the future should seek the advice of the relevant Head of School before discontinuing their studies.

Cross-institutional admission

Students enrolled in another institution may apply to cross credit ALC units for advanced standing towards their award course.

Students enrolled at ALC may apply to cross credit units from another accredited institution to their ALC course. Information and forms are available at:

www.alc.edu.au/enrolments/credit-transfers/

Any application must be accompanied by documented approval from the other institution stating that the units will be accepted for advanced standing at the home institution, and must be lodged prior to the unit commencement date.