

## ADMISSIONS POLICY

### 1. **Background:**

Ridley College is an affiliated College of the Australian University of Theology (AUT). As the accrediting Higher Education Provider (HEP), the AUT sets the admission requirements for the courses Ridley offers. Ridley assesses applications based on these admission requirements. Ridley has additional admission requirements which are detailed in this policy.

### 2. **Purpose and Scope:**

To outline the requirements for enrolment at Ridley College in courses accredited by the Australian University of Theology at Australian Qualification Framework (AQF) levels 5-10.

This policy applies to prospective and current students applying for admission to all undergraduate, graduate-entry and postgraduate courses offered at Ridley College, including single-unit of study enrolment. It applies to domestic, overseas (resident outside Australia during their course), and international (those studying on-campus at Ridley College on a student visa) applicants.

### 3. **Australian University of Theology (AUT) Course Requirements:**

Specific AUT course requirements are detailed on the course information webpages of both Ridley College and the AUT. These include relevant academic and English language requirements.

### 4. **Ridley College Admission Requirements:**

Unlike universities, Ridley College is not just an academic community but also a confessional community and we share a set of core beliefs that are grounded in the Bible and centred on Christ. Ridley welcomes applicants from a wide range of Christian denominations. As an evangelical college, Ridley believes that the Bible is our standard for faith and practice, and we require that applicants hold the historic Christian faith as expressed in the [Apostles' Creed and Nicene Creed](#).

In addition to specific AUT course requirements, Ridley requires all applicants to provide the following as part of the application process:

- a one-page statement of their Christian beliefs,
- a current National Police Check (no older than 2 years),
- evidence that they have added Ridley College as an organisation to their Working with Children Check (or state-based equivalent for applicants living outside Victoria), and
- the names and contact details of two referees who know the applicant well (not relatives) who will be asked to complete a Ridley-specific reference form.

Applicants to Ridley are also required to undertake an interview with a faculty member and will be asked to sign a copy of our [Student Personal Integrity & Behaviour Policy](#) which forms part of Ridley's Student Acceptance form.

These beliefs as detailed in the Student Personal Integrity and Behaviour Policy outline certain standards of behaviour which are expected of Ridley students which are based on a document produced by the Anglican Church of Australia called *Faithfulness in Service*. This booklet provides a range of standards expected of those in ministry which are set within a theological context and contain helpful guidelines that promote integrity and holiness.

All applicants must agree to abide by the Student Personal Integrity and Behaviour Policy for the duration of their studies with Ridley. Students who are found to be in breach of these standards will be counselled and supported but may be suspended from study or required to leave the college at the discretion of the Principal.

**Cross-institutional applicants** (including students accepted to study at other AUT affiliated Colleges) are required to complete a simplified application process as detailed on Ridley's website. Ridley also requires a commendation from their primary college/institution and approval that the proposed unit and level of study fits within their enrolled course. Where the approved unit of study involves fieldwork, Ridley may require a current national police check and evidence that they have added Ridley College as an organisation to their Working with Children Check (or state-based equivalent for applicants living outside Victoria).

**Single unit of study applicants** are required to complete the normal application process as detailed on Ridley's website and additionally need to demonstrate how they meet any pre or co-requisites for their proposed unit of study.

**Audit applicants** (attending lectures without needing to complete assessment tasks) are required to complete a simplified application process as detailed on Ridley's website and need to demonstrate how they meet any pre or co-requisites for their proposed unit of study.

## 5. Authority for admission

**Coursework courses:** the authority to admit applicants to coursework courses is delegated to the Deputy Principal-Academic and the Registrar.

**Postgraduate research courses:** where an applicant is applying for entry to a postgraduate research course, the Ridley Postgraduate Research Committee will first ascertain if they have the necessary supervisory resources and expertise. Where it is determined that Ridley has the capacity to supervise and support a postgraduate research applicant, Ridley will administer all required application documentation, and advocate for their application with the AUT's Research Committee. Authority to admit applicants to postgraduate research courses lays with the AUT's Research Committee.

## 6. Offer

All applicants will be advised in writing of the outcome of their application. Where a student has been made a provisional offer, the student must meet the conditions of their offer by the specified date.

Once an offer has been accepted by signing and returning the Student Acceptance form, the student will be required to adhere to relevant policies, procedures and guidelines.

An applicant who receives an offer for a coursework course at Ridley can defer commencing that course for up to one year, unless otherwise agreed to by the Deputy Principal-Academic or Registrar, provided that the course is available to commencing students. If a student doesn't take up study within the period of deferment the offer will lapse, and the applicant may be required to re-apply.

Ridley will liaise with the AUT's Director of Research if a postgraduate research applicant needs to defer their admission.

DOCUMENT INFORMATION	
<b>Title:</b>	Application Policy
<b>Audience:</b>	Staff, Students
<b>Category:</b>	Academic
<b>Approval date:</b>	April 2025
<b>Effective date:</b>	May 2025
<b>Review date:</b>	May 2028
<b>Policy advisors:</b>	Admissions Officer/Overseas Student Liaison Officer, Registrar, Deputy Principal - Academic
<b>Approving authority:</b>	Deputy Principal-Academic, Registrar