



ADMISSION PROCEDURE: MEd (Lead), MEd and Grad Dip Ed

Responsible officer	Dean for Academic and Regional Development, Rev Dr Ian O’Harae	
Contact	Dean of Education, Prof James Dalziel, jamesd@morling.edu.au	
Approved by	Academic Board	
Approval date	4 July 2018	
Effective date	4 July 2018	
Review date	July 2021	
Superseded documents	Admission Requirements for Courses in Education 2015	
Related documents	Admission Requirements for Courses in Education 2018; Admissions Policy: Education, Counselling, Chaplaincy and Spiritual Care 2018	
Procedure classification <i>Select a General OR an Academic option</i>	General Choose an item.	Academic Student Services and Administration

1. PURPOSE

To outline the admissions procedure for students enrolling in a Master of Education or a Master of Education (Leadership).

2. DEFINITIONS (OPTIONAL)

Key Term - Acronym	Definition
JP	Justice of the Peace

3. STEPS

STEP 1 – COMPLETE AND SUBMIT APPLICATION FOR ADMISSION FORM

The applicant completes the Application for Admission form, available for download from the MC website.

- Supporting documentation includes official academic transcripts of previous tertiary studies. Certified copies of original documents are required. Where documentation shows a different name from that under which applicants wish to enrol, they must supply evidence in support of their change of name e.g. certified photocopy of marriage certificate.
- Two references (a pastor’s reference and a professional referee) are required

as supporting documentation. The Dean has discretion to vary this requirement.

- A Referee Report form is included with the application form and is also available for download independently. The applicant must ensure that a reference from a pastor or church leader as well as someone who can attest to their experience in education and/or their suitability for working with children and young people is emailed to the Education Department.
- Completed application forms and supporting documentation must be posted to: Morling Education, 122 Herring Road, MACQUARIE PARK NSW 2113, Australia, or emailed to education@morling.edu.au. Original certificates must not be sent as these will not be returned, only copies certified by a JP or solicitor will be accepted

STEP 2 – SUBMITTED APPLICATION CHECKED FOR COMPLETENESS

- The application is checked for completeness including all required supporting documentation and referee reports received.
- The application is checked to verify that all the course entry requirements are satisfied.
- If the applicant does not meet the defined course entry requirements, the application is rejected and the applicant notified.
- If the applicant meets the defined course entry requirements, their application will proceed to assessment.

STEP 3 – ASSESS THE APPLICATION FOR ADMISSION

- The application is checked to verify that all the course entry requirements are satisfied.
- The Admissions Committee assesses the information contained in the Application for Admission form and all the required supporting documentation and the referee reports against the defined entry requirements for the respective course.

The following selection and guidance criteria are used in the assessment of the application:

1. Basic Requirements – reviewed from application forms

- o Confirmation of Identity
- o English Competency
- o Citizen/Resident Visa Status
- o Submitted documentation

2. Tertiary qualifications and references – transcripts, testamurs, etc

3. Personal statements

- The decisions made in the Committee meeting are documented and kept in the Admissions file as a soft copy.

STEP 4 – APPLICANTS NOTIFIED

- Successful applicants are notified of their acceptance and are sent a Confirmation of Entry into the course and an enrolment form.
- Unsuccessful students are notified.

STEP 5 – ENROLMENT PROCESS

- The student completes and submits an Enrolment Form.
- The Enrolment Form is emailed to Morling Education at education@morling.edu.au
- Enrolment data is entered by the Registrar's office.
- Student receives a student number and Moodle login details.

4. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
2	Academic Board	4 July 2018	4 July 2018	Procedure extracted from Admissions Requirements for Courses in Education 2015 and formatted into new template.
1	Academic Board	April 2015	April 2015	