



ADMISSIONS POLICY: EDUCATION; COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

Responsible officer	Ian O’Harae, Dean for Academic and Regional Development	
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Approved by	Academic Board	
Responsible body	Academic Board	
Approval date	4 July 2018	
Effective date	4 July 2018	
Review date	July 2021	
Superseded documents	Admissions Policy: Education and Counselling 2014	
Related documents	Admission Requirements Policy: Education Admission Requirements Policy: Counselling Chaplaincy and Spiritual Care	
Policy classification <i>Select a General OR an Academic option</i>	General Choose an item.	Academic Student Services and Administration

1. PURPOSE

To specify the principles that govern admission to Morling College (MC) awards in Education; Counselling, Chaplaincy and Spiritual Care.

2. DEFINITIONS

Key Term or Acronym	Definition
MC	Morling college

Also see: [Admissions Transparency Common Terminology](#) and <https://www.teqsa.gov.au/glossary-terms>

3. SCOPE

This policy applies to students and staff in the Faculty of Education and the Faculty of Counselling, Chaplaincy and Spiritual Care.

4. POLICY STATEMENT

Morling College will treat all applicants in a fair and equitable manner through equitable and transparent documented policies and procedures when assessing eligibility for admission into the students’ selected courses.

5. PRINCIPLES

Student's Responsibility

- 5.1 Admission into awards in Education; Counselling, Chaplaincy and Spiritual Care are governed by predetermined admission requirements and, whilst MC can offer guidance to the student, it is the student's responsibility to select the award that will best suit their personal and academic goals.

Admissions Requirements

- 5.2 Admission requirements are defined per course of study and approved by the Academic Board and Government accreditation bodies.

For the detailed course admission requirements please refer to the relevant *Admission Requirements Policy: Education* and *Admission Requirements Policy: Counselling, Chaplaincy and Spiritual Care*. Requirements are also published on the MC website and in the relevant student handbooks.

Special Admissions Requirements

- 5.3 Special admission criteria may be applicable in some circumstances and can be used in addition to, in conjunction with or in place of the standard admission requirements. These special criteria will be defined in the individual course requirements and may be used at the discretion of the Registrar.

English Language Requirement

- 5.4 In order to be able to study at Morling College, fluency in English is required. Students, for whom English is a second language, may be required to demonstrate an understanding of the English language in order to be able to participate in studies at Morling.
- 5.5 Specific English language proficiency requirements are defined in the Admission Requirements for courses.

International Students

- 5.6 Full-time Counselling awards (only) accept applications from international students to study in Australia.

Admission is governed by the requirements of the Australian Government and the general MC *admission* criteria. Refer to [Entry Requirements for Overseas Students](#) on the Australian Government website for further detail.

Readmission

- 5.7 Students applying for re-admission will be admitted to the original version of their course provided that course and/or version has not been discontinued in which case they will be offered admission to a comparable course and/or version.

Appeals

- 5.8 Appeals against unsuccessful applications for admissions will be addressed by the Dean of the relevant faculty and the Registrar.

Key Dates in Admissions

- 5.9 The Registrar will nominate the key enrolment dates for each semester detailing information related to refunds, fees and academic penalties that apply:

- a. Administration Date
- b. Census Date
- c. Withdrawal Date

The important dates will be communicated on the MC website, in student handbooks and on all the enrolment forms. It is the student's responsibility to ensure that they are aware of all the dates and the implications to their individual enrolment circumstances.

Waiver

- 5.10 The Registrar has the discretion to waive the closing date and make provision for late acceptance, given *exceptional circumstances*. Due consideration will be given for the equitable and fair treatment for all applicants in these instances.

6. RELATED DOCUMENTS AND LEGISLATION

Admission Requirements Policy: Education

Admission Requirements Policy: Counselling, Chaplaincy and Spiritual Care

Admission Procedures: MEd (Lead), MEd and Grad Dip Ed

Admission Procedures: MTeach (Secondary)

Admission Procedures: Counselling, Chaplaincy and Spiritual Care

Variation to Enrolment Policy: Education; Counselling, Chaplaincy and Spiritual Care

[Entry Requirements for Overseas Students](#)

7. REFERENCES

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
2	Academic Board	7 July 2018	7 July 2018	Updated to reflect the addition of Chaplaincy and Spiritual Care. Streamlined and formatted to new template.
1	Academic Board	September 2014	September 2014	