

STUDENT ADMISSION PROCEDURE

Policy Hierarchy link	Admissions Policy		
Responsible Officer	Principal		
Contact Officer	Applications Administrator		
Superseded Documents	N/A		
Associated Documents	Student Handbook		
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1.0	Principal	12/03/2014	12/03/2014

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1. Purpose and Scope

This procedure outlines the process involved in admitting a person to a full-time or part-time (though not online) program of study at the College. It provides a process to enable the admissions panel to assess whether study at Moore College is the most appropriate option for the applicant at this particular time.

2. Definitions

Term	Definition
Application	The Application includes the Application Form; academic transcripts (where applicable); IELTS or equivalent test scores (where applicable); three references and any other documents as required.

3. Procedure

1. An initial inquiry results in advice on the process for admission.
2. An Application is submitted with three references including one from the senior minister of the church currently attended. The Application Form will contain a statement that the financial costs have been carefully considered and the stated means are considered adequate to cover tuition and living costs for the duration of the program of study.

3. Once the Application is submitted an appointment is organised for a conversation with a member of the faculty (or one of the female chaplains) to talk over the applicant's ministry plans and academic preparation.
4. A conversation is conducted with the applicant and spouse (if any) and advice is given on the best course of study for the ministry that is envisaged. Following the interview a brief report is prepared by the faculty member concerned with a brief assessment of suitability for College.
5. No individual faculty member will be asked to interview more than five applicants in a given year and no female chaplain will be asked to interview more than three applicants in a given year (the admissions administrator shall keep a record of interviews conducted for this purpose).
6. An overseas applicant may be interviewed by SKYPE or by a person known to the College and approved by the Principal to interview for this purpose.
7. The Application and the report of interview are reviewed by an admissions panel usually made up of the Principal, Vice Principal, Dean of Students, Dean of Part-time Studies, Dean of Women and the International Students' Advisor. This panel decides whether or not to offer a place.
8. The successful applicants are phoned by one of the interview panel to advise them of the decision and welcome them for the coming year.
9. A letter of offer is sent to successful applicants over the signature of the Principal.
10. A list of admitted students will be provided to the Governing Board at the beginning of each academic year.

4. Review & History

This policy should be reviewed every two years by the admissions panel and the administrative officers responsible for implementing the procedure.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Principal	12/03/2014	12/03/2014	New procedure