

AUSTRALIAN COLLEGE OF THEOLOGY
Verification of Qualifications Policy

1. Lecturers

The Australian College of Theology publishes minimum qualifications guidelines in its Institutional and Course Approval Criteria.

Before an offer is made to any person who is to lecture in any ACTh award or degree, all affiliated colleges must receive certified copies of tertiary qualifications and a curriculum vitae.

If a proposed lecturer is an ACTh graduate, verification can also be obtained from the Theological Academic Management System (TAMS) hosted by the ACTh office (for all graduates after 1985) or from the complete archive of academic records held by the ACTh office (for all graduates prior to 1985).

All lecturers proposed by affiliated colleges for lecturing units that form part of the ACTh undergraduate and Master of Divinity degrees must be approved by the relevant unit field moderator at least two months before the commencement of the lectures. If necessary, moderators can request further evidence of a lecturer's qualifications. Any doubtful qualifications are immediately discussed with the Dean of the College.

2. Research Candidates

All applicants must submit certified copies of completed tertiary study and, if relevant, evidence of English language facility in accord with ACTh regulations for entry to the research degrees of the College, to their sponsoring ACTh college before candidature can be considered by the Research Awards Board. Copies of transcripts are submitted to the Board as a necessary part of the application.

3. Courses for Graduates

At the time of enrolment each enrolling student must submit to the affiliated college original or certified copies of all completed study at tertiary level, and, if relevant, evidence of English language facility in accord with ACTh regulations for entry to the graduate courses of the College, copies of each are to be kept in the student's file.

4. All Other Students

At the time of enrolment, each student seeking admission to the undergraduate degrees of the College must submit the original or certified copy of his or her TER scores, and, if relevant, evidence of English language facility in accord with ACTh regulations for entry to the undergraduate degree courses of the College. This evidence must be sighted by the affiliated college registrar and a copy kept in the student's file.

At the time of enrolment, each student seeking admission to the undergraduate diplomas of the College must submit the original or certified copy of certified copy of his or her year 12 completion, or the transcript of the student's qualification which is deemed to be equivalent, and, if relevant, evidence of English language facility in accord with ACTh regulations for entry to the undergraduate diploma courses of the College. This evidence must be sighted by the affiliated college registrar and a copy kept in the student's file.

Mark Harding
Dean
14 August 2006
policies/verifications