

STUDENT ENTRY POLICY

For those undertaking a University of Notre Dame Australia (UNDA) degree or paper, UNDA policies also apply. Where there is a conflict between this policy and the UNDA policies, the UNDA policies should be followed.

Purpose

To ensure that students are fully informed about the requirements when choosing their programmes of study.

Principles

Entry requirements are reasonable, clear and well publicised

Guidelines

Paper and Programme Offerings

CTC will publish paper and programme offerings on its website with entry requirements.

Entry Criteria

CTC will follow all pre-requisites for papers or awards established by relevant bodies or any other qualifications/programme provider with which CTC is linked. Specific information can be directed to admin@ctc.ac.nz.

All pre-requisites and entry requirements will be published on the CTC website.

Where no pre-requisite exists, CTC's entry requirements will apply. These requirements will be fair, consistently applied and published in advance.

A student may in certain circumstances apply to the Dean to have pre-requisites waived. The decision will be made by the Dean in consultation with the relevant Assistant Dean.

Students will be provided with access to appropriate and timely guidance and support to make informed decisions regarding choice of papers.

CTC papers are open to all students, irrespective of race, disability, belief, age, marital status, sexual orientation and gender.

Admissions

For programmes at *certificate and diploma level (NZQA levels 5 & 6)*: the Assistant Dean, Level 5 and 6, and the Registrar will be responsible for monitoring students' choice of paper and ensure that students have completed the appropriate pre-requisite where required.

For programmes at *degree level (NZQA level 7)*: in addition to the entry criteria, students must be accepted by the Enrolment Committee. The following process applies:

1. The Catholic Theological College Enrolment Committee shall consist of the Dean, Level 7 Assistant Dean, and one other staff member or external representative (chosen to complement the group, ensuring a diverse perspective on the panel).
2. The enrolment committee shall meet regularly and decide which students may be accepted for enrolment at the college.
3. The students shall demonstrate they have academic ability sufficient to complete an award and that they are committed to completing an award. CTC reserves the right to refuse admission to any student who has failed any two papers for a Bachelor of Theology degree at any tertiary institution.
4. The student must submit all other information requested in the CTC application forms, which includes UNDA requirements.
5. A student is not enrolled until the student has received a letter (by post or email) from the Dean stating that the student is enrolled and the student has paid the prescribed enrolment fee.
6. Students who are not able to enrol in a particular year may be placed on a waiting list to study at CTC.
7. A request for reconsideration can be made to the Enrolment Committee presenting substantive new arguments for enrolment.
8. The final date for late enrolment is the date as shown on the Academic Calendar on the CTC website.
9. Change of papers may be made without penalty up to the date as shown on the Academic Calendar.
10. Returning Students must submit re-enrolment information as directed by CTC.

Appeal

Any student dissatisfied with a decision on entry may apply to have the decision reviewed by the Dean by emailing dean@ctc.ac.nz.

Review and Approval

The *Student Entry Policy* is subject to the normal three-year review cycle. Review is the responsibility of the Academic Advisory Board, with approval by the Te Kupenga Governance Board.

Reviewed: 23 April 2021

Next review: April 2024