

before starting your course. For admission to an Australian College of Theology course at Diploma or Advanced Diploma level, the minimum IELTS result required is 6.0 overall with a minimum of 6.0 in each subtest.

### 10.1.2 Mature age entry

Mature age entry to the Diplomas and Advanced Diplomas is available for students over the age of 20.

## 10.2 Course structure requirements

The minimum period of study is one and a half years full time for the Diploma and two years full time for the Advanced Diploma. There is no maximum time in which to complete these courses.

Doing 16 credit points per semester is full time. No student may take more than 20 credit points in any one semester.

## 10.3 Assessment

You must attempt and submit all assessment items set for your unit. Marks awarded by Mary Andrews College may be statistically moderated by the Australian College of Theology. The Australian College of Theology supervises the academic standards across all of its affiliated colleges.

Certificate level units require a total of 3,000 words (across 2 or 3 assignments per unit), while Diploma level (200 level) units require a total of 4,000 words (across 2 or 3 assignments per unit).

### 10.3.1 Passing grades

All pieces of assessment for a unit **must be completed and submitted** in order to pass each unit. You do not necessarily need to pass every individual assignment, as long as you pass the unit overall. In all units, 50% overall is needed to record a passing grade.

### 10.3.2 Assignment word limits

It is important that you pay close attention to the word limit for each given assignment. You should aim to have your word count as close as possible to the required word limit. All words in the body of your essay are counted, but those in the synopsis (if required), footnotes and bibliography should not be included.

Please note that assignments which are **more than 10%** over the required word limit will attract a **penalty of 10%** of the total possible marks for that assignment. Your assignment handbook provides more information on assignments and should be consulted for each assignment.

### 10.3.3 Late submission

Under the Australian College of Theology's Late Penalties Policy, unless an extension has been applied for and granted, if you submit an assessment past its due date, the assessment marks will be reduced at the rate of 3% of the total possible marks for the assessment item per calendar day, up to 14 days after the assessment's due date. After 14 days past the assessment due date, a mark of zero will be awarded for the assessment upon submission of the completed assessment.

Students **must** complete all assessments in order to pass a unit. If a student has not submitted an assessment by the end date of the unit and has not applied for an extension, the assessment will be deemed as a non-attempt, and consequently the student will receive a 'fail' grade for the entire unit.

### 10.3.4 Extensions

The granting of an extension to a unit assessment item will only be granted in the case of special circumstances, and in proportion with the period of time and the impact that the special circumstances have had. The Academic Dean may grant an extension if she is satisfied that special circumstances apply to the student that are:

- beyond the student's control; and