



Saints Cyril and Methodius Orthodox Institute

Application for SCMOI enrollment

For students intending to take Adelaide College of Divinity courses

(i.e. Diploma of Ministry; Associate Degree of Ministry; Bachelor of Ministry; Graduate Certificate in Ministry Studies; and Graduate Diploma in Ministry)

Please read the following information before completing this form.

1. This form is for enrollment as a student of SCMOI. After acceptance by SCMOI you will be required to enrol with Adelaide College of Divinity (ACD) for the award course you choose. Please DO NOT proceed with ACD enrollment until advised by SCMOI.
2. Please read the SCMOI Enrollment policy appended to this form.
3. If approved, your enrollment with SCMOI will remain current for the duration of the ACD course in which you enrol. However, SCMOI enrolment will conclude when you notify us of your intention not to continue a course with SCMOI, or lapse if you do not enrol in ACD units for two consecutive semesters.
4. Undergraduate students at SCMOI are enrolled in either the Clergy (in-service/pre-service) Track, or the Faith and Life Track. To be enrolled in the Clergy Track, whether as a cleric or pre-service candidate, written confirmation of your Ruling Bishop's blessing to do so must be provided.
5. Applicants may be contacted to arrange a short interview with the Institute Director prior to the finalisation of their enrollment.
6. SCMOI reserves the right to accept or to reject any application for enrollment as a student of the Institute.

When completed and signed, this form should be emailed to info@scmoi.edu.au

1. Personal details

Name (in full):			
Title:	Fr / Rev / Dr / Mr / Mrs / Ms / Miss / Other:		
Date of Birth:			
Address:	Street:		
	P.O. Box:		
	City:	State:	Postcode:
Contact:	Telephone:	Mobile:	
	Email:		

2. What is the highest educational level or award you have obtained?

Level/Award	School/University/Institution	Year in which level/award completed

3. Religious affiliation

Check one:

- I am an Orthodox Christian (go to 3.1)
- I am a member of a Christian denomination (other than Orthodox) (go to 3.2)
- Other Christian or other religion (go to 3.3)

3.1 I am a:

- Priest or Deacon (go to 3.1.1)
- Monastic: including Hieromonk, Hierodeacon (go to 3.1.1)
- Sub-deacon or Reader (go to 3.1.2)
- Lay person (go to 3.1.2)

3.1.1 If a Priest, Deacon or Monastic:

Rank (e.g. Archbishop, Hieromonk, Priest, Protodeacon, Deacon, etc.):	
Jurisdiction:	
Current appointment (include name of parish, monastery, etc.):	

3.1.2 If a Lay person, Reader or Sub-deacon:

Parish Church I attend:	
Town/suburb and state:	

3.2 If you are a member of, or identify with, another Christian community:

Denominational affiliation:	
Place of Worship (Name, town/suburb & state):	

3.3 If you do not identify as an Orthodox Christian or as a member of any Christian denomination, state your religious affiliation:

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5. Intended Adelaide College of Divinity (ACD) course

(Complete **one only** of 5.1, 5.2, or 5.3)

5.1 If you are intending to enrol in an **undergraduate** course of study

5.1.1 I intend to enrol in the **Clergy Track** (check one):

- Diploma of Ministry (DipMin)
- Associate Degree of Ministry (AssocMin)
- Bachelor of Ministry (BMin)
- Unsure of preferred course at present

OR

5.1.2 I intend to enrol in the **Faith and Life Track** (check one):

- Diploma of Ministry (DipMin)
- Associate Degree of Ministry (AssocMin)
- Bachelor of Ministry (BMin)
- Unsure of preferred course at present

5.2 If you are intending to enrol in a **postgraduate** course of study

5.2.1 I intend to enrol in the (check one):

- Graduate Certificate of Ministry Studies (GCertMin)
- Graduate Diploma of Ministry (GDipMin)
- Unsure of preferred course at present

5.2.2

I hold a recognised degree in theology or ministry studies

OR

I do not hold a recognised degree in theology or ministry studies

6. CLERGY TRACK ENDORSEMENT (*Clergy Track applicants only*)

*In this section **written confirmation** means a signed letter or email. Copies are accepted, but you must be able to produce the original document if requested.*

All Clergy Track applicants (clerical, monastic, lay):

Have you received the blessing of your Ruling Bishop to enrol in the SCMOI Clergy Track?

Yes Requested but not yet received Still to request

If blessing received, attach a copy of the Bishop’s written confirmation to this form.

7. Declaration

I certify that the information I have supplied on this form is correct and complete.

I understand that SCMOI is an institution of the Russian Orthodox Church Outside of Russia and that the Holy Tradition and ethical norms of the Holy Orthodox Church constitute the standard of the Institute that regulate the content of courses, programme structure, institutional ethos and the conduct of staff and students.

I accept that my personal information is collected, used and stored by SCMOI in accordance with the Privacy Act 1998 and the Australian Privacy Principles prescribed by the Privacy Amendment (Enhancing Privacy Protection Act) Act 2012.

I authorise SCMOI to provide my personal Information to State and Commonwealth agencies if required to do so pursuant to State and Commonwealth Law.

NAME (please print): _____

*Signature: _____ Date: _____

**If lodging electronically an e-signature is acceptable. Otherwise you will need to print this form, sign it and email SCMOI a scanned copy.*

<u>Office use only</u>	
Received:	Interview:
Processed:	Confirmation:

Revised October, 2020

Saints Cyril and Methodius Orthodox Institute Enrollment Policy



Approval:

Approved by the Board 15/12/2020

Definitions:

ACD: Adelaide College of Divinity.

ACD college: an educational body affiliated with the ACD.

Board: the Board of Directors of SCMOI.

Course: a programme of study intended to culminate in the conferral of an academic award.

Institute: in this document refers to SCMOI.

Institute Director: the person appointed to direct the educational and research activity of the Institute.

PEAT: Preliminary Entry Admissions Test

SCMOI: Saints Cyril and Methodius Orthodox Institute Limited.

Unit: a defined subject taught over a semester as a part of a course.

1. SCMOI undertakes its educational objects and offers programmes of instruction and research in accordance with the Holy Orthodox Faith and in service of the Church. The doctrinal basis and ecclesial nature of the Institute is defined in Article 2 of the SCMOI Constitution.

2. Persons enrolling to study at SCMOI must sign the Enrollment Declaration:

I understand that SCMOI is an institution of the Russian Orthodox Church Outside of Russia and that the Holy Tradition and ethical norms of the Holy Orthodox Church constitute the standard of the Institute that regulate the content of courses, institutional ethos and the conduct of staff and students.

3. By enrolling at SCMOI students commit to undertaking their studies in line with the SCMOI ethos and the programme of studies and research approved by the Institute. Accordingly, SCMOI students enrolled for ACD courses are expected to undertake those courses according to the templates published in the annual SCMOI Student Handbook.

4. SCMOI reserves the right to accept or to reject any application for enrollment as a student of the Institute.

5. SCMOI students enrolled in ACD courses are subject to the policies, procedures, and administrative requirements of the ACD.

6. Undergraduate students at SCMOI are enrolled in either the Clergy (in-service/pre-service) Track, or the Faith and Life Track. Only Orthodox candidates are enrolled in the Clergy Track, whether as a cleric or pre-service candidate, and acceptance in the Clergy Track is subject to written confirmation that the candidate's Ruling Bishop has given his blessing for him to enrol at SCMOI.

7. Applicants enrolling with SCMOI for the purpose of undertaking an ACD undergraduate course who have not completed the final year of secondary schooling in the Australian secondary system including the International Baccalaureate or other equivalent Year 12 qualification, and

(a) have not satisfactorily completed or part completed a higher education qualification from an Australian University or TEQSA registered Higher Education Provider; or else

(b) have not completed a recognised bridging, foundations or enabling course;

are required to complete and pass the ACD Preliminary Entry Admissions Test (PEAT).

In addition, the Institute Director may at his discretion require that notwithstanding satisfactory completion of the final year of secondary schooling in the Australian secondary system including the International Baccalaureate or other equivalent Year 12 qualification, an incoming student should complete and pass the PEAT to qualify for admission to an ACD undergraduate course.

8. For students undertaking an ACD course, enrollment with SCMOI remains current for the duration of the ACD course in which they enrol, except:

(a) enrollment will lapse in the event that the student does not enrol in at least one ACD unit for two consecutive semesters;

(b) enrollment will be deemed terminated in the event that the student does not commence an ACD course within two semesters of being accepted as a student by the Institute;

(c) enrollment will be deemed terminated in the event that a student is absent from classes in the Unit(s) in which they are currently enrolled for four consecutive weeks without either prior to or during that period supplying the respective Unit lecturer(s) or the Institute Director with a written statement explaining the reasons for their absence and/or completing a request for an extension to the date(s) of submission of their respective assignment(s).

9. SCMOI students may be given permission to complete no more than two units at other ACD colleges, provided:

(a) the unit is not offered by SCMOI; or

(b) the unit is necessary to complete an ACD course requirement at a time that unit is not being taught by SCMOI.

In either case, the student must discuss the matter with the Institute Director and receive written permission to enrol in the given unit prior to initiating enrollment with another ACD college.

10. Students from other ACD colleges may enrol for up to two units at SCMOI, provided:

(a) they have permission in writing from their ACD college to undertake a designated unit at SCMOI; and

(b) they are approved to undertake the designated unit at SCMOI by the Institute Director.

11. An enrolled SCMOI student seeking an exemption from, or variation of, this policy must make their request in writing to the Institute Director who will forward it directly to the Board for their consideration. The Board may or may not decide to solicit further information from the requestee and/or the Institute Director to assist in making its determination but in any event the determination of the Board is final.