

REGULATIONS

1 ENROLMENT APPLICATIONS

1.1 Application Form

Candidates should apply for entry on the prescribed application form which is available from one of the accredited colleges listed in this Handbook.

1.2 Failure to Enrol

Candidates who fail to enrol by the due dates must wait until the next intake. In extraordinary circumstances allowance may occasionally be made upon application to the Dean. In such cases candidates will be required to pay a late enrolment fee to enrol in the unit.

1.3 Enrolment in the Same Unit

A unit successfully completed at postgraduate level cannot be attempted in another postgraduate award of the College. However, if it can be demonstrated that the subject matter of a project or seminar is different from that completed in another award, permission to enrol may be granted.

No coursework unit already passed can be repeated.

2 CREDIT TRANSFER AND RECOGNISED PRIOR LEARNING

2.1 Senescence in Course Credit

In the context of course credit, senescence refers to the reduction over time of the relevance of previous study or prior learning to be the basis for credit at enrolment in a new course of similar content.

The undergirding philosophy behind senescence is currency of knowledge. Progression through levels of study assumes prior understanding of issues and concepts, an understanding that can over time become lost or inaccurate.

Credit can only be considered for a unit of an ACT award if the study on which the application is based occurred no more than ten years before the commencement of the ACT award and the applicant has demonstrated the previous study may be regarded as having satisfied the objectives and the assessment requirements of the unit in the ACT award.

The senescence rule takes precedent over all other credit regulations. The following should be read in the light of that.

The senescence rule does not negate the possibility of students applying for RPL (Recognised Prior Learning). However, the undergirding philosophy of currency of knowledge must still be applied. The student needs to demonstrate they have met the objectives and assessment requirements of the ACT degree units for which credit is being claimed. If it can be shown that the knowledge obtained in their prior study done more than ten years ago has been kept current through further

research, publications, practical application, etc, then consideration could be given to granting credit transfer. However, prior study alone will not be sufficient. Refer to section 2.4 below for full details on how to apply for RPL.

2.2 Principles

- (i) In ACT courses, prior learning is recognised and/or credit is granted from previous non-ACT study in particular units. Block credit and advanced standing are not applied except in the case of the Bachelor of Christian Studies where block credit forms part of the requirements for the awarding of the degree.
- (ii) Transfer of credit between ACT courses will be based on grades attained.
- (iii) No more than 33% of an ACT award can be granted in credit from an accredited non-ACT award of at least the same level.
- (iv) No credit can be granted from units or an award completed at undergraduate level towards a masters degree or embedded graduate diploma.
- (v) A unit successfully completed or for which credit has been granted in an ACT award cannot be attempted in another award of the ACT. However, if it can be demonstrated that the subject matter of a project or seminar is different from that completed in another award, permission to enrol may be given.
- (vi) No unit already passed or for which credit has been granted in an ACT award can be repeated in that award.
- (vii) Units for which credit is granted from non-ACT awards are designated "AEG", *ad eundem gradum* (credit transferred from an equivalent award or institution).
- (viii) Where credit is granted from a non-ACT source towards one or more assessment pieces within a unit, those units are designated as "satisfactory".
- (ix) There are no fees associated with credit applications either imposed by the affiliated colleges of the ACT or the ACT office.
- (x) The extent to which credit may be granted in an ACT award is dependent on the individual course rules.
- (xi) Applications must be submitted before the student enrolls in an ACT course, and will not normally be considered once the student has commenced study. The unit Supervised Experience-Based Learning (SEBL) is not normally eligible for Course Credit.
- (xii) If a student wishes to undertake non-ACT study during period of their ACT candidature, they must first receive permission from their enrolling ACT affiliated college and the Dean of the ACT for a credit application based on such study is to be considered.

2.3 Credit Transfer

Applications for credit transfer from incomplete non-ACT awards will not be considered if the units were completed more than ten years previously.

University students granted approval to count ACT units in their university degrees may enrol at ACT approved colleges and take up to 32 credit points of ACT units. If the approved credit must be at advanced level, such students may take ACT foundational level units at advanced level as long as approval has been given by the Dean on application from the approved college.

Exemptions for units may be granted in cases where there is no direct correlation between units studied and those for which the student is seeking credit, but where it is felt that the student would not benefit from repeating material similar in nature to that already completed elsewhere. The granting of exemptions does not reduce a student's credit load for an award.

Moore College Bachelor of Divinity

Graduates receive 16 cps (two units out of eight) advanced standing to the ACT's MA(Th). Any credit sought from an incomplete Moore College BTh or BD will be granted towards the ACT undergraduate degrees only.

Overseas Degrees

- BD/MDiv degrees of colleges accredited by the Asian Theological Association (ATA) or the Association for Theological Education in South East Asia (ATESEA) are counted as equivalent to ACT undergraduate degrees. Graduates with a GPA of 3.3 or higher may gain entry to the research masters (MTh).
- BTh graduates are required to complete a bridging course of 24 cps at 300–400 level before entry to the ACT's MA Theology or Ministry. A Distinction average achieved after the first 12 cps will mean the waiving of the remaining requirement.

2.4 Recognised Prior Learning (RPL)

Applications for credit based on recognition of prior learning will be considered in accordance with the guidelines published in "National Principles and Operational Guidelines for Recognition of Prior Learning (RPL)" (AQF, 2004).

Definition

RPL is an alternative pathway to an AQF qualification that is different to credit transfer. It is related to learning achieved outside the formal education and training system. It is distinguished from Credit Transfer in that it is the student who is assessed as opposed to the previous course or unit(s) of study.

How RPL is assessed

In order to recognise prior learning it is necessary to compare the informal or non-formal learning the individual has achieved against the learning outcomes or performance criteria of the course or qualification to which the student is seeking entry; and to determine if the prior learning fulfils some or any of them.

The processes used to assess RPL applications may take several forms, for example:

- Participation in exactly the same or modified versions of the assessment the student would be required to complete as part of the full course;
- Assessment based on a portfolio of evidence;
- Direct observation of demonstration of skill or competence;
- Reflective papers, journals or portfolios that relate past learning to the learning or competency outcomes of the current course or qualification;
- Provision of examples of the student's work drawn from the workplace, social, community or other setting in which the student applied their learning, skill or competence;
- Testimonials of learning, skill or competence;
- Combinations of any of the above.

The assessment of prior learning for recognition in an award should consider prior learning regardless of how, when and where it was acquired, provided that the learning is relevant to the learning or competency outcomes in a subject, unit, module, course or qualification.

Applications for Granting of RPL

Any student wishing to apply for assessment for the granting of RPL should prepare a Prior Learning Portfolio (PLP), which details his/her previous work experience, education and training details, and other interests and skills. Supporting documentation, such as references, course details about previous credentialed learning, reports, should be included with the application. Applicants may wish to identify ACT units against which the credit may be granted.

In the case where credit is sought based on RPL, the application should outline the link between the student's learning experiences and the learning outcomes of the unit(s) in which the student is seeking credit.

Students may be required to undertake some form of test or assessment to demonstrate that they have achieved the learning outcomes stated.

Overseas applicants for admission to an ACT course, who wish to be considered for credit, should lodge their PLP when they lodge their application for admission to an affiliated college.

Prior Learning Portfolios

In the case of credentialed learning, the PLP should contain:

- Certified copies of statement(s) of satisfactory completion of a course or units in a course offered by a professional body or enterprise, private educational institution, or by any other provider recognised by a university;
- Documentation stating the objectives, learning outcomes and content of the units in the course;
- For each unit successfully completed, details of any formal assessment of learning undertaken and, if relevant, grades obtained;

- Details of the contact hours of the units in a course

In the case of uncredentialed learning, applications should include:

- Details of prior learning experience(s) to support the claim for credit in units of the proposed ACT courses;
- A detailed curriculum vitae;
- Letters of support from appropriate persons/organisations who can verify these details.

2.5 Recording of Decisions to Grant Credit

Students who are granted credit will be informed in writing of the approval, and a copy of the letter is given to their enrolled college for placement in their file. The amount of credit given is also recorded on the student's electronic record in the system database.

With regard to overseas students, if credit granted shortens the student's course, this must be reflected in the offer letter (as this is the contract with the student) and will be indicated either on the eCoE issued for that student to commence the course, or reported on PRISMS. Such students are reminded that Course Credit can affect their visa status.

2.6 Specific Award Details

Master of Divinity

- ACT Graduate Diploma of Bible and Ministry or Graduate Diploma of Christian Studies graduates could receive up to 32 cps advanced standing in the MDiv. Students transferring to the MDiv would need to surrender their diploma.
- No credit could be claimed for units completed at certificate or (advanced) diploma level.

Master of Arts (Christian Studies)

- Students who have already developed a basis in theological reflection, biblical interpretation, and exegetical knowledge and skills, may receive advanced standing. This applies in particular to students who hold the Graduate Diploma in Christian Studies.
- Students who hold the ACT's Graduate Diploma in Christian Studies will be admitted to the degree with 50% advanced standing provided that the completed program includes units that are equivalent to the prescribed core units of the MACS.
- Students who hold either the ACT's BTh, BMin or MDiv degrees—or an approved equivalent theological degree awarded by a recognised and reputable provider—and a Graduate Diploma in a non-theological field may be granted admission to the degree, and may be granted advanced standing of up to 50% of the degree.

Master of Arts (Theology)/Master of Arts (Ministry)

- Students with a completed ACT Honours degree may be granted up to 24 cps in the Master of Arts

(Ministry)/ Master of Arts (Theology). No credit will be given for the coursework masters project (**790).

- Students with a completed ACT MDiv degree will be given advanced standing for up to 16 cps in the MA from successfully completed 700 level units in their MDiv program.

Doctor of Ministry

- Students with a completed ACT MTh degree or the Honours Degree of Bachelor of Ministry or Theology with Honours Class 1 or have completed the MA(Th) or MA(Min) with a GPA of 2.0 and credit grade in the 16 cp project, or its equivalent at a recognised non ACT institution, are exempt from the essay requirement, but must supply the required reading logs and fulfil all other entry requirements.
- A prospective student without an ACT award would be required to demonstrate that his/her prior learning amounted to the equivalent of a three-year ACT degree.
- Exemptions may be granted in cases where a student has completed at the same level a substantial amount of the unit of study offered by the ACT.

2.7 Time Limits

Being granted credit towards an ACT award will affect the amount of time allowed to complete that award. Time limits will be determined on a case by case basis once the amount of credit to be granted has been determined. Often this will be on pro-rata basis. For example, if a student is granted credit equating to 25% of the total credit points in a course, their time limit may be reduced by 25%. International students need to be aware that being granted credit will affect time limits that will then have a flow on effect on Visa requirements.

3 PASSING GRADES, FAILURES, RESUBMISSIONS AND APPEALS

3.1 Passing Grades

In all awards, all pieces of assessment for a unit must be completed in order to pass that unit.

In the DMin, candidates must pass both the major piece of work (worth at least 40%) and also the minor work taken as a whole in order to pass that unit.

In all other coursework awards, candidates must achieve an overall grade of 50% to pass that unit.

3.2 Failures

Candidates who fail to notify the College by the set date of withdrawal from a unit will have a "fail" permanently recorded against that unit.

Candidates who fail a unit and wish to retake that unit must repeat all requirements of the unit, except that (where applicable) they are exempt from having to attend

lectures. The principle involved is that all requirements of a unit must normally be fulfilled in the one semester.

Failed units will be recorded on the transcripts of candidates and counted towards the grade point average. Both results will remain on the academic record and transcript.

3.3 Deferred Assessments

Students enrolled in 4 or 8 cp coursework units in a coursework masters degree or graduate diploma may be eligible for a deferred assessment on the following grounds:

- (i) in cases of illness, subject to the submission of a satisfactory medical certificate;
- (ii) on compassionate grounds, subject to endorsement by the applicant's college;
- (iii) at the discretion of the Academic Board.

All applications for medical or compassionate deferred assessment must be in writing and should be received by the student's enrolled college no later than July 1 (first semester units) or December 1 (second semester units).

The deferred assessment will be completed no later than the first week of August for first semester enrolments and no later than the first week of February for second semester enrolments.

The mark awarded in the deferred assessment will stand on the candidate's transcript.

3.4 Incompletes

Where a student has been granted an "incomplete" for a unit, that unit must be finalised no later than the end of the following semester. If all work has not been submitted by that time, and special consideration has not been requested, then the student will automatically be given a fail grade for that unit.

3.5 Resubmissions

Candidates who achieve a mark of 40–49% in the MA project *may* be allowed to resubmit at the discretion of the Dean after taking into account the examiner's comments, although this is not an automatic procedure. Applications must be made through a candidate's primary sponsoring college to the Dean. Where possible the project will be submitted to the same examiner for a second result. A candidate may resubmit a project only once. A maximum of 50% only may be awarded a resubmitted paper.

Candidates in the MTh who achieve a mark of 40–49% in one only of their 8,000 word research papers (if taken) may be allowed to resubmit following the same guidelines as that for MA projects.

Resubmissions in the DMin are allowed in the case where the unit is assessed by one long essay only, following the same guidelines as that for MA projects.

3.6 Appeals

Candidates are entitled to appeal against a mark awarded in an essay or examination. Appeals, preferably with the support of the sponsoring college, should be made to the Dean who will appoint an independent assessor for the examination or essay under dispute. The Dean's decision is final. A fee, normally 50% of the ACT administration fee, will be charged for all appeals in cases where the student has passed the unit originally but wants to improve their grade.

Any appeal must be lodged in writing within five (5) weeks of the posting of examination results.

If a candidate is not awarded the degree of MTh, DMin or ThD he or she may wish to appeal. An appeal must be submitted to the Dean as Chair of an Appeals Panel (independent of the Research and Research Studies Committee) within one month of the letter notifying the candidate of the Board's original decision. The Panel's decision is final.

Students should also refer to the *Dispute Resolution* policies (domestic and international) of the ACT, and the *Policy on Student Appeals Under Research Degree Rules* for further information specific to their course.

3.7 Satisfactory/Unsatisfactory Marks

Units marked on an ungraded pass/fail basis only will be graded as Satisfactory or Unsatisfactory and will not be included in the calculation of GPAs. The following units are assessed in this manner:

DM640–642EM640–641, PC642–644 and PC649

4 COURSE WITHDRAWAL, RE-ENTRY AND COMPLETION OF AWARDS

4.1 Withdrawal from Enrolment

4.1.1 Before the Administrative Date for the unit:

- (a) applications received shall be processed by deleting from the student's enrolment record the unit from which the student is withdrawing.
- (b) any up-front payment made by the student for the unit shall be refunded in full.
- (c) all unit material already distributed shall be dealt with according to the college policy.

4.1.2 After the Administrative Date and before the Census Date for the unit:

- (a) the application shall be processed once the appropriate Variation of Enrolment fee is paid by the student.
- (b) any up-front payment made by the student for the unit shall be refunded in full.

4.1.3 After the Census Date and before the Withdrawal Date for the unit:

- (a) students shall receive a grade W (Withdrawn).
- (b) the Registrar shall determine if there are any special circumstances sufficient to justify the refund of any up-front payments by the student for the withdrawn unit and make any consequent refund.

- (c) any FEE-HELP debt incurred for this unit remains unless the student applies to the ACT for re-crediting. Students should read the FEE-HELP re-crediting policy for further details.

4.1.4 After the Withdrawal Date for the unit:

- (a) Students who fail to notify their college in writing of their desire to withdraw from a unit by the withdrawal date will have a 'fail' permanently noted on their record.
- (b) if the Registrar deems the circumstances under which the student withdrew from the unit worth consideration for Compassionate Withdrawal the Registrar shall forward the application to the ACT Academic Administrator for a decision.

4.2 Suspension of Candidature

When a time limit applies for completion of a degree, candidates should notify the College of their withdrawal from a course and should seek permission for the time limitation to be suspended. The ACT will receive sympathetically requests from candidates seeking suspension of candidature for legitimate reasons, such as movement overseas on missionary service, or settling into a new parish ministry.

Suspension could be granted for a maximum of five (5) years, after which the time limitation for the award will re-apply.

4.3 Extension of Candidature

- (i) A candidate whose candidature is about to lapse will not lose credit for units completed so long as his or her sponsoring college is prepared to support and argue a case for immediate resumption of candidature and re-enrolment in the degree.
- (ii) It is the responsibility of the candidate to begin making overtures in his or her last year of candidature to the sponsoring college to support an application to the Dean for resumption.
- (iii) When an MA or MTh candidate re-enrols with the support of his/her sponsoring college, any credit for coursework satisfactorily completed is preserved.
- (iv) The time limit of a resumed candidature should be negotiated with the sponsoring college and stated in the proposal submitted to the Dean. In the case of MA candidates, a time limit of one semester for each unit to be completed would be the maximum allowed.
- (v) Normally during a second period of candidature applications for a third period will not be considered.
- (vi) Once candidature has expired candidature is considered to have lapsed if a resumption has not been requested formally by the sponsoring college.

4.4 Lapse of Candidature

Upon completion of the time specification, candidature shall be deemed to have lapsed and all credit will be

nullified, unless permission of the Board has been obtained.

4.5 Changes in Regulations

- (i) Where there is any break of 12 months or more in a student's studies, except for those under suspension, any changes to the curriculum or regulations for a degree shall apply to the candidate.
- (ii) Subject to (iv) below, candidates who are continuing or are under suspension of candidature will not be subject to the new regulations except in the case of fee changes.
- (iii) Candidates who have failed to complete the award in the maximum time allowed but who are granted an extension of candidature will be subject to the new regulations governing the award in which they are enrolled.
- (iv) Where major changes to an award occurs, the Academic Board may impose a time limit on the previous version of that award, after which candidates still completing that award will be subject to the new regulations, even if there has been no break during the course of their study.

5 PORTABILITY OF UNITS

According to the terms of the signed Memorandum of Understanding between approved colleges and the ACT Board of Directors and long standing ACT policy, transportability of credit is guaranteed within awards of the consortium. Credit for a unit already passed in an award is guaranteed if students are enrolled for the same award at another ACT approved institution subject to the normal application procedures in place at the college to which students are transferring.

Students who have completed an ACT course at one college within the consortium may receive the credit stipulated in the regulations for another ACT award for which credit is granted if they are enrolled in that award at the same or another ACT approved college.

6 MODES OF DELIVERY

6.1 Attendance Mode

Most students enrolled in an ACT coursework award will study in attendance (or face-to-face) mode.

For 500-600 level units in attendance mode each unit normally requires about 160 demand hours over the semester. This is comprised of 39 hours of face-to-face contact over 12 or 13 weeks, 60 hours devoted to general non-assessable reading, and a further 60 hours devoted to assessment tasks such as essays, class presentations and preparation for exams.

For 700-800 level 8cp units level units in attendance mode each unit normally requires about 275 demand hours over the semester. This is comprised of 26 hours of face-to-face contact over 12 or 13 weeks, 120 hours

devoted to general non-assessable reading, and a further 120 hours devoted to assessment tasks such as essays, class presentations and preparation for exams.

Attendance at lectures is compulsory.

6.2 Intensive Mode

Graduate Diplomas

Master of Divinity

24 cps of the three year awards (8 cps in the one year diplomas) may be taken in intensive mode. No core unit can be offered in intensive mode. All units will be coded "i" ("intensive") on the ACT database.

The unit should incorporate the same attendance requirement as for teaching in the normal semester mode, i.e., 39 lecture hours per unit. This attendance component may be arranged across a period of no less than 5 and typically no more than 10 days, depending on the specific needs of the unit. If in-course reading is minimal, a five-day period may suffice. If in-course reading is substantial, a 10-day period may be advisable.

The unit should incorporate significant pre-attendance tasks, with accountability, as a condition of entry to the attendance segment of the unit. Lecturers should set about 500 pages of pre-reading for units offered in the Graduate Diplomas and in the Master of Divinity.

At registration for the attendance component each student is required to sign a declaration that this reading has been completed. The writing of a critical review based on a significant work or works in the pre-reading list may be one of the assessment tasks to be submitted by the time of the commencement of the attendance phase of the unit.

The unit should incorporate at least one significant assessment procedure, which will not necessitate on-campus attendance, but will assure the quality and integrity of the unit.

Assessment procedures, pre- and post-attendance assessments and the shape of attendance program should be approved by the appropriate field moderator. Student performance in intensives is moderated in accordance with ACT moderation procedures.

Coursework Masters

Doctor of Ministry

All of the MA coursework programs and the DMin coursework component may be taken in intensive mode. All units will be coded "i" ("intensive") on the ACT database.

The unit should incorporate the same attendance requirement as for teaching in the normal semester mode, i.e., 26 lecture hours per unit.

Full details of alternative structures (e.g. in an intensive mode) should be provided. Details of work to be done

by students outside the period during which face-to-face teaching takes place should be provided.

Pre-reading requirements should be appropriate in quantity and quality to study at the master's level (about 500 pages) or doctorate level (about 1,000 pages).

6.3 Distance Mode

The Graduate Diploma of Divinity and up to one third of the Master of Divinity can be taken in distance (non-attendance or flexible) mode. All Master of Arts awards and their related Graduate Diplomas can be taken fully in distance mode.

Units can only be taken through an approved ACT distance institution. All units will be coded D ("distance").

All units and student performance in each are moderated in accordance with longstanding ACT moderation procedures.

6.4 Directed Study Contracts

DSC mode, together with distance and intensive mode, is part of the flexible mode delivery option for teaching approved units of the ACT. DSC mode expands the opportunities for students to take elective units in which they have an interest but which might not be part of a college's regular teaching cycle.

DSC mode is not available for 700-900 level units.

The outline, goal and learning outcomes for a unit taught in this mode are identical to units taught in attendance mode.

Assessment tasks for units offered in DSC mode should ensure that the learning outcomes specified are the same as if the unit had been taught in attendance mode.

It is the responsibility of the college to demonstrate to the relevant unit moderator that the assessment tasks will adequately demonstrate the achievement of these learning outcomes.

Each unit offered in DSC should require approximately 160 demand hours of study for a 4 cp unit.

DSC mode differs from Distance mode insofar as the student in DSC mode will be required to meet with their lecturer for at least 6 hours during the semester at which the student will present tutorial papers.

At least one assessment task should require the student to demonstrate some understanding of the whole unit area and how various elements co-inhere. An example might be the a 1,000 word project to create a 13 week teaching plan for this unit that would include a comprehensive breakdown of topics and appropriate reading lists, or a 1,000 word glossary of key terms relevant to the unit area.

All units proposed to be taught in DSC mode must be individually approved by the relevant unit moderator.

Moderators need to approve the prepared reading list and the specific assessment tasks in order to satisfy themselves that the student could reasonably be expected to cover the breadth and the depth of the unit at a level consistent with classes taught in attendance mode. This should be clearly expressed so that the student knows what is required of them (hence the use of the term “contract”).

In their reports to the Departmental Heads moderators are to comment explicitly on the performance of students studying in this mode.

- There is a 16 cp limit on the number of units that might be taken by any one student in DSC mode as part of the 32 cps maximum that can be taken in flexible mode in the MDiv.
- No more than 8 cps can be taken in DSC mode in any one field of study.
- All DSC mode units will be coded C (“contract”).
- Tuition and ACT fees for DSC mode (and all other units in flexible mode) will be the same as those levied for units studied in attendance mode.

6.5 Non-Award Study

Non-award study is study which does not lead to a formal award of the College and does not form part of an award course at another higher education provider. The ACT allows enrolment in non-award studies up to and including graduate level. The following regulations apply:

1. Enrolment will normally be allowed only if the student has met the ACT’s entry requirements for the award to which the units belong.
2. Special consideration may apply for students who would not normally meet the entry requirements. Such applications should demonstrate that the student had sufficient background to undertake the unit(s).
3. No enrolments will be accepted for non-award study in 700 and 800 level units.
4. Non-award study is recognised for credit transfer at a later date, subject to the normal ACT regulations regarding credit transfers. However, successful completion of non-award study does not of itself guarantee later course admission.
5. There is a limit of no more than 16cps that a student can do for non-award study. Only in exceptional circumstances would consideration be given to extending that.
6. Students undertaking non-award study are ineligible for FEE-HELP funding and must pay their tuition fees upfront.
7. Fees are set as per the normal ACT tuition fee schedule.

7 ACADEMIC MISCONDUCT

In line with tertiary institutions throughout Australia, the Australian College of Theology regards academic misconduct as a serious matter. ACT approved colleges

are responsible for rigorously pursuing the highest possible standards of academic honesty and integrity. Academic misconduct may encompass the following actions:

- (i) taking unauthorised materials into an examination;
- (ii) submitting work for an assessment knowing it to be the work of another person;
- (iii) improperly obtaining knowledge of an examination paper and using that knowledge in the examination;
- (iv) arranging for another person to sit an examination in the place of the candidate;
- (v) failing to acknowledge the source of material in an assessment, including project or thesis, in any ACT program;
- (vi) submitting a false medical certificate.

You are expected to acknowledge the source of your ideas and expressions used in your written work. To provide adequate documentation is not only an indication of academic honesty but also a courtesy enabling the marker to consult sources with ease. Deliberate failure to provide documentation may constitute plagiarism, which is subject to a charge of academic misconduct.

Plagiarism might be defined as the wilful reproduction or paraphrasing of substantial unacknowledged written passages in a student’s work, or pretending that a scholar’s ideas are the student’s own. You are required to acknowledge by use of footnotes the origin of extracts, quotes and paraphrases contained in your work. Quotation marks are to be inserted around quoted material.

Except in the case of ACT approved study and assessment schemes, you ought not to assist other students in the writing of individual assessments, such as providing written material to be copied. Material for assessment in one unit of study may not be submitted for assessment in any other unit of the award.

In the case of inadvertent academic dishonesty resulting from misunderstanding of academic conventions rather than deliberate deception, the marker shall deduct marks from the assessment and counsel the student concerning the academic conventions prevailing in the ACT.

Willful academic misconduct may result in the following penalties:

- the awarding of a fail grade for the whole unit of which the assessment is a part,
- the awarding of 0% for the assessment or thesis or project with or without the opportunity to redeem the assignment,
- the student’s exclusion from the award in which he or she is enrolled for a period not exceeding two years,
- exclusion from any award of the Australian College of Theology, or

- another outcome appropriate to the case but with an impact less serious than exclusion from enrolment in any award of the Australian College of Theology.

For coursework units the matter may be referred in writing to the Dean of the ACT and the academic boards for decision.

For domestic students enrolled in a coursework unit, any appeal against an outcome will be dealt with in accordance with the ACT's *Dispute Resolution Policy for Domestic Students* (section 3) which can be accessed on the ACT website.

For international students enrolled in a coursework unit, any appeal against an outcome will be dealt with in accordance with the ACT's *Dispute Resolution Policy for International Students* (section 3) which can be accessed on the ACT website.

For research candidates (MTh or ThD) or those enrolled in the research phase of the DMin degree, the consideration of an allegation of misconduct, as well as any appeal against an outcome, will be in accordance with the ACT's *Procedures for consideration of an allegation of academic misconduct by a higher degree research candidate* which can be accessed on the ACT website.

8 MISCELLANEOUS REGULATIONS

8.1 Recommended Texts

- The recommended English text of the Bible is the New Revised Standard Version.
- The recommended text of the Hebrew Bible is that of *Biblia Hebraica Stuttgartensia* (1977).
- The recommended Septuagint text is A. Rahlfs' *Septuaginta* (Stuttgart, 1935).
- The recommended Greek text of the New Testament is that of the 4th edition of the United Bible Societies' text.

8.2 Use of the Bible in Examinations

An English translation of the Bible (or a translation in the student's first language) may be allowed by examiners in exams in coursework awards except biblical language and language exegesis exams. Approved English translations are: NRSV, RSV, NIV, TNIV and the ESV.

8.3 Special Consideration

- All certificate, diploma and degree candidates must be able to communicate adequately in English. Students whose main language is not English are permitted the use of a bi-lingual and English dictionary.
- In all ACT coursework awards candidates with special needs (e.g. blindness, dyslexia) may apply for examination conditions that are in keeping with the needs of the student. Such requests are to be made in writing to their affiliated college. Possible

conditions that might be approved are the granting of a viva, the use of a scribe acceptable to the college, the provision by the college and under close supervision of a computer loaded with basic software. In some cases alternative assessments may be set subject to approval by the relevant moderator or diploma scanner.

- Candidates who are incapacitated immediately before or during an examination may be granted a deferred assessment. Application must be made to the student's college with supporting evidence (e.g., medical certificate) as soon as possible, and, in any case, before July 1 (for first semester units) and December 1 (for second semester units).
- On application from a Dean of Studies of a college, the Dean of the ACT will compassionately and reasonably assess requests for special consideration that do not conform to the above categories.

8.4 Conferring of Certificates

- The Academic Board shall issue (confer) the awards of the Australian College of Theology.
- The certificate of Doctor of Theology shall normally be presented by a representative of the Australian College of Theology on an occasion to be determined. The candidate shall be presented by the Dean or his/her representative.
- The certificates of all other graduates associated with an affiliated college may, at the request of the Principal of such college, be presented at an official function of that college by the Dean or the Principal or the nominee of the Principal; the Principal in such cases being responsible for the passing on of all certificates to graduates of his or her college.

8.5 Application of all Regulations

The Academic Board has discretionary power to waive the application of a particular policy or regulation, except for those which are fundamental to the integrity of an award and are subject to the requirements of the NSW Department of Education & Training.

8.6 Type A and Type B Electives

The MDiv requires elective units. Some are elective in that an affiliated college may decide which units it offers to its students. Some are also elective in that if there are sufficient units on offer in the college, students may elect units from those on offer.

There are two types of electives. The first type comprises those that are chosen from the accredited pool of undergraduate ACT units. These are designated "Type A Electives". The second type comprises units which the affiliated college has designed and had approved by the ACT. These are designated Type B Electives. There is a maximum of 12 credit points for Type B electives for three years of ACT study, and 8 credit points for two years. The current SEBL unit, while not meeting the requirements for a Type B elective, nonetheless effectively operates in a similar manner to this group of

electives, and so reduces by one the number of Type B elective units that can be offered.

Type B electives in which student performance is assessed internally on a pass/fail basis does not count in the determination of a GPA. Performance in all units is moderated.

Type B electives are approved by the Coursework Committee. Such electives might be integrative or cross-disciplinary. The dominant field of study will be nominated or approved by the Committee. Typical Type B electives might be Presbyterian Church Polity, Baptist Church History, Aramaic, 1 Enoch, Dead Sea Scrolls, Theology of Karl Barth, Ministry to the Bereaved, and Australian Aboriginal Religions.

No college is required to offer Type B electives. If a college chooses not to take up some or all of the Type B electives, they will be replaced by more Type A electives.

8.7 Grades, GPA

(i) Coursework Grades

High Distinction (85%+), Distinction (75–84%), Credit (65–74%), Pass+ (58–64%) and Pass (50–57%).

(ii) GPA

The transcript of candidates' coursework results will convert the score or grade awarded to a grade point, culminating in a grade point average (GPA) upon graduation.

Grades awarded for each unit in the coursework component of all awards are as follows:

Failed to withdraw by the set date (FW) = 0
 0–49% (F) = 0
 50–57% (P) = 1.0
 58–64% (P+) = 1.5
 65–74% (C) = 2.0
 75–84% (D) = 3.0
 85+% (HD) = 4.0

A candidate's grade point average is calculated by multiplying the grade point for each unit by the number of credit points for that unit. The sum of these is then divided by the total number of credit points accumulated for the award.

8.8 Full-time Study

Full time study is defined as normally 16 cps per semester, with a minimum of 12 cps per semester. No student will be allowed to enrol in more than 20cps per semester.

9 ETHICS CLEARANCE

Any student wishing to undertake any kind of human subject research as part of their thesis must first obtain approval from their college's ethics committee or the ACT's Ethics Committee. The ACT recognises the need for research involving human subjects and

organisations. This research can be understood to include the investigation of any aspect, or aspects of human life in general, that involves direct contact with individual persons or persons in social and organisational groups, or involves making use of confidential information concerning human subjects, social groups, or organisations. The ACT is also aware of its responsibility for ensuring that the privacy, safety, health, social sensitivities and welfare of such subjects, social groups, or organisations are adequately protected. It is the policy of the ACT that participating colleges, supervisors and candidates follow the Ethics Protocol (application for ethics approval) when applying for a Research project.

What is 'human subject research'?

Within the sphere of the ACT it is research that involves humans through:

- Surveys, interview, etc
- Use of personal documents
- Access to their information
- Being observed
- Psychological testing

Where activity involves human participation or definable human involvement and has a purpose of establishing facts, principles or knowledge or of obtaining or confirming knowledge, the features of human involvement will be the focus of deciding whether it is research and so subject to review by the Ethics Committee.

Where that involvement has a potential for infringing basic ethical principles, at least respect for humans, beneficence and justice, review by the Ethics Committee is warranted. Such a potential arises: where that involvement could cause harm to the well-being of participants, whether physically, psychologically, spiritually or emotionally; or in the exploitation of cultural knowledge and/or property, where their involvement, or the use of their personal or community-based information, has a potential for infringement of their privacy or of the confidentiality or ownership that attaches to that information; or where their involvement imposes burdens with little benefit.

Those postgraduate assessments subject to the ACT's Ethics Committee are:

- MA(Th) and MA(Min) 16cp projects
- DMin major projects
- MTh and ThD theses

At present all other assessments are subject to approval from the student's enrolled college.

The Ethics Proposal form can be accessed from the ACT office or the candidate's college. Students can also opt to use the online National Ethics Application Form (NEAF) form in preparing their applications for the Ethics Committee. This can be accessed via the ACT website at www.actheology.edu.au.



10 COMBINED AWARDS

The College has established a number of combined awards. The following regulations apply for such awards:

(i) MDiv, BTh

- (a) The requirements of both degrees must be met. The combined degree requires satisfactory completion of 160 cps.
- (b) 96 cps must be completed at 500–600 level (some 700 level cps may be included).
- (c) Units already taken in one degree may not be taken in the other.
- (d) Advanced standing of 32 cps will be granted towards the BTh from a completed MDiv. comprising OT301, 302, NT301, 302, CH301, 302 (or two other CH units that were taken to satisfy CH requirements) together with 8 cps from completion of two of TH401, 402, 403, and 404. One or two exegesis units can be completed as a seminar (OT/NT489/689) or project (OT/NT490/690). Two theology units in the BTh can be completed as TH489 and TH490.
- (e) The combined degree may not be conferred in less than five years from initial enrolment, except that a candidate may graduate with the MDiv when all requirements for that degree have been met.
- (f) No more than 20 credit points, including biblical languages, shall be taken in any one semester of the program or enrol in more than 32 cps in any academic year.

(ii) MDiv, BMin

- (a) The requirements of both degrees must be met. The combined degree requires satisfactory completion of 160 cps.
- (b) 96 cps must be completed at 500–600 level (some 700 level cps may be included).
- (c) Units already taken in one degree may not be taken in the other.
- (d) Advanced standing of 32 cps will be granted towards the BMin from a completed MDiv. comprising OT301, 302, NT301, 302, CH301, 302 (or two other CH units that were taken to satisfy CH requirements) together with 8 cps from completion of two of TH401, 402, 403, and 404. One or two exegesis units can be completed as a seminar (OT/NT489/689) or project (OT/NT490/690). Two theology units in the BMin can be completed as TH489 and TH490.
- (e) The combined degree may not be conferred in less than five years from initial enrolment, except that a candidate may graduate with the MDiv when all requirements for that degree have been met.
- (f) No more than 20 credit points, including biblical languages, shall be taken in any one semester of the program.

(iii) GradDipDiv, MDiv

- (a) The combined award requires satisfactory completion of 128 cps at 500/600 level.

- (b) Units already taken in one award may not be taken in the other.
- (c) The requirements for the MDiv must be met.
- (d) The combined award may not be conferred in less than four years from initial enrolment, except that a candidate may graduate with one of the awards when all requirements for that award have been met.

(iv) GradDipDiv, GradDipCS

- (a) The requirements of the Grad Dip Div must first be met.
- (b) On completion of the Graduate Diploma of Divinity, 12 cps may be granted in transfer credit to the Grad Dip CS. The units transferred from the Grad Dip Div contribute towards the satisfying of the requirements of the Grad Dip CS
- (c) The 20 cps that must be successfully completed to satisfy the Grad Dip CS must include the minimum course requirements that are distinctive to the Grad Dip CS, i.e.—
 1. Unless completed in the Grad Dip Div students seeking to take out the Grad Dip CS will need at least 8 cps from TH601–604.
 2. Students must complete **650 in their Grad Dip CS course.
 3. At least 12 cps must be completed over the course of the Grad Dip Div and the Grad Dip CS at 600 level.
- (d) Those intending to take a 700 level unit must demonstrate that they are able to negotiate the demands of the unit on the basis of their prior university studies or their work in relevant units at 500 and 600 level

Students transferring to the Master of Divinity

- Students will be required to complete 96 discrete cps in order to take out the Master of Divinity degree. This means that the credit transferred from the Grad Dip Div to the Grad Dip CS will need to be replaced by new credits successfully undertaken.
- Both Graduate Diplomas will need to be surrendered before graduation.
- MDiv students may take the 8 cp project (**690) in the final semester of their MDiv candidature even though they will have taken IN650 in their Grad Dip CS.
- MDiv students must satisfy the requirements of the MDiv degree. This includes satisfactorily completing the core requirement, the biblical language and biblical language exegesis, and the 16 cps Christian Thought requirement.
- No more than 40 cps can be taken at 500 level in the MDiv degree



11 ENTRY REGULATIONS

Accredited Postgraduate Certificates of the College

The following Certificates shall be granted after successful completion of the relevant course as provided

for by the Academic Board. For more detail regarding the entrance requirements see the relevant sections of the Postgraduate Handbook.

Graduate Diploma of Divinity

Open to persons who have graduated from an Australian university in a non-theological discipline or who possess an equivalent (non-theological) qualification.

Master of Divinity

Open as a second degree to persons who have graduated from an Australian university in a non-theological discipline or have successfully completed the equivalent of such a course.

Master of Arts (Theology)

Open to persons who hold the degree BTh or equivalent.

Master of Arts (Ministry)

Open to persons who hold the degree BMin or equivalent.

Master of Arts (Christian Studies)

Open to persons who hold a bachelor's degree from an Australian university or an equivalent qualification.

Master of Theology

Open to persons who hold the four year degree BTh (Hons I, IIA, IIB) or equivalent.

Doctor of Ministry

Open to persons who hold a four year degree level ACT award in ministry.

Doctor of Theology

Open to persons who hold the four year degree BTh (Hons I) or BMin (Hons I) or equivalent.



12 OVERSEAS CANDIDATES

Attention is drawn to the following matters relating to candidates and to study in Australia.

The information provided by overseas students to the provider (the Australian College of Theology) may be made available to Commonwealth and State agencies and the Fund Manager of the Educational Services for Overseas Students (ESOS) Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code; and the provider is required, under section 19 of the ESOS Act 2000, to tell the Department about: (i) certain changes to the student's enrolment; and (ii) any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

The ACT's CRICOS codes are:

New South Wales: 02650E
Queensland: 02788J
Victoria: 02809J

Western Australia: 02558A

South Australian colleges have their own CRICOS codes.

1. English Language Proficiency:

Except in the case of those who have a tertiary qualification studied in English medium, candidates whose mother tongue is not English will be required to sit an IELTS test. This rule may also apply to Australian residents, at the discretion of the Academic Board.

For candidates wishing to enrol in the GradDip, MDiv or MA degrees, an average of 7.0, with at least 7.0 for reading and writing, and 6.0 for listening and speaking is required. For those seeking entry to the MTh, DMin and ThD degrees must obtain an average of 7.5, with at least 7.0 in reading and writing, and 6.5 in listening and speaking.

No test result that is more than three years old will be accepted. In such cases students will be required to resit the test.

2. Assessment of Previous Awards:

Candidates should forward to an approved college a certified copy of the transcript of all degrees and diplomas. As well, a certified statement of the accreditation status of the candidate's previous seminary should accompany the application. The College will then assess the candidate's qualifications.

3. Graduation:

Admission to a course of study does not guarantee eventual graduation. It is not unusual in Australian tertiary institutions for up to 10% or more of students to fail in a unit or fail to proceed to the next year of study.

4. Examinations and essays

In examinations and essays at graduate level, no concessions can be given to people for whom English is a second language.

5. Expectations:

Graduate level courses require candidates to develop and use skills of analysis and criticism and independent judgement. Rote learning and the reproducing of lecture notes will not be asked for in examinations or in the writing of essays. Candidates can expect that examination and essay questions will expect a person to marshal information from various sources, and with that information to solve a problem or respond to a challenge.

6. Visas and Government Regulations:

The College is not responsible for any matters relating to student visas and other government regulations. These will be the responsibility of the

candidate and enquiries should be directed only to an approved college.

Time of candidature for overseas students will be subject to government imposed restrictions and the terms of their visas.

7. Private Candidates Living Overseas:

Candidates at a private examination centre are responsible for payment to their examination supervisor for the cost of sending by registered mail or equivalent all pieces of assessment submitted for examination.

