

## REGULATIONS

### 1 ENROLMENT APPLICATIONS

#### 1.1 Application Form

Candidates should apply for entry on the prescribed application form which is available from your enrolling college. Private candidates in the Certificate in Theology (formerly known as ThA), ThL and ThSchol courses can download the forms from the ACT website [www.actheology.edu.au](http://www.actheology.edu.au)

#### 1.2 Failure to Enrol

Candidates who fail to enrol by the due dates are ineligible to sit for the June/November examinations. In extraordinary circumstances allowance may occasionally be made upon application to the Dean. In such cases candidates may be required to pay a late enrolment fee to enrol in the unit.

#### 1.3 Examination Centres

Candidates unable to sit at one of the accredited centres should suggest the name of a responsible and reputable person who is able and willing to supervise the examination(s) in an honorary capacity. This person is normally a local minister. A member of the candidate's family may not supervise exams. Please note that the person's consent so to act must first be sought and secured before their name is placed on the Enrolment Application. The supervisor's name, address, phone number and email should be printed on the application form. It is the responsibility of candidates to pay the postage costs (Registered Mail) of their examination transcript(s) to the Examiner.

#### 1.4 Enrolment in the Same Unit

A unit in the diplomas, undergraduate degrees and Master of Divinity for which advanced standing has been given cannot be attempted in another 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.

#### 1.5 Examination Scripts

Examination scripts and any externally assessed essays, projects or theses are not normally returned to students after marking.

### 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 that light.

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.

#### SMBC Diplomas

Credit may be granted at the rate of 50% of what ACT diploma graduates receive for entry to ACT undergraduate degrees.

#### 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.

#### Moore College Diploma in Bible & Mission

Graduates will receive 32 cps in the ACT's undergraduate degrees.

#### Overseas Degrees

##### *North America*

- An MDiv degree from an institution accredited by the Association of Theological Schools (ATS) is counted as equivalent to the ACT's BTh or BMin.
- Non-ATS MDiv graduates may receive up to one year's advanced standing in the ACT's three-year undergraduate program.
- ICI (Texas) University degree graduates receive no credit at degree level.

##### *Asia*

- 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**

#### Diploma of Theology/Diploma of Ministry:

- (i) For Diploma candidates a maximum of 32 cps can be granted as credit from other accredited academic programs of the ACT. The further 32 cps needed to complete the Diploma may not include any units equivalent to units taken in the other program.
- (ii) ACT degree units may be credited to the diplomas as long as a grade of 40% or more has been achieved. Those transferring in total from the degrees to the diploma may be granted permission to take out the Diploma at other than pass level at the discretion of the Dean.
- (iii) For a completed pass certificate at Level IV or higher (for example, the Associate in Theology), 8 cps of undesignated credit may be given in elective units.

#### Advanced Diploma of Theology/Advanced Diploma of Ministry

- (i) A maximum of 64 cps may be credited from other completed accredited academic programs of the ACT. The further 32 cps needed to complete the Advanced Diploma may not include any units equivalent to units taken in the other program.
- (ii) ACT degree units may be credited to the diplomas as long as a grade of 40% or more has been achieved. Those transferring from degree study to a diploma award may be granted permission to take out the Advanced Diploma at other than pass level at the discretion of the Dean.
- (iii) For a completed pass certificate at Level IV or higher (for example, the Associate in Theology), 8 cps of undesignated credit may be given in elective units.

#### Associate Degree

- (i) No more than 8 cps may be granted to ACT undergraduate degrees from a complete or incomplete ACT or non-ACT one year Certificate IV in theology or ministry. For the list of eligible units please refer to the course outline in this Handbook.
- (ii) In the case of a two year non-ACT VET diploma in ministry or theology, 16 cps may be granted. For the list of eligible units please refer to the course outline in this Handbook.
- (iii) No more than 32 cps credit can be granted from completion of the ACT's three-year Advanced Diploma of Theology or Advanced Diploma of Ministry.
- (iv) No more than 24 cps credit can be granted from completion of the ACT's two-year Diploma of Theology or Diploma of Ministry
- (v) Students who are enrolled in an ACT diploma award may wish to obtain academic credit towards the AssocDegTheol in one or more of the following ways:
  - There are some units that have the same syllabi in the diplomas and the undergraduate degrees. Most of these are located in the Department of

Ministry and Practice and are skills based. One or more of these units in a diploma or an advanced diploma (up to a maximum of 25% of the diploma award) may be counted for academic credit in the relevant degree.

- Students with an incomplete diploma award may obtain academic credit in a degree at the rate of two degree units for every three diploma units which are completed with a Credit result or better. The exact units for which credit is received will be determined on a case by case basis.
  - Unless counted in the above provision, students who obtain at least a credit grade in any of the six core foundational units in Old Testament, New Testament, and Church History (all at 200 level) gain academic credit to the corresponding undergraduate degree unit at 300 level.
- (vi) For students wishing to exit from the ACT's BTh or BMin awards after the completion of 62 cps the Associate Degree may be granted without students having to complete the compulsory project so long as *both* of the following have been met:
- (a) that the student has completed all other requirements for the AssocDegTheol; and
  - (b) that the student provides a letter of recommendation from their affiliated college.

#### Bachelor of Christian Studies

- (i) No more than 8 cps may be granted to ACT undergraduate degrees from a complete or incomplete ACT or non-ACT one year Certificate IV in theology or ministry. For the list of eligible units please refer to the course outline in this Handbook.
- (ii) In the case of a two year non-ACT VET diploma in ministry or theology, 16 cps may be granted. For the list of eligible units please refer to the course outline in this Handbook.
- (iii) No more than 32 cps credit will be granted three-year Advanced Diploma students or graduates who are eligible for ACT undergraduate degree credit.
- (iv) No more than 24 cps credit will be granted two-year Diploma students or graduates who are eligible for ACT undergraduate degree credit.

#### Bachelor of Ministry/Bachelor of Theology

- (i) No more than 8 cps may be granted to ACT undergraduate degrees from a complete or incomplete ACT or non-ACT one year Certificate IV in theology or ministry. For the list of eligible units please refer to the course outline in this Handbook.
- (ii) In the case of a two year non-ACT VET diploma in ministry or theology, 16 cps may be granted. For the list of eligible units please refer to the course outline in this Handbook.
- (iii) BCS students may be granted up to 64 cps of credit to the BMin/BTh provided that the BCS is surrendered. In the case where a student has completed extra units in the degree pool these also may be credited in addition to the normal 64 credit points.

- (iv) Unless students have successfully completed Greek (LA002, 004) and Hebrew (LA001, 003) for which degree credit will be automatically granted, a maximum of 64 cps is available for ACT Advanced Diploma graduates and 44 cps for ACT Diploma graduates towards the BMin/BTh. Graduates must have achieved a GPA of 2.0 in their award for the above credit to apply. The exact units for which credit is received will be determined on a case by case basis.
- (v) Graduates of the ACT's Advanced Diploma with a GPA of 1.75 – 2.0 may be granted credit for OT301 and OT302, NT301 and NT302, and CH301 and CH302.
- (vi) Students who are enrolled in an ACT diploma award may wish to obtain academic credit towards the BMin/BTh in one or more of the following ways:
  - There are some units that have the same syllabi in the diplomas and the undergraduate degrees. Most of these are located in the Department of Ministry and Practice and are skills based. One or more of these units in a diploma or an advanced diploma (up to a maximum of 25% of the diploma award) may be counted for academic credit in the relevant degree.
  - Students with an incomplete diploma award may obtain academic credit in a degree at the rate of two degree units for every three diploma units which are completed with a credit result or better. The exact units for which credit is received will be determined on a case by case basis.
  - Unless counted in the above provision, students who obtain at least a credit grade in any of the six core foundational units in Old Testament, New Testament, and Church History (all at 200 level) gain academic credit to the corresponding undergraduate degree unit at 300 level.

#### Bachelor of Theology Honours/Bachelor of Ministry Honours

- (i) Normally, with the exception listed in (ii) below, advanced standing will not be given candidates in the Bachelors Honours programs. Nevertheless applications for Course Credit will be considered for the coursework phase.
- (ii) Students who already possess research qualifications at an equivalent level would be granted credit for Research Methods (RM095).

#### **2.7 Time Limits**

Being granted credit towards an ACT award will affect the amount of time allowed to complete that award (with the exception of diplomas). 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 AND DEFERRED ASSESSMENTS**

#### **3.1 Passing Grades**

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

Except for Certificate in Theology candidates, in all units 50% overall is needed to record a passing grade for a unit.

For Certificate in Theology candidates, both the essay and the exam must be passed in order to record a passing grade for a unit.

Individual awards may have additional regulations concerning passing grades. Candidates are encouraged to check all details carefully.

#### **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 who subsequently re-enrol in that unit are required to 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**

Deferred assessments may only be granted in the diplomas, undergraduate degrees or MDiv if the assessment item has not been attempted:

- (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 assessments must be in writing and should be received by the student's college no later than July 1 (for units held in first semester) or December 1 (for units held in second semester).

The assessments 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, unless prior permission has been granted by the ACT office.

#### **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 Appeals**

Candidates are entitled to appeal against a mark awarded in an essay or examination. In the case of candidates assessed by a college with the right of internal assessment, the examination or essay is to be marked by another lecturer in the candidate's college. The college may charge up to the same fee as the ACT for such an appeal. If the candidate is still not satisfied with the result, he/she may appeal to the Dean, paying the prescribed fee.

Candidates who appeal against a mark received in an externally assessed exam or essay appeal direct to the Dean through their sponsoring college. When making the appeal, candidates should specify the nature of their complaint and the grounds for their appeal. When a college refuses to support an appeal, a candidate has the right of direct appeal to the Dean. The Dean will appoint an independent assessor who will remark the exam/essay under dispute. The Dean's decision is final. A fee, normally 50% of the ACT administration fee per credit point, will be charged for all appeals where the student has originally passed the unit.

If the mark awarded by the second examiner is higher than the original, the second mark will replace it.

Appeals must be lodged within five weeks of the posting of transcripts.

#### **3.6 Satisfactory/Unsatisfactory Marks**

Units marked on a 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: DM440–442, EM440–441, PC442–444 and PC449.

### **4 WITHDRAWALS, 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 an award, candidates should notify the Dean through the course coordinator of their 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 may be granted up to a maximum of five (5) years, after which the time limitation for the award will re-apply.

#### 4.3 Lapse of Candidature

Upon completion of the time specification, candidature shall be deemed to have lapsed and all credit for that award will be nullified, unless permission of the Academic Board is obtained.

#### 4.4 Changes in Regulations

- (i) Where there is any break of 12 months or more in a student's studies, except for those under deferral or suspension, any changes to the curriculum or regulations for an award shall apply to the candidate.
- (ii) Subject to (iv) below, candidates who are continuing or are under suspension or deferral of candidature will not be subject to the new regulations.
- (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.

In attendance mode in the Diplomas and Advanced Diplomas, each 4 cp unit normally requires about 105 demand hours over the semester. This is comprised of 26 hours of face-to-face contact, 40 hours devoted to general non-assessable reading, and a further 40 hours devoted to assessment tasks such as essays, class presentations and preparation for exams.

In attendance mode in the undergraduate degrees, each 4 cp unit normally requires about 160 demand hours over the semester. This is comprised of 39 hours of face-to-face contact, 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.

Attendance at lectures is compulsory.

### 6.2 Intensive Mode

In the Diplomas and Undergraduate Degrees 24 cps of the three year awards (or 16 cps in the two year awards) 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 in the undergraduate degrees (300-400 level), or 26 hours per unit in the diplomas (200 level). 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 300 pages or pre-reading for units offered in the diplomas and 500 pages of pre-reading for units offered in the undergraduate degrees.

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.

Attendance at lectures is compulsory.

### 6.3 Distance Mode

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

At degree level all units, and student performance in each unit, are moderated in accordance with longstanding ACT moderation procedures.

The following awards may be taken fully in distance mode:

Diploma of Theology  
Diploma of Ministry  
Advanced Diploma of Theology  
Advanced Diploma of Ministry  
Associate Degree of Theology  
Bachelor of Christian Studies  
Bachelor of Ministry

Students in the Bachelor of Theology may take up to one third (32 credit points) in distance mode. The remainder must be taken in attendance mode.

### 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.

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 offered at 300-400 level, and 105 demand hours for a 4 cp unit offered at 200 level.

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 degree 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.
- 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.

Wilful 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* which can be accessed on the ACT website and in the Handbooks of the College.

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* which can be accessed on the ACT website and in the Handbooks of the College.

## 8 MISCELLANEOUS REGULATIONS

### 8.1 Recommended Texts

- (i) The recommended English texts of the Bible are the New Revised Standard Version, Revised Standard Version, New International Version and the English

Standard Version. Biblical quotes in all essay and examination questions will use these versions.

- (ii) The recommended text of the Hebrew Bible is that of *Biblia Hebraica Stuttgartensia* (1977).
- (iii) The recommended Septuagint text is A. Rahlfs' (ed.), *Septuaginta* (Stuttgart, 1935).
- (iv) The recommended Greek text of the New Testament is that of the 4th edition (revised) of the United Bible Societies' text.

### 8.2 Use of the Bible in Examinations

- (i) 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.
- (ii) Candidates are permitted to take an unmarked copy of the Greek New Testament (UBS latest edition) or the Hebrew Bible as well as an English Bible into all English exegesis exams but not language exegesis exams.
- (iii) Colleges will make available unmarked photocopies of the Greek New Testament (UBS latest edition) set chapters or the Hebrew Bible (recommended version) in those examinations which require Greek or Hebrew exegesis.

### 8.3 Special Consideration

- (i) 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.
- (ii) In certificate and diploma examinations only students whose main language is not English may extend the writing time by up to one third. Students should normally apply for such consideration at the time of enrolment in the unit.
- (iii) 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.
- (iv) Candidates who are incapacitated immediately before or during an examination may be granted a deferred assessment. Application must be made to the affiliated 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).
- (v) 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

- (i) The Academic Board shall issue (confer) the awards of the Australian College of Theology.
- (ii) The certificates of 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.
- (iii) The certificates of graduates not associated with an affiliated college will be forwarded individually by the Dean to each graduate through the post.

### 8.5 Private Candidates Living Overseas

Overseas candidates at a private examination centre are responsible for payment to their supervisor for the cost of sending by registered mail or equivalent their essays and examination script(s) to the examiner.

### 8.6 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 and Training (DET).

### 8.7 Type A and Type B Electives

Each award comprises 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, which is a compulsory part of the Advanced Diploma of Ministry and the Bachelor of Ministry, 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 in both awards.

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 sub-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.

## 8.8 Grades, GPA

### (i) Grades

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

### (ii) GPA

The transcript of candidates' 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 diplomas and degrees 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.

## 8.9 Bibliographies

Bibliographies listed in the unit outlines should be regarded as indicative of the breadth and depth of reading required rather than prescriptive.

## 8.10 Full-time Study

Full time study is defined as normally 16cps per semester, with a minimum of 12cps 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 clearance from either their enrolled college's ethics committee or, in the case of Honours theses, 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.

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) in preparing their applications for the ACT Ethics Committee. This can be accessed via the ACT website at [www.actheology.edu.au](http://www.actheology.edu.au).

## 10 CONCURRENT AWARDS

The College has established a number of Concurrent awards which may be taken. 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) BTh (BMin), AdvDipTh (Min)**

- (a) All requirements for the BTh (or BMin) and the Advanced Diploma must be met.
- (b) Advanced standing of 64 cps will be granted towards the Advanced Diploma from the degree including OT201, 202 (for OT301, 302), NT201, 202 (for NT301, 302), CH201, 202 (for CH301, 302), TH210, 211 (for TH401, 402), TH212, 213 (for TH403, 404)
- (c) To take out the AdvDipMin, SEBL (PC249) must be taken if SEBL has not been completed in the degree.
- (d) The further 32 cps required to complete the Advanced Diploma may not include any units equivalent to units taken in the degree. A diploma research unit (\*\*290) is optional.
- (e) The BTh or BMin may be awarded upon completion of the requirements of the degree. The Advanced Diploma may not be awarded within four years of the commencement of the double award programme.

**(iv) BTh, BMin**

- (a) The requirements of both degrees must be met with the exception that the concurrent degree requires satisfactory completion of 160 cps that includes at least 16 cps in Theology (TH) and 32 cps in biblical exegesis. One exegesis unit can be completed as a seminar (OT/NT489) or project (OT/NT490).
- (b) Units already taken in one degree may not be taken in the other.

- (c) Advanced standing of 32 cps will be granted towards the BMin from a completed BTh comprising OT301, 302, NT301, 302, CH301, 302 together with 8 cps from completion of two of TH401, 402, 403, and 404. The same credit will be granted towards the BTh from the same units in a completed BMin.
- (d) The combined degree may not be conferred in less than five years from initial enrolment, except that a candidate may graduate with one of the degrees when all requirements for that degree have been met.
- (e) No more than 20 credit points, including biblical languages, shall be taken in any one semester of the program.
- (v) **BChrStud, BTh(Min)**
  - (a) All requirements for the BChrStud and the BTh or BMin must be met.
  - (b) Advanced standing of 24 cps will be granted towards the BTh or BMin from a completed BChrStud.

## 11 ENTRY REGULATIONS

### Accredited Awards 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 Undergraduate Manual.

#### *Diploma of Theology (DipTh), Diploma of Ministry (DipMin)*

Open to persons who are associated with a college approved by the Council for the purpose of presenting candidates for this diploma, and who have satisfactorily completed Year 12 in an Australian school system; or to such other person approved by the Academic Board.

#### *Advanced Diploma of Theology (AdvDipTh), Advanced Diploma of Ministry (AdvDipMin)*

Open to persons who are associated with a college approved by the Council for the purpose of presenting candidates for this diploma, and who have satisfactorily completed Year 12 in an Australian school system; or to such other person approved by the Academic Board.

#### *Associate Degree of Theology (AssocDegTh)*

Open as a first degree to persons who have achieved an Australian Tertiary Admission Rank (ATAR) score of no less than 77.10 or its local or overseas equivalent.

#### *Bachelor of Christian Studies (BChrStuds)*

Open as a first degree to persons who have achieved an Australian Tertiary Admission Rank (ATAR) score of no less than 77.10 or its local or overseas equivalent.

#### *Bachelor of Ministry (BMin)*

Open as a first degree to persons who have achieved an Australian Tertiary Admission Rank (ATAR) score of no less than 77.10 or its local or overseas equivalent.

**Bachelor of Theology (BTh)**

Open as a first degree to persons who have achieved an Australian Tertiary Admission Rank (ATAR) score of no less than 77.10 or its local or overseas equivalent.

**Bachelors Honours (BTh(Hons)) (BMin(Hons))**

Open to students who hold the BTh or BMin with the required GPA.

**Un-Accredited Certificates of the College****Certificate in Theology (formerly known as The Associate in Theology)**

Open to persons who have satisfactorily completed Year 10 in an Australian school system (or equivalent); or to such other person approved by the Academic Board.

**Licentiate in Theology (ThL)**

Open to persons who have satisfactorily completed Year 12 in an Australian school system; or to such other person approved by the Academic Board.

**Scholar in Theology (ThSchol)**

Open to:

- (i) Licentiates in Theology of the Australian College of Theology, graduates in theology or religious studies of a recognised university, holders of Certificates of the General Ordination Examination (England), or of the Board of Theological Studies of the Church of the Province of New Zealand;
- (ii) Clergy not eligible under (i) who are of ten years' standing in Priests' Orders;
- (iii) Such other persons as may be approved by the Academic Board.

**12 MATURE AGE ENTRY**

Mature age entry to the Diplomas of the College is available for candidates over the age of 20, and to the undergraduate degrees of the College for candidates over the age of 21.

**13 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

Victoria: 02809J

Queensland: 02788J

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 taught in English, international candidates whose first language is not English will be required to sit an IELTS test. Colleges may also require a test of other individual candidates.

For students wishing to enrol in the Diploma or Advanced Diploma, a score of at least 6.0 in each of the four modules is required.

For students wishing to enrol in the AssocDegTh, BChrStuds, BMin, and BTh degrees, an overall band score of 6.5 is required: with 6.5 in reading and writing and with no score under 6.0 in any module.

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 college 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/Essays**

In certificate and diploma examinations only, ESL students may extend the writing time by up to one third.

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

**5 Expectations**

Degree level courses require of candidates that they develop skills of analysis and criticism and independent judgement. Rote learning and the reproducing of lecture notes will not be asked for in diploma or degree examinations. 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 Candidates Living Overseas**

Any candidate granted approval to prepare for an exam overseas is responsible for payment to their examination supervisor for the cost of sending by registered mail or equivalent their examination script to the examiner.

