



Bishopdale
College



Level 6 2024

Prospectus



Information

Dean

Rev. Dr. Andrew Burgess

Location

Bishop Eaton House
30 Vanguard Street
Nelson

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General Information

All reasonable efforts have been made to ensure that the information in this prospectus is accurate and current. Any changes or updates will be available in the latest version of this prospectus, online at the Bishopdale College website.

All fees (courses, student services fees, and other) are stated in the 2024 Fees Schedule.

Prospective students should refer to the following documents which are available at

www.bishopdale.ac.nz:

Fees Schedule

Student Handbook

Internship Placement Handbook

Provider Registration

The Bishopdale Theological College Trust trading as Bishopdale Theological College is a private training establishment that has been granted registration by the New Zealand Qualifications Authority under Part 18 of the Education Act 1989.

Programme Approval and Accreditation

New Zealand Diploma of Christian Studies (Biblical Studies or Christian Leadership) (Level 6)

The programme is approved by the New Zealand Qualifications Authority under section 439 of the Education and Training Act 2020, and Bishopdale

Theological College Trust trading as Bishopdale Theological College is accredited to provide it under section 441 of the Act.

Bishopdale Theological College Trust Board

The College is an incorporated trust governed by a Board of Trustees.

Bishop Steve Maina, Diocese of Nelson (Chair)

Rev. Marge Tefft – Clergy, Diocese of Nelson

Rev. Dr. Christopher Holmes – Professor, University of Otago

Dr. Stephen Garner – Academic Dean, Laidlaw College

Mr Nick Clarke – CEO, Habitat for Humanity

Mr. Jason Shaw – Student Representative

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Core Values

Leadership

Visionary servant leadership is a key ingredient in vibrant, healthy churches.

It is critically important that emerging leaders are identified, inspired, trained and released to serve. The local church is the key to the work of reaching the world with the gospel of God's justice and salvation.

Discipleship and Formation

Excellent Christian leaders are first of all disciples.

In providing excellent theological education, our primary goal is training obedient leaders. Christian leadership is learnt by example and 'caught' rather than 'taught'.

Mission

Every Christian is called to participate in God's mission.

We aim to help you to discover and deepen God's call to mission – in the church, the community, the marketplace – everywhere that God is already at work.

Applied Knowledge

Our programmes emphasise integrating knowledge and practice, through providing a mix of tutorials and practical learning.

Students gain a depth of understanding that cannot be achieved by theory alone, and are equipped for service.

Community

Each church serves a vision that is bigger than its own.

All students are expected to be committed to the life of a Christian community, and to participate in God's mission in fellowship and deep honesty with other believers.

The Spirit

Christian life is always life in the Spirit of God.

Across a broad range of traditions and cultures, we call everyone in the College to walk deeply in obedience to the Spirit and in the life of God poured out in Him.

Student Experience

Edward O'Connor, Level 6 NZDipCS(CL)

My encounter with Bishopdale College was completely unexpected.

I was running a Christian Retreat Centre in Christchurch when I was asked whether I might be interested in joining the Nelson Diocese for a year of study, including an internship at the Anglican Parish of Golden Bay. Ordained ministry has been on my heart for a few years now, so this seemed like the perfect opportunity to explore that possibility, learn new skills, and complete some theological study.

I've done a fair bit of study in my time, but have been blown away with the level of support and quality of education provided by Bishopdale College. Moving up to Golden Bay was a really big deal for me, but knowing I was following God's leading in my life has meant the whole experience has been an adventure, rather than an ordeal.

If you're looking to go into ministry (in whatever capacity), I highly recommend the internship programme at Bishopdale. I was paired up with an excellent supervisor who has guided me through the process of preaching, leading services, and undertaking pastoral work. On top of this, the theological study has been absolutely top-notch. Being quite a small college, I had mixed-expectations as to what we would be learning, but the level of teaching at BTC is honestly much higher than what I've encountered at larger institutions. One particular highlight has been the way I've been able to study via distance. Being in Golden Bay, it is not easy for me to attend class in



person. Bishopdale College have done an excellent job setting up the technology to allow me to attend and participate in class remotely.

I honestly think every Christian in the Nelson Diocese could benefit from studying at Bishopdale College. Whether you're looking to grow your faith, move into ministry, or enhance the ministry you're doing, Bishopdale will have something that will work for you!



Come Join Us

Bishopdale College welcomes students from a range of Christian churches and backgrounds – **our vision is to serve God and God's Church as a whole.**

Graduates of Bishopdale are involved in leadership and service across a whole range of ministries – you will be equipped for service wherever God is calling you. Come and be a part of a community of study and training where we seek God together – Father, Son and Spirit. Grow in the depth and reality of discipleship, of belonging to God, and of participating in the things that God cares about.

Studying theology is part of growing in worship and honouring God in the whole of life. We want to always be asking 'How does what we are studying here impact how we live everywhere?'

Studying theology is not about stuffing your head full of knowledge, but about growing to understand God more fully, having a bigger and more accurate picture of God's plan for humanity and our role in his mission, and putting all this into practice in real-world ministry contexts.

Bishopdale College exists to serve God's mission.

That is the bottom line of everything we do. This commitment to serving 'what God is all about' gets put into practice as we serve God's Church, because

God has always chosen to work through God's people! Every Christian exists to participate in the mission of God – this fuels our vision to raise up visionary, servant leaders who will lead vibrant, serving churches!

If God is calling you to study at Bishopdale College then this is what we want that study to be about: learning more and more about God, through God's Word, and learning more about who we are as God's people. We hope that you will be transformed to live radically in the service of God's kingdom. All of this is summed up in the line we keep coming back to: when it comes to God and God's amazing goodness and mission:

Go Deep!









Internships

Mission preparation that lasts the distance

Our internship programmes are an integral part of study for many students. Internships help students to integrate important **theological learning with real world application**. Internships recognise the value of practical experience and allow for those already involved in ministry to put their experience towards a recognised qualification.

The internship programme provides students with practical and theological training in a classroom setting, allowing them to develop skills and tools which can be immediately applied in any ministry context. As well as providing students with a ministry setting, a key component of the internship is setting up a support network for the duration of the programme, to model and teach about healthy ministry practice for longevity in ministry.

Jesus grew His disciples to become faithful, skilled and brave - in fact, their lives became adventures in God's service.

Jesus taught people how to serve.

He showed them how to live and what ministry looks like, and they served with Him before being sent out to do the same themselves.

Like an apprenticeship in Christian ministry, mentored internships fit well with the way that Jesus grew His

disciples - learning skills, watching and practising, being encouraged and corrected, and growing into a whole new realm of service.

Bishopdale internships provide an excellent and rewarding way to explore ministry further and gain experience and training, all within an NZQA accredited framework. Interns complete taught courses in a range of biblical, ministry and mission topics alongside their internships.

We encourage students to intern in contexts where they are already connected, but we can also help you to find a suitable placement when needed. Whether you are in an existing or new context, shaping an internship placement is a three-way negotiation between the student, the College and the placement. A primary ministry area will be identified for each intern, in order to focus their ministry placement, to enhance the learning outcomes of the course, and to meet the requirements established by NZQA.

Level 6 New Zealand Diploma of Christian Studies

Biblical Studies or Christian Leadership

120 Credits

1200 learning hours

1 Year

Or up to 4 years part time

Choose your focus

Leadership or Biblical Studies

Learn to lead in context and dig deeper into Scripture

Requires the completion of eight 15-credit courses, including class attendance requirements and specified internship components.

Graduate Profile

Graduates of this programme will be able to:

- Analyse and apply an in-depth understanding of theology and biblical foundations in operational or research contexts.
- Evaluate, review and respond to the pastoral, specialised and ethical responsibilities required of defined church ministry settings.
- Apply management or administrative capability and leadership in a Christian ministry environment to make strategic decisions in a specified context.
- Critically reflect on personal faith journey and professional development to refine own practice.

Graduates of the **Biblical Studies** strand will also be able to:

- Research and critically evaluate the application of diverse biblical disciplines, methods and textual analysis to inform and develop a Christian community.

Graduates of the **Christian Leadership** strand will also be able to:

- Lead and manage parishes or Christian communities based on an understanding of the needs and contextual elements of defined groups or communities.

Programme Aim

The overarching aim of the Level 6 NZDipCS is to develop graduates who wish to further their education in Christian studies and enhance their employment opportunities in management, leadership and senior roles in a church, mission agency or other Christian organisation, including voluntary senior roles in pastoral, missional and pioneering contexts.

The programme's two strands (**Biblical Studies or Christian Leadership**) include core subject areas in spirituality, leadership, theology and biblical interpretation. The programme ethos emphasises holistic team-based approaches to leadership, with a focus on organisational management, the development of personal skills, emotional intelligence and strategic decision making, all grounded in a biblical framework and orthodox Christian theology.

Students are able to specialise in either biblical studies or leadership practice at an advanced level of applied skills and knowledge, including evaluation, research, leadership and/or senior management.

All students complete a practical internship component, integrating theory and practice, in a church, Christian ministry or community organisation. Students also choose elective courses in order to develop specific skills related to their intended area of Christian ministry.

The **Biblical Studies** strand is for those who want to develop strengths in orthodox Christian exegesis of Scripture and in theology and to connect these skills to training in the practice of leadership in Christian mission and ministry.

Students who may wish to advance to a degree focussed on biblical studies will normally choose this strand. The biblical studies component of this strand places more emphasis on acquiring biblical interpretation and application skills than the Christian Leadership strand.

The **Christian Leadership** strand is for those who want to gain the skills of reflective practice on their leadership skills from a biblical perspective, and to effectively communicate in a variety of contexts.

Exegetical training within this specialisation supports the interpretation and application of Scripture, and Christian theology, thoroughly connected with practical leadership insights and experience. The Christian Leadership strand involves a larger practical internship component than the Biblical Studies strand. Within the Christian Leadership track, specific choices of electives are recommended for those who are completing the programme with a focus on mission.

Entry Requirements

Applicants must meet the following criteria for entry into the programme:

Minimum Age

Applicants must be at least 18 years old at the start of the programme.

Academic Requirements

Applicants should hold either:

- New Zealand Certificate in Christian Studies (Level 5)
- New Zealand Diploma in Christian Studies (Level 5)
- Demonstrated equivalent qualification or work experience, evidenced by a Curriculum Vitae that provides information about the nature of work undertaken by the applicant and level of responsibility and accountability. Each application will be considered on a case by case basis.

English Language Requirements

Applicants whose first language is not English may be required to provide evidence of their English language proficiency.

Police Vetting Check

Our students may work with people in vulnerable situations and this requires a high level of integrity and trust. All applicants must undergo a police vetting check as part of their application in order to meet Bishopdale College's risk management processes. Student entry will be provisional until these checks have been completed. The outcome of the police check will be kept on record. Students are required to disclose any criminal convictions, and any acquired during the programme. A conviction or charge may result in the student being withdrawn from the programme.

Internship Placement

Applicants must confirm an organisation where they will complete their internship placement before the commencement of the programme. Placements can be in a church, other Christian ministry setting,



or in any other suitable organisation with a Christian ethos. Bishopdale College will assist applicants with identifying an appropriate placement context if necessary.

Students in the **Biblical Studies** strand will complete one internship course, with 102 hours of supervised internship placement, and an additional 48 hours of tutorials and assessments across this course.

Students in the **Christian Leadership** strand will complete four internship courses, with 408 hours of supervised internship placement, and an additional 192 hours of tutorials and assessments across these courses.

Special Admission

Applicants who wish to enter the Level 6 NZDipCS(BS or CL) but do not meet the minimum requirements may be enrolled on a case by case basis.

International Students

This programme is not currently open to international students.

Enrolment

Participation in an Interview

All applicants are required to attend an interview as part of the entry process. This interview may be conducted in person, or through video conferencing. Applicants will be advised of the date, time and place of interview, and who will be interviewing them.

The purpose of the interview is for Bishopdale College to get to know the prospective student, to identify whether the programme is a suitable study option for the applicant, and to clarify arrangements for the internship placement. More information about the interview process is available in the Internship Placement Handbook.

Selection

Successful applicants will be offered places in order of application.

Safehere Training

Bishopdale College learners who complete internships are required to complete 'Safehere'; a training programme for those who work with vulnerable persons. The safety of both students, and the public, from any form of harm is considered during all planning, and particularly in relation to supervised internship experience arrangements. This training is offered at the beginning of each academic semester.

Technology Requirements

All students must have access to a computer which runs at least Windows 7, or Apple OS 10.4, or equivalent. All devices must also have audio-visual capacity to enable students to attend online tutorials or meetings. Students must also have regular access to high speed internet, and be able to access video-conference classes if the College is required to move all teaching and learning online.

Textbook and Resource Requirements

A summary list of required textbooks will be available on the website before the start of each semester. Detailed bibliographies are provided in each course outline, which are included in the Student Handbook.

All course materials and readings are provided through our digital learning platform and will be accessed from your personal device. If you prefer to print your readings, you may do so using the College's printing system.

Programme Course Requirements

All students complete 120 credits, comprised of eight 15-credit courses. There are four core courses which all students complete, two compulsory courses which are specific to the strand chosen, one course chosen from a range of electives specific to the strand chosen, and an additional course chosen from a range of core electives.

There is no required order in which courses should be completed for the **Christian Leadership** strand of the Level 6 NZ Diploma in Christian Studies.

Students who enrol in the **Biblical Studies** strand of the Level 6 NZ Diploma in Christian Studies need to be aware that DCS611 Gospels: Interpretation and Application is a pre-requisite, and must be completed at the same time, or before, DCS612 Epistles: Interpretation and Application, DCS613 Pentateuch: Interpretation and Application or DCS615 Psalms: Interpretation and Application.

Structure

Level 6 Diploma of Christian Studies

Core Courses

All students must complete the core compulsory courses:

DCS611 Gospels: Interpretation and Application

DCS631 Practice of Christian Leadership (Internship)

DCS621 Christology: Understanding and Application

DCS641 Christian Spirituality

Biblical Studies Strand

Biblical Studies students must complete:

DCS612 Epistles: Interpretation and Application

DCS642 Reflective Practice

And one of the following electives:

DCS612 Pentateuch: Interpretation and Application

DCS615 Psalms: Interpretation and Application

Christian Leadership Strand

Christian Leadership students must complete:

DCS632 Biblical Mission in Context (Internship)*

DCS633 Leadership and Communication (Internship)

And one of the following electives:

DCS634 Ethics of Christian Leadership (Internship)

DCS635 Practice of Mission (Internship)*

Core Electives

All students must complete one of the following electives:

DCS637 Caring for Christian Communities

DCS638 Cultural Anthropology for Mission*

*Recommended for those completing the Christian Leadership strand with a focus on mission.



Bishopdale
Theological
College

www.bishopdale.ac.nz
phone 548 8785

BISHOP EATON HOUSE



Course Descriptions

DCS611: Gospels: Interpretation and Application

Learners will study the life setting, content, theological perspectives, and contemporary application of a selected Gospel, with a specific focus on exegesis of selected biblical texts and consideration of related theological, ethical, missional and pastoral themes.

DCS612: Epistles: Interpretation and Application

Pre-requisite: DCS611 Gospels: Interpretation and Application

Learners will make a study of the life setting, content and theological perspectives of the New Testament Epistles focusing particularly on one NT writer (e.g. Paul) and involving exegesis of selected biblical texts, consideration of related theological themes, and application to contemporary ministry contexts.

DCS613: Pentateuch: Interpretation and Application

Pre-requisite: DCS611 Gospels: Interpretation and Application

Students will study the message and themes of the Pentateuch and its place in the wider interpretation of Old and New Testaments. This includes exegesis of selected texts and an exploration of application in Christian discipleship today.

DCS615: Psalms: Interpretation and Application

Pre-requisite: DCS611 Gospels: Interpretation and Application

Students will study the Bible's book of praise and prayer and its place in Christian Scripture, covering the growth of the Psalter, its present shape, theological themes and its relevance for Christian life. This will include exegesis of selected representative psalms and application to present-day missional or ministry contexts.

DCS621: Christology: Understanding and Application

Students will study traditional and contemporary theologies of the person and work of Christ and learn how to apply and evaluate their practical out-workings for mission and church, leadership, and personal life.

DCS631: Practice of Christian Leadership (internship)

Students will develop understanding of the nature and tasks of Christian leadership and develop skills relating to management of people, issues and resources through practicum involvement in a particular ministry or mission context.

DCS632: Biblical Mission in Context (internship)

Learners will integrate a biblical understanding of mission with contextual theory and deepen learning through integrative tutorials and a mentored internship which utilises models of reflective practice.

DCS633: Leadership and Communication (internship)

Interpersonal dynamics in leadership will be explored through integrating leadership theory with mentored experience in a ministry or mission practicum placement context, employing specific models of reflective practice along with an examination of learners' own leadership styles in relation to biblical models.

DCS634: Ethics of Christian Leadership (internship)

Learners will develop understanding of the ethical responsibilities and challenges of Christian leadership and develop skills relating to formulating ethical strategies and dealing with ethical issues through placement in a particular missional or pastoral context.

DCS635: Practice of Mission (internship)

Students will address specific issues that workers face in inter-cultural situations and reflect on their own personal faith journeys as they evaluate, review and respond to the particular challenges and responsibilities of a local mission placement.

DCS637: Caring for Christian Communities

Introduces students to the situations, principles and approaches of caring for people in Christian communities and their effective and appropriate application.

DCS638: Cultural Anthropology for Mission

Learners are introduced to cultural anthropology as an aid to cross-cultural mission and ministry in multi-cultural contexts.

DCS641: Christian Spirituality

Focus is on developing a deep and sustainable spirituality for Christian life and work that will promote growth, encourage the discernment and use of spiritual gifts, develop self-awareness and equip students with the spiritual disciplines that will enable them to live out the fullness of God's call upon their lives.

DCS642: Reflective Practice

The aim of this course is to teach the skills of reflective practice to promote students' spiritual development and self-management and apply these both personally and in the student's mission or ministry context.



Study Options

Tutorials on Campus or through Video-Conferencing

Bishopdale College offers education through a blended learning mode, making use of face-to-face tutorials, and a digital learning environment which can be accessed at students' convenience. Students attend tutorials (usually weekly) at our Nelson campus or through video-conferencing if they live outside the Nelson area, and access learning materials through the College's digital learning environment. Students who participate in tutorials through video-conferencing are encouraged to arrange regular visits to campus to participate in classes and in the community life of the College. This allows students to complete their studies while continuing to serve in their existing communities.

Non-Formal Study

Studying as a non-formal student (also known as 'interest only' or 'auditing') allows students to participate in tutorials and benefit from the course content without completing assessments. They will be enrolled as non-formal students. Students who choose this option do not receive academic credit, nor can they upgrade to credit at a future time. Non-formal students are expected to be fully prepared for and committed to tutorial attendance. Numbers of non-

formal students may be limited to preserve tutorial balance for educational quality. Internship courses may not be taken by non-formal students.

Certificate of Proficiency

Students who wish to study for credit but do not plan to complete an NZQA-accredited programme will be enrolled in a Certificate of Proficiency (COP). Students must meet all normal academic and assessment requirements for COP courses. Once a Certificate of Proficiency is completed a learner may apply to credit those courses towards the Level 6 NZDipCS(BS or CL).

- Normal fees apply
- No more than two COP courses may be completed per year
- Courses with an internship-based component may not be completed as COP courses.

Fee Information

2024 Fees

For-Credit Study

Per credit **\$56.67**

Per 15 credit course **\$850**

For a full-time year
Based on 120 credits **\$6,800**

Other Enrolment Options

Non-Formal Study
Per 15 credit course **\$300**

Certificate of Proficiency
Per 15 credit course **\$850**

Student Services Fee

Formal Students
Per credit **\$4.17**

Certificate of Proficiency
Per 15 credit course **\$65**

L6 NZDipCS
For a full-time year **\$500**

Non-Formal Study
Per 15 credit course **\$30**

Note

All fees must be paid in full before study commences - fees are due before the first day of study.

Further information is available in the Bishopdale College Fee Schedule, available on our website at

www.bishopdale.ac.nz.

Student Funding

Students enrolled in the Level 6 NZ Diploma of Christian Studies are NOT able to access Studylink services, including student loans, student allowances, and course related costs.

Students are encouraged to research scholarships which they may be eligible for, using online databases such as StudySpy (free) and givME (accessible through your local library or community centre). Students should also speak with their home church or denomination about financial support for pursuing theological studies.

Scholarships

From time to time, one-off scholarship funds are gifted to Bishopdale College. Information about the application process and due dates will be placed on our website, and emailed to all current students.

Students who attend an Anglican church or serve in an Anglican-affiliated ministry context are eligible to apply for scholarships from the St John's College Trust Board. Please contact the College for more information and application deadlines.

Withdrawal, Refunds and Fee Protection

Fee Refund Policies

Before the second Friday of semester

No withdrawal fee, and a full refund of student fees is provided.

After the third Friday of semester but before the seventh Friday of semester

A refund of student fees is provided, less either 10% of course fees or \$500 (whichever is less).

After the seventh Friday of semester

No refund of student fees is provided.

Fee Protection

Bishopdale College uses the services of Public Trust in order to provide fee protection for students. Student fees are paid directly to Public Trust and released to Bishopdale College throughout the year, which ensures they are protected in the case that the College is unable to fully deliver your programme. More information about this is available in the Student Handbook.



Dates and Deadlines

Semester One 2024

Early Application Deadline

Friday 12 January 2024

Final Application Deadline

Friday 26 February 2024

Semester Commences

Monday 19 February 2024

Mid-Semester Break

Monday 15 April - Friday 26 April 2024

Semester Ends

Friday 24 June 2024

Semester Two 2024

Early Application Deadline

Friday 24 May 2024

Final Application Deadline

Friday 5 July 2024

Semester Commences

Monday 15 July 2024

Mid-Semester Break

Monday 30 September - Friday 11 October 2024

Semester Ends

Friday 15 November 2024

Notes

Applications must be received by the early application deadline to ensure that your enrolment will be fully processed before the formal start of the academic year. Applications received right on the final application deadline may experience processing delays.

The College observes New Zealand public holidays, as well as Nelson Anniversary Day.

Where possible, the College holidays are aligned with school holidays.

Dates for public and regional holidays can be found at www.govt.nz/browse/work/public-holidays-and-work/public-holidays-and-anniversary-dates.

Community Life

We place a high value on **doing life in community together**. Opportunities for shared meals and for community worship and prayer are a core part of the College's ethos as an intentional Christian community of study.

While we study hard to deepen our knowledge and understanding, we are called to deep discipleship as well. There are several regular rhythms of College life which facilitate this:

Daily Prayer

We gather fifteen minutes before morning tutorials for prayer and worship. Prayers are led by staff and students on a rostered basis.

Chapel

The College holds a monthly chapel service, followed by a shared lunch which the College provides.

Community Lunch

Staff and students are encouraged to attend a weekly BYO community lunch.

Growth and Discipleship

Each year, we provide further options for growth, discipleship and transformation in a way which is not academic or about preparing for assignments, but

rather about focusing on Jesus and living in obedience to his reign. The shape of these reflects our student body and what will suit you best.

Small Class Sizes

Our intentionally small class sizes, and the ability to knock on your lecturer's office door to ask a question outside of tutorial time, contribute to making Bishopdale a place where you will do more than just gain head knowledge about God - it is a place to be transformed not only through your study, but through journeying together as we follow God together.

We affirm the importance of all students belonging to a local church, recognising that the College is not intended to replace participation in the ongoing life of a worshipping community.





Study Pathways

Level 5 Certificate in
Christian Studies

Level 5 NZ Diploma in
Christian Studies

Equivalent qualification or
work experience



Level 6 New Zealand Diploma in Christian Studies Biblical Studies or Christian Leadership

120 credits, Level 6



Leadership, service, and the future:

Find employment in a range of church, social service, community, mission and not-for-profit organisations

Level 7 degree programmes:

Such as a Bachelor of Theology (or equivalent) with other academic institutions

Credit Recognition

Students who plan to complete the final year for a Bachelor's degree with Laidlaw College, after having completed the Bishopdale L6 programme, will need to apply to Laidlaw College to have their L6 credits recognised.

Students will need to complete the form on the Laidlaw Moodle site, and pay the required fees of \$100 for 15 credits and \$200 for 30 credits or more.

It is recommended that the application is submitted prior to commencing the study, and the application must include a PDF of your L6 official transcript of learning.

The fees for the credit recognition must be paid before recognition is recorded on your academic transcript with Laidlaw College.

What to Expect

Classes and Assessment

All students must have their own device with audiovisual capacity, and access to the Internet. Email will be used as the primary means of communication with students so must be checked regularly.

The purchase and reading of course textbooks is usually required.

Tutorials are important to Bishopdale College's ministry. They are an opportunity to engage with issues and questions raised by the material being studied. Through discussion facilitated by skilled lecturers and additional explanations provided by them, students are enabled to increase their theological knowledge and understanding. These are a compulsory component of studying towards a Bishopdale College programme at Bishopdale College, whether students are on-campus, or joining through video-conferencing. There is an 80% attendance requirement at tutorials.

Courses have an average of three assessments - the assessment load is appropriate to the type of course. Assessment types may include book reviews, essays, developing a sermon or Bible study, completing a portfolio, keeping a reading journal, reflective practice, class presentations, and integrative reports.

All assessment work is submitted electronically through the Bishopdale College Moodle site.

How much time will my study take?

Because individual students' study skills and habits vary, we can only suggest guidelines for how much time courses will take. However, students should assume that full-time study requires at least 40 hours study each week for the duration of each semester. This includes readings that are done before class, tutorials, and self-directed work on assessments. As a guide, each course requires approximately 10 hours of study per week. Thus a 15 credit course requires 150 hours' study in total, over the semester. In reality the actual study time required will vary from student to student and from course to course.

Timetable

Semesters last for eighteen weeks with a two week break in the middle of each semester, usually aligned with the school holidays. Most courses have 16 weeks of tutorials.

Internship courses have fewer tutorial hours, and therefore fewer tutorials - there are usually six tutorials per internship course.

Most tutorials last for three hours, starting at either 9:30am or 1:30pm. Evening tutorials run between 6:30pm and 9:30pm.

The latest timetable information is available at www.bishopdale.ac.nz.

Learning and Disability Support

Students with disabilities or diagnosed learning issues are eligible for regular additional support. Contact the College Registrar so that we can work out the best ways to support you in your learning journey. Bishopdale College is committed to respecting your rights, dignity, privacy, confidentiality, and equality.

Please make your requirements known at the time of enrolment, so that appropriate services may be prepared and provided. You are invited to collaborate with staff to find and develop learning solutions that work for you. Depending on your needs, advocacy, advice and assessment assistance will be available.

College Staff and Lecturers



Andrew Burgess
College Dean

Andrew is Dean of the College - he leads the staff team. Andrew has a Doctorate in Systematic Theology from the University of Oxford (UK). He has served in church leadership for over twenty five years, and is passionate about

the gospel - God's mission to all places and all people.



Jude Saxon
Internship Coordinator

Jude has a Graduate Diploma of Theology from Bishopdale College, and is working on a Postgraduate Diploma in Ministry through the University of Otago. Coming to us after youth pastoring in the New Life movement, Jude has

a heart and focus to grow the body of Christ in any way possible, especially with empowering leaders.



Sue Patterson
Dean of Courses

Sue has a PhD from the University of Otago, and also spent a year in Princeton as a post-doctoral Fulbright scholar. She ministered in the UK and Ireland before returning to New Zealand in 2010 to work with Bishopdale

College. Sue lives in Christchurch, where she enjoys contributing to the life of her parish.



Rebecca Burgess
Senior Lecturer

Rebecca has a PhD from the University of Otago, and is our language and biblical specialist, teaching Greek and Hebrew courses, as well as our exegetical courses in both Old and New Testament. Alongside her academic work,

Rebecca leads the youth community at All Saints Church.



Simon Terrill
Registrar

After leaving a career in banking, Simon gained a Bachelor of Theology from Bishopdale College in 2012, before becoming the Academic Dean of Annesbrook Leadership College. Simon joined Bishopdale as the

Registrar in July 2021, and is currently working on his Masters in Theology. Simon thinks that studying theology is important because it helps us to engage with the world, and because we're commanded to love God with our minds, no less than with our hearts.



Kate Tyler
Senior Lecturer

Kate has a PhD in Systematic Theology through the University of Otago on 'The Trinitarian Ecclesiology of Thomas F. Torrance'. Kate is convinced that theology is essential to the Church's life - what we believe about God

and God's mission makes a significant difference to our calling and existence as the Body of Christ. Good theology is mission-shaped theology!



Jennifer Patterson Librarian

Jennifer Patterson has worked as the Bishop Sutton Librarian since 2016. She has a Masters in Information Studies, as well as library studies qualifications. Originally from South Africa, she is a wealth of knowledge about our librarian collection,

and does an excellent job of helping students identify the correct resources for each assessment.



Paul Etherington Adjunct Lecturer

Paul has a Masters in Applied Linguistics (Hons) from Northern Territory University, where he completed a thesis on 'Nggem Grammar and Morphology', as well as his theological studies at BCNZ. Paul and his wife Pip spend

part of their time in New Zealand, and part of their time working with the Nggem people in West Papua, Indonesia, mainly focused on Bible translation and healthcare.



Féy Cotter Adjunct Lecturer

Féy has a Bmin and a MTh from Laidlaw College. Féy was missionary for nearly fourteen years working with European Christian Mission (ECM) in Albania. She is now the National Director of ECM NZ raising up workers for today's

'non-Christian' Europe.



Alice Kinyua Adjunct Lecturer

Alice has a Masters of Divinity from African International University. She is passionate about people hanging out around food and opening the Scriptures so as to make it come alive for both believers and nonbelievers alike. Her

other great joy is seeing believers praying together and enjoying seeing God at work around us.



Andrew Callander Academic Admin

Andrew taught Economics and Finance on behalf of the University of Otago while a Programme Manager in the School of Business at the Southern Institute of Technology. Returning to Otago as a student he

graduated with a doctorate in theology in 2012. He was subsequently ordained and served as the Minister of St James Presbyterian Church in New Plymouth. Now living in Tasman Andrew was appointed to the part time role of Senior Academic Administrator at Bishopdale in September 2022 to help manage the College's relationship with the New Zealand Qualifications Authority.



Spanky (Joshua) Moore Adjunct Lecturer

Spanky has a Bachelor of Ministries from Laidlaw College. He is passionate about discipleship, formation, vocational calling and contemplative practice - and especially enjoys exploring

these areas with young adults and those on the margins of church life.

Library Services

The College's **Bishop Sutton Library** (incorporating the Diocese of Nelson Theological Library) is housed on campus at Bishop Eaton House, 30 Vanguard Street. This library will provide students with the books required to fulfil essay and exam requirements for their courses.

The John Kinder Theological Library based at St John's College, Meadowbank, Auckland, is also available to all members of the Bishop Sutton Library with access via an online catalogue and a postal service.

The library network subscribes to a database which gives full text access to a large collection of theological

journals, which can be searched through using the library websites. A significant range of e-resources are available for students to download.

Bishop Sutton Library Hours

Monday & Tuesday (during Semester)

10.00 am - 6.00 pm

Monday & Tuesday (out-of-Semester)

10.00 am - 4.30 pm

Wednesday

10.00 am - 5.00 pm

Thursday

10.00 am - 4.00 pm (no librarian on-site)

Friday

Closed

Please check the website for confirmation of hours.

Enrolment Processes

Application Deadlines

Semester One

Early Application Deadline

Friday 12 January 2024

Final Application Deadline

Friday 26 February 2024

Semester Two

Early Application Deadline

Friday 24 May 2024

Final Application Deadline

Friday 5 July 2024

Application Process

To apply, please visit www.bishopdale.ac.nz/level6nzdipecs for details of the application process, and the link to the online application form.

As part of this process, all students will be asked to submit a police vetting check, and to identify referees who can answer questions about you from a professional or ministry context.

Once your application has been received and processed, you will be asked to attend a selection interview either in person or through video conferencing. We will advise you of a time, date and place, and of who will interview you.

Successful applicants will be offered places in order of application. You will be notified of your acceptance within three weeks of your interview.

Once you have been offered a place, please confirm your enrolment, promptly complete the additional enrolment paperwork you will receive, and make arrangements to pay your fees before the start of the semester.

Bishopdale College

Mail

Bishopdale College
PO Box 347
Nelson 7040

Street

Bishopdale College
Bishop Eaton House
30 Vanguard Street
Nelson 7010

Key Contacts

Dean

Rev Dr Andrew Burgess

Phone 03 548 8785 (ext. 1) or 021 829 305
dean@bishopdale.ac.nz

Registrar and General Enquiries

Simon Terrill

Phone: 03 548 8785 (ext. 3) or 027 544 2208
office@bishopdale.ac.nz

Internship Enabler

Jude Saxon

Phone: 027 623 8746
jude@bishopdale.ac.nz

Bishop Sutton Library

Librarian: Jennifer Patterson

Phone: 03 548 8785 (ext. 4)
library@bishopdale.ac.nz



General Information

Students should refer to the **Student Handbook** and the **Internship Placement Handbook** for additional information.

These are both available at www.bishopdale.ac.nz.

English Language Requirements

Applicants whose first language is not English must use one of the following methods to demonstrate that they have the required level of English proficiency to study in New Zealand:

- gained NCEA level 3 and met New Zealand University Entrance requirements; or
- hold a Bachelor's degree of at least three years from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America; or
- achieved a Certificate in English Language Teaching to Adults (CELTA); or
- achieved the required score, as indicated in the following subsections, in one of the following internationally recognised English proficiency tests, within the preceding two years:
 - International English Language Testing System (IELTS)
 - University of Cambridge Certificate in Advanced English (CAE)
 - University of Cambridge Certificate of Proficiency in English (CPE)
 - University of Cambridge First Certificate in English (FCE)
 - International English for Speakers of Other Languages qualifications by City and Guilds (IESOL)
 - Pearson Test of English (Academic) (PToE)
 - New Zealand Certificate in English Language (NZCEL)
 - Testing of English as a Foreign Language (TOEFL)

For other equivalent English language proficiency tests and required scores, please refer to: www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/the-table/.

A waiver for the English language test may be granted:

- For those applicants who have an undergraduate or higher qualification gained from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America.
- For those who have studied in NZ for a minimum of two years at secondary school and gained either:
 - eight, level 2 NCEA University Entrance literacy credits (4 credits in reading and 4 credits in writing) gained prior to 2014 or ten, level 2 NCEA University Entrance Literacy credits (5 credits in reading and 5 credits in writing).
- For long-term residents (10+ years) in New Zealand, or another English speaking country, who are able to demonstrate English language competency appropriate to the desired level of study. Competency must be documented.

Cross-crediting, Credit Transfer and Recognition of Prior Learning

We recognise learning that takes place in a variety of different ways and in different places. Some of this learning takes place in a formal setting such as a school, college or university where students receive a certificate or award to indicate that the learning has occurred. Some learning takes place more informally through work and life experiences. Bishopdale College recognises both formal and informal learning to help students achieve the qualification that they are working towards.

All applications for cross-crediting must be made to the Dean of Courses for consideration by the Senior Academic Committee.

Any application for recognition of prior learning or cross-crediting must be related to a specific course required for the Level 6 NZDipCS(BS or CL).

Bishopdale College offers:

- Recognition of prior learning (RPL): the process that involves formal assessment of a learner's relevant and current knowledge and skills (gained through prior learning) to determine achievement of learning outcomes of a qualification.
- Credit Transfer (CT): credit awarded for having successfully completed an identical programme or standard at the same tertiary education organisation or another accredited tertiary education organisation.
- Cross Credit (CC): credit awarded for having successfully completed an equivalent course or standard at the same tertiary education organisation or another accredited tertiary education organisation.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the formal recognition of non-credentialed prior learning. RPL is where a student has validated experiential learning that is equivalent to a Bishopdale College course. All applications for RPL must be related to an identifiable course. RPL gives students the opportunity to reduce the amount of time required to complete this programme by recognising learning that has not been taken towards a formal qualification. Examples are Christian ministry experience or achievement in a related profession.

RPL will be awarded on the basis of matching prior learning outcomes and assessments, levels and credits against those of the relevant course. Documentation presented must provide all necessary requirements regarding learning outcomes and assessment methods in any course(s) passed. The work completed must be equivalent to and at the same level as the Bishopdale College programme

and should typically have been completed in the past eight years. The number of credits granted will not exceed half the qualification.

Cross Crediting

Cross crediting allows students to gain credit for tertiary level studies undertaken at another institution. Cross crediting will be done on the basis of matching course outlines, learning outcomes and assessments passed against those of the courses appropriate for the programme enrolled in.

Where there is not a direct match between courses, a minimum 80% match is acceptable. Full documentation must be provided to validate the claim for cross crediting of courses. Cross credits may be specified or unspecified.

Specified Cross Credit is where a student has completed a course equivalent to a Bishopdale College course. The content, level and learning outcomes must be the same or very similar to the Bishopdale course.

Unspecified Cross Credit is where the student has completed an unrelated course at another recognised tertiary institution.

Complaints Procedure

Bishopdale College is committed to providing an environment which is safe, and which is free from harassment and discrimination.

Safety issues may include something that should be occurring and is not, or something not up to standard. Harassment and discrimination may be offensive behaviour or unwanted attention. This may involve an abuse of power to disadvantage others, insulting others, or any form of discriminatory behaviour.



Any kind of harassment is unacceptable – sexual, racial, academic, religious, or any other form of discrimination. Structures are therefore provided within Bishopdale College's systems to address complaints from students or other interested parties. Bishopdale College aims to interact with all parties in an equitable manner, and to enable speedy resolution of grievances or complaints.

All students are welcome to bring a support person, or whanau support, with them when raising a concern and to any ongoing meetings. All matters raised will be dealt with in strict confidentiality. The Student Complaint Form is available on the College website, or in hard copy at the College campus.

Academic Complaints

If a student has a concern relating to just one course and feels comfortable doing so, they should first speak to the lecturer involved.

If the matter remains unresolved, or if the issues relate to more than one course, the student may either:

- Initiate a conversation with the College Director and then complete the Student Complaint Form; or
- Complete the Student Complaint Form, and email it directly to the College Director, or provide a paper copy to the College Director.

The College Director will consult with the Dean of Courses and members of the Senior Academic Committee as necessary, before responding to the student.

If this does not result in a satisfactory resolution of the concern, the matter will be referred to the Dean.

If all these procedures do not result in a satisfactory resolution of the concern, the matter may be referred to NZQA (see below).

General Complaints

Should a student have a complaint about personal, pastoral or community matters that cannot be resolved through personal conversation, they should communicate the matter to either the Student Representative, the College Director, or the Dean. This may be through an initial conversation, but a written description of the complaint needs to be provided by the student.

The matter will then be escalated as required, to either the staff team, Senior Academic Committee or Management Committee. Students can expect a response within ten working days of formally submitting their written complaint. If longer is required,

the student will be notified with an expected response time.

If the above avenue does not result in satisfactory resolution, students may refer their concerns to the Chair of the Board, through the Bishop's Executive Assistant, Anita Stiles, anita@nelsonanglican.nz.

Failing all of the above, students may make a formal complaint to NZQA (see below).

Potential Resolutions for Complaints

The action taken to resolve a formal complaint shall depend on the nature of the complaint and could include, but may not be limited to, any of the following:

- Reviewing, revising or rescinding a prior decision;
- Taking action on a request previously not followed up;
- Offering an apology and/or a commitment to ensure the action/behaviour is not continued;
- Taking action to make an improvement to a process or service or facility;
- Refunding fees/charges associated with the complaint, or part of these;
- Advising the complainant and respondent that the concern/complaint has been noted on the respondent's file (except in the case of disciplinary action and only in accordance with New Zealand legislation including the Privacy Act 1993).

NZQA Complaints Procedure

Failing all the above, a student may make a formal complaint to NZQA by:

Downloading the formal complaint form on the NZQA website (www.nzqa.govt.nz/aboutus/make-a-complaint/make-a-complaint-about-a-provider/), and along with any supporting evidence)

email it to qadrisk@nzqa.govt.nz; or

post it to: The Complaints Officer, Quality Assurance Division, PO Box 160, Wellington 6140

Contacting NZQA on 0800 697 296 and speaking with a member of the Risk Management team.

Student Disciplinary Procedures

In signing their enrolment contract, the student undertakes to comply with the rules and policies of Bishopdale College with regard to attendance, academic integrity and progress, community conduct and use of information systems.

If, for any reason, at any point during their study, students are found unsuited to a particular programme, then they will be counselled into an appropriate programme or may be asked to cease their studies at Bishopdale College.

Discipline or suspension may result from any of the following:

Academic Misconduct

May include:

- plagiarism offences such as submitting work for an assessment knowing it to be the work of another person, or failing to acknowledge the source of material in an assessment or research essay/project or thesis;
- failing to abide by the rules of the library, especially with respect to the issue of books, journals etc.;
- taking unauthorized materials into an examination, improperly obtaining knowledge of an examination paper and using that knowledge in the examination or arranging for another person to sit an examination or prepare a piece of work for submission in the place of a student.

The College Director, in consultation with the Dean of Courses, will consider incidents of academic misconduct. Additional Senior Academic Committee members will be consulted as necessary.

When the College is notified of an occurrence of academic misconduct, staff will carry out necessary investigations, and set up a meeting with the student, who may bring support or whanau support. Decisions made will be recorded in a follow-up letter to the student, and appended to the student's file.

Students may appeal decisions made by presenting a written submission to the Dean.

Misconduct and Serious Misconduct

Misconduct is defined as failure to maintain proper standards of integrity, or conduct that is a threat to the security, safety or wellbeing of students or staff of Bishopdale or its stakeholder community.

Serious misconduct may include, but is not limited to harassment, abusive behaviour, assault, theft, fraud, misappropriation, wilful negligence, wilful disobedience or wilful misconduct. The finding of serious misconduct will result in immediate suspension.

Allegations of misconduct and serious misconduct are monitored by the Dean, in consultation with the Management Committee as necessary. When the Dean

is notified of an occurrence of misconduct or serious misconduct, he will carry out necessary investigations, and set up a meeting with the student, who may bring support or whanau support. Decisions made will be recorded in a follow-up letter to the student, and appended to the student's file. Students may appeal decisions made by presenting a written submission to the Dean.

Bishopdale College reserves the right to refuse further enrolment of students suspended under these provisions.

Accessing your information

Students have the right to view any information which Bishopdale College keeps on them.

To arrange to see your student file, please contact the Registrar.

Health and Safety

Bishopdale College has a robust health and safety policy, and comprehensive approach to risk management. This meets the requirement of the Health and Safety in Employment Act 2015.

In case of any injury or incident, an Injury and Incident Form must be completed.

Health and safety requirements are managed by each student's internship placement. This is agreed upon in the Internship Agreement which is signed with each placement organisation.

Students are made aware of expectations regarding their conduct, and general placement responsibilities, by the Bishopdale College Internship Enabler. Students are made aware of specific responsibilities, as well as health and safety requirements and risk management requirements for their placement, by their placement supervisor.

Fuller information about health and safety is provided in the Student Handbook.

