



Bishopdale  
College

2024

# COMPANION GUIDE

**This student guide is intended to be read as a companion guide to the 2024 Laidlaw College General Information and Regulations. It is designed as a 'highlights reel' for students studying through the Bishopdale Campus.**

# CONTENTS

DEAN'S GREETINGS .....	2
OUR STAFF: WHO'S WHO.....	3
STAFF CONTACT DETAILS.....	6
CODE OF CONDUCT .....	7
STUDENT SUPPORT.....	9
REGULAR COMMUNITY EVENTS.....	11
ANNUAL DATES.....	12
LECTURE TIMETABLE 2024 .....	14
GENERAL COLLEGE INFORMATION .....	16
LIBRARY AND MOODLE ACCESS.....	18
DAILY LIFE: MAKING IT HAPPEN .....	20
HEALTH AND SAFETY INFORMATION .....	25
STUDENT FEES .....	27
SETTING UP PRINTING .....	28
GUIDELINES FOR WRITTEN ASSIGNMENTS .....	29

## DEAN'S GREETINGS

Welcome to Bishopdale College!

We are glad to have you with us in 2024, and look forward to journeying with you as you study Scripture, learn to reflect theologically, and are equipped for better service in the Kingdom of God.

This manual explains how the College functions, what you can expect in class and from your lecturers, what to do when you need help, and our expectations of you as our students. It highlights the most important academic policies and procedures – fuller information can be found in the *Laidlaw College General Regulations and Information*. It also communicates more of how the Bishopdale College site functions, our expectations for you, and our commitment to you as you study and train.

'Theology', in its best sense, is about learning who God really is. We do this by reflecting deeply on Holy Scripture and on the great teachers of the Church over the ages. Our goal is meeting Jesus Christ through it all. Good theology is vital for the life of the Church, because good theology feeds our vision of God, and fuels our service in God's mission.

Indeed, growing in understanding God also means growing in understanding ourselves – because who we are is created and called forth by God. Our character, our work, our relationships – all of our mission – is shaped by God at work.

So, when we say 'Go Deep', this is something of what we mean – we are aiming and striving for Bishopdale to be a place where we are all on this journey of learning and growing in a way that gives more space and more opportunity for God to transform and change us in the power of His Spirit.

I'm looking forward to what God will do!



Burge (Andrew Burgess)  
Dean

## OUR STAFF: WHO'S WHO



### **Andrew Burgess – Dean**

In charge of everything that goes on at Bishopdale College, Andrew leads the staff team and lectures in systematic theology. Andrew has a Doctorate in Systematic Theology from Oxford (UK) and has been ordained for over twenty years. He brings a wealth of ministry and pastoral experience to his leadership of the College. Andrew is intensely motivated by the work of God – who constantly breaks into our mess and brings life, and his desire is to always be working in God's programme.



### **Simon Terrill – College Director**

Simon graduated with a Bachelor of Theology in 2012, followed by eight years teaching a variety of biblical courses at Annesbrook Leadership College. Currently working on his Master of Theology part-time, Simon joined the Bishopdale staff team in July 2021 and is responsible for leading the College's administrative duties. In his spare time he is a keen football supporter, enjoys music, playing golf and watching British comedy.



### **Sue Patterson – Dean of Courses**

Sue Patterson has been ordained for 31 years and has been on staff since 2010. She began as Senior Lecturer and Registrar and is now the Dean of Courses. Sue works from Christchurch and continues to contribute to the College's course development. You can meet her in person on chapel days.



### **Jenny Patterson – Librarian**

Jenny has been the Bishop Sutton librarian since 2015. She holds a BA (Hons), a Higher Diploma in Library Science and a Masters in Information Studies, all of which contribute to the excellence with which she runs the Library. Jenny is available for one on one tutorials and is great at suggesting resources for assignments.



### **Natasha de Jong – College Administrator**

Natasha grew up in Auckland, and moved to Nelson in 2023 encouraged by the sunshine. She joined Bishopdale as the College Administrator in 2024. She works closely with Simon to make sure that day-to-day college life goes smoothly. If you have a question, Natasha is always happy to assist. Her hobbies include travel, crochet, sewing, reading, roller skating, cooking and the beach.



### **Kate Tyler –Senior Lecturer**

Kate has a PhD (Otago), Bachelor of Theology (Laidlaw) and a Postgraduate Diploma in Theology (Laidlaw), as well as a Certificate in Adult and Tertiary Teaching (Open Polytechnic.) Kate teaches across multiple subject areas, with a research focus on systematic theology. Kate and her husband Chris have two delightful young daughters who occupy most of their time, and are the reason why they drink so much coffee.



**Rebecca Burgess – Senior Lecturer**

Rebecca has been teaching at Bishopdale since it began in 2007. She teaches our yearly Hebrew and Greek intensives. She has a PhD from the University of Otago and teaches many of our biblical studies papers. Rebecca enjoys coffee, prayer and local adventures, and loves spending time with young people.



**Jude Saxon – Internship Coordinator**

Jude joined us at the end of 2017, after working with youth at Richmond New Life for the past eight years. Jude has a Diploma in Christian Ministry from C3 College, and a Graduate Diploma in Theology from Laidlaw College. Jude oversees our internship programmes, making sure your placements are working well. He also lectures on leadership and ministry studies.



**Spanky (Joshua) Moore –Lecturer**

Spanky has a Bachelor of Theology from Laidlaw College. From Nelson originally, he spent some years in Christchurch before returning in 2021 to work for the Anglican Diocese of Nelson as the Pioneering Ministry Enabler. Drawing on his work in university chaplaincy and with young adults, Spanky teaches courses in Christian formation and spirituality.



**Dave Clancey – Lecturer**

Dave has a Bachelor of Arts (Canterbury), a Postgraduate Diploma in Science (Canterbury) and a Bachelor of Divinity (Moore). He is married to Amanda and they have three sons and a cat. The Clancey family moved to Nelson and joined Bishopdale in 2024 and are loving it! Dave is teaching Old Testament and Church History this year, and is part of the Church of Confessing Anglicans Aotearoa New Zealand (CCAANZ).



**Alice Kinyua – Adjunct Lecturer**

Alice comes from Kenya, and has a Master of Divinity in Biblical Studies from Africa International University. She is passionate about people hanging out around food and opening 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.



**Paul Etherington – Adjunct Lecturer**

Paul has spent 28 years working with indigenous communities in West Papua, Indonesia, where with his wife he has been translating the New Testament into Nggem, the indigenous local language. As well as a Diploma in Biblical Studies Paul holds a Master of Applied Linguistics (with honours). Paul brings a lifetime of grassroots experience to the college's students.



**Walter Noteboom - Adjunct Lecturer**

Walter has a Bachelor of Theology from Laidlaw College, which he completed through Bishopdale College, and a Postgraduate Diploma in Theology from the University of Otago. He is currently working on his PhD through the University of Otago, researching how the entrance of sin furthers God’s purpose for His creation. Walter began lecturing for Bishopdale in 2022. He is married to Katelyn, and when not studying, enjoys spending time in his workshop.



**Shara Balogh – Student Representative**

Shara is the 2024 Student Representative. She is enrolled in the Bachelor of Theology. If you have any feedback you’d like passed to the Board or College leadership, or a concern or issue, you are welcome to talk to Shara!

## STAFF CONTACT DETAILS

Name	Contact Details	Preferred method of contact if not in person
Andrew Burgess (Burge)	021 829 305 dean@bishopdale.ac.nz	Email or text.
Kate Tyler	027 240 4078 03 548 8785 x5 kate@bishopdale.ac.nz	Email, text or call.
Jude Saxon	027 623 8746 jude@bishopdale.ac.nz	Email
Simon Terrill	03 548 8785 x3 027 544 2208 simon@bishopdale.ac.nz	Email or text.
Natasha de Jong	03 548 8785 natasha@bishopdale.ac.nz	Call or email
Rebecca Burgess	027 2288 374 <a href="mailto:rebecca@bishopdale.ac.nz">rebecca@bishopdale.ac.nz</a>	Email or text
Paul Etherington	<a href="mailto:paul@bishopdale.ac.nz">paul@bishopdale.ac.nz</a>	Email
Alice Kinyua	<a href="mailto:alice@bishopdale.ac.nz">alice@bishopdale.ac.nz</a>	Email
Dave Clancey	<a href="mailto:dave@bishopdale.ac.nz">dave@bishopdale.ac.nz</a>	Email
Spanky Moore	<a href="mailto:spanky@bishopdale.ac.nz">spanky@bishopdale.ac.nz</a>	Email
Walter Noteboom	<a href="mailto:walter@bishopdale.ac.nz">walter@bishopdale.ac.nz</a>	Email
Sue Patterson	021 0433 542 sue.patterson@bishopdale.ac.nz	Email *Sue works remotely from Christchurch, but will respond to emails Monday-Thursday.
Library: Jenny Patterson	03 548 8785 x4 <a href="mailto:library@bishopdale.ac.nz">library@bishopdale.ac.nz</a>	Email
Student Rep: Shara Balogh	022 463 5347 sara.balogh.nz@gmail.com	Email or phone

## CODE OF CONDUCT

The culture, environment, and community life of the College are a direct outworking of our values, and part of our witness as followers of Jesus. This will affect the practices and patterns that form our life together as a Christian community.

### **Guiding values:**

As members of the Bishopdale College community, all staff and students are expected to follow a lifestyle of integrity and holiness, which reflects biblical values and standards.

We are committed to integrity, accountability and transparency in all relationships. Our words and actions are to be consistent with God's Word, and above reproach. We are committed to speaking the truth in love.

Our expectations are the same for staff and students; God's standard for us is not differentiated by the amount of leadership or influence we have been given. Staff and students are encouraged to be guided by Romans 14:13-23, and to be aware that other members of the Bishopdale community and the wider Church are affected by how we live. Students should consider themselves as representatives of Bishopdale College at all times.

### **Guiding principles:**

Every care should be taken to ensure that right conduct and consideration are observed at all times, in a transparent way.

We are committed to the well-being, safety and security of all members of the Bishopdale College community - students, staff, and guests.

The safety and security of the individual and the community involve many dimensions, including physical, spiritual, mental, social and relational dynamics.

Students are expected to follow all health and safety policies. We also expect staff and students to be aware of the Nelson Anglican Diocese Code of Ethics, viewable at [www.nelsonanglican.nz](http://www.nelsonanglican.nz).

While this is a code primarily intended for those who work for the Anglican Church, it is our expectation that all staff and students will adhere to this code.

### **Specific expectations:**

- Staff and full-time students are expected to participate fully in the worship and fellowship rhythms of College life, including prayers before morning classes, monthly chapel, and the weekly student gathering. Part-time students are strongly encouraged to join whenever possible.
- Be courteous in all interactions, whether in person or digitally, and practice good communication. Avoid being late for prayers or classes and communicate about absences with as much notice as possible.
- No member of the College community should abuse alcohol, drugs or any other substance.
- All members of the College community are expected to obey the laws of New Zealand.
- Use social media appropriately.
- Respect College property, and property belonging to other people.
- Maintain appropriate boundaries in all personal and romantic relationships, and set a godly example in the same. All students are expected to adhere to the standards represented by the Nelson Anglican Diocesan Policy on Marriage and Sexuality, and the Code of Ethics. These are available on the Nelson Anglican Diocese website.



- Honesty is expected in all dealings, including academic standards and ministry situations.
- Students are encouraged to be open about personal difficulties, including mental illness, and will be met with compassion and warmth by all other members of the community.

# STUDENT SUPPORT

## **Communications Expectations**

Staff have an 'open-door policy.' If an office door is open, you can ask if the staff member is available to talk. If we can't see you right then, we'll arrange to see you either as soon as we are free, or make an appointment.

Students must check their emails regularly (at least twice a week) and respond promptly to any queries from lecturers or staff. Email is an important platform for College communications. If a staff member is trying to get hold of you by phone or text, please try to respond within a reasonable timeframe.

## **Wrap-around Student Support**

One of the things that we want to do well is offer excellent student support to all students, whether part-time or full-time. The Bishopdale College team are here to help!

## ***Wellbeing and Pastoral Support***

All formal students are assigned a faculty member as your staff support person. They will reach out to you twice a semester to check on your wellbeing – this can be via email, text, a phone call, or in person. Your staff support person is also someone who you can let know if you are struggling with your studies or personally. You can also speak directly to the College Director, or any of the lecturers who you feel comfortable approaching. We encourage you to be open about any personal difficulties you encounter, including mental and physical health needs. The more we know, the better we can support you!

When your staff support person makes contact, please respond promptly, share your concerns with them, and they will connect you with the appropriate support resources. A simple "I'm all good" response is appreciated if you are doing well.

## ***Academic Learning Support***

Academic support is available to all students. Members of faculty are available for half-hour slots every week during the semester to assist you with your studies. Academic support can be utilised at all points in the assessment process, from working out how to approach a task, to reviewing your writing, through to help with referencing and formatting.

Appointments are scheduled online – the link to the booking site is accessed through Moodle or the Bishopdale website. You can either:

- Meet in person to discuss your work
- Meet over Zoom to discuss your work
- Send a document by email to be reviewed during these timeslots.

Take charge of your academic success by booking support sessions in advance and making the most of the services available.

Getting the most out of academic support services requires students to use their initiative. To do this:

- Initiate asking for help as early as possible. Be specific about what you need assistance with.
- Take ownership of your assignment process, including giving yourself enough time to get feedback and revise your work before submissions are due.
- Make the most of your time by being punctual.

## **Complaints Procedure**

*Students are encouraged to consult section 5.7 of the Laidlaw College General Information and Regulations.*

We are committed to providing an environment which supports student's wellbeing and safety. In all cases, students are welcome to bring a support person with them when raising a concern, or to any ongoing meetings. All matters raised will be dealt with in strict confidentiality.

Should a student have a complaint, in the first instance they should approach the relevant student or member of staff, and attempt to resolve the disagreement.

Should the matter remain unresolved, the student should convey their concern either to the Student Representative, or to the College Director, Dean of Courses or Dean. The matter will then be escalated as required, to either the staff team, Senior Academic Committee, Management Committee, or Laidlaw College.

If a satisfactory outcome is not reached through the steps above, students should next make use of the Learner Disputes Resolution Process. Rather than moving straight to a formal legal process, the Disputes Resolution Process first uses the process of conciliation, where the external party will help both parties reach a solution, before moving to the process of adjudication, where the external party will make a decision on behalf of the parties.

## REGULAR COMMUNITY EVENTS

We place a high value on doing life in community together. Additionally, as a College community that seeks to equip and train individuals for God's mission, we also recognise the importance of gathering for worship and fellowship. While we study hard to deepen our knowledge and understanding, we are called to deep discipleship as well.

Our intentionally small class sizes, and the accessibility of lecturers, mean that Bishopdale is more than just a place for gaining head knowledge about God - be transformed not only through your study, but through journeying together as we follow God together.

### **Community Lunch**

Staff and students are encouraged to be on-site for community lunch from 12:30pm-1:30pm, in the common room. Bring your own lunch and eat together. During semester we hold 'Toastie Day' once a week, where ingredients for toastie sandwiches are provided.

### **Prayers**

- During semester, we gather for prayers at 9:15am or 10:15am – shortly before the start of the earliest morning class. Please check the lecture timetable. Students who are in this class should be present, and other students and staff are encouraged to attend.
- Prayers are led by staff and students on a rostered basis. There is no set 'form' for prayers, and those leading are invited to draw on their own experience and church expressions, and to make creative use of resources.

### **Chapel**

Chapel is held at 11:00am at All Saints (usually in the foyer, Tibble Room, or the church) and followed by lunch at the College. Lunch is provided – please make sure we know in advance if you have any allergies we need to cater for. Friends and family are welcome to join us for chapel and lunch.

*2024 Dates:*

21 February, 27 March, 1 May, 12 June, 17 July, 21 August, 18 September, 23 October.

## ANNUAL DATES



### SEMESTER ONE

WEEK	STARTING	ENDING	WORSHIP	NOTES
1 (Orientation)	19 February	25 February	Chapel – 21/2	
2	26 February	3 March		
3	4 March	10 March		
4	11 March	17 March		
5 (directed study)	18 March	24 March		
6	25 March	31 March	Chapel 27/3	Good Friday 29 March
7	1 April	7 April		Easter Mon & Tues (1-2 Apr)
8	8 April	14 April		
9 (Holidays)	15 April	21 April		
10 (Holidays)	22 April	28 April		Anzac Day Thurs 25 April
11	29 April	5 May	Chapel 1/5	BTC Graduation Fri 3 <sup>rd</sup> May
12	6 May	12 May		
13	13 May	19 May		
14 (directed study)	20 May	26 May		
15	27 May	2 June		
16	3 June	9 June		King's Birthday 3 June
17	10 June	16 June	Chapel – 12/6	
18	17 June	21 June		

*Semester officially finishes Friday 21 June. All assessments must be submitted before the end of this day.*

### SEMESTER TWO

WEEK	STARTING	Ending	WORSHIP	NOTES
1 (Orientation)	15 July	21 July	Chapel – 17/7	
2	22 July	28 July		
3	29 July	4 August		
4	5 August	11 August		
5 (directed study)	12 August	18 August		
6	19 August	25 August	Chapel – 21/8	
7	26 August	1 September		
8	2 September	8 September		
9	9 September	15 September		
10	16 September	22 September	Chapel – 18/9	
11	23 September	29 September		
12 (Holidays)	30 September	6 October		
13 (Holidays)	7 October	13 October		
14 (directed study)	14 October	20 October		
15	21 October	27 October	Chapel 23/11	Labour Day (28 Oct)
16	28 October	3 November		
17	4 November	10 November		
18	11 November	17 November		

*Semester officially finishes Friday 15 November. All assessments must be submitted before the end of this day.*

**NOTE ON HOLIDAYS**

The College observes New Zealand public holidays, as well as Nelson Anniversary Day. Dates for public and regional holidays can be found at <https://www.govt.nz/browse/work/public-holidays-and-work/public-holidays-and-anniversary-dates>.



2024 Timetable  
Semester One



ROOM	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	1	2	Room 1	Room 2	Room 1	Room 2	Room 1	Room 2	1	2
Morning			Alternating:							
9:30 - 12:30pm				109.515 Greek 2 (Rebecca Burgess)			220.6/715 1 Corinthians (Rebecca Burgess)	DCS621 Christology (Burge)		
10:30am - 12:30pm			DCS631 Practice of Christian Leadership (Jude Saxon) DCS632 Biblical Mission in Context (Kate Tyler)			Staff Meetings / Chapel				
Afternoon										
1:30 - 4:30pm			474.530 Leadership Internship 1 (Jude Saxon)		*505.515 Christian Leadership & Mission (Alice Kinyua)	DCS641 Christian Spirituality (Spanky Moore)	120.515 Reading the OT (Dave Clancey)			
Evening										
6:00 - 9:00pm			204.6/715 Salvation in History and Beyond (Kate Tyler)		*115.515 Reading the Bible (Walter Noteboom)					



2024 Timetable  
Semester Two



ROOM	MONDAY	TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	Room 1	Room 1	Room 2	Room 1	Room 2	Room 1	Room 2	1	2
Morning		Alternating:							
9:30 - 12:30pm	590.715 Capstone (Kate Tyler)	308.515 Story of Christianity (Dave Clancey)				*201.515 Engaging Theology (Burge)	DCS638 Cultural Anthropology for Mission (Paul/ Etherington)		
10:30am - 12:30pm			DCS633 Leadership & Communication (Jude Saxon) DCS634 Ethics for Christian Leadership (Simon Terrill)	Staff Meetings / Chapel					
Afternoon									
1:30 - 4:30pm		475.530 Leadership Internship 2 (Jude Saxon)		DCS611 Gospels: Interpretation and Application (Alice Kinyua)	125.6/715 Psalms (Rebecca Burgess)	140.515 Reading the NT (Kate Tyler)			
Evening									
6:00 - 9:00pm				*401.515 Formation (Spanky Moore)					



## GENERAL COLLEGE INFORMATION

### BISHOPDALE COLLEGE CAMPUS

Bishopdale College is based at 30 Vanguard Street, Nelson. The College's facilities are in Bishop Eaton House, including lecture room 1. Lecture room 2 is in the adjacent building on the front of the site.

We share a large site with All Saints Anglican Church, where the College has its own dedicated building and outdoor space. We occasionally make use of the All Saints buildings when we gather for chapel or host larger events.

Our campus has a library with a large range of theological and ministry-related books, as well as access to online digital sources, a study room where students can study on site, a common room and kitchen available for student use, our teaching spaces, and staff offices.

### CAMPUS HOURS

Campus is usually open 9am – 4:30pm Monday to Thursday. If there is a morning tutorial, campus is open from 9am.

If the library is open later in the afternoon (see library hours), the campus will be open until the library closes.

Full time students may apply to have their own key with access to the building outside these hours by speaking with the College Administrator.

### BISHOPDALE COLLEGE CONTACT DETAILS

Phone: 03 548 8785

Email: [office@bishopdale.ac.nz](mailto:office@bishopdale.ac.nz)

Website: [www.bishopdale.ac.nz](http://www.bishopdale.ac.nz)

Mailing address: PO Box 347, Nelson 7040

24-hour emergency contact details:

Andrew Burgess – 021 829 305.

### OTHER IMPORTANT CONTACT DETAILS

Laidlaw College

[www.laidlaw.ac.nz](http://www.laidlaw.ac.nz)

0800 999 777

Studylink

[www.studylink.govt.nz](http://www.studylink.govt.nz)

0800 88 99 00

New Zealand Qualifications Authority (NZQA)

[www.nzqa.govt.nz](http://www.nzqa.govt.nz)

0800 697 296

## **LIBRARY AND MOODLE ACCESS**

### **Bishop Sutton Library**

The Bishop Sutton Library is the on-site library here at Bishopdale College. Membership is free to anyone.

Books from the Bishop Sutton Library may be issued by a librarian during library hours, or you can record your issuing details on the sheet provided. The loan period will be one week for books designated as core course books, or four weeks for all other loans. Books may be renewed if no one else has requested them.

Jenny Patterson, our excellent librarian, is also available to help you learn about finding resources that are most appropriate for assignments.

### **John Kinder Library Access**

The Bishop Sutton Library is part of the John Kinder Library network. You can borrow books from our local collection or from other libraries within the same network. You can also access online/digital resources. Books from other collections must be requested online. You will be responsible for return postage.

The catalogue is available at [anglicat.kinderlibrary.ac.nz](http://anglicat.kinderlibrary.ac.nz).

To access digital resources, login using your membership number (found on the back of your library membership card) and your password. This will also allow you to search the physical resources catalogue. Orientation to digital resources is available in one-on-one training from the librarian.

During semesters, the library is open:

Monday 10:00am – 6:00pm

Tuesday 10:00am – 6:00pm

Wednesday 10:00am – 5:00pm

### **Library Orientation**

While a general library overview will be given during orientation week, all new students are encouraged to make a time to see Jenny Patterson for a one-on-one orientation to our physical and digital resources.

### **Laidlaw Library Access**

Students enrolled formally at Bishopdale College are able to access digital and physical resources through the Laidlaw College Library.

The catalogue is available at [www.laidlaw.ac.nz/library](http://www.laidlaw.ac.nz/library). This page also has a separate link for Laidlaw's e-book collection.

Students may request books to be sent to them by post, and will be responsible for paying return postage. Please use your Office365/Moodle login.

### **Moodle access and Microsoft Office**

Moodle is our online digital learning platform where you will access course materials and submit assignments. Moodle uses the Microsoft Office365 platform.

Your username will be your student ID number in this format: [1234567@student.laidlaw.ac.nz](mailto:1234567@student.laidlaw.ac.nz)

Your password will initially be provided by email, and should then be changed to something secure but memorable, using the password manager at <https://pass.laidlaw.ac.nz>. Please note that if you do not set

this up and you forget your password, you may have to wait a couple of days for your password to be manually reset.

All formal students are set up with an Office365 student email address, where automated notifications and any formal communication from Laidlaw are sent. Please have this forward to your usual email account, or check it regularly. Please note that all email correspondence from Laidlaw College will be sent to this address once the account has been created. This will be the main mode of communication of written information to all students. It is the student's responsibility to ensure that they regularly check their email, and all communications forwarded to a student's email address will be considered to have been received by them. Please see section 3.2.1 of the *General Information and Regulations*.

You will also have access to a downloadable version of Office for use while you are enrolled as a student. This will be available by logging in, using your student login, at [www.office365.com](http://www.office365.com).

## DAILY LIFE: MAKING IT HAPPEN

This section of the Student Guide is intended to help you understand how things function at Bishopdale College. If you have any questions, please ask for clarification!

### **Participation in worship and fellowship**

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.

Additionally, as a College community that seeks to equip and train individuals for God's mission, we also recognise the importance of gathering for worship and fellowship. To this end, we gather for prayers, chapel and community lunches regularly.

### **Commitment to Study**

Students are expected to have good self-management in regards to study and assignments.

Each 15 credit course should take approximately 10 hours per week. This will be broken down into a 3 hour class, 1-2 hours of readings, and 4-5 hours of work on assignments.

These numbers will vary slightly from week to week, and are course-dependent:

- Level 5 classes have slightly higher 'directed learning' requirements, reducing the amount of assignment time to just over 4.5 hours a week, on average. You will be assigned more extensive readings.
- Level 6 and 7 classes have higher 'self-directed learning' requirements, and thus should expect to spend about 5.5 hours on assignments per week, on average. You will be assigned less reading than the Level 5 courses.

Internship courses follow a different pattern because of their emphasis on practical learning; requirements for these courses may be found in the relevant course documentation.

### **Developing a balanced life**

Full-time students should expect to spend 40 hours completing their study requirements, whether internship hours, pre-reading, attending classes, or working on assessments. This is equivalent to a full-time job, so we encourage students to be mindful of how much work, or how many other activities, you take on.

We suggest that students should schedule one day per week which is free of work, study and ministry commitments, and guard this time carefully. It is really easy for ministry and study to become more demanding than we anticipated, so setting healthy boundaries from the start of the year will help you stay fresh for the whole year.

### **Time to Complete**

All programmes have a maximum number of years in which you must complete your study. Extensions may be granted because of exceptional circumstances beyond your control, such as significant illness.

Diploma – up to 4 years part-time

Bachelor's Degree – up to 8 years full-time

Graduate Certificate – up to 2 years part-time

Graduate Diploma – up to 4 years part-time

For more information, see section 2.7 in the Laidlaw *General Information & Regulations*.

### **Building access**

- Fulltime students may obtain a key for out-of-hours access to the building. This requires a \$20 bond – see the College Administrator.
- Those present in Bishop Eaton House should notify others of their coming and going, particularly if when you leave, someone else is left alone in the building.
- If any staff, student or lecturer is alone in the building, the main door should be locked.
- Meetings between individuals (one on one) should always be conducted with a balance of appropriate privacy and transparency, with line-of-sight observance.
- No students are to be on site between 10:30pm and 6:00am. This is a legal issue to do with insurance; students who ignore this requirement will lose the right of access outside College hours.
- All health and safety policies must be adhered to.

### **Use of shared facilities**

Bishopdale College incorporates a number of different shared spaces which must be treated with care.

#### *The Study Room:*

The Study Room is a communal space for students to study in. You are welcome to leave your study materials in the study room shelves, but do so at your own risk. Student computers are available, however we recommend students bring their own laptops.

#### *The Library:*

The library is open at set hours, and students may also access the library outside of these hours by requesting the access code from the librarian.

#### *The Kitchen and Common Room:*

This space is available for use, although some tutorials may occasionally use it as a space for break-out groups. You can store food in the pantry or fridge – please name it and be considerate of others who may also wish to use the storage space. If it's not named, it may be used by someone else, or thrown away when we clean the fridge out! We expect dishes to be washed immediately or loaded into the dish drawers. Everyone is encouraged to share responsibility for unloading the dishwasher and keeping the kitchen clean.

Students may leave personal belongings at Bishopdale but do so at their own risk. Please be mindful of the fact that we are on a busy campus, and that the College does have visitors coming and going. We encourage you not to leave belongings unattended downstairs – we have had laptops stolen from the

premises before (complete with unsubmitted essays!). The College bears no responsibility for your personal belongings.

### **Scanning, Photocopying and Printing**

Students are able to use our multifunction printer for scanning to email, photocopying, and printing. Your code for photocopying/printing is your student ID number as provided by Laidlaw, and emails are loaded into the system at the start of each semester for scanning purposes.

Charges for black and white printing/photocopying are 10c per page. Colour printing is not available by default to students but can be made available on request. All formal students are allocated \$5.00 of printing each semester and will be billed for any remaining amount above this at the end of each semester.

### **Internet usage**

Bishopdale College provides fibre internet access to campus students. Every student is responsible for respecting and protecting the rights of other users, both here at Bishopdale, and on the internet. Internet usage must be responsible, ethical and legal, in keeping with our Code of Conduct, and the laws of New Zealand.

In particular, please note that:

- You must have appropriate virus protection on your devices.
- Students may access the internet using their own devices. We retain the right to monitor internet usage and take appropriate action if questionable activity is noted. You are held responsible for your own actions, and any activity which takes place on a device registered to you.
- Students are expected to use the internet in a way that is appropriate for Christian disciples. In particular, this means agreeing to “strive to act in all situations with honesty, integrity and respect for the rights of others, and to help others to behave in a similar fashion.”
- The internet must not be used to access any form of material which exceeds the bounds of good taste, ethics or Christian morals. Such material must not be stored on any device used on-site. You must also not engage in any activity which breaks the law!
- While media servers such as YouTube may be accessed for study and personal use (within reason), streaming TV shows, and other high-volume usage is discouraged during business hours, or when there is a lecture taking place, to ensure that all users have a pleasant user experience. This is particularly important due to our use of video conferencing – high internet usage may affect the connection.

### **Technology Requirements**

All students must have access to a computer which runs at least Windows 10, or Apple OS 10.15, or equivalent, and Microsoft Word 365, or equivalent software that can save documents into Word format.

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.

### **Computer use**

Bishopdale College provides some computer facilities.. While students should not rely on these, they are available for use. Any work done on these computers should be stored on the student’s own email or cloud-based storage system - the College is not responsible for any files which may be lost. Individuals are also reminded that these computers are available for public use and so no sensitive information or data should be stored on them.

## **IT Support**

IT support is available to students during Bishopdale College office hours – please see the College Director or Administrator. Staff can assist students to access the network, set up use of service such as printers, and login to the College online learning area. External support is provided as required by CNX Nelson, a technology customer support company.

## **Learning Resources**

All students are expected to:

- Make arrangements to have their own copy of any required textbooks. Library copies can be borrowed but the loan period on these is restricted, and numbers are limited. We recommend comparing prices (including postage) at [www.koorong.com](http://www.koorong.com), and [www.amazon.com](http://www.amazon.com).
- Have access to a computer (many tablets are not suitable unless you can run a full version of Microsoft Word or similar) and be able to access the internet regularly. Most communication is done through email, and all learning materials and readings are provided through Moodle, our digital learning platform.
- Students will be provided with access to Office365 through our partnership with Laidlaw College – this is our recommended software. Students who use Apple software will need to save their assignments in .doc or .docx formats for submission.
- Use an appropriate back-up method for your files, such as Dropbox. Loss of work due to theft of a device, or a corrupted file, has occurred in the past, and you may be penalised – this is not considered a valid excuse for late assignments. It is best to maintain a personal backup system.

## **Class Attendance**

Students are required to do their readings, and be prepared to engage in class. If a student consistently displays a lack of preparation, the College Director will be notified.

A minimum of 80% attendance at classes is required to pass a course, but our expectation is that students attend all classes except in the case of illness, emergency or personal bereavement.

If a student notifies the lecturer that they are ill, this will be considered an ‘explained absence’ which is not included in absentee calculations.

Should a student have a justified clash between a class and another event, they must let their lecturer know at least a week in advance. If a student is unable to attend at the last minute, they must let their lecturer know as soon as possible. If you are running late, please send your lecturer an email or text message to let them know that you are on your way and when you expect to arrive.

Repeated late arrival, or early departure from classes (more than 15 minutes) is also considered an absence, and if a pattern is detected, the College Director will be notified so that appropriate conversation can be held and, if necessary, disciplinary action can be taken.

Students in class should not access social media, personal email, or utilise their cellphones except in the scheduled breaks. This shows respect for your lecturer and your fellow students. There will be a regular break in classes.

## **Orientation Week**

The first week of every semester is ‘Orientation Week’. Events and workshops are held to allow you to meet your new classmates, and to be prepared to meet your academic goals. The Orientation Week schedule is posted on the website before each semester starts.



### **Academic Skills Workshops**

These are a very important and useful opportunity, especially for students new to tertiary study. Workshops are delivered to groups of students on an as needed basis. Topics may include essay writing, referencing and referencing software, using specialised software, and general assessment preparation. Keep an eye on your student emails and the website for our study skills schedule!

### **Disability and Learning Support**

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

# HEALTH AND SAFETY INFORMATION

## **OUR COMMITMENT TO HEALTH AND SAFETY:**

All learning activities that take place on the Bishopdale College campus, or through blended delivery, will be delivered in accordance with health and safety procedures.

All learning activities that take place offsite, including internship placements, will adhere to the Health and Safety policies and procedures of the internship placement provider.

## **SICKNESS:**

If you are sick, you must stay home from tutorials or placement. Please be considerate of your classmates and those you are working with/serving and stay home if there is a chance you will pass on your sickness to others. If you are sick for three or more consecutive days, you will need to provide a medical certificate to the College.

If you are symptomatic but feel well enough to participate, you may join classes through Zoom. Please let your tutor know that you will do this in advance.

## **INJURY OR INCIDENT:**

If anyone is injured, there is a first aid kit in the kitchen, and a number of the staff are trained in first aid.

- If you need to use the first aid kit, you must alert a staff member and fill out the first aid register.
- In an emergency, the nearest defibrillators are at the Vanguard Street St Johns Community Shop, at the Nelson Theatre Royal, or at the CBD City Fitness gym.
- If you injure yourself – whether you require the first aid kit, medical attention, or not – you must fill out an Incident Report. These are available on the student noticeboard in the downstairs hallway and must be provided to the College Administrator as soon as is practicable.

## **FIRE:**

1. If you discover a fire, sound the alarm at a break glass point. There is one of these in both the upstairs and downstairs hallways.
2. Tell the nearest staff member who will put on the Fire Warden jacket and clear the building.
3. Exit the building by the nearest fire exit – these are in the kitchen, tutorial room, and downstairs hallway. Assist anyone with a disability.
4. Assemble by the assembly point – by the disability ramp, near lecture room 2.
5. Do not re-enter the building until the all-clear is given.
6. Fire extinguishers are available by the front door, upstairs outside the Dean's office, and in the kitchen. There is also a fire blanket located in the kitchen.

## **EARTHQUAKE:**

In an earthquake, 'stop, drop and hold.' Get under a sturdy piece of furniture (eg, a table) and hold on until the earthquake stops.

Do not leave the building unless it is safe to do so – move towards a safe, clear place in the open.

## **SITE SECURITY:**

Because our campus is shared with the All Saints community, and a wide variety of site users who access the different ministries, it is important to be aware of your personal safety. If you hear aggressive noises or encounter dangerous behaviour outside Bishop Eaton House, please lock the front door and call the police

on 111. If you need to ascertain the situation, please check through the windows of one of the upstairs offices.

If you are the only person on site, or if everyone on site is working upstairs, please ensure that the downstairs door is locked.

#### **IF YOU ACCIDENTALLY SET THE ALARM OFF:**

Try not to burn your toast, but if you do and the alarm starts sounding, either:

- If you have a key to the building and have been given the alarm code
  - Enter the alarm code to turn it off.
  - Call Nelson Alarms on 03 548 6686. Let them know that the alarm at Bishopdale College is a false alarm. Give them the password provided to you when you got your key.
- If you don't have a key to the building or know the alarm code,
  - Find a staff person or student with a key to enter the alarm code and call Nelson Alarms.

#### **TSUNAMI:**

'If an earthquake is long or strong, get gone.'

In the event that an earthquake is significant enough that you think evacuating is a wise idea, or if an official warning is given, move to high ground as soon as possible. The closest high point is up Konini Street (behind New World) or up Washington Valley Road.

#### **SAFEHERE**

Bishopdale College emphasises appropriate care for any persons who are under the care of students. This is addressed through the College's requirement for all internship students to complete Modules 1 and 2 of SafeHere ([www.safehere.org](http://www.safehere.org)) in order to meet the Ministry Standards of the Anglican Diocese of Nelson. The Protection of Children, Young People and Vulnerable Adults Policy is viewable as part of the Anglican Diocese of Nelson Health and Safety Management Plan, at [www.nelsonanglican.nz](http://www.nelsonanglican.nz).

Where students require support as a result of their internship placement, students initially are supported by their internship supervisor, mentor, and the Bishopdale College Internship Coordinator. If more extensive support is required, Bishopdale College will connect students with professional counselling services.

# STUDENT FEES

## **Fees and Fee Protection**

All fees must be paid at the start of each academic year, before the start of classes. You are responsible for ensuring that you have completed any paperwork and met the requirements if you qualify for Fees-free, or are using a student loan.

You will be invoiced directly for your student fees, and will be sent an invoice to sign, along with a Public Trust form. Your fees are paid into a Public Trust account, and are then provided to the College throughout the year, which ensures they are protected in the case that the College is unable to fully deliver your qualification.

In addition to course fees, you will also have to pay a student services fee, and will be required to purchase the appropriate textbooks for each class. The latest fee schedule is available on the Laidlaw College website: [www.laidlaw.ac.nz/fees](http://www.laidlaw.ac.nz/fees).

## **Withdrawing and Refunds**

If a domestic student withdraws from their programme of study within twenty-one (21) calendar days of the day when lectures/teaching officially start a refund of tuition fees will be given less 10% or \$500, whichever is the lesser. Withdrawals after twenty-one days will not receive any refund of tuition fees for that semester. Students who withdraw after the third Friday but before the seventh Friday of semester will have the course shown as WDN (withdrawn) on their academic record, but do not receive any refund.

Students who withdraw after the seventh Friday of semester will have the course shown as DNC (Did Not Complete) on their academic record and do not receive any refund.

To withdraw from a course, you must contact the College Director and complete the online change of enrolment form.

## **Deferral**

If a student wishes to take a break from study but recommence in the future, they must apply to defer their studies by completing a Change of Enrolment form.

- Students in diploma programmes can defer for one semester at a time, and up to two semesters in total.
- Students in degree programmes can defer for up to two consecutive semesters, and for up to four semesters in total.

## SETTING UP PRINTING

First, download the relevant printer driver from

[https://support.rioh.com/bb/html/dr\\_ut\\_e/re1/model/mpc300/mpc300.htm](https://support.rioh.com/bb/html/dr_ut_e/re1/model/mpc300/mpc300.htm).

Next, follow your system instructions to install the Ricoh MP3502 / BTC printer.

### *WINDOWS DEVICES*

Printing preferences:

- Select the 'detailed settings' tab. Under 'job setup' enter your Student ID number in the user code box. Ensure this is your current student ID number.
- Ensure that you set colour option to black and white as the default.

### *APPLE DEVICES*

Printing preferences:

- When choosing presets, select 'job log' and enter your Student ID number in the user code box. Ensure this is your current ID number.

Please ask the College Administrator for help if required.

# GUIDELINES FOR WRITTEN ASSIGNMENTS

For a fuller version of these instructions, please see the Laidlaw General Regulations and Information 2022. All students are responsible for ensuring that their work complies with the formatting standards required.

## **Use of Te Reo Māori in Assessment**

*See section 4.1.1.*

In recognition of Māori as an official language of New Zealand, we uphold the right of Māori-speaking students to apply to use Te Reo Māori as the language of assessment. The full regulations, and application process, are available from the College Director.

## **Use of Scripture**

Laidlaw College students are encouraged to use either the 2011 New International Version (NIV) or the New Revised Standard Version (NRSV) in their work. Other translations of appropriate scholarly depth may be utilised.

## **Submitting assignments**

*See section 4.1.*

All assignments are to be electronically submitted through Moodle. The only exception is when your lecturer advises you that manual submission is required, which is rare.

Assignments are due on either Monday, Wednesday or Friday night at 11.55pm. Assignments are time and date stamped and noted as late if submitted after this period – please don't leave it until the very last minute! All assignments are also submitted to Turnitin and checked for plagiarism.

Please familiarise yourself with all due dates at the start of each semester – we recommend creating a personal calendar to enable you to better track dates as you may have more than one assessment due on the same date.

Generally, assignments will be marked and returned within three weeks. If your assignment is submitted late, this timeframe does not apply.

## **What is plagiarism?**

*See sections 4.5.2 and A.2.*

Plagiarism is any case of copying or using someone else's work, either without acknowledging the source, or without properly indicating what you wrote in your own words, and what is direct quotation.

Most, if not all, of your assignments will require you to research, and to integrate insights from various scholarly sources into your own work. It is important to footnote these properly, and to give credit for any ideas, expressions or facts to the original author. This is for two reasons – first, to honour the original author for their work, and second, to enable your marker to check your use of your sources.

To avoid plagiarism, make sure that:

- Any key phrases, or direct quotes of four or more words from any other source, are enclosed in quotation marks (“...”) and make sure to footnote with appropriate citation information, in the correct style (SBL Style).
- Whenever there is an idea or a fact gained from a source that you have rewritten in your own words, make sure to footnote it with appropriate citation information.

On submitting your assignment on Moodle, you will be asked to accept the following disclaimer:

This assignment is my own work, except where I have acknowledged the use of the works of other people, or where collaboration has been authorised by the course teacher.

I have not sought prior knowledge of the contents of time-limited assignment questions (e.g. exams) and will not share details of such assignments with others.

If plagiarism is detected:

- A first instance attracts a verbal warning, and the assignment must be resubmitted without penalty. A note will be made on your file, and Laidlaw College's plagiarism register.
- A second instance attracts a written warning, and the assignment must be resubmitted on a pass/fail basis. A note will be made on your file, and Laidlaw College's plagiarism register.
- Further instances of plagiarism will result in immediately failing the course, and be considered serious misconduct.

### **Formatting assignments**

*See section AppendixA.3 in the Laidlaw General Information and Regulations.*

All assignments must be submitted with a title of your name, student ID number, the name of the assignment, and the word count. Please ensure that your name only appears on the first page.

Assignments should be submitted in Microsoft Word, using standard fonts (eg Arial, Calibri, Times New Roman), in size 11 or 12. You must use 1.5 line spacing.

Where a quotation is more than 5 lines, it should be a separated, indented paragraph. This will be single spaced, without quotation marks.

Quotations use double quotation marks, and a quotation within a quotation uses single quotation marks.

If you need to edit a quote:

- Final full stops or commas may be added.
- If you remove several words from within the quote, indicate this with three dots ...
- If you change capitalization or a word in order to modify a quote to make sense, the changed letter or word must be in [square brackets].

Students are required to use inclusive language, as is the academic norm. For example, instead of man, men, mankind, try human, humanity, person, people (see 5.3.6.)

For information on abbreviations, numbers, and giving references to a section of a book (eg a biblical book with chapter and verse) please see 5.3.7 and 5.3.8).

You have a +/-10% range on the assigned wordcount. If your wordcount is outside of this range, you may be penalized 10%, or have your work returned to you to rewrite

- To calculate your wordcount, do not include bibliography or footnotes. Make sure to untick the box in Microsoft Word's word count feature that says "include textboxes, endnotes and footnotes."
- For example, an assignment of 2000 words must be between 1800-2200 words (10% variance = 200 words)
- Footnotes must not be more than (a separate) 25% of the wordcount.

## Referencing (see Section A.3.4)

Every assignment must have footnotes and a bibliography. Laidlaw College requires theology students to follow the referencing style laid out in the *SBL Handbook of Style*. The *SBL Handbook of Style* is available digitally and physically through the Bishop Sutton Library and the Laidlaw College library, and student referencing guides are available on Moodle . For more information, see:

Collins, Billie Jean. *The SBL Handbook of Style: For Biblical Studies and Related Disciplines*, 2nd ed. Atlanta, Georgia: SBL Press, 2014.

### *Footnotes*

References to sourced material, whether of quotations or ideas, must be footnoted. In Microsoft Word, this is usually done using the 'insert footnote' command (found on the 'References' menu.)

The number of the footnote reference will be represented by a superscript number (raised above the line of writing), with the associated citation reference appearing at the bottom of the page. Footnote references are to be placed outside punctuation (normally after the full stop), and at the end of the sentence or quotation. Several footnotes can be used in the same sentence if multiple ideas are used.

Examples of where to place footnote numbers:

1. Burgess suggests that the ascension is key for understanding Karl Barth's theology.<sup>1</sup>
2. Burgess observes that, "As He is risen and living, Jesus Christ is also ascended."<sup>2</sup>
3. Particularly significant here is its usage to convey the entrusting of something into the care of another and the granting of authority<sup>3</sup>—senses which imply the authority of the giver over the receiver.<sup>4</sup>

### *Bibliography*

Bibliographies are placed at the end of the work, starting on a new page, and entitled 'Bibliography'.

They are arranged in alphabetical order, by the author's surname.

If you have used articles found online, you don't need to include details of the date of access, or which online tool you used to find them.

### *Correctly formatting your footnotes and bibliography*

We encourage students to download and learn to use Zotero, which is a free referencing software programme which will generate footnotes and bibliographies for you, based on the data which you enter into the programme.

For students who prefer to enter their footnotes manually, some examples of the correct order of information for footnotes and bibliography style follow. Please see section 5.4.3 in the *General Information and Regulations* for additional styles.

## Marking and Grades

See sections 4.4.1, 4.4.2 and 4.4.5

All assessments are marked assessed according to the criteria stated in the Course Assessment and Delivery Outline. These are clearly indicated for each assessment.

Lecturers will return grading within three weeks of the due date, however students who submit their work late cannot expect to receive work back in the same timeframe.



Students are required to seriously attempt every assessment, and must receive a grade of at least 50% on any assessment that alone tests a specific learning outcome. Students who do not meet both of these requirements will receive an overall grade of DNC.

### **Applying for Extensions**

*See sections 4.1.2 and A.1.2.*

Bishopdale College utilises the same extension policy as Laidlaw College. Extensions to assessments may be granted by the College Director:

- If the extension is applied for no later than the assessment due date and time;
- Only for reasons of ill-health, extraordinary circumstances or on compassionate grounds; work and life pressures that could be planned for are not valid grounds for extension requests;
- For no longer than three days for reasons of ill health without a medical certificate as evidence of ill health;
- For up to two weeks but will not be granted past the end of the semester unless approved by the Academic Head or as part of an Individual Learning Plan (ILP).

Please note that busyness due to ministry requirements, external commitments such as work, or multiple assignments being due at once, are not grounds for an extension.

Extensions must be digitally requested through Moodle – a digital link can be found in each course area. Individual course lecturers are unable to grant extensions.

### **Late Assignments, Failed Assignments and Individualised Learning Plans**

*See section 4.4.3, 4.4.4, 4.4.5, 4.4.6.*

Assessments which are submitted late – after the due date and time (or after an extension given) receive the following penalties:

- 0-7 days (0-168 hours) late: 10% off the grade received.
  - For example, if an assignment is submitted 3 days late and is graded at 80%, the lecturer will multiply the grade by 0.9 to determine the final grade – in this case 72%.
  - Assignments that receive a passing grade will not be graded at less than 50% after the penalty is applied.
  - Assignments that have been seriously attempted but fail will be able to be resubmitted.
- 8-14 days late: graded on a pass/fail basis (a grade of 50%, or 0%)
  - Assignments that have been seriously attempted but fail will be able to be resubmitted.
- More than 14 days late, or after the last day of semester: assessments will not be graded.
- Assessments cannot be submitted after the last day of the semester.

Every assignment must be attempted – you can still pass a course even if you fail one assignment, but will not pass the course unless you have attempted all assignments.

If you fail an assessment, you can apply to resubmit it. You must contact the College Director to apply for permission to resubmit. If the failed assessment received below 40%, permission must be granted by the Head of School. Resubmitted assessments can receive a maximum grade of 50%.

Where a student cannot meet assignment due dates due to ill health, declared disability, or extenuating circumstances outside the student's control for which evidence can be provided, a student may be offered an Individualised Learning Plan (ILP). These are developed in consultation with the student, the College Director and the relevant Laidlaw College staff.

- ILPs must be requested and put into place by the 14<sup>th</sup> day after the due date of the non-submitted assignment.
- New due dates will be established; assignments submitted after these new due dates are considered late and will receive the usual penalties.
- If an ILP needs to extend past the final day of semester, the Laidlaw Head of School must agree. In such cases, due dates are final and no late submission will be accepted.
- Any student who is on an ILP cannot enroll for the following semester until all assignments are submitted.

## Final grades

See section 4.4.8

At the end of each semester, your overall letter grade is calculated as follows:

Percentage	Letter Grade	Description
90-100	A+	Exceptional
85-89.99	A	Excellent
80-84.99	A-	Superior
75-79.99	B+	Very Good
70-74.99	B	Good
65-69.99	B-	Competent
60-64.99	C+	Satisfactory
55-59.99	C	Acceptable
50-54.99	C-	Marginal
40-49.99	D	Unsatisfactory
Below 40	F	Poor

## Failing a course

See sections 4.4.8, 4.4.9 and 4.4.11.

Students who have failed a course may repeat it the next time it is offered. The course fee for this is 75% of the usual fee. All attendance requirements must be met. Assignments from a prior attempt may be resubmitted, in consultation with the lecturer.

Students who by exceptional circumstances beyond their control, such as illness, injury or bereavement, have been prevented from sitting an examination, or from completing an assignment, or who consider that their performance in any course has been seriously impaired, may, on application to the Head of School through the College Director, be awarded an aegrotat grade.

- You must apply within a week of the final due date for assessments, and include in your application appropriate medical or documentation which supports an application for compassionate consideration.
- Completion of other assessments, and attendance at class are taken into consideration. The Head of School then assesses the probability that the assessment would have been passed in normal circumstances.
- An aegrotat pass cannot be granted for more than 12.5% of the total credits of programme of study (1 course of a Diploma, or 3 courses of a Degree).

## **Maintaining Good Academic Standing**

*See section 4.5.1*

Maintaining 'good academic standing' requires you to successfully complete 75% of your courses each semester. Student progress is reviewed at the end of each semester, and students who have not met the standard will be notified in writing, and offered support to enable them to return to good academic standing. Restrictions on how many courses a student can do may be applied at this time.

If you do not return to good academic standing in the following semester after you are notified, you will be placed on academic probation. If you continue to have a low course completion rate for another semester, you may be asked to terminate your study. This may be appealed through written submission to the Laidlaw Academic Registrar.