



Bishopdale
College

2019
STUDENT GUIDE

This student guide is intended to be read as a companion guide to the 2019 Laidlaw General Information and Regulations.

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DEAN'S GREETINGS

Welcome to Bishopdale College!

We are glad to have you with us in 2019, 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 tutors, 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 2019*. It also communicates more of how the Bishopdale College campus 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

WHAT TO DO IN AN EMERGENCY

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 hallway.
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 the night shelter.
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.

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 to move up Konini Street (behind New World) or up Washington Valley Road.

ISSUES WITH SITE USERS:

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, Jude's office is the best viewing option.

IF YOU ACCIDENTALLY SET OUR ALARM OFF:

Try not to burn your toast, but if you do and the alarm starts sounding, enter the alarm code to turn it off, and then call Nelson Alarms on 03 548 6686. Let them know that the alarm at Bishopdale College is a false alarm. They will ask you for the password – find one of the staff who will tell you this.

WHO'S WHO



Andrew Burgess – Dean

In charge of everything that goes on around here, Andrew leads the staff team, lectures in systematic theology and serves in lots of different ministry areas. Andrew has a Doctorate in Systematic Theology from Oxford (UK) and has been ordained for 22 years. He brings a wealth of ministry and pastoral experience to his leadership of the College.



Sue Patterson – Dean of Courses and Senior Lecturer

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. She has a PhD in theology from the University of Otago. Sue is in charge of course development and advises students on course selections, so if you want advice on what to study or changing your enrolment, she is the person to talk to. Sue lectures on ethics, global theology, and engaging culture.



Graham O'Brien – Ministry Educator and Lecturer

Graham has been on staff since 2010. He has a Masters of Theology from Laidlaw College and a PhD in Cellular and Molecular Biology from Canterbury University. Graham lectures on church history, ministry leadership, and the relationship between science and theology. He oversees ministry training for the Anglican Diocese of Nelson, so if you're interested in finding out more about ordination, have a chat with him.



Kate Tyler – College Director (Registrar, Teaching Fellow & Admin)

Kate has been on staff since the start of 2017, when she completed a PhD through the University of Otago. She knows what its like to be a Bishopdale College student, since she did a Bachelor of Theology here! Kate is the Registrar, so deals with enrolments, extensions and academic policy. She also oversees College administration (so can answer most questions), and lectures in biblical studies and systematic theology.



Jude Saxon – Internship Enabler

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 is completing a Graduate Diploma in Theology. Jude oversees our internship programmes, making sure your placements are working well. He also lectures on leadership and ministry studies, mainly with our Christian Leadership diploma students.



Féy Cotter – PTE Manager and Internship Executive Assistant

Féy and her husband Murray have just returned from eight years serving in missions in Albania. Féy has a Masters in Theology from Laidlaw College. She's on staff for 2019 to support Jude with internship administration, to coordinate the College's ongoing registration processes with NZQA and to tutor New Testament Introduction.



Rebecca Burgess – Teaching Fellow

Rebecca has been teaching at Bishopdale since the beginning. 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 leads the youth ministry at All Saints Church (next door), and has a lot of pastoral insight to offer.



Russell Smith – Research Fellow and Adjunct Tutor

Russell has a Bachelor of Applied Theology from Carey Baptist College, and a Master of Theology from Laidlaw College. Alongside his involvement in church and mission organisations, Russell has recently been working on research dealing with early Christian mission in New Zealand.



Jean Palmer – Adjunct Tutor

Jean has a Bachelor of Theology and a Master of Theology from Laidlaw College, and serves as priest-assistant at Holy Trinity Richmond. Jean teaches on biblical interpretation.



Kelly Morgan – Adjunct Tutor

Kelly has a background in counselling and mental health community support work. She holds a Diploma of Counselling and a Bachelor of Theology, and teaches our first-year Formation paper.



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.



Rachael Higgs – Assistant Librarian

Rachael is our assistant librarian – you'll find her in the library at various times throughout the week. She's happy to help in any way she can!



Walter Noteboom – Student Representative

Walter is the 2019 Student Representative. He's in his last year of a Bachelor of Theology. If you have a complaint or issue you want raised with staff, or questions about student life, have a chat with him. He can answer your questions in English, Dutch or Friesian!

CONTACT DETAILS

Contact Details for the College:

Bishopdale College, 30 Vanguard Street, Nelson 7010

Postal address: PO Box 347, Nelson 7040

Phone: 03 548 8785

General Enquiries: office@bishopdale.ac.nz

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, or call extension 1.
Sue Patterson	021 0433 542 sue.patterson@bishopdale.ac.nz	Email *Sue is in the office on Wed/Fri in Sem 1, and Mon/Wed in Sem 2.
Graham O'Brien	03 548 8785 x 2 021 060 1774 ministryed@bishopdale.ac.nz	Email or text, or call extension 2.
Kate Tyler	027 544 2208 kate@bishopdale.ac.nz	Email or text, or call extension 3.
Jude Saxon	027 623 8746 jude@bishopdale.ac.nz	Email
Féy Cotter	022 303 9667 fey@bishopdale.ac.nz	Email
Library: Jenny Patterson Rachael Higgs	03 548 8785 x4 library@bishopdale.ac.nz	Email
Rebecca Burgess	027 2288 374 rburgess@laidlaw.ac.nz	Email or text
Kelly Morgan	027 233 6885 kjmorgantaiwan@gmail.com	Email
Walter Noteboom	027 883 4929 1170040@student.laidlaw.ac.nz	Email

YEARLY DATES FOR 2019

Semester 1

WEEK	STARTING	SCHEDULE	CHAPEL DATES	NOTES
1	25-Feb	Week 1 (Orientation)	27 February	
2	4-Mar	Week 2		
3	11-Mar	Week 3	13 March	
4	18-Mar	Week 4		
5	25-Mar	Intensives		Graduation (March 29)
6	1-Apr	Week 5	3 April	
7	8-Apr	Week 6		
8	15-Apr	Holidays		Easter (19 – 22 April)
9	22-Apr	Holidays		ANZAC Day (25 April)
10	29-Apr	Week 7	1 May	
11	6-May	Week 8		
12	13-May	Week 9		
13	20-May	Week 10		
14	27-May	Week 11		
15	3-Jun	Week 12	5 June	Queen's B'Day (3 June)
16	10-Jun	Week 13		
17	17-Jun	Week 14		
18	24-Jun	Week 15		Semester ends 30 June

Semester 2

WEEK	STARTING	SCHEDULE	CHAPEL	NOTES
1	22-Jul	Week 1 (Orientation)	24 July	
2	29-Jul	Week 2		
3	5-Aug	Week 3	7 August	
4	12-Aug	Week 4		
5	19-Aug	Intensives		
6	26-Aug	Week 5		
7	2-Sep	Week 6	4 September	
8	9-Sep	Week 7		
9	16-Sep	Week 8		
10	23-Sep	Week 9		
11	30-Sep	Holidays		*Bicultural exchange
12	7-Oct	Holidays		
13	14-Oct	Week 10	16 October	
14	21-Oct	Week 11		
15	28-Oct	Week 12		Labour Day (28 Oct)
16	4-Nov	Week 13		
17	11-Nov	Week 14	13 November	
18	18-Nov	Week 15		Semester ends 24 Nov

LECTURE SCHEDULE 2019

SEMESTER 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:15am	Prayers	Prayers	Waiting on the Word (ends at 10:00am)	Prayers	
Morning Slot 9:30-12:30am	125.6/715 Psalms	115.515 Biblical Theology	11:00- 1:00 Chapel and lunch (set dates – monthly)	143.6/715 Gospel of John	
Lunch		Community Lunch (BYO)			
Afternoon Slot 1:30-4:30pm	308.515 The Story of Christianity		505.515 Mission, Church and Community	464.615 Internship: Leadership Dynamics (2:00-3:30pm)	211.6/715 Ethics
Dinner					
Evening 6:30 – 9:30pm	202.6/715 Theology: Christ and Revelation	474.530 Leadership Internship I			

SEMESTER 2	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:15am	Prayers	Prayers	Waiting on the Word (ends at 10:00am)	Prayers	Prayers
Morning 9:30-12:30pm	140.515 New Testament Introduction	475.530 Leadership Internship II	11:00 – 1:00 Chapel and lunch (set dates – monthly)	611.515 Intercultural Studies	120.515 Old Testament Introduction
Lunch					
Afternoon 1:30-4:30pm	612.6/715 Majority World Theology	203.6/715 Theology: Salvation in History and Beyond	201.515 Introduction to Systematic Theology	463.615 Internship: Context for Ministry	
Dinner					
Evening 6:30 – 9:30pm	150.6/715 Jesus and the Synoptic Gospels	401.515 Formation			

REGULAR COMMUNITY EVENTS

We place a high value on doing life in community together. While we study hard to deepen our knowledge and understanding, we are called to deep discipleship together. We pray, we listen to God, we worship, and we serve. We look for the places God is at work in us and we strive to be there.

Our intentionally small class sizes, and the accessibility of tutors, 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 strongly encouraged to be on-site for community lunch on Tuesday from 12:30pm-1:30pm, in the common room. Bring your own lunch and eat together.

Prayers

During semester, we gather for prayers before the first scheduled class each day. Students who are in this class should be present at 9:15am for prayers (and 1:15pm on Fridays in the first semester) 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.

Waiting on the Word

We gather as a College community on Wednesday mornings from 9:15-10:00am (except in chapel weeks). This time is when we gather to listen to Jesus in a way that is not academic, or about preparing for assignments, but rather about focusing on life in Jesus and living in obedience to his reign. Waiting on the Word is held in the All Saints gym.

For questions about this weekly gathering, talk to Burge. Full-time students are expected to attend, unless you have a previous commitment, in which case you should talk to Burge or Jude.

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.

Dates for Chapel in 2019:

27 February; 13 March; 3 April; 1 May; 5 June; 24 July; 7 August; 4 September; 16 October; 13 November.

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, as well as other policies listed in the Student Handbook.

At the back of this handbook, you will find a copy of the Nelson Diocese Code of Ethics. 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.

DAILY LIFE: MAKING IT HAPPEN

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

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 course should take approximately 10 hours per week. This will be broken down into a 3 hour class, 1-2 hours of readings, and 5(ish) 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 just under 5.5 hours on assignments per week, on average. You will be assigned less reading than the Level 5 courses.

The exceptions are the internship courses; 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 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.

Making a Change

Students who withdraw from a course or courses within two weeks of the start of semester will receive a refund, minus either 10% or \$500 (whichever is lesser). If you withdraw before the Friday of the second teaching week, the course is removed from your academic record.

If you withdraw after the Friday of the second teaching week, there is no refund available.

If you withdraw from a course after the Friday of the second teaching week, but before the Friday of the sixth teaching week, your academic record will show Withdrawn (WDN).

If you withdraw from a course after the Friday of the sixth teaching week, your course will be shown as Did Not Complete (DNC).

For more information, see section 2.6 in the *General Information & Regulations 2019*.

Time to Complete

All programmes have a maximum number of years in which you must complete your study. Extensions or deferrals may be granted because of exceptional circumstances beyond your control.

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 *General Information & Regulations 2019*.

Building access

- Fulltime students may obtain a key for out-of-hours access to the building. This requires a \$20 bond – see the College Director.
- 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 tutor 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 intended as a focused space for students to work from. While we understand that conversation and dialogue are an important part of learning, please be courteous to others. If another student is finding the interactions of other students distracting, they are free to ask that the conversation take place in another location such as the common room. You can set yourself up at a desk in the study room and leave study materials there. If we run short of space, fulltime students will receive priority, and some desks will be made available as 'hot desks'.

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. There are two computers available, and a desk in the bay window where you may study.

The Kitchen and Common Room:

This space is available for use, although some classes 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 be 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 this is your student ID number as provided by Laidlaw.

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. You will be billed 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 affects the connection.

Computer use

Bishopdale College provides some computer facilities in the student room and in the library. While students should not rely on these, they are available for use if your computer stops working, or needs to be repaired. 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.

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. Manna Christian Stores offers Laidlaw/Bishopdale students a 20% discount on purchases. We also recommend comparing prices and postage at www.thebookdepository.co.uk, www.koorong.com, and 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 accessible through Moodle, our digital learning platform.

- Students will be provided with access to Office 365 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. The College Director can help you set this up if need be.

Tutorial 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 Registrar will be notified.

A minimum of 80% attendance at tutorials is required to pass a course, but students are expected to attend all tutorials except in the case of illness, emergency or personal bereavement. Should a student have a clash between a tutorial and another event, they must let their tutor know at least a week in advance. If a student is unable to attend at the last minute, they must let their tutor know as soon as possible. If you are running late, please send your tutor an email or text message to let them know that you are on your way and when you expect to arrive. Consistent lateness will affect your attendance record.

Students in class should not access social media, personal email, or utilise their cellphones except in the scheduled breaks. This shows respect for your tutor and your fellow students. There should be a short break every hour in tutorials.

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 one of our primary platforms for communication. 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!

All formal students are assigned a ‘study mentor.’ They will check in with you a couple of times a semester to see how you are finding study, and are the person who you should go to in the first case if you need help with assignments – whether it’s getting started, or getting help with referencing. In some cases, they will work with you themselves; in other cases they will suggest who you should see for help with the particular questions you have.

For all first year internship students, Jude and Féy are your study mentors. All other students will be notified who their study mentor is.

Academic Support

Academic support is available in a range of areas. We'll make a time to sit down with you and work through the things you need help with, including:

- Essay writing
- Learning how to reference
- Time management
- Exam preparation
- Learning how to study more effectively.

Students with disabilities or diagnosed learning issues may be eligible for regular additional support – get in touch, and we'll work out the best ways to support you in your learning journey.

Academic Support is for getting help with assignments – it is not here to do the work for you, nor will we babysit you. If you aren't sure how to start on an assignment, you should be contacting us 3-4 weeks before it is due so that you can get some planning advice. If you need assistance with your content, or technical details like footnoting, you need to get in touch with ample time to have someone look at it – if you come to us on the Friday before an assignment is due on a Sunday, you may not get the help you require before your submission deadline.

To make the most of the support you receive:

- Start with your study mentor, who will connect you with the right person. Take the initiative to ask for help, as early as possible. Be clear about what you need assistance with.
- Come prepared with something – don't show up to an academic support meeting having done nothing on an assignment. Come with some ideas, or with a draft piece of writing.
- Make the most of your time by being on time, and staying on topic.

Pastoral Support

We also understand that studying can be hard at times! We encourage you to access your own support networks, including pastoral care that is in place at your Church, but we also welcome you to make a time to chat with any of the faculty. We encourage you to be open if you are facing personal difficulties, including in your mental and physical health. The more we know, the better we are able to work out how to support you.

Complaints Procedure

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 student be uncomfortable approaching the person in question, their concern should be conveyed either to the Student Representative, or to one of the faculty (Dean, Dean of Courses, College Director).

All matters raised will be dealt with in strict confidentiality.

LIBRARY AND MOODLE ACCESS

Bishop Sutton Library

The Bishop Sutton Library is the on-site library here at Bishopdale College, with over 13,000 books in its collection. 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. Rachael Higgs is the assistant librarian who is usually around on Thursdays.

John Kinder Library Access

The Bishop Sutton Library here at 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.

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 Jenny Patterson, the librarian.

During semesters, the library is open:

Monday 10:00am – 6:00pm

Tuesday 10:00am – 6:00pm

Wednesday 10:00am – 5:00pm

Thursday 10:00am – 4:00pm

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. This page also has a separate link for Laidlaw's ebook collection.

Students may request books to be sent to them once logged in. Your username is your Student ID number (as you use for Moodle), and your password is your birthdate in the format `yyyymmdd`.

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.

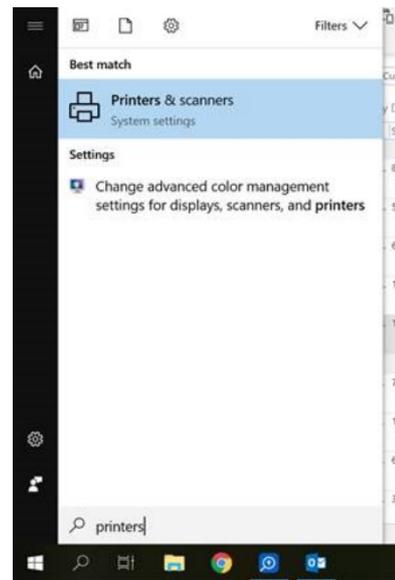
Your username will be your student ID number in this format: 1234567@student.laidlaw.ac.nz
Your password will be provided by email, and should then be changed to something secure but memorable.

All formal students are set up with an Office365 student email address, where automated notifications and any formal communication from Laidlaw are sent. Please set this up to forward to your usual email account.

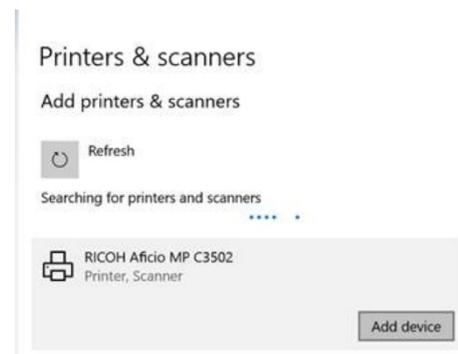
You will also have access to a downloadable version of Office for use while you are enrolled as a student.

HOW TO PRINT FROM YOUR DEVICE: WINDOWS

1. Open 'Printers' in 'Printers and Devices'



2. Under 'Add Printers and Scanners' press 'Refresh' and then click on the Ricoh Aficio MP 3502. Click 'Add Device'.



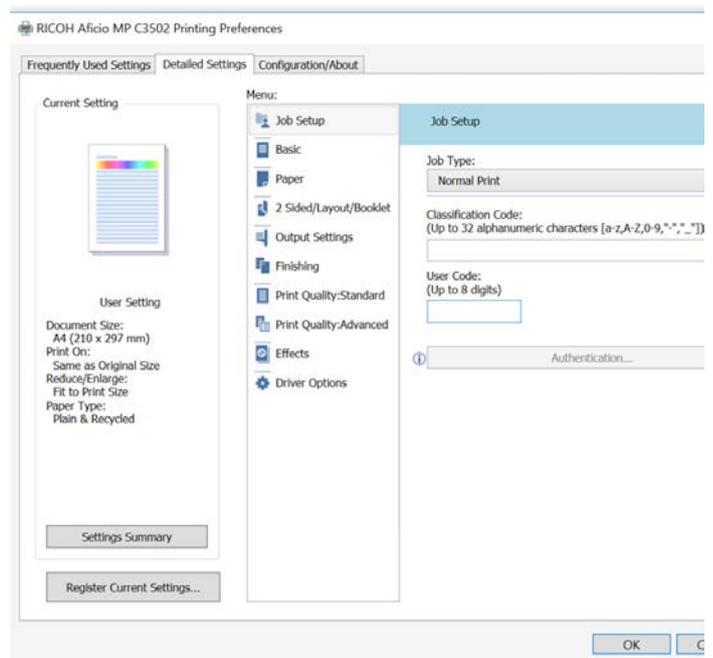
3. Wait for it to connect and load. Once it has done this (takes a couple of minutes), it will appear in the list of Printers & Scanners. Find it, and click 'manage.'



4. Click 'printing preferences'

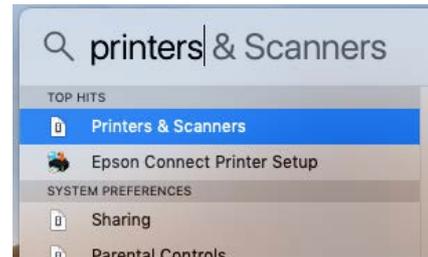
5. Navigate to the 'detailed settings' tab, and select 'job setup' from the list. In the 'User Code' box, enter your 7 digit Laidlaw Student ID. Click 'Apply' and 'Print.'

Please note that you must have your setting set to 'black and white' for the printer to work.



HOW TO PRINT FROM YOUR DEVICE: MACS

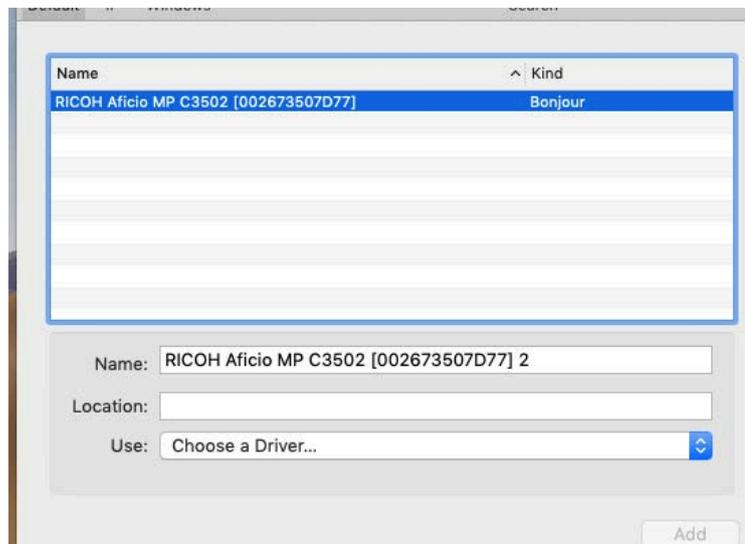
1. Open printers and scanners using search



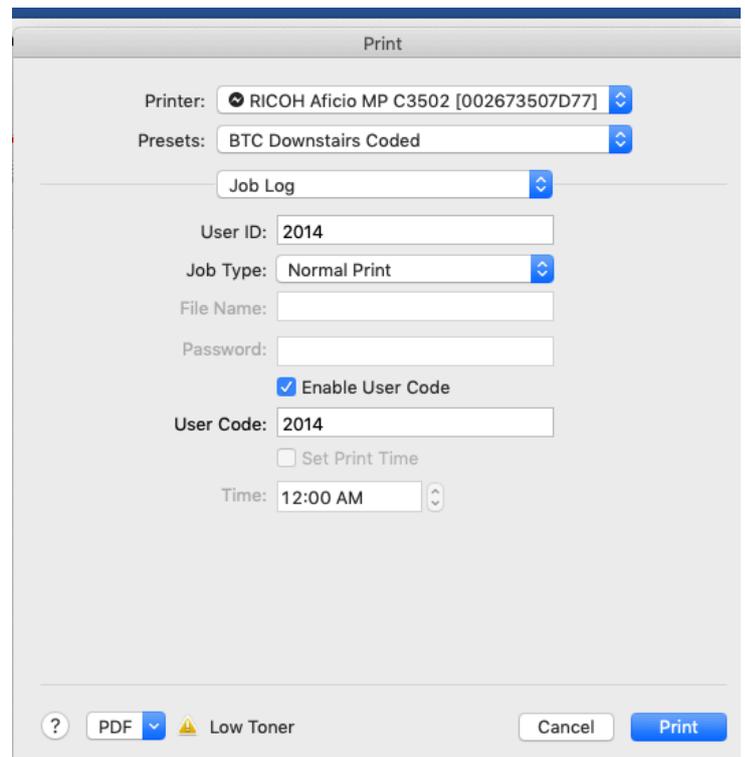
2. Click the + symbol to add a new printer



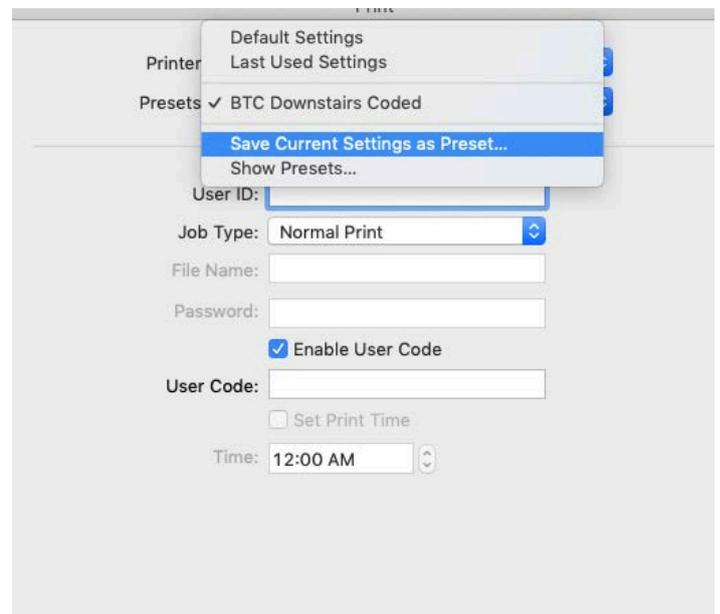
3. The RICOH Aficio MP C3502 printer should show up on the list. Select the auto-select option for the driver. Click 'Add'.



4. To change your printer settings, open the first document that you wish to print. Open the print dialogue box, and select 'Job Log'. Enter your user code (7 digit student ID number) in the user code box.



5. Under 'Presets', select 'Save Current Settings as Preset' and give it a name like 'Bishopdale Printer'. This will ensure that the code saves.



6. You can then print.

GUIDELINES FOR WRITTEN ASSIGNMENTS

For a fuller version of these instructions, please see the Laidlaw General Regulations and Information 2019.

Use of Te Reo Māori in Assessment

See section 4.5.3.

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 Registrar.

Submitting assignments

See sections 4.1, 4.5.2 and 5.1.

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 Sunday 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 should 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 5.2.

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

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 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 (Chicago/Turabian).
- 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. A note will be made on your file, and Laidlaw College's plagiarism register.
- A second instance attracts a warning letter, 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 5.3.

All assignments must be submitted with a header which includes your name, student ID number, 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:

- An assignment of 2000 words must be between 1800-2200 words, or else a penalty will be applied.

- 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."
- Footnotes must not be more than (a separate) 25% of the wordcount.

Referencing (see 5.3.4)

Every assignment must have footnotes and a bibliography. The way information is presented in each of these is slightly different.

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:

1. Burgess suggests that the ascension is key for understanding Karl Barth's theology.¹
2. Burgess observes that, "As He is risen and living, Jesus Christ is also ascended."²
3. Particularly significant here is its usage to convey the entrusting of something into the care of another and the granting of authority²³—senses which imply the authority of the giver over the receiver.²⁴

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.

Applying for Extensions

See sections 4.1.1 and 5.1.2.

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

- 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 Head of School 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 from the Registrar through Moodle – a digital link can be found in each course area. Individual course tutors 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.

If you fail an assessment, you can apply to resubmit it. You must contact the Registrar/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/or Dean of Courses, and the relevant Laidlaw College staff.

- ILPs must be requested and put into place by the 14th 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.

4.4.8 Final grades

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

Percentage	Letter Grade
90-100	A+
85-89.99	A
80-84.99	A-
75-79.99	B+
70-74.99	B
65-69.99	B-
60-64.99	C+
55-59.99	C
50-54.99	C-
40-49.99	D
Below 40	F

Failing a course

See sections 4.4.9 to 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.

If a student fails a major assessment in one course (i.e. an assessment which is the only assessment of a specific learning outcome), but has gained an overall grade of at least 50% in that course and would otherwise complete their qualification, they may apply to the Registrar to be considered for a conceded pass.

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 Registrar, 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 lectures 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 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.

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 low course completion for another semester, you may be asked to terminate your study. This may be appealed through written submission to the Registrar.