2024 STUDENT HANDBOOK

Student Information and Regulations

Level 6 NZ Diploma of Christian Studies
(Biblical Studies or Christian Leadership).

PRIVATE TRAINING ESTABLISHMENT REGISTRATION

The Bishopdale Theological College Trust trading as Bishopdale Theological College is a private training establishment that has been granted registration by the New Zealand Qualifications Authority under Part 18 of the Education Act 1989.[1]

He mea rehita na te Mana Tohu Mātauranga o Aotearoa kia tu hei Whai Whakangungu Motuhake i raro i te maru Part 18 o te Ture Mātauranga 1989.

Bishopdale College is categorised as a Category 2 PTE by NZQA.

There are no conflicts of interest from governing or controlling members.

There are no conditions on our PTE registration.

PROGRAMME APPROVAL AND ACCREDITATION

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

The programme is approved by the New Zealand Qualifications Authority under section 439 of the Education and Training Act 2020, and Bishopdale Theological College Trust trading as Bishopdale Theological College is accredited to provide it under section 441 of the Act

Kua whakamanatia tēnei akoranga e te Mana Tohu Mātauranga o Aotearoa i raro i te wāhanga 439 o te Ture Mātauranga me te Whakangungu 2020, ā, kua whakamanatia hoki a Bishopdale Theological College Trust trading as Bishopdale Theological College ki te whakahaere i taua akoranga i raro i te wāhanga 441 o te Ture Mātauranga me te Whakangungu 2020.

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[1] https://www.nzqa.govt.nz/providers/details.do?providerId=667463001.

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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, serve and learn in your internship placement and are equipped for better service in the Kingdom of God.

Part A of this handbook explains how the College functions, what you can expect in tutorials and from your lecturers, what to do when you need help, and our expectations of you as our students. It also communicates more of how the Bishopdale College campus functions, our expectations for you, and our commitment to you as you study in order to gain your qualification.

Part B describes our formal academic policies and principles such as assessment information, student discipline policies, fees, and complaint procedures.

Part C provides programme-specific details for the Level 6 New Zealand Diploma of Christian Studies (Biblical Studies or Christian Leadership), including programme structure, tutorial schedules, the programme delivery plan, entry and award criteria, as well as course outlines for all courses included in the programme.

'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.

Specific information regarding internships and internship placements can be found in the companion guide to this handbook – the Internship Placement Handbook.

I'm looking forward to what God will do this year!

Burge (Andrew Burgess)
Dean

PART A:
COLLEGE LIFE

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.
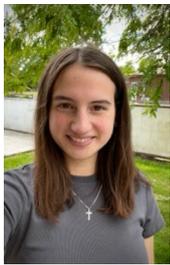
Shara Balogh – Student Representative

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 kate@bishopdale.ac.nz	Email, text or call.
Jude Saxon	027 623 8746 jude@bishopdale.ac.nz	Email
Simon Terrill	03 548 8785 027 544 2208 simon@bishopdale.ac.nz	Email
Natasha de Jong	03 548 8785 natasha@bishopdale.ac.nz	Call or email.
Rebecca Burgess	027 2288 374 rebecca@bishopdale.ac.nz	Email or text
Paul Etherington	paul@bishopdale.ac.nz	Email
Alice Kinyua	alice@bishopdale.ac.nz	Email
Dave Clancey	dave@bishopdale.ac.nz	Email
Spanky Moore	spanky@bishopdale.ac.nz	Email
Walter Noteboom	walter@bishopdale.ac.nz	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	021 243 7209 library@bishopdale.ac.nz	Email
Student Rep: Shara Balogh	022 463 5347 sara.balogh.nz@gmail.com	Email or phone

GENERAL COLLEGE INFORMATION

BISHOPDALE COLLEGE CAMPUS

Bishopdale College is based at 30 Vanguard Street, Nelson. 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 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

Website: 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

Studylink
www.studylink.govt.nz
0800 88 99 00

New Zealand Qualifications Authority (NZQA)
www.nzqa.govt.nz
0800 697 296

HEALTH AND SAFETY

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 in advance if you will be absent, or will join by Zoom.

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 Registrar 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 (e.g., 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 tsunami 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.

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 people being aggressive, or encounter dangerous behaviour outside Bishop Eaton House, please lock the front door and call the police on 111. To check what is taking place, look through the windows of one of the upstairs offices rather than going outside.

IF YOU ACCIDENTALLY SET OFF THE ALARM:

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
    o Enter the alarm code to turn it off.
    o 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.
    o Find a staff person or student with a key to enter the alarm code and call Nelson Alarms.

GENERAL RISK MANAGEMENT

The management of identified and possible risks to students enrolled in all Bishopdale College programmes, as well as Bishopdale College staff, and all individuals involved in any student's internship placement is minimised and managed through the College's policies and procedures.

Risk management for internship placements is managed through the Internship Agreement signed with providers, and the procedures outlined in the Student Internship Placement Handbook. Internship placements are required to ensure that each student is kept safe, physically and emotionally, and to minimise physical and emotional risk.

The Dean and staff will ensure that students and the public are protected from any physical, mental, moral or emotional harm which may result from the establishment's teaching programmes or other activities. In particular, this will be fully considered during discussions to determine suitable practical work and assessment aspects for all courses with an internship component. Students are made aware of their specific responsibilities within their placement by their placement supervisor. Students will be identified as students through a public declaration to that effect within the organisation they work with during practical or off-site aspects of their courses.

Bishopdale College also 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) 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, viewable at 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.

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.

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.

Our intentionally small tutorial 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.

PRAYERS

During semester, we gather for prayers at 9:15am or 10:15am – shortly before the start of the morning class. 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.

CHAPEL

Chapel is held at 11:00am at All Saints (usually in the foyer 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.

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 toward others 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. 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 as fully as possible in the worship and fellowship rhythms of College life, including prayers before morning tutorials, and monthly chapel. Part-time students are strongly encouraged to join these events whenever possible.
- Be courteous in all interactions, whether in person or digitally, and respond promptly to all digital communication.
- Avoid being late for prayers or tutorials, and communicate about absences with as much notice as possible.
- Use social media appropriately.
- 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.
- 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 Code of Ethics.
- 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.

THE TERTIARY AND INTERNATIONAL LEARNERS CODE OF PRACTICE 2021

The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) supports the wellbeing of tertiary and international learners enrolled with New Zealand education providers. Learn more at the website below.

DAY TO DAY COLLEGE LIFE

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!

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 you come on site or leave after 5pm or before 8am, you must sign in and out using the out-of-hours register.
- If any staff, student or lecturer is alone in the building, the external 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 business hours.
- All health and safety policies must be adhered to at all times.

USE OF SHARED FACILITIES

Bishopdale College incorporates a number of different shared spaces for student use.

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. 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 College but do so at their own risk. Please be mindful of the fact that we are on a busy campus with 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.

ORIENTATION

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!

DIGITAL LEARNING ACCESS

Moodle is our online digital learning platform where you will access course materials and submit assignments. Before each semester begins, you will be provided with a login and password. An orientation to using Moodle will be provided during Orientation week.

The address for logging into Moodle is https://bishopdalecollege.moodlecloud.com.

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.

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 respond within a reasonable timeframe.

COURSE SELECTION AND CHANGE OF ENROLMENT

Students should consult with the College Director when choosing their courses in order to ensure that their study plan will meet the requirements for their qualification.

Returning students must complete their course selection form by the required date at the start of each year, or before semester two. If you plan to take a break from study for a semester, you need to alert the College Director.

The course selection form is available on the Bishopdale website.

LEARNING RESOURCES

All students are expected to:

- Make arrangements to have their own copy of any required textbooks. A list of textbooks for each course will be available on the Bishopdale College website, or from the College, before

each semester commences. Textbooks are also listed on each course descriptor. Library copies can be borrowed for short periods. Manna Christian Stores offers Bishopdale College students a 20% discount on purchases. We also recommend comparing prices (including postage) at www.koorong.com, and www.amazon.com.

- Have access to a computer (which runs at least Windows 7, or Apple OS 10.4, or equivalent. All devices must also have audio-visual capacity to enable students to attend online tutorials or meetings. Students must also have regular access to high-speed internet. Most communication is done through email, and all learning materials and readings are provided through Moodle, our digital learning platform.
- 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.

COMPUTER FACILITIES

Bishopdale College provides some computer facilities on campus. While we expect students to have access to their own computer, 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.

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, streaming TV shows, and other high-volume usage is discouraged to ensure that all users have a pleasant user experience. This is particularly important due to our use of video conference facilities – high internet usage may affect the connection.

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, 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.

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. 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.

ADDITIONAL 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.

TIME MANAGEMENT WHILE STUDYING

Students are expected to demonstrate good self-management in regard to study and assignments, and should contact their support person if they need help with planning a schedule.

Each 15 credit course represents approximately 150 learning hours. Details of how the course components are broken down are available in course outlines.

Full time students should expect to spend an average of forty hours studying per week, although this amount will vary between students (for example, students who read quickly may complete their readings in a shorter amount of time, while students who are not experienced with academic writing may take longer to write their assignments.) Fulltime study 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. It is easy for ministry commitments, and study commitments, to become more demanding than we anticipated, so setting healthy boundaries from the start of the year will help you stay fresh.

LIBRARY INFORMATION

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 and is gained by completing a library registration form.

Books from the Bishop Sutton Library may be issued by a librarian during library hours, or you can record your own issues. 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.

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.

During semesters, the library is staffed by a librarian:

Monday	10:00am – 6:00pm
Tuesday	10:00am – 6:00pm
Wednesday	10:00am – 5:00pm
Thursday	No librarian – but other staff can provide assistance.

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.

SETTING UP PRINTING

First, download the relevant printer driver from
https://support.ricoh.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.

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PART B: POLICIES AND REGULATIONS

COLLEGE VALUES

OUR PHILOSOPHY

Bishopdale College philosophy is based on the fundamental principle that the Church and every Christian exists to participate in the mission of God.

VISION STATEMENT

'Visionary, servant leaders for vibrant, serving Churches!'

MISSION STATEMENT

To develop visionary leaders within the Diocese of Nelson, the Anglican Church of Aotearoa, New Zealand and Polynesia and the wider community of Christian Churches, equipping and resourcing them theologically, spiritually and practically to lead and grow the church.

COLLEGE ETHOS

Bishopdale Theological College's spirituality will reflect a vibrant Evangelical Anglicanism.

CORE VALUES

Leadership

Bishopdale College understands that visionary servant leadership is the key ingredient, and the common denominator in almost all vibrant, healthy Churches. It is critically important for the future of the Church that we identify emerging leaders - those who have the spiritual gift of leadership - and inspire them, train them, and then release them to serve the Church. The local Church is the key to the work of reaching the world with the Gospel of Jesus and godly leaders are essential to the progress of that work.

Orthodoxy

Bishopdale College strongly affirms the orthodox historic Christian faith that is proclaimed in Holy Scripture and described in the historic creeds of the Church.

'Discipleship' and ministry formation

Excellent Christian leaders are first of all disciples. Bishopdale College recognises that while the provision of theological education is the primary function of the College, training effective leaders is its primary goal. Christian leadership is learnt by example and 'caught' rather than 'taught.'

Church Membership

Bishopdale College strongly encourages all students to commit to and regularly participate in the life of a Christian community, usually a local Church.

Excellence

Bishopdale College is committed to excellence in the provision of theological and ministry education. Providing a strong academic environment in the context of deeply committed discipleship ensures that our students have every advantage in pursuing excellence in their studies, and strong outcomes in future employment.

STATEMENT OF FAITH

Bishopdale College is a community of study and training in which we seek the One God, who is Father, Son and Holy Spirit. Our tutorials always include the goal of deepening faith and increasing obedience to God's call. Rhythms of worship and prayer, along with honest sharing and dedication to relationship, help shape us as a Christian College.

As we strive to live and grow in faith, we acknowledge the rule of God over every aspect of our life and being. This includes the content of our faith, and we expect to grow in understanding as God transforms us – only God can really reveal God to us!

We recognise the authority of Holy Scripture as God's Word. It is through Scripture that God speaks and reveals the truth of God's own work and life.

We therefore seek to be a part of the faithful Church that spans the time from Jesus' ascension to today, and we look to pass on the orthodox faith of that Church.

We therefore subscribe whole-heartedly to the great Creeds of the Church. The Nicene Creed stands for us as the core statement of historic orthodox faith in the Trinity (available at http://anglicanprayerbook.nz/404.html#NICE).

Bishopdale College also works in partnership with Laidlaw College, and we are happy to subscribe to the Laidlaw Statement of Faith (available at https://www.laidlaw.ac.nz/about-us/statement-of-faith/).

We are also strongly connected to the Nelson Anglican Diocese, and to various commitments it has made to orthodoxy (available at www.nelsonanglican.org.nz), while recognising that students join us from different church backgrounds.

COLLEGE GOVERNANCE, LEADERSHIP AND MANAGEMENT

BISHOPDALE COLLEGE TRUST BOARD

Bishopdale College is governed by the Bishopdale College Trust Board, chaired by Bishop Steve Maina, with the trustees:

Mr. Nick Clarke
Dr. Stephen Garner (Laidlaw)
Rev. Marge Tefft
Rev. Dr. Christopher Holmes
Miss Sara Balogh (student representative)

Andrew Burgess, the Dean, reports to the Board and is responsible for supporting the vision and mission of Bishopdale Theological College by leading, managing, teaching, co-ordinating, participating in and promoting the development and activities of the College.

MANAGEMENT COMMITTEE

The Management Committee supports the Dean in day-to-day leadership and implementation of the strategic direction agreed upon by the Bishopdale College Trust Board. The Management Committee is responsible for the administration and operation of the College. The Management Committee works within a table of financial delegations set by the Trustees.

The Management Committee has responsibility for:

- Development and maintenance of all learning facilities.
- Review and evaluation of systems and operations.
- Strategic planning and direction.
- Input on any student, staff or enrolment issues.

SENIOR ACADEMIC COMMITTEE

The Senior Academic Committee is responsible for the oversight and policy in relation to academic content and implementation of all Bishopdale College courses and programmes.

The Senior Academic Committee is responsible for:

- Planning and developing new courses and Programmes specific to Bishopdale College, subject to NZQA approval.
- Projected timetabling of courses.
- Oversight and evaluation of lecturing.
- Delivery and evaluation of teaching Programmes.
- Policy in relation to Programmes, courses, lecturers and enrolments, subject to NZQA approval.
- Ensuring compliance with the Quality Management System.
- Course Development Processes and Procedures.

KEY RELATIONSHIPS

Under the leadership of the Dean, Bishopdale College consults regularly with external stakeholders to ensure that the College's vision, qualifications and graduates are meeting the needs of stakeholders, and to make revisions where necessary.

Bishopdale College is a member of:

- The New Zealand Association of Theological Studies (NZATS - www.nzats.com)
- The Christian Theological and Ministries Education Society (CTMES - www.ctmes.ac.nz)
- AFFIRM – Anglicans for Faith, Intercession, Renewal and Mission (www.affirm.net.nz)

Bishopdale College has stakeholder relationships with a number of local church fellowships and Christian organisations. Key stakeholders also include:

- Laidlaw College
- The Anglican Diocese of Nelson
- The Anglican Diocese of Wellington
- Te Hui Amorangi o te Wai o Pounamu
- NZ Church Missionary Society
- European Christian Mission
- Church of the Confessing Anglicans Aotearoa New Zealand

OTHER INFORMATION

TUTORIAL ATTENDANCE

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

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

Lecturers will keep records of student attendance on a weekly basis. Where a student is ill and informs the lecturer of this reason for non-attendance, this is considered an 'explained absence'. If a student is ill for three or more consecutive days they must provide a medical certificate. These absences are not calculated in the total absence calculations for a course. Where a student is absent without explanation, the tutor will attempt to contact the student. If they do not have a justifiable reason for their absence, the College Director must be notified, who will contact the student to ascertain the reason for their absence and take appropriate action to encourage ongoing attendance.

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 tutorials (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 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 tutorials.

STUDENT REPRESENTATION

A student representative is elected annually in the second semester. All enrolled students are eligible to nominate candidates, and to vote for their preferred candidate if more than one candidate is nominated. The student representative sits on the Bishopdale Theological College Trust Board, and the Management Committee. They also serve as a person whom students can discuss issues with confidentially, or ask to pass on positive or negative feedback to the staff or Board.

GRADUATION

At our annual graduation, usually held in March or April each year in Nelson, every recipient of an award receives a certificate stating that his or her qualification has been conferred. Students will be advised of the date which they must apply by in order to graduate, and will be required to pay for hire of appropriate academic regalia. Procurement of regalia is facilitated by the College, unless students own their own academic regalia.

One transcript (not certified) will be supplied to all students at the end of each semester and an official certified transcript will be supplied to all graduating students. Students may request additional copies, but these may incur a fee as detailed in the Fee Schedule available at our website.

BIBLE VERSIONS

Students are encouraged to become familiar with a range of Bible translations throughout their studies. For assignment purposes, students are encouraged to use translations which aim at greater formal equivalency, such as the NIV, ESV, NRSV or NASB. Use of paraphrases like the Passion Translation, or the Message is discouraged, as is use of older translations like the KJV.

ETHICS APPROVAL

Where research involves any human participation, staff and students are required to ensure that their research complies with the highest ethical standards. This includes research that may be undertaken within a taught course. To this end, approval of any research that involves human participants must must first be discussed and approved by the course lecturer , before being submitted to the Senior Academic Committee for approval. An application form may be obtained from the College Administrator. Approval must be granted by the Ethics Committee before any such research commences.

Undergraduate research involving human participation is approved under strict conditions.

The Ethics Committee's concern will be to ensure that human rights issues are properly addressed, any potential harm is minimized, and managed, informed consent has been obtained, confidentiality and anonymity will be maintained, and that all the necessary documentation to support this is in place. All documentary evidence required from the researcher by the Ethics Committee, must be in place, and the approval of the Ethics Committee obtained before investigative procedures involving human subjects and the resultant gathering and storage of information may begin. Applicants should complete the application form and submit this to the Ethics Committee.

THE TREATY OF WAITANGI

The Anglican Church of Aotearoa, New Zealand and Polynesia has a long-standing commitment to the Treaty of Waitangi and to the full expression of justice and both bi-culturalism and multi-culturalism in these islands. The three Tikanga structure of the Anglican Church directs us to recognise and honour the cultural aspirations, expressions and self-determination of Māori, Pākehā and Pasifika in a structure based on absolute equality and recognition of cultural values and differences. Bishopdale College recognises the legitimacy of the Treaty of Waitangi and its role as fundamental to the formation of this nation. This recognition of the Treaty informs and underpins our commitment to educational opportunities and access for Māori. On this basis the College implements six principles:

1. *Government*—Bishopdale College has the right to govern and to make policies.
2. *Self-Determination*—Bishopdale College, students, and staff have the right (under the governing policies) to control their own learning and working styles in support of their own aspirations.
3. *Equality*—All New Zealanders are equal before the law. Likewise, all staff and students are equal when executing policies, executing decision making, and behaviours.
4. *Cooperation*—Bishopdale College, staff, and students are obliged to accord each other reasonable co-operation on major issues of common concern.
5. *Cultural Aspiration*—Bishopdale College recognises that Māori culture and art are taonga and worthy of protection and respect. Bishopdale College will support and advocate with and for Māori students and staff in their expression of culture. Non-Māori will be aware of the dangers of cultural appropriation and paternalism.
6. *Redress*—Bishopdale College is responsible for providing effective processes for the resolution of grievances in the expectation that reconciliation can occur.

INFORMATION PRIVACY

Bishopdale College collects and stores information to comply with the requirements of:

- the Ministry of Education (student statistical returns);
- New Zealand Qualifications Authority (NZQA) (Record of Learning registration and Unit Standard outcomes);
- Tertiary Education Commission (TEC) (Single Data Returns and funding requirements);
- Industry Training Organisations (funding and academic outcomes);
- Ministry of Social Development (confirmation of enrolment and academic outcomes);
- Inland Revenue Department (IRD) (student loan interest rebate);
- Department of Immigration (regarding students who are not New Zealand citizens or permanent residents); and
- Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards).

Information collected on the application form may be supplied to, and sought from, other educational organisations for the purpose of verifying academic records. The information is also used to select students for programmes, to manage internal administrative processes, and for internal reporting, or to foster and enhance community life within the Bishopdale community.

Bishopdale College collects and stores information from this form to:

- manage the business of Bishopdale College (including internal reporting, administrative processes and selection of scholarship and prize winners);
- comply with the requirements of the Education Act 2020 and other legislation relating to maintenance of records;
- supply information to government agencies and other organisations as set out below.

The student's personal details (name, date of birth and residency) as entered on the application form will be included in the National Student Index and may be used in an authorized information matching programme with the New Zealand Birth Register.

In handling data supplied by the student on the application form, the government agencies are required to comply with the provisions of the Privacy Act 2020, with the stated aim of protecting the privacy of natural persons. This requires Bishopdale College to collect, hold, handle, use and disclose personal information in accordance with the Act, see https://www.privacy.org.nz.

Bishopdale College supplies data collected on the application form to government agencies, including:

- Ministry of Education (MoE)
- New Zealand Qualifications Authority (NZQA)
- Tertiary Education Commission (TEC)
- Ministry of Social Development (MSD) (in relation to student loans and allowances) and Inland Revenue (IRD) (student loans)
- New Zealand Police
- Department of Justice
- Accident Compensation Corporation (ACC)
- Immigration New Zealand (INZ) and the Ministry of Business, Innovation and Employment (MBIE) (for those who are not New Zealand citizens or permanent residents)
- Agencies who support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

These agencies use the data collected from tertiary education organisations to

- administer the tertiary education system, including allocating funding;
- develop policy advice for government;

- conduct statistical analysis and research.

The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

In signing the enrolment form, students authorise such disclosure on the understanding that Bishopdale will observe the general conditions governing the release of information, as set out in the Privacy Act 2020 and the Post-compulsory Unique Identifier Code of Practice. Students may see any information held about them and amend any errors in that information. To do so, contact the College Director.

STUDENT DISCIPLINARY PROCEDURES

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

Discipline or suspension may result from any of the following:

Academic Misconduct

May include:

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

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

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

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

Misconduct and Serious Misconduct

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

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

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

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

COMPLAINTS PROCEDURES

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

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

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

All students are welcome to bring a support person, or whanau support, with them when raising a concern and to any ongoing meetings. All matters raised will be dealt with in strict confidentiality.

Academic Complaints

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

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

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

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

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

If all these procedures do not result in a satisfactory resolution of the concern, the next step is to use the Learner Disputes Resolution process (see below).

General Complaints

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

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

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

Failing all of the above, the next step is to use the Learner Disputes Resolution process (see below).

Potential Resolutions for Complaints

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

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

Learner Disputes Resolution Process

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.

To find out more about the Learner Disputes Resolution Process, visit the website of Study Complaints: https://www.studycomplaints.org.nz. You can find out more about the process and apply to lodge a dispute. If you have not followed Bishopdale College's internal complaints procedures, you will be referred back to these processes and provided with the support you need. Study Complaints will then either accept your dispute, or if they are unable to address the dispute, they will notify NZQA that there is an outstanding dispute.

STUDENT COMPLAINT FORM

Editable copies of this form are available on the Bishopdale College website.

If a complaint includes any allegations pertaining to another individual, that person will be notified and provided with copies of all relevant documentation, including a copy of section two of this complaint form.

All applicable sections of this form must be completed in order for a complaint to be formally valid and should be emailed or presented to either the College Director or the Dean. A copy of complaints will be kept on file.

Where possible, the College attempts to resolve complaints within ten working days of the Student Complaint Form being received. The College will notify the complainant if a longer timeframe is required.

Upon resolution, you will be sent a written notification of resolution, detailing the outcome of the complaint process.

SECTION ONE: PERSONAL DETAILS

Student Name:

Student ID:

Programme of Study:

Email:

Phone:

Postal Address:

SECTION TWO: COMPLAINT DETAILS

Complainant Name:

Incident Date:

What is your complaint regarding?

Provide a detailed description of your complaint, including relevant dates and times (attach additional pages if required):

Detail any steps you have taken to resolve this complaint:

Describe your desired outcome:

Complainant Signature:

Date:

OFFICE USE ONLY. Date Received:
Resolved (Y/N):

Investigator Name and Position: Date Resolved:

MODES OF STUDY

BLENDED STUDY MODE

Bishopdale College's campus is based in central Nelson. We have tutorial spaces, a well-equipped theological library, a student study room, and a common room and kitchen space. The College uses a blended e-learning mode with Moodle as our Learning Management System (LMS), with synchronous tutorials accessible through either face to face or video conferencing options. Regardless of whether students are studying on campus or in another location, they asynchronously access the College's LMS to access resources for independent study and completing assessments.

Students who are based outside of Nelson may participate in tutorials through video conferencing. Full-time students are strongly encouraged to schedule at least three visits to campus each semester, and part-time students are encouraged to visit campus once a semester, to participate in tutorials and participate in the community life of the College.

Studying through videoconferencing allows students to fully participate in tutorials. This option recognises that relocating for theological study is not always the best pathway, particularly for those who are already involved in ministry in a particular context. Students can complete their studies, while continuing to serve in their existing community.

NON-FORMAL STUDY

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

CERTIFICATE OF PROFICIENCY

Students who wish to study for credit but do not plan to complete an NZQA-accredited programme will be enrolled in a Certificate of Proficiency (COP). The maximum limit for courses completed as a Certificate of Proficiency within one year is two courses. Normal fees apply - Students enrolled in COP courses are not eligible for student loans or allowances.

Students must meet all normal academic and assessment requirements for COP courses. Such students will be awarded a Certificate of Proficiency for completed courses.

Once a Certificate of Proficiency is completed a learner may apply to credit those courses towards the NZDipCS(BS or CL).

The courses within the NZDipCS (BS&CL) which are available for a Certificate of Proficiency (COP) are:

- DCS611 Gospels – Interpretation and Application
- DCS612 Epistles – Interpretation and Application
- DCS613 Pentateuch - Interpretation and Application
- DCS615 Psalms - Interpretation and Application
- DCS621 Christology - Understanding and Application
- DCS637 Caring for Christian Communities

- DCS638 Cultural Anthropology for Mission
- DCS641 Christian Spirituality
- DCS642 Reflective Practice

The following internship courses are not available for a Certificate of Proficiency:

- DCS631 Practice of Christian Leadership
- DCS632 Biblical Mission in Context
- DCS633 Leadership and Communication
- DCS634 Ethics of Christian Leadership
- DCS635 Practice of Mission

FEES, FEE PROTECTION, AND WITHDRAWAL INFORMATION

FEE SCHEDULE

The latest fee schedule is available on our website at www.bishopdale.ac.nz.

Domestic Student Fees

Domestic student fees are subsidised by the New Zealand government. Domestic students are:

- New Zealand citizens living in New Zealand
- Citizens of New Zealand who live anywhere in the world
- Citizens of Niue, Tokelau, the Cook Islands or Australia who are living in New Zealand
- People who are permanent residents of Australia (some restrictions apply)

Due to our current status with the Tertiary Education Commission (TEC), domestic students enrolled in the Bishopdale College Level 6 New Zealand Diploma of Christian Studies are not eligible to access student allowance and student loans, Non-formal and Certificate of Proficiency students are also unable to access StudyLink funding. Students should contact StudyLink directly on 0800 88 99 00, or online at www.studylink.govt.nz.

FEE PAYMENT AND PROTECTION

Before the programme commences, all students will be provided with the following paperwork:

- Public Trust Form: Bishopdale College uses the services of Public Trust in order to provide fee protection for students. Student fees are paid directly to Public Trust and released to Bishopdale College throughout the year, which ensures they are protected in the case that the College is unable to fully deliver your qualification. Students will sign this form which gives permission for these funds to be released. If any changes are made to your enrolment, a new version of this form will be signed.
- Enrolment Contract: This must be signed and returned to Bishopdale College to formalise your enrolment.
- Fees Invoice: You will receive a fees invoice which must be paid by the due date, which is usually the first day of the semester. If you are paying yourself, or an organisation is paying fees on your behalf, you can pay by cheque, cash, or direct credit. Fee penalties will apply for late payments – these will be described on the 'Fees' section of our website.

Notes:

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

WITHDRAWING AND REFUNDS

If you wish to change your course, or enrolment details, you must contact the College Administrator and complete a change of enrolment form which is available on the Bishopdale website.

- Students who withdraw from a course or courses before the second Friday of semester will receive a full refund, and the course is removed from their academic record.

- Students who withdraw from a course or courses before the third Friday of semester will receive a refund, minus a withdrawal fee (10% or $500, whichever is lesser), and the course is removed from their academic record.
- Students who withdraw after the third Friday but before the seventh Friday of semester do not receive any refund, and the course will be shown as WDN (withdrawn) on their academic record.
- Students who withdraw after the seventh Friday of semester do not receive any refund and will have the course shown as DNC (Did Not Complete) on their academic record.

CROSS-CREDITING AND RECOGNITION OF PRIOR LEARNING

We recognise learning that takes place in a variety of different ways and in different places. Some of this learning takes place in a formal setting such as a school, college or university where students receive a certificate or award to indicate that the learning has occurred. Some learning takes place more informally through work and life experiences. Bishopdale College recognises both formal and informal learning to help students achieve the qualification that they are working towards. All applications for cross-crediting must be made to the Dean of Courses for consideration by the Senior Academic Committee.

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

Bishopdale College offers:

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

CROSS CREDITING

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

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

- Specified Cross Credit is where a student has completed a course equivalent to a Bishopdale College course. The content, level and learning outcomes must be the same or very similar to the Bishopdale course.
- Unspecified Cross Credit is where the student has completed an unrelated course at another recognised tertiary institution.

RECOGNITION OF PRIOR LEARNING (RPL)

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

RPL will be awarded on the basis of matching prior learning outcomes and assessments, levels and credits against those of the relevant course. Documentation presented must provide all necessary

requirements regarding learning outcomes and assessment methods in any course(s) passed. The work completed must be equivalent to and at the same level as the Bishopdale College programme and should typically have been completed in the past eight years. The number of credits granted will not exceed half the qualification.

ASSESSMENT POLICIES

ASSESSMENT TYPES

Most courses involve three or four assessments, which are spread throughout the semester.

Summative Assessment Types may include:

- Essays
- Reports
- Presentations
- Book Reviews
- Book Charts
- Exegetical Worksheets
- ePortfolios
- Developing a Rule of Life
- Reflective Journalling
- Developing a Learning Covenant for internship and subsequent Ministry Review
- Theological and Critical Reflection on Internship Placements

All assessments are appropriate to the nature and level of the course and award for which they are set.

USE OF TE REO MĀORI IN ASSESSMENT

In recognition of Māori as an official language of New Zealand, Bishopdale supports the right of Māori-speaking students to apply to use Te Reo Māori as the language of assessment. The process for applying to use Te Reo Māori in assessment is as follows:

- Students may apply in writing to the College Director for permission to be assessed in Te Reo Māori for specified assessment activities or all assessment activities for a particular course.
- The application must be made at least 3 weeks before the assessment, or first assessment, is due or examination is scheduled.
- The College Director will consult with the Senior Academic Committee to identify and access appropriate assessors, and to set moderation procedures in place to ensure Te Reo Māori assessment is just and equivalent to that for students using English for the same assessment activity. The applicant will be informed of the outcome in writing within ten working days of receiving the application.
- Where a student has concerns about the outcome of their application they can appeal to the Dean.

SUBMISSION OF ASSESSMENTS

Assessments are submitted and returned electronically. Hardcopy submission is only allowed in special circumstances (approved by the lecturer) such as display work and 3D model work. All students are issued with a Moodle account, and every course will have a course area set up in Moodle. Course information and readings will be included in this course area as well as the facility to submit assignments. Students must ensure they retain a copy of their assignments. Students are responsible for keeping a back-up of their own assignments; loss of assignment due to computer malfunction is not an excuse for an extension.

Assessments are usually due at 11.55pm on Sunday night - due dates for each assessment are clearly indicated in course outlines provided to students at the beginning of each semester. Moodle records the

time and date assignments are received to ensure that assignments are received by the due date. Assessments may be submitted to a plagiarism detector for checking.

Style and format are important elements of academic writing. Careful attention should be given to spelling, grammar, and punctuation. Spelling should conform to the Concise Oxford Dictionary. All abbreviations, references and bibliographic format must be in conformity with the requirements laid down in the Guidelines for Written Assignments. All assignments must be submitted in Microsoft Word format.

Students using Greek and Hebrew text need to note the following: the standard fonts for Greek and Hebrew are the Tyndale fonts. These fonts are Unicode, which allows all computers to display them properly regardless of which fonts are installed on their computer. Students can download the fonts from https://www.stepbible.org/downloads.jsp . Where students are not using Greek and Hebrew text, the English transliterations should be typed in *italics,* as are all foreign language terms.

ASSESSMENT SUBMISSION REQUIREMENTS

All pieces of assessment must be seriously attempted. Students who fail to meet this requirement will receive a final overall fail grade of DNC (Did Not Complete). Those assessments that alone test specific learning outcomes must achieve a minimum grade of 50%. These items will be clearly identified in each course descriptor. Students who fail to meet this requirement will receive a final overall fail grade for the course, regardless of the overall average grade calculation for the course.

GRADING

All assignments and examinations will be assessed according to the criteria stated in the course outline. When assessing an assignment or examination, the lecturer will indicate the student's outcome, using a grade expressed as a percentage, or using a grading rubric that maps to a percentage. Comments, corrections or indications where improvements could be made will be given on the assignment feedback file, on the script or through Moodle. Written feedback will be provided by lecturers for each piece of assessment other than short answer tests.

Any re-grading done at a later stage (e.g., relating to performance across a range of assignments, or in applying penalties), which results in grades being overridden, will be stated as a possibility in the course outline.

It is our goal to mark and return all assessments within three weeks of the assignment due date. However, students who hand in assessments significantly late cannot necessarily expect to receive their work back in the same timeframe.

Every student has a protected, secure file which you may request access to at any time. At the conclusion of your programme, you may request copies of your record. The College also records and archives information on all its programmes and student achievement and provides this to the Ministry of Education as required.

FINAL GRADES

Students will be awarded their final grade for each course at the end of semester. Final grades will be calculated from assessment grades, with each assessment grade contributing to the final grade using the weighting assigned in the course descriptors. On this basis, a final grade will be awarded in accordance with the table below:

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
Other Designations	
AUD	Audit / Interest Only Attendance
AEG	Aegrotat Pass
CC	Cross-Credit
CP	Conceded Pass
DNC	Did Not Complete – Student failed to complete course requirements
IP	In Progress – Used to show that a student has received extensions beyond the end of semester; updated when student has received final grades.
WDN	Student has withdrawn from a course after the final date for withdrawals.

Notes:

A final course grade of D or F is a fail without the option of any supplementary assessment

Courses failed in one year will remain as 'fails' on a student's transcript, even if the course is repeated in a subsequent year, in order that a true record of the student's progress is kept.

Grades for failed courses will not be counted toward the Grade Point Average. Students will be advised of these final results for the course with a transcript after all checking has been completed.

REQUEST FOR EXTENSIONS TO DUE DATES

Students seeking an extension on their due date must request an extension using the specified online form. Students are expected to submit an extension request before the assignment's due date; however, where assignments are submitted late due to unanticipated exceptional or extenuating circumstances, students must contact the College Director and submit the application for extension form. The College Directoror delegate may, at their discretion, retrospectively award an extension in such cases.

Extensions to assessments may be granted:

- 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 College Director or as part of an Individual Learning Plan (ILP).

If a student's application for an extension is unsuccessful, they may appeal to the Chair of the Senior Academic Committee.

PENALTIES FOR LATE ASSIGNMENT SUBMISSION

Work submitted after the due date and time, including after an extension is granted, is considered late and is graded as follows:

- An assessment is considered late immediately after the due date and time has passed;
- An assessment submitted 0-7 days (0-168 hours) late will incur a penalty of 10% off the grade received. The numeric grade assigned by the lecturer will be multiplied by 0.9 to determine the final grade for the assessment;
    - An assessment that initially receives a pass grade will be given a grade of no less than 50% after the late penalty has been applied;
    - If an assessment receives a fail grade, and it has been seriously attempted, the student will be permitted to apply to resubmit the assessment;
- An assessment submitted 8-14 days late will be graded as either a pass (a grade of 50%) or a fail (a grade of 0%);
    - If an assessment receives a fail grade, and it has been seriously attempted, the student will be permitted to apply to resubmit the assessment;
- An assessment submitted later than 14 days after the due date or 14 days after a previously granted extension date will not be graded;
- Assessments cannot be submitted after the last day of the semester. Students with assessments due in the last two weeks of semester need to be aware that the last Friday of semester is a shut-off date for submission of any outstanding assessments.

INDIVIDUAL LEARNING PLANS

An Individual Learning Plan (ILP) is a personalised agreement that enables a reasonable adjustment to be made to a student's assignment due dates and may stipulate other conditions required. An ILP will be considered for a student who cannot meet the assignment due dates in one or more courses. A student may be eligible for an ILP on the grounds of ill health, a declared disability, or extenuating circumstances outside the student's control, for which the student can provide appropriate evidence.

An ILP will be developed for a student by the College Director. Once an ILP is approved, the student will follow the dates determined by that plan.

The College Directorwill facilitate the adjustment of assignment due dates on receipt of the approved ILP and lecturers for all courses affected will be informed of the ILP and agreed assignment due dates.

The following regulations apply:

- An ILP needs to be agreed to and put into place by the 14th day after the due date of the non-submitted assignment; Assignments submitted after the due date and time, including after a new assignment due date and time, are considered late and will be graded according to the penalties for late assignments.
- An ILP extending past the final day of the semester must be agreed to by the College Director;
- If a new due date extends past the end of the semester then the new due date is final, and assignments will not be accepted after that due date;
- An ILP that extends past the end of the semester may impact the student's ongoing enrolment. A student on an ILP that extends past the end of the semester cannot enrol in the following semester until all assignments have been submitted.

ASSESSMENT RESUBMISSION GUIDELINES

Students who submit and fail (receive a grade below 50%) a summative assessment may apply to resubmit the assessment, which allows them to reattempt the assessment.

Where assessments which demonstrate unique learning outcomes are failed, the failed assessment must be re-sat, even if the student would otherwise pass the course on the basis of grades received for the other assessments making up that course. This is a required resubmit.

The following regulations apply:

- Students must apply for an assessment resubmission by completing the online form on Moodle within two weeks of being notified of their grade for that assessment;
- If an assessment is graded "F" (below 40%), the application to resubmit must be approved by the College Director;
- Only one re-sit is permitted for each assessment, unless extenuating circumstances apply to a failed re-sit;
- An assessment which was passed may not be re-sat;
- Students will be given clear communication regarding the new submission deadline;
- A maximum grade of 50% will be awarded for an assessment resubmission;
- A final course grade of SUP will be indicated until every "supplementary" (resubmitted) assessment is to be completed, or the date for resubmission has passed, and a final grade can be awarded.

REPEATED COURSES

Students repeating a course must repeat all requirements of the course including tutorial attendance. Students may choose to resubmit assessments from previous attempts of the course in consultation with the lecturer. A fee reduction will apply.

A student may only enrol in the same course a maximum of three times. If the course is compulsory for the programme the student's enrolment in the programme will need to be reviewed by the Senior Academic Committee.

AEGROTAT PASS

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

No aegrotat grade will be granted unless the student has made an application in writing to the Senior Academic Committee within one week of the final date for completion of assessments. The application must be accompanied by appropriate medical or other documentary evidence which, in the opinion of the Senior Academic Committee is sufficient to support an application for compassionate consideration.

In deciding whether to award an aegrotat grade the Senior Academic Committee will take into consideration such factors as:

- Completion of other assessments within that course;
- Attendance at lectures.

A decision on the academic merit of a request for an aegrotat will be based on an assessment by the Senior Academic Committee of the probability that the student would have passed the assignment or examination had the student been in a position to complete it in normal circumstances, together with the grades the student received for other assessments, all of which must have been completed. The performance of the student in other courses will also be taken into account.

Should the Senior Academic Committee decide that there are not sufficient grounds for awarding an aegrotat grade, the student may be granted the opportunity to complete a supplementary assessment or complete a supplementary assignment within a given time frame.

CONCEDED PASSES

Conceded passes apply only to a student in their final year of study towards a qualification.

A student who has failed a major assessment in one course only, but who has gained an overall grade of at least 50% in that course and who would otherwise have completed a diploma or degree is eligible to be considered for a conceded pass.

A student is allowed only one conceded pass during their entire period of study at Bishopdale College.

Application for consideration of a conceded pass should be made in writing to the College Director for consideration by the Senior Academic Committee.

APPEALS

Appeals of any nature may be made through written submission. This includes, but is not limited to:

- Assessment feedback
- Granting of extensions
- Recognition of prior learning
- Cross-crediting
- Academic standing
- Student disciplinary matters
- Complaints

Information about specific appeals processes is detailed in the policies listed throughout this Handbook. If you require further information, please contact the College Director for a full copy of Bishopdale College's policies.

GUIDELINES FOR SUBMITTING ASSIGNMENTS

LENGTH

For all assignments, the length of the assignment has been chosen with care and should be adhered to by the student. Any variation in length of more or less than 10% will incur a penalty in the grading of the format criteria.

An assignment whose word-length is considerably outside these margins may be returned for re-submission.

In calculating the number of words in an assignment, the bibliography and footnotes are excluded, but in-text citations and appendices are included. Footnotes should not exceed 25% of the number of words in the text.

LAYOUT

Written assignments should be presented in Microsoft Word format, in a black 11 or 12-point standard font.

Set up pages as portrait A4. You should use 1.5-line spacing.

Each assignment should have a heading stating your name, student ID number, wordcount, and your assignment name.

REFERENCING

The reason we reference (= cite) sources is because it honours people's voices and their work; it gives credit to the originator of ideas we use in our work. Referencing positions us in the conversation or discussion. It shows that we have researched and used sources to create a solid argument in our work.

Referencing also allows for the facts (or thoughts) we have presented to be checked by our readers because it leads our readers back to the sources we used. It also avoids plagiarism.

Bishopdale College uses the Society of Biblical Literature (SBL) style guide for footnotes and bibliography. The *SBL Handbook of Style* is available digitally and physically through the Bishop Sutton 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.

QUOTATIONS

All quotations must be cited using SBL footnote and bibliography style.

Quotations appearing within the body of the essay should appear within double quotation marks ("…"), and quotations within quotations should appear in single quotation marks ('…').

Quotations of five or more lines should be a separate, indented paragraph. Such quotations should be single-spaced, without quotation marks.

All quotations should be accurately reproduced, including original spelling, punctuation and abbreviations. Retain the emphasis (italics, bold, underline) of the original. If this is altered, the student must indicate this in the referencing, e.g., (Italics mine).

A quote may be modified to fit into your sentence in various ways:

- You may add a final full stop, or a final comma as required without comment.
- For textual studies, if you need to capitalise or make lower case, enclose the changed letter in square brackets; for other quotations it is not necessary.
- Indicate using square brackets where a quotation has been modified to give context or make the quote fit grammatically into the essay. For example: "For what I [Paul] received I passed on to you as of first importance" (1 Cor 15:3).
- If it is desirable to omit several words from the original text (normally to shorten the quote), such an omission is indicated by three dots that are separated, preceded and followed by single spaces.
- If the omission misses out sentence endings, add an extra dot. If it includes the end of a sentence, but not immediately after it, add a full stop with no gap after the first sentence. The remaining words must both make sense and be true to the intent of the original. For example:
  "Beyond question, evangelical intellectual life is being strengthened by developments in these six areas. Yet when assessing the current situation, realism is also required, as well as precision about what is actually taking place." could become: "[E]vangelical intellectual life is being strengthened by developments in these six areas. . . . [But] realism is also required."
- If the original quote is misspelled and the misspelling reveals something of your source or is useful for your argument (not simply a typography error, which you can correct without comment), you can include sic in square brackets after the misspelling. For example: "I warn't [sic] too drunk to get there."

PLAGIARISM

Students are expected to acknowledge the source of ideas and expressions used in their written work. This is not only an indication of academic honesty but also a courtesy enabling the marker to consult sources with ease. Plagiarism is copying or using work without acknowledging the source.

Students are required to submit written assessments (such as an essay, portfolio or online examination) electronically through Moodle, the College's digital learning environment. In submitting an assignment for grading, a student is declaring that the work is his/her own.

Upon submission of an assignment, the student must agree with the declaration disclaiming plagiarism and collusion, which will read:

> "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."

All assignments are then checked for plagiarism.

All words that are copied from another piece of writing, or recording, must be enclosed in quotation marks (" ") and the source referenced according to an accepted system of referencing. This applies to four or more words.

Where significant ideas are borrowed from other sources, these too must be acknowledged, including any previous work done by the student that has been submitted for grading. If you are in doubt as to whether material needs acknowledgement, consult your lecturer, the library staff, or academic support staff.

If this is not done, the lecturer or marker will, on the first occasion, issue a verbal warning and require the student to resubmit the assessment. The College Director will be notified and will note the offence on the student's file and the plagiarism register. If there is a subsequent occasion, student will be required to resubmit the assessment to be graded on a pass/fail basis (maximum grade of 50%). The

College Director will issue a warning letter to the student, as well as note the offence on the student's file and the plagiarism register.

Further instances of plagiarism will result in an immediate course fail, be regarded as serious misconduct, and may result in further disciplinary action.

NON-DISCRIMINATORY/INCLUSIVE LANGUAGE

Languages are constantly changing and developing, so it is important to be alert to forms of speech that have acquired exclusive or discriminatory meanings or connotations.

Make an effort in both written and oral presentations to use inclusive and non-discriminatory terms.

For example, the terms "man", "men", "mankind", and the masculine pronoun "he", are no longer acceptable as generic terms (i.e., terms for people irrespective of gender). These terms now carry exclusive (i.e., male-only) connotations for many. Inclusive substitutes, such as "human being", "human", "humanity", "humankind", "people", "person", etc., should therefore be used.

Alternatives to "he" include the use of both gender pronouns together ("he/she", "s/he", "his/her", "himself/herself"), recasting the sentence in the plural ("they", "their"), use of the formal impersonal pronoun ("one/one's"), or use of the passive voice.

In direct quotations from other sources, the exact language of the source should still be quoted verbatim (exactly as written), even if discriminatory. For example,

> "I warn't too drunk to get there; but when they told me there was a State in this country where they'd let that nigger vote, I drawed out."

ABBREVIATIONS

COMMON ABBREVIATIONS

Essays should not include contractions such as: don't, won't, shouldn't, can't, aren't, etc. Instead, replace them with the full equivalent: do not, will not, should not, cannot, are not.

Contractions should not be followed by a full stop, unless they end a sentence:

> e.g. Mr Mrs Ms Dr Rev 2nd 3rd PhD

The full stop is normally omitted in references to widely used terms, such as:

> e.g. NT OT MT IVP RSV NIV TDNT

BIBLICAL ABBREVIATIONS

Citations of Biblical books beginning a sentence and without chapter and verse references should be spelled out fully. Those with chapter and verse should be abbreviated as below. This is required regardless of whether the citations occur in the text body or footnotes, in the sentence structure or in parentheses.

For example: Isaiah states that it is "the vision of Isaiah son of Amoz" (Isa 1:1), but Isa 1:2 says to its audience, "Hear...".

Gen	Genesis	Judg	Judges
Exod	Exodus	Ruth	Ruth
Lev	Leviticus	1-2 Sam	1 and 2 Samuel
Num	Numbers	1- 2 Kgs	1 and 2 Kings
Deut	Deuteronomy	1-2 Chr	1 and 2 Chronicles
Josh	Joshua	Ezra	Ezra

Neh	Nehemiah	Mal	Malachi
Esth	Esther	Matt	Matthew
Job	Job	Mark	Mark
Ps/Pss	Psalms	Luke	Luke
Prov	Proverbs	John	John
Eccl (or Qoh)	Ecclesiastes (or Qoheleth)	Acts	Acts
Song (or Cant)	Song of Songs (or Canticles)	Rom	Romans
Isa	Isaiah	1-2 Cor	1-2 Corinthians
Jer	Jeremiah	Gal	Galatians
Lam	Lamentations	Eph	Ephesians
Ezek	Ezekiel	Phil	Philippians
Dan	Daniel	Col	Colossians
Hos	Hosea	1-2 Thess	1 & 2 Thessalonians
Joel	Joel	1-2 Tim	1 & 2 Timothy
Amos	Amos	Titus	Titus
Obad	Obadiah	Phlm	Philemon
Mic	Micah	Heb	Hebrews
Nah	Nahum	Jas	James
Hab	Habakkuk	1-2 Pet	1 & 2 Peter
Zeph	Zephaniah	1-2-3 John	1, 2 & 3 John
Hag	Haggai	Jude	Jude
Zech	Zechariah	Rev	Revelation

Other notes:

- There is no full stop after the biblical book abbreviation.
- Single references should remain in-text, strings of references should be put in a footnote.
- There is no space after the colon: Rom 3:15 (not Rom 3: 15).
- There is a space after the book number: 1 Cor (not 1Cor).
- Strings of references are separated with commas within the same chapter, or semicolons otherwise and ending in a full stop: Gen 1:1-2, 6; 2:1; Ps 8:4; John 1:1, 15.
- Chapter or verse number referenced without the book in the immediate context should have 'chapter' or 'verse' spelled out. E.g. "In chapter 3 we see that…"

NUMBERS

If you use only a few isolated numbers:

- Spell out numbers in words from one through one hundred, and use numerals thereafter, e.g. forty-five; 4,567.
- Use numerals for percentages and decimals, but spell out 'percent', e.g. 0.2 or 20 percent.
- Spell out numbers if they begin a sentence, even long numbers. In this latter case, leave out 'and': e.g. instead of 520, write "Five hundred twenty…"
- Spell out round numbers (hundred, thousand …) e.g. three million. Here numerals and round numbers can be mixed, e.g. 52 million.
- Spell out currency when the number is spelled out, otherwise not, e.g. five dollars, $245 trillion.

 For several numbers in one sentence, or if you are presenting numerical data, use numerals, with currency and percentage signs. E.g. "About 20% of the growth came from $3.4b of US foreign aid."

LINE, VERSE, PAGE, CHAPTER, AND SECTION REFERENCES.

These are presented using numerals without commas, e.g. chapter 21, section 5, page 1356.

For citing inclusive references, either of the following is acceptable:

a) Use all digits, e.g. 3-10, 71-72, 96-117, 1115-1123.
b) The second number can be changed only in the part it differs from the first number, e.g. 123-5, 601-13, 1922-33. Except use all digits for when:
   ● The numbers are less than 100, e.g. 45-48.
   ● The first number is in multiples of 100, e.g. 200-204.
     Three digits change in a four-digit number, e.g. 1391-1572.

SBL FOOTNOTE AND BIBLIOGRAPHIC STYLE

SBL style is required for footnotes and other references used in essays. A guide to using SBL style referencing is available on Moodle. We also recommend that students consider using a free referencing programme like Zotero (www.zotero.org) to assist with their referencing.

FOOTNOTES

Footnotes are used to

- Give references to sources from which you have obtained your facts, opinions and quotations.
- Add comments, explanations, examples or references which are relevant to your essay, but which would interrupt its flow if included in the main text.
- Document differing views of other authors on the issue and where these can be followed up.

Use should be made of writing software features such as "Insert Footnote" under the "References" menu or ribbon in Microsoft Word.

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,

> e.g. Miller claims that Israel is destined to experience failure.[1]

Footnote references are to be placed outside punctuation (normally after the full stop), and at the end of the sentence or quotation,

> e.g. McClaren affirms "I have experienced the love of God through Jesus, and as the old hymn says, 'love so amazing, so divine, demands my heart, my life, my all.'"[6]

Several notes can appear in one sentence and may be to references and/or comments.

> e.g. Particularly significant here is its usage to convey the entrusting of something into the care of another[22] and the granting of authority[23]—senses which imply the authority of the giver over the receiver.[24]

BIBLIOGRAPHY

Bibliographies are arranged in alphabetical order; hence the author's surname appears first in bibliographical format.

Titles should be in 'capitals and small letters' format wherever possible, following general usage (see examples below).

When referring to publishers, use only the publisher's distinctive name, not the fact that it is a press or publishing house. The exception to this is university presses, for example: The University of Chicago Press, Oxford University Press or Cambridge University Press.

The particular state in the United States (e.g. Indiana) should be used if indicated in the book's title page information, using the state's abbreviation (e.g. Ind.). If it is not in the book's title page information, then it is not necessary (but it is not wrong either). For example:

> Waltke, Bruce K. and M. O'Connor. *An Introduction to Biblical Hebrew Syntax.* Winona Lake, Ind.: Eisenbrauns, 1990.

If the bibliography includes articles obtained with search engines such as EBSCO or Proquest, any details of the online access tool and the date of access should be removed.

EXAMPLES OF FOOTNOTE AND BIBLIOGRAPHY ENTRIES

In what follows, 'N' refers to the footnote format, 'B' refers to bibliography format. The most common examples are provided here – for additional details or other sources, please utilise the fuller guide to using Turabian style which is available on Moodle.

Book, single author

N: [5] J. Gary Millar, *Now Choose Life: Theology and Ethics in Deuteronomy* (Leicester: Apollos, 1998), 161.

B: Millar, J. Gary. Now Choose Life: Theology and Ethics in Deuteronomy. Leicester: Apollos, 1998.

For Kindle and ebook versions, if a page number is used the following format should be used:

N: [5] J. Gary Millar, *Now Choose Life: Theology and Ethics in Deuteronomy* (Leicester: Apollos, 1998), Kindle edition: 161.

B: Millar, J. Gary. *Now Choose Life: Theology and Ethics in Deuteronomy*. Leicester: Apollos, 1998. Kindle edition.

You may also need to specify a digital locator, or a section name or chapter.

N   [5] J. Gary Millar, *Now Choose Life: Theology and Ethics in Deuteronomy* (Leicester: Apollos, 1998), Kindle edition: Chapter 4.

B: Millar, J. Gary. *Now Choose Life: Theology and Ethics in Deuteronomy*. Leicester: Apollos, 1998. Kindle edition.

Subsequent references

The full version of any footnote (including publication information) is only required for the first appearance of a particular source. Subsequent references only require the author's last name, a shortened title, and a page number.

N: Miller, *Now Choose Life*, 205.

Chapter or essay from a book ('Book section')

When referring to a specific section from an edited book, the details of both the article, article author, and the book and book editor(s) must be provided.

N: [4] Stanley E. Porter, "How Can Biblical Discourse Be Analyzed?: A Response to Several Attempts," in *Discourse Analysis and Other Topics in Biblical Greek*, eds. Stanley E. Porter and D. A. Carson, Journal for the Study of the New Testament Supplement Series 113 (Sheffield: Sheffield Academic Press, 1995), 22.

B: Porter, Stanley E. "How Can Biblical Discourse Be Analyzed?: A Response to Several Attempts." Pages 107-16 in *Discourse Analysis and Other Topics in Biblical Greek*. Vol. 113. Edited by Stanley E. Porter and D. A. Carson. Journal for the Study of the New Testament Supplement Series. Sheffield: Sheffield Academic Press, 1995.

Article from a dictionary or encyclopedia

N: [9] Duane A. Garrett, "Type, Typology," in *Evangelical Dictionary of Biblical Theology*, ed. Walter A. Elwell (Grand Rapids: Baker, 1996), 786.

B: Garrett, Duane A. "Type, Typology," in *Evangelical Dictionary of Biblical Theology*. Edited by Walter A. Elwell. Grand Rapids: Baker, 1996, 785-790.

Article from a journal

N: [22] Craig A. Smith, "A Study of 2 Timothy 4:1-8," *Tyndale Bulletin* 57/1 (2006): 153.

B: Smith, Craig A. "A Study of 2 Timothy 4:1-8." *Tyndale Bulletin* 57/1 (2006): 151-15.

PART C: PROGRAMME INFORMATION AND COURSE OUTLINES

PROGRAMME INFORMATION:
LEVEL 6 NEW ZEALAND DIPLOMA OF CHRISTIAN STUDIES
LEVEL 6, 120 CREDITS

QUALIFICATION REGISTRATION

Students who complete the requirements for the Level 6 New Zealand Diploma of Christian Studies (Biblical Studies or Christian Leadership) will gain an NZQA recognised qualification. Details of the Level 6 NZDipCS(BS or CL) qualification are available here:
https://www.nzqa.govt.nz/nzqf/search/viewQualification.do?selectedItemKey=2773

GRADUATE PROFILE OUTCOMES

Graduates of this programme will be able to:

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

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

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

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

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

GRADUATE PATHWAYS

Graduates of this qualification will be appropriately employed in a variety of occupations in church leadership, the wider affiliated sectors, and in not-for profit organisations, in salaried or in a voluntary capacity.

Such occupations might include:

- Chaplains for prisons, hospitals, schools, military, police or particular ethnic groups
- Preachers and pastors, with possible specialisations like youth leaders, or worship leaders
- Serving with missions agencies, including in intercultural or cross-cultural work
- Serving with social services or community ministries

This qualification may allow you to become a licensed minister or represents the first step towards ordination. The requirements for this are denomination/church specific, and we encourage you to speak with your leaders if you hope to pursue ordination or the equivalent.

PRE-ENROLMENT INFORMATION

Participation in an Interview

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

The purpose of the interview is for Bishopdale College to get to know the prospective student, to identify whether the programme is a suitable study option for the applicant, and to clarify arrangements for the internship placement.

Technology Requirements

All students must have access to a computer which runs at least Windows 7, or Apple OS 10.4, or equivalent. All devices must also have audio-visual capacity to enable students to attend online tutorials or meetings. Students must also have regular access to high speed internet.

Selection

Successful applicants will be offered places in order of application.

All applicants are interviewed as part of the entry regulations.

ENTRY REQUIREMENTS

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

Minimum Age

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

Academic requirements

Applicants should hold either:

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

English Language

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

Police Vetting Check

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

Internship Placement

Applicants must confirm the organisation where they will complete their internship placement before the commencement of the programme. Placements can be in a church, other Christian ministry setting, or in any other suitable organisation with a Christian ethos. Bishopdale College will assist applicants with identifying an appropriate placement context.

Special Admission

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

International Students

This programme is not currently open to international students.

MAXIMUM COMPLETION TIME

The NZDipCS (BS&CL) is a 120 credit qualification, designed for students to complete in one year of full time study. The minimum period for completion is one year, or two semesters. The maximum period for completion is four years.

Students may be granted an extension or deferral where there are exceptional circumstances beyond their control preventing completion within the specified timeframe. This will be negotiated on a case by case basis with the Senior Academic Committee.

AWARD COMPLETION CRITERIA

To be awarded the New Zealand Diploma in Christian Studies (Biblical Studies or Christian Leadership) the graduating student must:

- Complete 120 credits of the programme, including core and elective courses
- Achieve all of the outcomes stated in the graduate outcome statements for this qualification
- Participate in the required hours of supervised internship in a work placement setting approved by Bishopdale College

COURSE CO-REQUISITES

In the Biblical Studies strand, DCS611 Gospels: Interpretation and Application is a co-requisite for:

- DCS612 Epistles: Interpretation and Application
- DCS613 Pentateuch: Interpretation and Application
- DCS615 Psalms: Interpretation and Application

LEVEL 6 NZDIPCS(BS OR CL) PROGRAMME STRUCTURE

COURSE STRUCTURE

This is a full-year programme, running from February to November each year. There are thirty-six weeks of semester, with a three week holiday in the middle of the year, and two weeks holiday within each semester. The summer holiday is thirteen weeks long.

Full time students in the biblical studies strand must commence their course in Semester 1 in order to complete their pre-requisites.

Full time students in the Christian Leadership strand may commence their studies in either Semester 1 or Semester 2.

Each student must complete 120 credits. All courses are 15 credit courses, and students must complete a total of eight courses:

- 60 credits, or four core courses, are compulsory for both strands.
- 30 credits, or two courses, are compulsory courses which have been specified for the different strands.
- 30 credits are electives, involving one elective specific to each strand, and one core elective common to both strands.

The table on the next page illustrates the structure of the programme and the requirements for both the Biblical Studies and Christian Leadership strands.

COURSE STRUCTURE: NEW ZEALAND DIPLOMA OF CHRISTIAN STUDIES (BIBLICAL STUDIES OR CHRISTIAN LEADERSHIP)

CORE COURSES	BIBLICAL STUDIES	CHRISTIAN LEADERSHIP	CORE ELECTIVES
ALL STUDENTS MUST COMPLETE THE CORE COMPULSORY COURSES:			
DCS611 Gospels: Interpretation and Application			
DCS621 Christology: Understanding and Application			
DCS631 Practice of Christian Leadership (internship)			
DCS641 Christian Spirituality			
	BIBLICAL STUDIES STRAND STUDENTS MUST COMPLETE	**CHRISTIAN LEADERSHIP STRAND STUDENTS MUST COMPLETE:**	
	DCS612 Epistles: Interpretation and Application (BS compulsory)	DCS632 Biblical Mission in Context (internship) (CL compulsory)	
	DCS642 Reflective Practice (BS compulsory)	DCS633 Leadership and Communication (internship) (CL compulsory)	
	BIBLICAL STUDIES STRAND STUDENTS COMPLETE ONE ELECTIVE FROM:	**CHRISTIAN LEADERSHIP STRAND STUDENTS COMPLETE ONE ELECTIVE FROM:**	
	DCS613 Pentateuch: Interpretation and Application (BS elective)	DCS634 Ethics of Christian Leadership (internship) (CL elective)	
	DCS615 Psalms: Interpretation and Application (BS elective)	DCS635 Practice of Mission (internship) (CL elective)	
			ALL STUDENTS COMPLETE ONE ELECTIVE FROM:
			DCS637 Caring for Christian Communities (core elective)
			DCS638 Cultural Anthropology for Mission (core elective)

2024 SEMESTER DATES AND HOLIDAYS

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	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 May
12	6 May	12 May		
13	13 May	19 May		
14	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	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	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	15 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.

LECTURE SCHEDULE 2024 (LEVEL 6 NZDIPCS)

2024 Timetable
Semester One

Bishopdale College

ROOM	MONDAY 1	MONDAY 2	TUESDAY Room 1	TUESDAY Room 2	WEDNESDAY Room 1	WEDNESDAY Room 2	THURSDAY Room 1	THURSDAY Room 2	FRIDAY 1	FRIDAY 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

Bishopdale College

ROOM	MONDAY Room 1	TUESDAY Room 1	TUESDAY Room 2	WEDNESDAY Room 1	WEDNESDAY Room 2	THURSDAY Room 1	THURSDAY Room 2	FRIDAY 1	FRIDAY 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*)					

ASSESSMENT SCHEDULE BY DUE DATE

LEVEL 6 NZDIPCS SEMESTER ONE 2024

		DCS621	DCS631	DCS632	DCS641
WEEK	**END DATE OF WEEK**	**CHRISTOLOGY**	**PRACTICE OF CHRISTIAN LEADERSHIP**	**BIBLICAL MISSION IN CONTEXT**	**CHRISTIAN SPIRITUALITY**
1	25-Feb				
2	3-Mar				
3	10-Mar			Online Reflection 1 (Part A: Reflective Task)	
4	17-Mar	Book review (25%)			Critical Reflection (25%)
5	24-Mar		Report: Traditions of Christian Leadership (40%)	Online Reflection 2 (Part A: Reflective task)	
6	31-Mar				
7	7-Apr				
8	14-Apr		Case Study: Delegation for Team Leadership #1		
9	21-April	MID SEMESTER BREAK			
10	28-April	MID SEMESTER BREAK			
11	5-May			Part B: Reflective Task (45%)	
12	12-May	Presentation & Writeup (30%)		Online Reflection (Part A: Integrative Report)	
13	19-May		Case Study: Delegation for Team Leadership #2		
14	26-May				Rule of Life Exercise (25%)
15	2-Jun	Integrative Essay (45%)			
16	9-Jun			Integrative Report (55%)	
17	16-Jun		Case Study: Delegation for Team Leadership #3 (60%)		Research Essay (50%)
18	23-Jun				

Note: All assessments are due at 11:55pm or as specified in the CADO.