



Academic Guidelines

Melbourne School of Theology
Bible and Mission

5 Burwood Highway, Wantirna VIC 3152.
(P.O. Box 6257, Vermont South VIC 3133)

T: 98817800 F: 98000121

E: mst@mst.edu.au W: www.mst.edu.au

Contents

Academic Guidelines	1
ENROLMENT	3
On-Campus Enrolment.....	3
Distance Enrolment	3
Final Date for Entering a New Subject and Procedures for Changes	3
Withdrawal from a Subject During a Semester	3
Full-time Study.....	3
Repeating a Subject	4
Transfer Credit/Recognition of Prior Learning.....	4
COURSE PROGRESS	5
Course progress requirements	5
Pass Requirements	5
Withdrawals and Failures	5
Deferral of Assessment and Repeating Assessments in Failed Subjects	6
Compassionate or Compelling Circumstances	6
Academic Misconduct.....	6
Duration of Courses.....	7
Graduation	7
ATTENDANCE	7
MOBILE PHONES IN THE CLASSROOM	8
ASSESSMENT PROCEDURES	8
Sample Assessment Formats.....	Error! Bookmark not defined.
Research Project	9
Assignment Format	9
Marking Scale and Distribution.....	9
Word Limit.....	10
Extensions and Late Penalties	10
Supplementary Examinations.....	11
Assistance with Assessments	11
Assessment and Result Advice.....	12
English Language Requirements	12
Candidates with Disabilities.....	12
Documentation	13
Examination and Review	13
APPENDIX	16
PRIVACY POLICY	16

ENROLMENT

On-Campus Enrolment

Enrolment will normally take place on a day prior to the commencement of each semester during orientation. All full-time students are expected to enroll on or before this day. Part-time students may enroll on enrolment day or on the day of their first lecture. No enrolment will be accepted without payment or if submitted after the end of the first week of lectures.

Distance Enrolment

Students enrolling in a Distance subject should download the enrolment form from the MST website and submit to the office of the Enrolments Coordinator or the Dean of Studies. Note that any mixture of Distance and on-campus subjects must be reported on the same form. As with the on-campus students no enrolment will be accepted without payment if submitted after the end of the first week of lectures.

Final Date for Entering a New Subject and Procedures for Changes

At the discretion of the lecturer concerned a student may be permitted to start a subject one week after classes commence, however late entry will not be permitted more than two weeks after the commencement of the subject. Any addition of subjects after enrolment must be submitted to the Dean of Studies or Professional Ministries Dept. using the *Course Adjustment Form*. See also the *Variation of Enrolment Policy* at the end of this document.

Withdrawal from a Subject During a Semester

A student has the choice to withdraw from a subject or course at any time during their course of study. However, students need to be aware of the consequences of such an action. The Dean of Studies or Professional Ministries Coordinator needs to have, in writing, any notification of withdrawal. It is not sufficient that a student has mentioned it in passing to their lecturer or has even given written notice to their lecturer. The student should submit the *Course Adjustment Form* to the Dean of Studies or Professional Ministries Coordinator who will notify the ACT where applicable.

See the *Variation of Enrolment* policy under Shared Resources on E-campus and on the ACT website

<http://www.actheology.edu.au/policy%20files/Variation%20of%20Enrolment%20Policy.pdf>.

Full-time Study

Full time study is normally defined as 16cps per semester, with a minimum of 12 cps per semester.

Repeating a Subject

No subject already passed can be repeated in order to increase the student's GPA. Compulsory subjects that are failed may be attempted up to three times. Failed electives may only be attempted twice.

If Transfer Credit/Recognition of Prior Learning has been granted for a subject in one award the student may not enroll in the subject in another award.

Transfer Credit/Recognition of Prior Learning

Transfer Credit (TC)

MST and the ACT make provision for students who have undertaken relevant studies at other recognised tertiary institutions (i.e. Australian Universities, TAFEs or Private Providers of accredited courses) to receive appropriate recognition for these studies in undergraduate and graduate programs. The study must have been completed no more than ten years previously.

Credit for a subject already passed at another ACT college is guaranteed for students enrolled in any ACT award.

The student should check the specific details of their course to determine how much credit may be granted from a non-MST or ACT award.

Students who wish to gain credit from a subject at a non-ACT college undertaken while they are currently enrolled in the ACT course must gain prior permission to do so. See the Dean of Studies.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning allows for credit to be applied to coursework based on prior learning from:

- Formal or non-formal courses/workshops offered by a professional body, enterprise or private educational institution that is not an Australian University, TAFE or Private Provider of accredited courses and informal contexts such as work experience or life experience.

Ministry Experience or Guided Spiritual Formation (GSF) is not eligible for transfer credit or RPL.

A subject in an undergraduate degree or Master of Divinity for which Transfer Credit or RPL was granted cannot be attempted in another award. However, if it can be demonstrated that the subject matter of a project or seminar is different from that completed in another award, permission to enrol may be granted.

How to Apply

The student should first read the ACT Credit Transfer and RPL Policy found under *Shared Resources* on E-campus and available on:

<http://www.actheology.edu.au/policy%20files/Credit%20Transfer-RPL.pdf>

The application needs to be submitted to the MST Dean of Studies.

COURSE PROGRESS

Course progress requirements

Students are expected to achieve the following requirements in order to meet the course progress requirements:

- An average mark of at least 50 in the units for which a student has been enrolled.
- Not failing a compulsory unit more than three times and an elective more than twice.
- Maintain progress that will ensure they complete their award within the required duration for their course or for overseas students within the duration specified on their CoE.
- Satisfactory attendance at scheduled classes or in the case of a Distance Unit satisfactory return of work required including Forums.

Pass Requirements

In all awards in order to receive a pass in a subject the candidate must -

- Submit all assignments and
- Gain 50% in the subject overall

Withdrawals and Failures

Candidates who fail to notify MST of Withdrawal by the final withdrawal date listed on the Academic Calendar for the year will have a 'fail' recorded against that subject.

See the ACT *Variation of Enrolment Policy* in *Shared Resources* on E-campus or on <http://www.actheology.edu.au/policy%20files/Variation%20of%20Enrolment%20Policy.pdf>.

Note that between the end of the second week of semester and the census date any variation of enrolment incurs a financial penalty.

Faculty will notify the Dean of Studies and Student Welfare Officer (or Academic Director Chinese Dept.) of a student who fails their first major piece of assessment. Counseling and academic tutoring will be offered to the student. Students in their first semester of study will also be offered the opportunity to re-submit.

At the end of the semester all grades will be scanned by the Dean of Studies and individual failures noted. Counselling and academic tutoring will be offered to the student. If an individual student has failed 50% or more of their subjects they will be deemed 'at risk' and required to discuss the matter with the Dean of Studies. One of the following options may be advised:

- A more suitable course.
- Re-taking units with assistance by an academic tutor.
- Reducing study load.

Students should take note of the *ACT Progression and Intervention Policy on Shared Resources* on E-campus and available on <http://www.actheology.edu.au/policy%20files/Progression%20and%20Intervention%20Policy.pdf>

Failed subjects will be recorded on the transcripts of candidates and contribute to the GPA. They will remain on the transcript in addition to any grade received should the subject be repeated.

Deferral of Assessment and Repeating Assessments in Failed Subjects

Students may not postpone assessment until a subsequent semester. It is only to be allowed in compassionate or compelling circumstances and a written application needs to be made to the Board of Studies. Students who have failed a subject and who have permission not to repeat the classes (which is the normal expectation) but simply to repeat the assessment may be required to undertake the assessment in some particular semester. It is not the right of the student to repeat assessment at simply any time. When a subject has been failed and the assessment is repeated all forms of assessment must be repeated.

Compassionate or Compelling Circumstances

Compassionate or compelling circumstances are generally those beyond the control of the student and they have an impact on the student's capacity and /or ability to progress through a course. These could include:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes and complete assessment
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- Major political upheaval or natural disaster in the home country or district requiring emergency travel or preventing the student from continuing their studies;
- A traumatic experience which could include but is not limited to involvement in or witnessing of an accident, a crime committed against the student or the student has been a witness to a crime and this has impacted on the student (these cases should be supported by police or psychologists' reports).

Academic Misconduct

MST may temporarily suspend or totally cancel a student's enrolment on the grounds of misbehaviour by the student. See the policy on *ACT Academic Misconduct* in the *Shared Resources* on E-campus and found on:

<http://www.actheology.edu.au/policy%20files/Academic%20Misconduct%20Policy.pdf>

Duration of Courses

There is no limit on the time allowed to complete the Diploma.

Unless approval for extension is given by the ACT the maximum time limits for the completion of course is as follows:

- Doctor of Ministry – six years
- Master of Theology/Ministry – four years
- Master of Arts in Theology/Ministry – eight years
- Master of Divinity – nine years
- Graduate Diploma of Divinity – four years
- Graduate Diploma of Christian Studies – four years
- Bachelor Honours – two years
- Bachelor of Theology/Ministries/Christian Studies – nine years.

If a student withdraws from a course for compassionate reasons or due to overseas missionary service they should notify the Dean of Studies and seek permission for the time limitation to be suspended. If applicable the request will be forwarded to the ACT for consideration. Legitimate reasons, such as movement overseas on missionary service, or settling into a new parish ministry are normally received sympathetically and suspension may be granted up to a maximum of five years. Unless studies are resumed in this time period candidature will be deemed to have lapsed and all credit will be nullified. Where there has been a break of 12 months or more any changes to the curriculum or regulations for an award will apply to the student's studies.

Graduation

When the student is enrolling for their final semester they should indicate on the enrolment form that they expect to graduate that semester. The Dean of Studies will request the student to indicate whether they will participate in the conferral service or receive their award and transcript by post. The Dean of Studies will then verify that the student has completed all requirements for their award and notify them if this is not the case.

ATTENDANCE

Lecturers will maintain a class attendance list. This is done for pastoral, administrative (due to Austudy and immigration requirements) and academic reasons. Students are expected to attend a minimum of 80% of lectures in any one subject or in the case of Distance students participate in a minimum of 80% of forums. Anything less than this will mean the student's grades will be impacted and so students will be notified of that risk if they fail to attend 2 lectures or hand in 2 Distance responses. As a matter of courtesy, lecturers should be notified within 48 hours of reasons for absences from class or regarding any failure to submit forum responses. Likewise, as a matter of courtesy to both the lecturer and other students the student should endeavour to arrive on time to lectures. Unless the student is absent for compassionate/compelling reasons lecturers are not obliged to give catch-up sessions or supply missing notes.

MOBILE PHONES IN THE CLASSROOM

MST is committed to establishing a classroom environment that is conducive to learning. Consequently, mobile phones should be switched to silent during class-time and only used for learning tasks directly related to that class.

Mobile phones are not to be used for communicating via text message or social media (Facebook, Twitter etc.), or for general internet browsing during class-time. In extenuating circumstances, students expecting an important phone call during class-time should seek prior permission from the lecturer to take the call.

ASSESSMENT PROCEDURES

The assessment procedures included in the syllabi are samples of what is expected of students and may be varied in accordance with the guidelines established by the Australian College of Theology and the MST Board of Studies.

Assessment procedures should reflect the nature, content and objectives of the subject. Consequently, a variety of assessment instruments are used as indicated in the various syllabi.

The following formula is applicable in all subjects (except Ministry Formation subjects and language subjects). For each subject there will be the following number of words of assessment:

- All 200 level subjects (i.e. Diploma): 4,000 words or the equivalent
- All 300 level subjects (i.e. foundational degree): 4,000 - 5,000 words
- All 400 level subjects (i.e. advanced degree): 5,000 - 6,000 words
- All 500 level subjects (i.e. foundational graduate): 5,000 - 6,000 words
- All 600 level subjects (i.e. advanced graduate): 6,000 - 7,000 words.

Only one type of assessment is required for one point subjects; four point subjects two or three types (maximum) may be used.

Each hour of exam is designated as being equivalent to 1,500 words of written assessment. Thus a 300 level first year subject might involve -

- A two hour exam (nominally worth 3,000 words) and
- An essay of 2,000 words.

Research Project

Undergraduate degree projects (4 cps): Students must complete all the core foundation level subjects and at least 8 credit points of advanced level subjects in that field of study before undertaking a research project. The project, normally 5,000 - 6,000 words will be marked by an internal examiner.

M.Div. research projects (8 cps): Students may not attempt this compulsory project before their last year of study and should have completed at least 8 cps of subjects in that field of study. The project, normally 8,000 words will be marked by an internal examiner.

Grad.Dip in Christian Studies projects: Students may not attempt the project before their last semester of study. The 4 cp project, normally 5,000 words will be marked by an internal examiner.

The student will be expected to submit for approval to the Dean of Studies a detailed proposal that will outline the intended outcome(s) of the project and its relationship to theological principles.

The Dean will appoint one or more supervisors who are qualified to supervise and assess the theological and other dimensions of the project. The supervisors will oversee and liaise with the candidate. The project proposal will be approved by the ACT moderator in the field of study.

Assignment Format

Essays and assignments must follow the required format (refer to the *MST Essay guide* found under *Shared Resources* on E-campus). Submission may be by email or hard copy. Individual lecturers will give directions on their preference. If hard copy two copies of all essays and projects must be submitted.

If an assessment piece is submitted electronically it must be in either PDF or Word Document format. Whether hard copy or electronic all assessments over 1,000 words require the MST cover page.

Marking Scale and Distribution

The marking scale to be used is as follows and the distribution of marks will normally be in the range described below. This scale and distribution will be used for undergraduate and graduate results (but the expectation and marking level for graduate students will, naturally, be considerably higher than that for undergraduate students. See the *Essay Guide* for grading criteria.).

Grade	Score (%)	Grade Point
HD	85+	4.0
D	75-84	3.0
C	65-74	2.0
P+(P2)	58-64	1.5
P (P1)	50-57	1.0
F	≤ 49	0

Individual subjects are not expected to necessarily follow the normal distribution, which is more appropriately related to accumulated marks in all subjects.

A student's grade point average is calculated by multiplying the grade point for each unit by the number of credit points for that unit. The sum is then divided by the total number of credit points accumulated for the award. A GPA of 2.8 is equivalent to a Distinction average.

Word Limit

Assessments that have a word limit should keep to the set length, within 10% variation. Any piece that is outside the 10% will be returned, unmarked, for reworking. For any piece that is 10% longer than the limit the student will have one week to rework the assessment and resubmit and will lose the appropriate late penalty marks.

Extensions and Late Penalties

The due dates of assessment for core foundational units will be coordinated. Advanced students are expected to organize their time to meet deadlines. For units that do not have an exam, the latest due date for the final piece of assessment will be the last day of classes for the semester.

Late Penalty for assessments: the following deductions shall apply to all courses:

3% per day, including weekends and public holidays, up until fourteen (14) days after the due date, after which no assignments will be accepted without prior permission being granted.

The percentage deduction will be off the total mark, not the actual mark awarded, e.g. if an assignment is marked out of 100, 3 marks (3%) will be deducted if one day late; 6 marks if 2 days late etc.

In the case of special circumstances, e.g. personal illness, bereavement etc, or for other legitimate reasons, then the extra time may be deemed appropriate without penalty. Such instances must be cleared with the Dean of Studies **prior** to the due date. Being over-busy with study or the normal demands of ministry (which should be expected to vary at times)

does not of itself constitute a reason for an extension. Any request for extension should be supported by evidence such as a medical certificate if possible.

Deductions of marks due to late penalty can result in an overall fail in the unit and marks will not be adjusted so that the student passes.

If an assignment is handed in more than 14 days late, no marks will be awarded and the subject will be failed. Note however, that, as indicated above, extensions for legitimate reasons can be sought prior to the due date.

See also the *ACT Late Penalties Policy* found under *Shared Resources* on E-campus and <http://www.actheology.edu.au/policy%20files/Late%20Penalties%20Policy.pdf>

Supplementary Examinations

Students who are not able to sit an exam because of approved medical or compassionate reasons will also be offered a supplementary exam.

Supplementary exams are normally held before the start of the following semester.

Students needing medical or compassionate supplementaries must contact the Dean of Studies in writing on the day of the exam or as soon as possible after.

Assistance with Assessments

1. The *MST Essay Guide* and Toolbox program gives general assistance with essays and exams. Students can also find a number of helps under Shared Resources on E-campus.
2. In your lectures you can expect an explanation from the lecturer on how to approach a piece of assessment and clarification if any of the questions are ambiguous.
3. Your lecturer will look at an outline and provide broad advice on improvements if needed. Note that this should not be taken as approval, just advice.
4. In your first semester of study or if the Dean or Studies is concerned you might be at risk of failure then faculty will give help with a draft of a piece of assessment or practice exam question. Under ACT regulations faculty can only give you broad advice on its strengths and weakness not help with the detail. The lecturer who will ultimately grade the paper cannot see a final draft if the piece is an essay.
5. If English is not your first language or you have a diagnosed disability faculty or other students can give you editorial help with grammar and spelling. In the case of an exam where this is not possible you will not be penalised for errors.
6. If you would like help with a draft you must submit it no later than one week prior to the due date as they take some time for faculty to read. Requests will not be received on the due date. You should channel requests through the Dean of Studies who will find the most appropriate person to help you.
7. You can also expect written feedback on assessment other than exams giving strengths and areas that could be improved. Faculty will give you verbal feedback on exam papers on request but you will need to contact the Dean of Studies to arrange that as exam papers are not kept by faculty themselves.

Assessment and Result Advice

Students are entitled to –

1. A result for each piece of work submitted.
2. A result for the subject as a whole. Students will be notified of the date of release of grades at the end of the semester. Students will be posted a transcript on that date and results will be posted on the ACT student database.
3. An explanation of the grading system(s) used.
4. Results returned in such a way that they are not identifiable by other people.
5. Feedback on assessed work in every subject.
 - ❑ With the proviso that this may not occur on every piece of assessed work, although all written work other than exam papers will be returned.
 - ❑ It should normally occur with assignments - though not necessarily with all (eg. it may not be considered necessary with very small pieces of work).
 - ❑ It will not occur with exams except by special request by the student.
 - ❑ It may sometimes be of a general nature - for the class as a whole - rather than individual.
 - ❑ Students are always able to approach the lecturer to discuss their performance.

English Language Requirements

Candidates in programs other than the Chinese Studies program must be able to communicate adequately in English. No allowance is made in these cases for students from a non-English speaking background. However, the use of a foreign language-English dictionary and Bible will be permitted in an exam.

Candidates with Disabilities

Candidates with disabilities (e.g. physical disability, dyslexia etc) may apply for special assessment or examination conditions but this must be done at the beginning of the semester at the time of enrolment.

Under the Disability Discrimination Act 1992 educational institutions are required to make 'reasonable accommodations' for people with disabilities. This includes chronic medical conditions.

MST allows for alternative examination arrangements for students with a disability or illness that may prevent either the student suffering an examination disadvantage, or distress to other students if they were to sit the examination under normal conditions. These arrangements are not a Special Examination. Students with alternative arrangements should normally sit the same paper at the same time as students sitting examinations under normal conditions.

It is very important to try to arrange situations that will not disadvantage the student nor give them an advantage over other students sitting examinations under normal conditions.

Students seeking alternative arrangements should make written application to the Dean of Studies and provide appropriate medical certification of their need for such arrangements. As these arrangements have to be individually tailored to suit the student concerned, the Dean of Studies will take into consideration these submissions into consideration deciding upon any arrangements.

Documentation

Students are required to follow the appropriate documentation method for their course of study. See the *MST Essay Guide* and the *MST Style Guide Reference Sheet* available under *Shared Resources* on E-campus.

Examination and Review

Both MST and the ACT are committed to offering a quality and equitable program in all awards. One of the means used to achieve this is the process of moderation outlined as follows:

Marks can undergo five stages of examination, review and appeal:

- First examination by the lecturer
- Second examination in the case of fail and near fail pieces of assessment
- External moderation
- Appeal by the student could result in further examination
- Review by the Board of Studies or ACT

All ACT subjects are moderated externally each semester.

First and second examiners are appointed for all major pieces of assessment of all subjects. The first examiner is responsible for setting assessment procedures and marking all assessments. The second examiner is responsible for re-examining all close fails; re-examining other papers as requested by the first examiner.

External moderators are appointed by the ACT for all subjects of ACT awards. Before the results are communicated to students, moderators monitor the internal scores and grades of the major piece of assessment for each subject. They read a sampling of scripts, assess the spread of marks and monitor the relative grades achieved by students.

Marking and Appeals Policy

Automatic Marking: Lecturers shall arrange for a second examination by another lecturer of work in each case that fulfils all the following conditions:

- (a) it is a major piece of assessment (worth 40% or more of the overall requirements) for the subject
- (b) the student has failed that piece of work
- (c) the student has failed the subject overall

The mark the student will receive will be either 50% (if the second examiner passes the work), or the original mark given by the first examiner, whichever is higher.

Requests for Re-Assessment – Internally marked assessments: Beyond the automatic re-marks referred to above, there is also the possibility of students requesting a reassessment of specific pieces of work in certain circumstances.

1. Situation:

Where a student thinks that a mark awarded for work done is not fair or correct, or if a student has a grievance of an academic nature that has affected his or her grading or performance. Normally the first step shall be to discuss the matter with the lecturer concerned. If the matter cannot be resolved to the satisfaction of both parties the student may, in certain circumstances, request a re-mark by another lecturer appointed by the Dean of Studies or if a re-mark is not possible or appropriate, may appeal through the Dean of Studies (see ACT *Dispute Resolution Policies* found under *Shared Resources* on E-campus and on <http://www.actheology.edu.au/policies.php>).

2. Application:

Applications for a re-mark should be made in writing to the Dean of Studies (or their appointee).

3. Limitation:

Special requests for marking will be limited to situations where there is the possibility of a significant variation in mark and in the final result for the subject as a whole. Where a student has passed a unit and requests re-marking as a means of trying to obtain a few more marks or higher honours a fee of \$50 will apply. The Dean of Studies may decline to institute a re-mark if good grounds are not given.

4. Re-Assessment:

Where an application is accepted, the piece of work involved and the first mark will be re-assessed by another faculty member in order to determine whether there should be any significant variation to the mark given. Where it is determined that no significant variation is warranted (a variation of approximately 10% of the value of the work being re-assessed is acceptable), the original mark will stand. Where a significant discrepancy is found, the student will be given the benefit of the doubt and awarded the higher of the two marks.

5. Appeal

Students of ACT awards who are still not satisfied with the result may appeal to the Dean of the ACT, paying the prescribed fee.

Requests for Re-Assessment – Externally Marked Assessments

Students of ACT awards who want to appeal against a mark received in an externally assessed exam or essay appeal to the Dean of the ACT through the MST Dean of Studies.

When making the appeal, students should specify the nature of their complaint and the grounds for their appeal. If MST refuses to support an appeal, a candidate has the right of direct appeal to the Dean of the ACT. An independent assessor will be appointed to remark the exam/essay under dispute. The ACT Dean's decision is final. A fee will be charged for all appeals made to the ACT and appeals must be lodged within five weeks of the posting of examination results.

APPENDIX

PRIVACY POLICY

The following is a summary of the application of the privacy policy of the Melbourne School of Theology

MST is subject to Government legislation concerning privacy and is committed to protecting the privacy of your personal information. MST has a detailed Privacy Policy and this Summary should be read in light of that detailed Policy. Personal information includes information about an individual whose identity is apparent, or can reasonably be ascertained, from the information. It includes “sensitive information”. “Sensitive information” includes information about an individual’s racial or ethnic origin, religious affiliation and health information.

In What Circumstances Does MST Collect Personal Information?

MST collects personal information for the primary purpose of maintaining a database in order to operate effectively as a provider of Christian education and ministry. MST collects this information for related, secondary purposes including:

- meeting our legal obligations,
- administration,
- contacting donors to, and graduates of, MST, and
- (with the express exception of sensitive information) for marketing purposes.

MST will only collect sensitive information with the individual’s consent, unless the other provisions of Section 10 of MST’s Privacy Policy apply.

About Whom do we Collect Personal Information?

- Applicants, Students, Graduates, Donors, ACTh Council Members, Faculty and Staff
- Some of the other people who come in contact with MST.

What Types of Personal Information do we Collect?

Electronically stored personal information	Paper records of personal information
Application and enrolment forms, any medical report and in-coming references, past and present Student's attendance record, academic progress and results	Application and enrolment forms, any medical report and in-coming references, past and present Student's attendance record, academic progress and results
Overseas Student visa information	Overseas Student visa information
Correspondence from, or concerning, Students, including copy references from MST	Correspondence from, or concerning, Students, including copy references from MST
ACTh Council Members, Faculty, Staff and Graduate names and contact details	ACTh Council Members, Faculty, Staff and Graduate names and contact details
Donor names and contact details and direct debit details where provided	Donor names and contact details and direct debit details where provided
The unique identifier (log-in identification and Student number) and email address of anyone who communicates with MST on-line	
The results of on-line surveys made of Students, Graduates, Donors, Churches and Mission Agencies	The results of on-line surveys made of Students, Graduates, Donors, Churches and Mission Agencies
Newsletters from Graduates	Newsletters from Graduates
(In the future) website chat-rooms, forums, on-line tuition, message boards and / or news groups	Records relating to counselling of Students, Faculty and Staff (including performance appraisal)
Requests for prayer	Requests for prayer (also may be oral)

Use & Disclosure of Personal Information

Personal information that MST collects will not be used or disclosed for any purpose other than the primary purpose for which it was collected or for a related, secondary purpose as listed above. The exceptions are where:

- MST provides a debt collection agency, or a solicitor, with the name and contact details of a person who either has an outstanding debt payable to MST, or is involved in another legal matter concerning that person and MST.
- MST provides a personal reference or a copy of a person's academic results to another educational institution, prospective employer or mission agency, upon request of that institution etc, unless the Student or Graduate has requested in writing that such information be not provided.

Only authorized Faculty or Staff involved in providing training, education and ministry for the person providing personal information may have access to such information as they need to provide an appropriate service. Prayer requests that contain personal information will only be communicated to individuals or any category of individuals specified by the person making the request.

Information about a person’s race, ethnic origin or religious affiliation may be used in the compilation or analysis of statistics relevant to planning and marketing. Sensitive information that MST collects will not be used for any purpose other than the primary purpose for which it was collected. Sensitive information will not be disclosed for any purpose without the consent of the individual.

Data Quality and Security

MST will seek to ensure that personal information is kept up-to-date and complete. MST will take reasonable steps to protect and secure personal information from loss, misuse and unauthorized access. For example:

Electronically stored personal information	Paper records of personal information
Our site has security measures in place against loss, misuse and unauthorized access of personal information	Such information is kept in locked filing cabinets in the offices of the Principal, Principal’s PA or Administrative Assistant (Academic). Students’ files are archived in a locked, fire-proof Compactus
A log-in name or user name and a password are required to visit secure areas and only authorized Faculty and Administrative Staff are issued with these	Some personal information is kept separately in a locked safe.
Although most on-line surveys will not require identification, occasionally some surveys might ask a Student, Graduate or Donor for their unique identifier	Surveys are kept in locked filing cabinets in the offices of the Dean of Studies and the Publicity Officer

In relation to accessing their own student results, Students should ensure their own passwords are kept secure.

In the future, MST’s website may have chat rooms, forums, on-line teaching environments, message boards and / or news groups available to their users. Students are reminded that any information that is disclosed in these areas will become public information and should exercise caution when deciding to disclose personal information.

Openness

On request, MST will seek to let a person know what sort of personal information it holds and why, how it collects and holds the information, and the circumstances under which it may disclose the information.

Access & Correction

MST will permit individuals to have access to their personal records in accordance with the MST Access to student records policy. Please inform us of any changes you think should be made to our records. If you would like us to delete your personal information held electronically, please notify us on mst@mst.edu.au or phone 61 3 9735 0011.

Identifiers

MST will not use or disclose Federal Government or agency identifiers, except for the reasons for which they were issued or if other provisions of National Privacy Principle 7 apply.

Anonymity

Should it be appropriate and practicable, a person may elect not to identify him or herself in entering into transactions with MST.

Trans-Border Data Flows

MST will not transfer a person's personal information out of Australia, except where regulations similar to the Australian National Privacy Principles bind the recipient, or with the person's consent.