



Academic Guidelines

Melbourne School of Theology
Bible and Mission

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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 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 at the end of this document for details on dates and penalties that apply.

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 ACTh offering ACT awards 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.

How to Apply

The student should:

1. Complete the Transfer Credit/RPL form available from the main office indicating the course enrolled in and the subject or field of study where transfer credit or RPL is being sought. N.B Students must apply for a specific subject. The application must be made at the commencement of the course and will not be received later than 2 weeks into the first semester of a student's course. There is no cost for a submission.
2. Students should also explain their reasons and attach evidence of learning gained or maintained within the last 10 years. This may include but is not limited to:
 - ❑ A certified transcript showing results for cases of transfer credit.
 - ❑ A certified copy of a statement of satisfactory completion of a subject for other courses. The student may also be asked to supply details of objectives, learning outcomes and content of the subject, assessment undertaken, contact hours and presenter.
 - ❑ A detailed *curriculum vitae* and letters of support from appropriate persons/organisations who can verify these details for learning from informal experience.
3. The Dean or Studies must sign the form.
4. The request will be forwarded to the ACT for a final decision. Credit may be granted for up to and one third of any ACT course. The result, if positive in general will be one of the following:
 - ❑ Credit for a specific subject
 - ❑ Credit toward a field;
5. A letter or email of the results will be sent to the student and a copy placed in their student file.

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.

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 *Variation of Enrolment Policy* in the Appendices of this document. 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.

On failing 50% or more of subjects at the end of 2 consecutive semesters, in the case of overseas students the student will be given written notice of MST's intention to report their unsatisfactory academic progress to DIAC and in the case of domestic students their enrolment will be conditional on passing more than 50% of their units over the following year.

Students will also be advised that they have 20 days in which to appeal before that takes place. The appeal should follow the normal procedures for an Academic Grievance and may be lodged for any one of the following reasons:

- Failure by faculty or administrative staff to record or calculate a student's marks accurately,
- Compassionate or compelling circumstances, or
- MST has not implemented this intervention strategy and other policies outlined in this document.

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 *Deferring, Suspending or Cancelling a Student's Enrolment* in the appendices of this document.

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. See the *Policy on Deferring, Suspending or Cancelling a Student's Enrolment* in the Appendices of this document.

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.

Sample Assessment Formats

For example, for a 400 level undergraduate advanced subject the lecturer is required to set two (or more) different forms of assessment totalling 6,000 words of assessment. This could include

- A class paper of 1,000 words
- An essay of 2,000 words
- An exam of two hours, nominally reckoned to be 3,000 words.

Or it could involve -

- 5 reading response reports with a total of 1,000 words
- A case study of 2,000 words
- An essay of 3,000 words.

Or it could involve –

- A book assessment of 2000 words
- An essay of 4,000 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). 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.

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.
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. Students should contact the Dean of Studies to discuss their needs.

Documentation

Students are required to follow the appropriate documentation method for their course of study. A guide to essay writing and documentation is available.

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 *Academic Grievance Policy* below).

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.

APPENDICES

APPENDIX 1: ACADEMIC APPEALS POLICY – Domestic Students

(Students are also referred the ACT website www.actheology.edu.au for the complete policy)

1.1 Complaints and Grievances about marks assigned to an intra-semester assessment task and unit curriculum matters

1.1.1 Informal resolution with the lecturer

Students concerned about an academic decision concerning curriculum/assessment in a unit of study should initially discuss the concern informally with the relevant lecturer. In particular, following the release of results of intra-semester assessments (e.g. an essay), students may informally request that an assessment be reviewed by the lecturer of the unit of study. This should be done within twenty five (25) working days of the particular academic decision being made. The lecturer should deal with the issue promptly, giving a full explanation to the student of the reasons for the academic decision.

If the student's concerns are not resolved by this means, the lecturer should:

- Explain the next step in the procedure, set out below; and
- Give the student a copy of this policy

1.1.2 Reference to the Dean of Studies

If the student's concerns cannot be resolved by the relevant lecturer, and/or the student alleges failure to follow procedures, the student may then choose to approach the MST Dean of Studies. The student may approach the Dean of Studies on an informal basis, or else make the complaint formal by putting the grievance in writing, specifying the nature of the complaint and the grounds for their appeal. The student should do either of these things within 15 working days of the outcome of discussions with the lecturer.

Informal complaints

If the student chooses to approach the Dean of Studies informally, this does not preclude later lodgement of the grievance formally in writing to the Dean of Studies.

The Dean of Studies will deal with informal complaints promptly, giving a full explanation to the student of the reasons for the academic decision.

Formal complaints

The Dean of Studies must acknowledge receipt of a formal complaint in writing within five (5) working days of receipt.

The Dean of Studies must try to resolve the complaint within 15 working days of receiving the complaint. The Dean of Studies may discuss the matter with both the student and the relevant lecturer in attendance. If the complaint relates to the mark for an intra-semester assessment, the Dean of Studies may arrange for the assessment script to be marked by another MST lecturer.

Following investigation of the matter, the Dean of Studies will advise the student in writing of her decision:

- (a) setting out the reasons;

- (b) advising that if the student does not agree with the decision, then the student has the right of formal appeal to the Dean of the ACTh; and
- (c) giving the student a copy of this policy, if the student does not already have a copy.

1.1.3 Reference to the Dean of the ACTh

If the student's concerns cannot be resolved by the Dean of Studies, and/or the student alleges failure to follow procedures, the student may only formally approach the Dean of the ACTh by putting the complaint in writing and lodging it within 15 working days of receipt of the written response by the Dean of Studies. Again the nature of the complaint and the grounds for appeal should be detailed.

The Dean of the ACTh must acknowledge receipt of the formal complaint in writing within five (5) working days of receipt.

The Dean must try to resolve the complaint within fifteen (15) working days of receiving the complaint. If the complaint relates to the mark for an intra-semester assessment, the Dean may appoint an independent assessor who will remark the assessment script under dispute. A fee may be charged if the student had been awarded a passing grade or higher for the assessment script under dispute.

Following investigation of the matter, the Dean will advise the student in writing of his/her decision:

- (a) setting out the reasons;
- (b) if the complaint relates to the mark on an intra-semester assessment, advising that his/her decision is final; and,
- (c) giving the student a copy of this policy, if the student does not already have a copy.

1.2 Complaints about the grade awarded in a unit

Following release of the final grades in units by the ACTh, students may wish to lodge a complaint about the grade awarded in an enrolled unit. Should the student proceed to formal appeal of a passing grade, a fee may apply.

1.2.1 Informal resolution with the Registrar in an affiliated college

Students concerned about the final grade awarded in a unit of study may initially discuss the issue informally with the lecturer. This should be done within twenty five (25) working days of the release of results by the ACTh. The lecturer should deal with the issue promptly, giving a full explanation to the student of the reasons for the grade awarded.

If the student's concerns are not resolved by this means, the lecturer will:

- Explain the next step in the procedure, set out below; and
- Give the student a copy of this policy

1.2.2 Reference to the Dean of Studies of an affiliated college

If the student's concerns were not resolved by the lecturer, and/or the student alleges failure to follow procedures, the student may then choose to approach the Dean of Studies. The student may approach the Dean of Studies on an informal basis, or else make the complaint formal by putting the grievance in writing, specifying the nature of the complaint and the grounds for their appeal. The student should do either of these things within 15 working days of the outcome of discussions with the lecturer.

Informal complaints

If the student chooses to approach the Dean of Studies informally, this does not preclude later lodgement of the grievance formally in writing to the Dean of Studies.

The Dean of Studies should deal with informal complaint about the final grade for a unit promptly, giving a full explanation to the student of the reasons for the academic decision.

Formal complaints

While not limited to the following, a student may normally appeal formally against the award of a grade only where:

1. the lecturer did not provide a unit outline as required; or
2. the assessment requirements as specified in the unit outline were varied in an unreasonable way; or
3. examiners judgement was not objectively applied because of prejudice against the individual candidate; or
4. a student is of the view that a clerical error has occurred in the computation of the grade; or
5. due regard has not been paid to the evidence of illness or misadventure if submitted by the specified date
6. a student is of the view that they have been disadvantaged in some way due to the conduct of their final examination.

The Dean of Studies must acknowledge receipt of a formal complaint in writing within five (5) working days of receipt.

The Dean of Studies must try to resolve the complaint within 15 working days of receiving the complaint. The Dean of Studies may discuss the matter with both the student and the relevant lecturer in attendance. The Dean of Studies may arrange for the assessment script(s) completed in the unit to be marked by another lecturer at MST.

Following investigation of the matter, the Dean of Studies will advise the student in writing of her decision:

- (a) setting out the reasons;
- (b) advising that if the student does not agree with the decision, then the student has the right of formal appeal to the Dean of the ACTh; and
- (c) giving the student a copy of this policy, if the student does not already have a copy.

1.2.3 Reference to the Dean of the ACTh

If the student's concerns cannot be resolved by the Dean of Studies, and/or the student alleges failure to follow procedures, the student may only formally approach the Dean of the ACTh by putting the complaint in writing and lodging it within 15 working days of receipt of the written response by the Dean of Studies. Again the nature of the complaint and the grounds for appeal should be detailed.

The Dean must acknowledge receipt of the formal complaint in writing within five (5) working days of receipt.

The Dean must try to resolve the complaint within fifteen (15) working days of receiving the complaint.

Following investigation of the matter, the Dean will advise the student in writing of his/her decision:

- (a) setting out the reasons for the awarding of the final grade for the unit;
- (b) advising that if the student does not agree with the decision, then the student has the right of formal appeal to an independent external agency; and
- (c) giving the student a copy of this policy, if the student does not already have a copy.

2. Appeals regarding Other Academic and non-Academic/Administrative Decisions

Other Academic and Non-academic/administrative decisions are not limited to, but include, matters related to fees, withdrawals, etc., and other decisions students may consider are interfering with the progress of their studies or with issuing of an award of the ACTh.

2.1 Informal resolution with the Dean of Studies

In the first instance, a student who is concerned about a decision made or action taken by MST or the ACTh should discuss their grievance with the Dean of Studies. The Dean of Studies will promptly notify the student of any action taken or any decision made by them in relation to the grievance.

If, following the notification from the Dean of Studies, the student's grievance is not resolved to their satisfaction or the student alleges failure to follow procedure, the student should seek advice from the Dean of Studies concerning to whom the student may next address their grievance. If the matter relates to MST, the student may address their grievance to the Principal; if the matter relates to ACTh policy or regulations, the student may address their grievance to the ACTh Academic Administrator. The Dean of Studies will give the student a copy of this policy.

2.2 Reference to the Principal MST

If the student's concerns cannot be resolved by the Dean of Studies, and/or the student alleges failure to follow procedures, the student may only formally approach the Principal of MST by putting the complaint in writing and lodging it within 15 working days of receipt of the notification from the Dean of Studies. Again the nature of the complaint and the grounds for appeal should be detailed.

If the Principal was involved in making the original decision that becomes the matter in dispute or the Principal is unavailable to participate in the resolution process, another person of appropriate rank and expertise shall be appointed by the President of the MST Council (or equivalent) as the review officer in place of the Principal.

The Principal must acknowledge receipt of the formal complaint in writing within five (5) working days of receipt.

The Principal must try to resolve the complaint within fifteen (15) working days of receiving the complaint.

Following investigation of the matter, the Principal will advise the student in writing of his/her decision as well as:

- (a) setting out the reasons for this decision;

- (b) advising that if the student does not agree with the decision, then the student has the right of formal appeal to the Dean of the ACTh; and
- (c) giving the student a copy of this policy, if the student does not already have a copy.

2.3 Reference to the ACTh Academic Administrator

If the student's concerns relate to ACTh policy or regulations and have not been resolved by the MST Dean of Studies, or the student alleges failure to follow procedures, the student may choose to formally approach the Academic Administrator of the ACTh. The student should put the complaint in writing to the ACTh Academic Administrator within 15 working days of the outcome of discussions with the Dean of Studies, specifying the nature of the complaint and the grounds for their appeal.

The ACTh Academic Administrator must acknowledge receipt of a formal complaint in writing within five (5) working days of receipt.

The ACTh Academic Administrator must try to resolve the complaint within 15 working days of receiving the complaint.

Following investigation of the matter, the ACTh Academic Administrator will advise the student in writing of his/her decision as well as:

- (a) setting out the reasons for this decision;
- (c) advising that if the student does not agree with the decision, then the student has the right of formal appeal to the Dean of the ACTh; and
- (d) giving the student a copy of this policy, if the student does not already have a copy.

Contact details for the ACTh Academic Administrator:

Mr Simon Davies
Academic Administrator
Australian College of Theology
Suite 4, Level 6
51 Druitt Street
Sydney NSW 2000
Ph. 02 9262 7890
sdavies@actheology.edu.au

2.4 Reference to the Dean of the ACTh

If the student's concerns cannot be resolved by the MST Principal or the ACTh Academic Administrator, or the student alleges failure to follow procedures, the student may formally approach the Dean of the ACTh only by putting the complaint in writing and lodging it within 15 working days of receipt of the written response by the MST Principal or ACTh Academic Administrator. Again the nature of the complaint and the grounds for appeal should be detailed.

The Dean must acknowledge receipt of the formal complaint in writing within five (5) working days of receipt.

The Dean must try to resolve the complaint within fifteen (15) working days of receiving the complaint.

Following investigation of the matter, the Dean will advise the student in writing of his/her decision as well as:

- (a) setting out the reasons for this decision;
- (b) advising that if the student does not agree with the decision, then the student has the right of formal appeal to an independent external agency; and
- (d) giving the student a copy of this policy, if the student does not already have a copy.

Contact details for the ACTh Dean:

Rev Dr Mark Harding

Dean

Australian College of Theology

Suite 4, Level 6

51 Druitt Street

Sydney NSW 2000

Ph. 02 9262 7890

mharding@actheology.edu.au

3. External Dispute Resolution

Students who remain dissatisfied with the outcome of any appeal, except those related to a mark for an intra-semester assessment, can make a final appeal free of charge to the Council of Private Higher Education (COPHE), c/- the Executive Officer, Mr Adrian McComb, PO Box 4210, Castlecrag, NSW, 2068 (02 9417 0834). Such appeals should be in writing. The staff at affiliated colleges and the ACTh are also able to make representation to COPHE regarding the matter. Students can include a nominee in this process if they so choose. Decisions of COPHE shall be final and binding on all parties.

Notwithstanding the above, in matters of dispute resolution, students may exercise their rights to other legal remedies and may contact the higher education authority in their state. Contact details for the higher education authority in each state where the ACTh is the registered provider are listed below. Students can include a nominee to represent them in this process if they so choose.

External Formal Concern

If a domestic student is concerned about the College's actions, the student may raise concerns with respect to the ACTh's registration as an education and course provider to students with the higher education authority in the state in which their enrolling college is located.

In Victoria

Department of Education and Training

Level 3, 2 Treasury Place

East Melbourne, Victoria 3002

PO Box 266 Melbourne, Victoria 3001

Ph: (03) 9637 2808

Fax: (03) 9637 2720

Email: highered@edumail.vic.gov.au

APPENDIX 2: ACADEMIC APPEALS POLICY – International Students

(Students are also referred to the ACT website www.actheology.edu.au)

The College provides processes for handling grievances brought by prospective, enrolled and former overseas students regarding academic and non-academic matters.

General feedback and comment from students about administration, academic programs and services will not be treated by the ACT as a grievance unless action or a response is required under the policies or regulations of the ACT.

Whenever possible, grievances will be handled at MST and within the ACT. However, should these internal processes not resolve the matter, provision is made for external independent grievance handling/dispute resolution.

You may nominate an advocate to accompany, represent, and support you at any stage of the internal complaint and grievance processes, or external independent processes to resolve problems.

If you choose to access the appeal process, the ACT will maintain your enrolment while the process is ongoing. If the appeal results in a decision that supports your claim, the ACT will immediately implement that decision and/or corrective and preventative action required and will advise you of the outcome.

Appeals against Academic Decisions

Concerns about an academic decision concerning curriculum/assessment in a unit of study or the final grade awarded in a unit of study should initially discuss the issue informally with the lecturer. This should be done within twenty five (25) working days of the release of results by the ACT. The lecturer should deal with the issue promptly, giving a full explanation to you of the reasons for the grade awarded.

If your concerns were not resolved by the lecturer, or because of a failure to follow procedures, you may then choose to approach the MST Dean of Studies. You may approach the Dean of Studies on an informal basis, or else make the complaint formal by putting the grievance in writing, specifying the nature of the complaint and the grounds for your appeal. You should do either of these things within 15 working days of the outcome of discussions with the Lecturer.

If you choose to approach the Dean of Studies informally, this does not preclude later lodgement of the grievance formally in writing to the Dean of Studies.

The Dean of Studies should deal with informal complaint about the final grade for a unit promptly, giving a full explanation to you of the reasons for the academic decision.

While not limited to the following, you may normally appeal formally against the award of a grade only where:

1. the lecturer did not provide a unit outline as required; or

2. the assessment requirements as specified in the unit outline were varied in an unreasonable way; or
3. examiner's judgement was not objectively applied because of perceived prejudice against you; or
4. you are of the view that a clerical error has occurred in the computation of the grade; or
5. due regard has not been paid to the evidence of illness or misadventure if submitted by the specified date
6. you are of the view that you have been disadvantaged in some way due to the conduct of your final examination.

The Dean of Studies must acknowledge receipt of a formal complaint in writing within five (5) working days of receipt.

The Dean of Studies must try to resolve the complaint within 15 working days of receiving the complaint. The Dean of Studies may discuss the matter with both yourself and the relevant lecturer in attendance. The Dean of Studies may arrange for the assessment script(s) completed in the unit to be marked by another lecturer in your college of enrolment.

If your concerns cannot be resolved by the Dean of Studies, or because of failure to follow procedures, you may formally approach the Dean of the ACT by putting the complaint in writing and lodging it within 15 working days of receipt of the written response by the Dean of Studies. Again the nature of the complaint and the grounds for appeal should be detailed.

The Dean must acknowledge receipt of the formal complaint in writing within five (5) working days of receipt.

The Dean must try to resolve the complaint within fifteen (15) working days of receiving the complaint.

Following investigation of the matter, the Dean will advise you in writing of his or her decision:

- (a) setting out the reasons;
- (b) if the complaint relates to the mark on an intra-semester assessment, advising that his/her decision is final;
- (c) on other academic matters, advising that if you do not agree with the decision, then you have the right of formal appeal to an independent external agency; and
- (d) giving you a copy of this policy, if you do not already have a copy.

Appeals Regarding non-Academic/Administrative and Other Issues

Non-academic/administrative issues are not limited to, but include, matters related to fees, withdrawals, etc., and other issues students may consider are interfering with the progress of their studies.

In the first instance, if you are concerned about a non-academic decision made or action taken by your affiliated college you should discuss your grievance with the International Liaison Officer/Registrar at your college of enrolment. The Dean of Studies will promptly notify you of any action taken or any decision made by them in relation to the grievance.

If, following the notification from the Dean of Studies, your grievance is not resolved to your satisfaction, you should seek advice from the Dean of Studies who will advise you to whom you may next address your grievance. If the matter relates to MST, you may address the Principal; if the matter relates to ACT policy or regulations, you may address the ACT Academic Administrator. The Dean of Studies will give you a copy of this policy.

If your concerns relate to ACT policy or regulations and have not been resolved by the Dean of Studies of MST, or because of a failure to follow procedures, you may then choose to formally approach the Academic Administrator of the ACT. You should put the complaint in writing to the ACT Academic Administrator within 15 working days of the outcome of discussions with the International Liaison Officer/Registrar, specifying the nature of the complaint and the grounds for your appeal.

The ACT Academic Administrator must acknowledge receipt of a formal complaint in writing within five (5) working days of receipt.

The ACT Academic Administrator must try to resolve the complaint within 15 working days of receiving the complaint.

Following investigation of the matter, the ACT Academic Administrator will advise you in writing of his or her decision:

- (a) setting out the reasons;
- (c) advising that if you do not agree with the decision, then you have the right of formal appeal to the Dean of the ACT; and
- (d) giving you a copy of this policy, if you do not already have a copy.

If your concerns cannot be resolved by the ACT Academic Administrator, or because of failure to follow procedures, you may formally approach the Dean of the ACT by putting the complaint in writing and lodging it within 15 working days of receipt of the written response by the ACT Academic Administrator. Again the nature of the complaint and the grounds for appeal should be detailed.

The Dean must acknowledge receipt of the formal complaint in writing within five (5) working days of receipt. The Dean must try to resolve the complaint within fifteen (15) working days of receiving the complaint.

Following investigation of the matter, the Dean will advise you in writing of his or her decision:

- (a) setting out the reasons;
- (b) advising that if you do not agree with the decision, then you have the right of formal appeal to an independent external agency; and
- (d) giving you a copy of this policy, if you do not already have a copy.

External Dispute Resolution

Students who remain dissatisfied with the outcome of any appeal, except those related to a mark or grade, can make a final appeal free of charge to the Committee of the Council of Private Higher Education Incorporated (COPHE), c/- the Executive Officer, PO Box 4210, Castlecrag, NSW, 2068 (02 9417 0834). Such appeals should be in writing. The staff at MST and the ACT are also able to make representation to the COPHE Committee regarding the matter. You can include a nominee in

this process if you so choose. Decisions of the COPHE Committee shall be final and binding on all parties.

External Formal Concern

Notwithstanding the above, in matters of dispute resolution, international students may exercise their rights to other legal remedies and may contact the Overseas Education Unit in their state. Contact details for the Overseas Education Unit in each state where the ACT is the registered provider are listed below. You can include a nominee to represent you in this process if you so choose.

If you are concerned about the College's actions on any matter at any time, you may raise concerns with respect to the ACT's registration as an education and course provider to overseas students with the Overseas Education Unit in the state in which your sponsoring college is located.

In Victoria—

The Victorian Registration and Quality Authority
GPO Box 2317
Melbourne VIC 3001
Ph: 03 9651 3221
Fax: 03 9651 3266

In each state the Director-General (or equivalent) has the power to suspend or cancel the provider's registration or a course if a breach of the requirements of registration provision is proved.

Contact details for the Overseas Education Unit in other States/Territories are available by searching on the Internet (<http://cricos.detya.gov.au/asp/CRICOSContacts.asp>) or from the Australian College of Theology.

Implications of withdrawing from or not accessing the complaints and appeals process

Where the ACT has assessed the student as not complying with their student visa conditions, either through unsatisfactory attendance or unsatisfactory course progress, or for disciplinary reasons, the ACT will notify the student in writing of its intention to report the student to the Department of Immigration and Citizenship (DIAC). The written notice will inform the student that he or she is able to access the ACT's Dispute Resolution Policy for International Students and that the student has twenty (20) working days in which to do so.

Where a student has chosen not to access the complaints and appeals process outlined in this policy within the twenty (20) working day period, withdraws from the process, or the process is completed and results in a decision supporting the ACT, the ACT will notify the Secretary of the Department of Education, Science and Training (DEST) through PRISMS as soon as practicable.

APPENDIX 3: DEFERRING, SUSPENDING OR CANCELLING A STUDENT'S ENROLMENT

Policy

MST only enables a student to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances.

Regulations

The student may only defer their enrolment on the grounds of:

1. Compassionate or compelling circumstances

MST may temporarily suspend or totally cancel a student's enrolment on the grounds of:

1. Misbehaviour by the student.

Definitions

Compassionate or compelling circumstances include but are not limited to the following:

- 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).

Misbehaviour includes but is not limited to:

- Taking unauthorized materials into an examination;
- Submitting work for an assessment knowing it to be the work of another person;
- Improperly obtaining knowledge of an examination paper and using that knowledge in the examination;
- Arranging for another person to sit an examination in the place of the candidate;
- Failing to acknowledge the source of material in an assessment, including project or thesis;
- Submitting a false medical certificate;
- Intimidation and/or sexual harassment;
- Unsatisfactory attendance or academic progress without compassionate or compelling reason and where lack of ability is not deemed to be the cause.
- Failure to pay course fees.
- Breach of visa conditions.

Procedures

- In the case of deferral for compassionate and compelling reasons students must submit a letter to the **Dean of Studies** requesting deferral which explains the reason for the request. It must be accompanied by relevant evidence, such as a medical certificate.
- In the case of misbehaviour the **Vice Principal** will write to the student identifying that there is a problem and requiring them to attend a meeting to discuss the situation. If the misbehaviour is of an academic nature the **Dean of Studies** will be present at the meeting. If there is no compelling or compassionate reason for the situation, a penalty appropriate to the misbehaviour will be placed on the student. That could range from re-submission of assessment or one month probation to a two year suspension or cancellation of enrolment.
- The **Vice Principal** will meet with the student again at the end of any probation or suspension period to determine if conditions have been met.
- All cases of suspension and cancellation for misbehaviour will be decided by the **MST Management Team** on the recommendation of the **Vice Principal (and Dean of Studies** if applicable).
- In the case of an overseas student, the **Dean of Studies** will inform the student that deferring, suspending or cancelling his or her enrolment may affect his or her student visa and MST will notify the Secretary of DEST via PRISMS under section 19 of the ESOS Act.
- In the case of an ACT student the **Dean of Studies** will send the deferral letter or notice of suspension or cancellation with appropriate evidence to the ACT.
- The **Vice Principal (or Dean of Studies** where applicable) will inform the student of MST's intention to suspend or cancel the student's enrolment in the case of misbehaviour and notify the student that he or she has 20 working days to lodge an appeal. The suspension or cancellation will not take effect until the internal appeals process has been completed, unless extenuating circumstances relating to the welfare of the student apply.
- The **Vice Principal (or Dean of Studies** where applicable) will document all correspondence, meetings and decisions to be kept on the student's file.

APPENDIX 4: DISABILITY POLICY

Examinations and Assessment

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 Board of Studies will take into consideration these submissions into consideration deciding upon any arrangements.

APPENDIX 4: ETHICS PROTOCOLS

Ethics Protocols

There are occasions when students need to obtain ethical approval to conduct research. This will generally occur in higher level professional and research awards. The most common issues which require approval relate to research involving human subjects. However, other issues can be involved. Research involving human subjects includes surveys, interviews and case studies. Researchers should be aware of the potential distress that even anonymously answered questions can present; and to the need for confidentiality; and to the need to adequately inform people about the basis of, the reason for, and the expectations involved in the research.

Students enrolled in **ACT Doctor of Ministry, Master of Arts (Theology), Master of Theology and Doctor of Theology** awards who require ethical approval for their thesis must submit research ethics protocols to the relevant ACT ethics committee.

Students enrolled in **MST awards** should work through the Board of Studies. As it is not anticipated that there will be many applications these Boards will be able to grant approval or will form a separate ethics committee if it is deemed necessary.

The need for approval is accentuated according to the level at which the research is being undertaken. Not infrequently, students undertaking diploma, undergraduate or MDiv awards are asked to 'research' various situations in church or mission or the wider community. Not all such 'research' requires approval any more than any normal conversation does. The more intense the research (or, 'information gathering') becomes though, and the more sensitive the information sought, the more likely it is that a protocol will need to be undertaken.

As a general rule, the kind of information gathering usually undertaken at undergraduate level does not require an ethics protocol, but faculty should always be aware of the need for caution in setting assignments which require students to gather information from other people, especially where the information is of a sensitive or personally threatening nature. People being asked to complete simple, anonymous questionnaires can be assumed to have given consent. Conversations to elicit information do not necessarily require completion of a protocol. But consideration ought always be given to (a) the effect questioning may have on the person involved, (b) to the nature of the information sought, (c) to the need for anonymity and (d) to issues of confidentiality.

It is likely where a student is undertaking a research project or an honours year that research can become more intense. Faculty and students involved in these awards should be aware that research involving human subjects can require ethics approval. If research involving human subjects is a major part of a research or honours project then approval will probably be needed.

Students are responsible for initiating and completing ethics protocols, but if faculty are aware of students undertaking research involving human subjects which extends beyond

what is normally undertaken in an undergraduate award, or which is likely in any way to have the potential to cause distress in any way then they should take immediate steps to ensure that an ethics protocol is initiated and completed by the student prior to the research being undertaken.

Ethics Protocols for Students Engaging in Research.

1. Introduction

1.1. The Importance Of Ethics:

- The application of ethics in research is not an optional extra both for reasons of personal and institutional integrity, and to fulfil legal requirements

1.2. The Need For Ethical Protocol:

- To provide guidance for the researcher in increasingly complex ethical, moral, and legal situations
- To minimise the chance of needlessly hurting or offending people or betraying their trust

1.3. MST's Ethics Protocol Procedures:

- MST requires all students engaging in research to comply with the ethics protocols set out in the National Statement on Ethical Conduct in Research Involving Humans of the National Health and Medical Research Council.
- The following is a summary outline for MST students and faculty. Supervisors and those doing research are expected to familiarise themselves with the NSECRIH. (available at <http://www.health.gov.au/nhmrc/publications/humans/contents.htm>)

1.4. Who Is This For?

- Students doing diploma, undergraduate and graduate work, as well as lecturers and supervisors
- The ethics protocol operates in a context of research culture & research training

2. Guidelines For Research And Project Work

2.1 Essays

- For plagiarism see Academic Manual or Guide to Essay Writing

2.2 Research involving people rather than written sources:

Typically this might include:

- obtaining permission from people (including parents for minors)
- questionnaires
- interviews
- retaining of records
- the use of personal information
- issues of respect and privacy
- destruction of information
- 'contracts' with subjects of research

2.3 Discipling and mentoring: This includes:

- 'contracts' with subjects of research
- obtaining permission from people
- special issues to do with minors
- gender issues
- the use of photos and videos
- issues of respect and privacy

2.4 Conduct:

- The researcher (and the supervisor) must be especially sensitive when dealing with people of different cultures whether in Australia or overseas.

Conclusion

1.1. Reflection

- What reasons can you think of for not following the ethics protocol?

1.2. Checklist

1.3. Disclaimer Required.

- I have read and understand the above ethical guidelines and agree to abide by the standards and procedures mentioned, and with the other ethical standards of the Melbourne School of Theology.

Signature of Student _____

Signature of Supervisor _____

Date _____

APPENDIX 5: NON-DISCRIMINATORY LANGUAGE POLICY

It is increasingly acknowledged that language is a powerful means of perpetuating discrimination against people because of their gender, age, race, and national or ethnic origin. Many people feel inferior, offended, stereotyped and denigrated by the continued use of such language. Language is constantly changing and developing. MST encourages its faculty and students to adapt their communication to contribute towards removing discrimination and enhancing good relationships between all people. This policy extends to cover all written communication as well as both public and classroom presentations.

Titles and Other Modes of Address

Titles and modes of address should be used consistently, and in parallel fashion, for women and men.

Avoid	Use
Albert Einstein and Mrs Mead	Dr Einstein and Dr Mead, Albert Einstein and Margaret Mead

The title 'Ms' is recommended to parallel 'Mr' and should be used when a woman's preferred title is unknown.

Alternatives for Using Man Generically

Avoid the use of gender-oriented language in contexts that clearly refer to people, inclusive of men and women.

Avoid	Use
man, men mankind	we, person, people, human beings humankind, humanity, human beings, civilization
sons of God sons of men	children of God, people of God children
every man	everyone
Brethren, brothers	brothers and sisters, friends, neighbours

Personal Pronouns

Use he, his, him himself only when referring specifically to a male person and not in a generic sense. When the generic sense is intended alternatives should be found:

Avoid

A student may have a maximum of nine points of transfer credit out of the final 18 points of his degree.

Use

Students may have a maximum of nine points of transfer credit out of the final 18 points of their degree.

A student may have a maximum of nine points of transfer credit out of the final 18 points of his or her degree.

A maximum of nine points of transfer credit out of the final 18 points may be applied to a student's degree.

In Greek and Hebrew respectively the words *anthrōpos* and *‘ādām* are not always gender specific but can refer inclusively to men and women. The following verses represent the manner in which Bible translators have approached Hebrew and Greek words for people.

	KJV (1611)	RSV (1948)	NIV (1978)	NRSV (1989)
Gen 1:26 Heb.: <i>‘ādām</i> LXX: <i>anthrōpos</i>	Let us make man in our image	Let us make man in our image	Let us make man in our image	Let us make humankind in our image
Psa 8:4 Heb.: <i>‘enōsh, ‘ādām</i> LXX: <i>anthrōpos</i>	What is man, that thou art mindful of him? And the son of man, that thou visitest him?	What is man that thou are mindful of him, and the son of man that thou dost care for him?	What is man that you are mindful of him, the son of man that you care for him?	What are human beings that you are mindful of them, mortals that you care for them?
Dan 7:13 Ar.: <i>bar ‘enōsh</i> LXX: <i>huios anthrōpou</i>	One like the Son of man came	There came one like a son of man	And there before me was one like a son of man	I saw one like a human being
I John 2:1 Gr.: <i>tis, m,f</i>	If any man sin	If any one does sin	If anybody does sin	If anyone does sin
I Tim 2:4 Gr.: <i>anthrōpoi</i>	Who will have all men to be saved	Who desires all men to be saved	Who wants all men to be saved	Who desires everyone to be saved
I Tim 2:5 Gr.: <i>anthrōpoi, anthrōpos</i>	There is...one mediator between god and men, the man Christ Jesus	There is...one mediator between God and men, the man Christ Jesus	There is ...one mediator between God and men, the man Christ Jesus	There is... one mediator between god and humankind, Christ Jesus, himself human

For Further Reference:

Australian Government, *Style Manual for Authors, Editors and Printers* (4th Edition; Canberra, 1994), pp. 111-127

Lawrence D. McIntosh, *A Style Manual for the Presentation of Papers and Theses in Religion and Theology* (Wagga Wagga: Centre for Information Studies, 1994), pp.40-43

http://www.usyd.edu.au/eoo/html/policies_language_guidelines.htm

APPENDIX 6: POLICY ON MARKING ASSISTANCE

2. The Dean of Studies upon request from a faculty member will determine marking assistance. A decision will be based on the following assumptions:
 - 2.1. The normal teacher/student ratios be understood as between 1:20-25
 - 2.2. A normal full-time teaching load is the equivalent of 4 subjects (12 or 16 cps)
 - 2.3. The normal number of assessed students per semester be between 80-100
 - 2.4. Thus, marking assistance would normally not be considered unless assessed students were in excess of 100
 - 2.5. The faculty responsible for teaching the course would undertake to moderate the assessment to ensure appropriate standards are maintained

3. The Dean of Studies following suggestions from the faculty concerned will make the appointment of a marking assistant. The following guidelines will normally be applied to the appointment:
 - 3.1. If another faculty member, then careful consideration will be given to the impact of this work on his/her current load
 - 3.2. If a current student,
 - 3.2.1. he/she must not be studying in the same class/subject as those to be assessed
 - 3.2.2. he/she must have taken the subject sometime earlier achieving a high level result.
 - 3.2.3. Remuneration would be negotiated based on the size of the assessment and the number of scripts to be assessed.

4. The Dean of Studies in consultation with the Principal will take other factors relating to the administrative load, and level of delivery into consideration.

APPENDIX 7: 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.

APPENDIX 8: VARIATION OF ENROLMENT POLICY

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 Dean of Studies or Professional Ministries Coordinator will notify the ACT where applicable.

Addition or Withdrawal before the census date:

Semester Length & Annual Subjects

A student may add or withdraw a unit up to 5pm of the Friday of the second week of lectures (Administrative Date) without financial or academic penalty. If a student withdraws after week two of lectures but before the census date the student is required to pay a Variation of Enrolment fee for that unit. A student may only add a unit within this period of time with special permission from the Dean of Studies. If permission is granted the Variation of Enrolment Fee will apply in addition to the tuition fee for the unit.

Intensive Units

A student may add or withdraw a unit up to 5pm of the second day of lectures (Administrative Date) without financial or academic penalty.

If a student withdraws after day two of lectures but before the census date the student is required to pay a Variation of Enrolment fee for that unit. For units taught in intensive mode, the Census Date is approximately 40% of the period from commencement of the unit to the final date for completion of assessment tasks.

No penalty will be incurred when the variation of enrolment is an action to correct an administrative error. In a case of withdrawal from a unit before the Administrative Date the unit will not be included on their transcript. If the student withdraws after the Administrative Date but before the Census Date 'AW' for Administrative Withdrawal will be recorded on their transcript. A student applying for a variation of enrolment must lodge a Variation of Enrolment form with the Dean of Studies or Director of Professional Ministries. If a Variation of Enrolment Fee applies that must accompany the form, else the form will not be processed.

Withdrawal After the Census Date:

Non Fee-Help Students

Ordinarily there is no refund of tuition fees if a student withdraws after the Census date. If a non Fee-Help student wishes to claim for a refund of any up-front monies received before or after the census date and they have withdrawn after the census date, they need to apply in writing to the Principal of MST. A pro rata rebate may be offered to non FEE-HELP students in the event that a student is unable to complete their studies due to special circumstances. A student has up to 3 months from the time of lodgement of their variation of withdrawal to apply for a refund. If a student fails to lodge a variation form they may apply for a refund up to 3 months after the end of the presentation of the unit.

FEE-HELP Students:

If a FEE-HELP student withdraws after the census date, they will still have incurred a debt for those units for which they were still enrolled at the time of the census date. If the student has paid any up-front payments before the census date but withdraws after the census date, the ACT and MST are not required to return those up-front payments. The Variation of Enrolment fee shall not apply.

If a student wishes to claim a refund for their FEE-HELP assistance they need to apply in writing to the ACT Academic Administrator through the MST Dean of Studies. If the student wishes to claim for a refund of any up-front monies paid before the census date and they have withdrawn after the census date, they need to apply in writing to the Dean of Studies of MST. Refund is only possible in special circumstances where the situation is unusual, uncommon or abnormal and are:

- Beyond the student's control
- Do not make their full impact on the student until, on, or after, the census date; and
- Make it impracticable for the student to complete the requirements for the unit during the period in which the student undertook, or was to undertake, the unit.

A Fee Help student has up to 12 months from the time of lodgement of their variation of withdrawal to apply for a refund. If a student fails to lodge a variation form they may apply for a refund up to 12 months after the end of the presentation of the unit.

All Students:

Where a student is not satisfied with the decision regarding a refund they may appeal to either the Dean of Studies or ACT Academic Administrator, whichever is applicable within 20 days of the decision being handed down. A review would follow the procedures for an academic grievance. With advice of the Review Officer's decision within 30 working days of receipt of the request for review, the student will be advised of provisions for further review of that decision.

A student seeking a re-crediting of their FEE-HELP balance or refund of any up-front payments on the grounds of special circumstances must do so in the form of a letter submitted within the required time period to the Dean of Studies. Included should also be any relevant supporting documentation.

Withdrawal Date

For semester-length units a student may withdraw up to the Friday at the end of the second teaching week after the Census Date without incurring an academic penalty. For intensive units, the withdrawal Date is approximately 60% of the period from commencement of the unit to the final date for completion of the assessment tasks.

If a student withdraws after the Census Date but before the Withdrawal Date 'W' for Withdrawal will be recorded on their transcript. After the Withdrawal Date 'FW' for Failed Withdrawal will be recorded on the student's transcript. If a student fails to lodge a Variation of Enrolment form 'F' will be recorded on their transcript.

Semester- Length Units
*(assumes student has completed unit enrolment for ACT credit
 by the end of Week 2 of semester)*

Semester Week	Day	Action Date	Add/Substitute unit(s)	Withdraw from unit(s)
1	first day	Unit Start	No Variation of Enrolment Fee applies	No Variation of Enrolment Fee applies
2	last day - 5pm (ACTh local time)	Administrative Date	FEE-HELP liability &/or Up-front payment applies	Unit deleted from record No academic penalty No FEE-HELP liability Full refund of any up-front payments
3	after Administrative Date up to		Variation of Enrolment Fee applies	Variation of Enrolment Fee applies
	31 Mar or 31 Aug 5pm (ACTh local time)	Census Date	(\$100/unit) + Written agreement of unit presenter required FEE-HELP liability &/or Up-front payment applies	(\$300/unit) No academic penalty (unit graded AW) No FEE-HELP liability Full refund of any up-front payments
	after Census Date up to		No unit(s) may be added or substituted after Census date	No Variation of Enrolment Fee applies No academic penalty (unit graded W) FEE-HELP liability* No refund of any up-front payments*
Friday at end of second teaching week after Census date	last day 5pm (ACTh local time)	Withdrawal Date		No Variation of Enrolment Fee applies Academic penalty (unit graded) FEE-HELP liability* No refund of any up-front payments*
	after Withdrawal Date			No Variation of Enrolment Fee applies Academic penalty (unit graded) FEE-HELP liability* No refund of any up-front payments*

*If a student considers “special circumstances” prevailed at the time of withdrawal from the unit, the student may request recrediting of their FEE-HELP balance and/or refunding of any up-front payment(s) made in relation to the unit.

Units presented in intensive mode
(assumes student has completed unit enrolment for ACT credit
by the end of Day 2 of unit presentation)

Day of presentation	Time	Action Date	Add/Substitute unit(s)	Withdraw from unit(s)
1		Unit Start	No Variation of Enrolment Fee applies	No Variation of Enrolment Fee applies
2	5pm (ACTh local time)	Administrative Date	FEE-HELP liability &/or Up-front payment applies	Unit deleted from record. No academic penalty No FEE-HELP liability Full refund of any up-front payments
3	after Administrative Date up to		Subject to ACTh rules Variation of Enrolment Fee applies	Variation of Enrolment Fee applies
day when approx. 40% of unit presentation has been completed	5pm (ACTh local time)	Census Date	(\$100/unit) + Written agreement of unit presenter required FEE-HELP liability &/or Up-front payment applies	(\$300/unit) No academic penalty (unit graded AW) No FEE-HELP liability Full refund of any up-front payments
	after Census Date up to		No unit(s) may be added or substituted after Census date	No Variation of Enrolment Fee applies. No academic penalty (unit graded W) FEE-HELP liability* No refund of any up-front payments*
day when approx. 60% of unit presentation has been completed	5pm (ACTh local time)	Withdrawal Date		
	after Withdrawal Date			No Variation of Enrolment Fee applies Academic penalty (unit graded FW) FEE-HELP liability* No refund of any up-front payments*

*If a student considers “special circumstances” prevailed at the time of withdrawal from the unit, the student may request recrediting of their FEE-HELP balance and/or refunding of any up-front payment(s) made in relation to the unit.

(See also the ACT Variation of Enrolment Policy)