Orientation Handbook 2015
Welcome to the NTC community!

You are commencing, what I pray will be, one of the most challenging and enriching journeys you have ever undertaken. Exploring new possibilities and expanding our capacity to embrace new perspectives through education, makes this both an exciting and demanding journey.

NTC is a fellowship of learners who are passionate about making a difference in our world. NTC seeks to foster a climate of positive anticipation toward the future in a supportive environment. What a profound time in history to be alive and active in our world!

Opportunities exist at NTC to interact with a variety of cultures and you will forge friendships with many of your fellow learners that will last a lifetime. A celebration of unity in the midst of diversity creates an appreciation for the contribution that each one brings to our community. Genuine transformation is very much a part of this educational process, so be ready for challenge and change!

What more can I say, except, “Welcome to life changing encounters to the glory of God!”

Rev Dr Bruce G Allder
Principal
## General Notes

College Office (Tel: 07-3206-4177) hours: 8.00am - 5.00pm Monday – Thursday 8.00am - 4.00pm Friday.

The office is closed on weekends, public holidays, and over the Christmas - New Year period.

Each student who attends campus has a ‘mail box’ in the office.

Every student is supplied with an NTC email account and it is the responsibility of the student to check this account regularly. All student notices will be via email unless required by law to be in writing. **Please check your official account frequently**

Please advise the office of changes to address or phone number.

Overseas students must advise the college of any change of address within 14 days.

Please ensure that you complete a Student Personal Information form.

The College does NOT disclose any of the student’s personal information to other family members, friends or enquirers without your written authorisation.

Students who need information given to a Ministerial Studies or Credentials Board should ensure that they complete a Release of Information Form and return to the Registrar.
Faculty and Staff

Principal
Revd Dr Bruce G. Allder, BPharm, MDiv, EdD
(Liturgical Studies, Pastoral Theology and Practice)

Academic Dean, Director of Research & Curriculum Development
Revd Dr David B. McEwan, HND, MDiv, PhD
(Theology, Pastoral Theology and Practice)

Dean of Students
Revd Roland Hearn, BA
(VET Sector)

Registrar/Lecturer
Major Dr Dean Smith BA, GradDipTh, MTheol, PhD
(Theology and Philosophy)

Information Technology
Revd Richard Giesken, BBusSc, MTh, Grad DipEd
(Biblical Studies, Missiology)

Lecturer
Revd Rob Fringer, BA, MA
(Biblical Studies)

Sessional Lecturers
Revd Dr Deirdre Brower-Latz, BA, MA, PhD
(Pastoral Theology and Practice)

Librarian
Ms Andrée Pursey, BTh, Cert IV(Workplace Training)

Library Assistant
Mrs Christine McEwan, DipTeach

Business Manager
Mr Peter Kirkland

Finance Manager
Mrs Vanessa Fringer BBusAdmin

Gap Year Director
Aaron Park  BTh, MA

Property Manager
Mr Peter Kirkland

Reception
Mrs Judith Kirkland

Groundsman
Mr Keith Schmidt
Lecture Etiquette

Arrive before the class is due to start.
• Late students are a disruption to the flow of a class.

If you are unavoidably detained, text a fellow student, the lecturer, or ring the College Office.
• If it is after the class has started contact the college office.

If you are doing a class by videoconference or telephone conference let the lecturer or the office know if you are going to be late or absent.
• Lecturers will try to contact you once or twice and will then cease unless you contact the College Office and advise you are available for class. (See Videoconferencing and telephone conferencing policy)

Mobile phones are to be turned off in class.
• Students leaving to answer mobile phones will be excluded from the remainder of the class.
• If you anticipate the need to receive a call in an emergency – discuss this with the lecturer before class commences.

Electronic Devices are to be used in class only for lecture notes unless specifically advised by the lecturer.
• Students using their laptops for playing games, answering email, checking Facebook or other non-study purposes will be asked to turn them off.
• Repeat offenders will be asked to leave for the remainder of the class.

Attendance requirement for satisfactory completion of the class is 80%.
• If you miss a class due to illness please submit an absence approval form plus a doctor’s certificate (if possible).
• If you miss a class for any other reason please complete an absence approval form. Normally a permitted absence is only granted for medical reasons or personal/immediate family emergencies.
• Lecturers may set work to compensate for missed classes.
• The responsibility to catch up class notes etc. rests with the student.
Registration and Fees Policy

You should familiarize yourself with the Registration and Fees Policy 2015.

Registration
Although you have been accepted for a particular course you will need to register each semester for subjects/units for that course. To do this complete and sign a registration form.

A Late Registration Fee of $50 applies to all registrations received after 9 February (semester 1) and 20 July (semester 2). This fee is not payable by FEE-Help.

A Change of Registration fee of $50 applies each time a completed registration is changed. This fee is not payable by FEE-Help

A fee is imposed for withdrawal from a unit after Registration:
- Up to the commencement of classes: $100
- Between the commencement of classes and Census Date: $200
- After Census date no refund – see Refund Policy below.

Census Dates
Please Note: Fees are charged on registration at Census Date not on the completion, satisfactory or otherwise, of the unit.
- Changes cannot be made after Census date.
- Advice by email accepted. Please use Read - Receipt function.
- Census dates: All courses must be finalized by that date as this is the date FEE-HELP is claimed. Please note: Registration on Census date determines fees not attendance or completion of a unit.
- Withdrawals must be completed before census date and must be notified in writing (email accepted).
- FEE-HELP students: Following the Census date you will be issued with a Commonwealth Assistance Notice. (CAN). You have 14 days to advise any errors.
- Non FEE-HELP students who are not paying their fees in full should discuss their payment strategy with the Office Manager.
- Students with outstanding fees will not receive their grades, be permitted to reregister or graduate.
Academics

- Please make yourself familiar with the SCD website at http://www.scd.edu.au and the NTC website at http://www.ntc.edu.au
- The college’s Student Handbook may be found on our website and copies are held at the front counter, the Registrar’s Office and the library.
- The attendance requirement for satisfactory completion of the class is 80%. Lecturers may set work to compensate for missed classes. The responsibility to catch up class notes and other items rests with the student.
- All assessment items must be submitted according to the instructions on the syllabus.
- Grades are released only after benchmarking and being passed by the Academic Board of the SCD. This normally occurs several weeks after the close of NTC’s semester.
- Please contact the Academic Dean if you have any questions about your study program or any other matters relating to your academic progress.

Submitting Assessment Tasks

All assignments must be in PDF Format and be **submitted by email** by 11:59pm (AEST) on the due date.

The correct email address for submitting assessment work is: registrar@ntc.edu.au

**Students are NOT to send assessment work directly to lecturers**, as the 'date received' will not be processed into the student record system correctly, and so late marks may apply to assessments submitted incorrectly.

Students are also advised to **keep a copy of all 'sent' emails**, because these may be required by the Registrar in the event that a correctly addressed email does not arrive, to validate the actual time and date of the original submission.

**Students are also advised to familiarise themselves with the Extension Policy - no exceptions to this policy will be made.**

**All assignments** are to be submitted with a signed cover sheet. The cover sheet should be signed by inserting an electronic signature or by scanning a downloaded and signed form. The cover sheet can be found on the College website at [http://www.ntc.edu.au/page4/page22/page22.html](http://www.ntc.edu.au/page4/page22/page22.html) or refer to the pro forma assignment sent before the start of the semester. Assignments submitted without a cover sheet will not be given a grade.
Extensions

- All extensions granted will be in line with the Sydney College of Divinity Extension Policy as printed below.
- Extensions must be sought prior to the Due date.
- If you require an extension you should complete an extension request form or email the lecturer concerned.
- Extensions are not granted automatically.
- All requests for an extension are approved by the Registrar and you will be advised via email.
- Extensions may be granted where there is a medical certificate or circumstances beyond a student’s control.
- The demands of ministry are not sufficient reason for an extension.
- In line with SCD policy Extensions at the end of semester will only be considered for one assessment item.
- All extensions requested at the end of semester will be considered by the college Academic Committee.

Extension Policy

Students must submit all assignments by the due dates set by the lecturer and published in the course unit profiles.

Late Penalty

Late assignments without an approved extension will attract an automatic penalty deduction of 5% of the marks available for the item of assessment for every day (including weekends and holidays), or part thereof, beyond the date and time of submission (or any extension granted).

Assignments submitted without an approved extension beyond 10 days after the due date will receive a zero mark and NOT be annotated by the lecturer.

Example:

Student submits an assignment worth 50 marks 4 days late.
Total mark available=50
Penalty: 4 days late = 5% of 50x4 = 10 mark penalty
The student’s original mark is 40.
Final mark =40-10=30

Grounds for Extension

An extension of an assignment’s due date may be granted on the following grounds: medical illness (certified by Medical Certificate); extreme hardship; and compassionate grounds.

In such cases an extension of up to 28 days may be granted without penalty but only if requested before the assignment due date. The student should submit an “Application for Extension” including...
supporting documentation to the Member Institution for authorising and signing by the Lecturer / Registrar / Academic Secretary prior to the due date. The student will then be informed of the result of the request.

In extreme cases, extensions beyond 28 days may be granted. Such extensions must be applied for in writing, including supporting documentation, to the Member Institution setting out the extreme circumstances. The appropriate Member Institution’s committee will consider such an unusual extension and notify the student of the outcome in writing.

If the unit assessment includes an examination and an extension is granted arrangements will be made for an alternative examination to be given to the student within the extension period.

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**Program Award Structure**

All awards have their own structure: found at [http://www.scd.edu.au/](http://www.scd.edu.au/)

**STUDENTS ARE LEGALLY RESPONSIBLE FOR THEIR OWN PROGRAMS**

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**Format and Submission of Assignments**

**College Style Requirements and Preferences**

The guide on all matters of style is the Chicago Manual of Style. This is the basic reference manual and should be used as such. Guidance on this can be obtained from the library, your lecturer and numerous websites.

Australian English as defined in *The Macquarie Dictionary* or any other standard modern Australian English dictionary is to be used for all written work at the college.

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**Grievance Procedure**

All grievance procedures should start with the lecturer or staff member concerned. If an issue cannot be resolved at this level, then the next point of contact for academic grievances is the Academic Dean and for all other matters the Dean of Students. Full details of the process available to you are on the SCD and NTC websites.
Spiritual Life

The Chaplain
The Principal, Rev Dr Bruce Allder, normally exercises ultimate oversight of the spiritual life of the college and is assisted in this function by the Dean of Students. Faculty members further assist through organising all chapel services, college weekends and other engagements; and for coordinating pastoral care and counselling.

Worship
The main act of collective worship within the college is the Tuesday chapel services at 11am. In view of the importance of this meeting for spiritual formation, attendance is compulsory and prior permission must be given if you wish to be absent for any reason. Please come to chapel promptly and in an attitude of prayerful expectation.

Students will be scheduled to lead chapel. This schedule is generally available in the chapel area, the library and the newsletter. If you are responsible for chapel then you need to ensure that chapel is organized. If you are unable to lead chapel when scheduled due to illness or unforeseen circumstances please either arrange a replacement, or in the event that you are unable to do so, contact the Chapel Coordinator as soon as practicable.

Students who play an instrument are welcome to be part of the music team. Students are also welcome to be part of the Chapel committee and interested students should see the Chapel Coordinator.

Pastoral Care
Within the college community your first source of support is provided by your fellow-students, who generally take very good care of one another. You may approach the Dean of Students for advice and counsel on any issue related to your educational experience. The Dean of Students will seek to find support for you regardless of the issue. In addition you are welcome to approach any of the lecturers, all of whom have extensive pastoral experience, and seek their support in whatever issue you may face. Everyone also has an academic adviser, who monitors progress in your student life. The Principal has a pastoral responsibility for all of the college community. Outside the college each student can turn for counselling to his or her local pastor. The Principal can recommend professional counselling services in the community should the need arise.

Additional Information

LIBRARY HOURS AND CONTACT
The Library is open from 8.30am - 5.00pm Monday – Thursday
CAMPU S REGULATIONS FOR CASUAL VISITORS

Motorised Vehicles
Motorised vehicles must be driven ONLY on roads provided. Only properly licensed drivers can drive on campus property. Under no circumstances are trail bikes or other recreational vehicles to be driven around the campus. The maximum speed on campus is not to exceed 20 KPH at any time. Exhaust systems must not be loud enough to disturb other campus residents. Violations may result in the revocation of the individual's privilege to drive on campus. Please do not drive or park cars on turfed areas or concrete walks except to wash a vehicle.

First Aid
There are First Aid boxes in the General Office, the workshop and each dorm building.

Fire
Smoke detectors are installed in all required areas. Please respond to any alarms in an appropriate manner. Evacuate immediately on the raising of the alarm. The assembly area, in case of fire, is the main car park located immediately adjacent to the administration office. Please be familiar with the fire response procedures posted throughout the Teaching and Learning Centre.

Sanitation and Sewage
Only biodegradable soap and paper products should be used on campus for the purpose of effective sewage system treatment. Grease, bleach, female sanitary products of any kind, milk and milk products, food scraps or any other foreign body are not to be flushed into the sewer through sinks or toilets. Failure to comply with this request damages the sewage plant and may lead to it ceasing to function. This would cause major inconvenience to all campus residents as well as prohibitive cost to the college. It is each resident’s responsibility to advise any visitors of this policy.

INTERNET AND EMAIL PROBLEMS
Please contact the office, in the first instance, for any problems regarding internet or email.