



CAREY
THEOLOGY. APPLIED.
Te Kāretī Iriiri O Carey

student handbook



kia ora

Nau mai, haere mai!
Thanks for choosing to study at Carey Baptist College (Carey), and for joining the Carey whanau! We are committed to helping ensure that you get the best out of your time with us, whether you are studying full-time, part-time, on campus or from a distance.

This Handbook aims to provide you with some helpful information on how things work around Carey, and how to be successful as a student at Carey. Please take the time to familiarise yourself with the information provided in this handbook—and don't hesitate to get in touch with us if you have any other questions, or can't find an answer to your questions. The key contacts listed in this handbook outline who best to talk to in the first instance.

*Rob Ayres
Academic Director*

key contacts

Getting in touch with people at Carey:

ACADEMIC REGISTRAR

Neroli Hollis

Administrative enquiries including CareyOnline.

Email: registrar@carey.ac.nz

Phone: 09 526 0340 | 0800 773 7766

CAREY RECEPTIONIST

Lidy Schreuder

General information about Carey or study or finances.

Email: lidy.schreuder@carey.ac.nz

Phone: 09 525 4017 | 0800 773 7766

LIBRARY

Siong Ng, Liz Tisdall & Carol Fearon

Library, ESOL support.

Email: library@carey.ac.nz

Phone: 09 526 6596 | 0800 773 7766

STUDENT EVENTS & COMMUNITY LIFE

Sam Kilpatrick

Community events, formation and the Student Association.

Email: sam.kilpatrick@carey.ac.nz

Phone: 09 526 0348 | 0800 773 7766

DISABILITY OR SPECIAL LEARNING NEEDS

Neroli Hollis

Email: registrar@carey.ac.nz

Phone: 09 526 0340 | 0800 773 7766

INTERNATIONAL STUDENT SUPPORT

Neroli Hollis & George Wieland

Issues adjusting to New Zealand, study skills, advocacy, ESOL support.

Email: registrar@carey.ac.nz

Phone: 09 526 0340 | 0800 773 7766

Email: george.wieland@carey.ac.nz

Phone: 09 526 6593 | 0800 773 7766

MĀORI & PASIFIKA STUDENT SUPPORT

Reti Ah-Voa & Sandy Kerr

Email: reti.ahvoa@carey.ac.nz

Phone: 09 525 4017 | 0800 773 7766

Email: sandy.kerr@carey.ac.nz

Phone: 09 525 4017 | 0800 773 7766

ACADEMIC DIRECTOR

Rob Ayres

For help with course planning, cross credits, general academic information, careers and employment.

Email: rob.ayres@carey.ac.nz

Phone: 09 526 6595 | 0800 773 7766

SITE ADDRESS

Carey Baptist College
473 Great South Road
Penrose
Auckland 1061

POSTAL ADDRESS

Carey Baptist College
P O Box 12-149
Penrose
Auckland 1642

PHONE AND FAX

Phone in Auckland: 09 525 4017

Phone out of Auckland: 0800 773 7766

YOUR TEACHERS

You should contact your teacher if you need help with:

- understanding the course material
- advice on how to proceed with assessments
- advice about course readings, and where to get further material
- discussion about any feedback given on your assessments.

Your teacher's contact details will be on the Course Information section on [CareyOnline](#).

studying at carey

Most students are studying towards a specific qualification and are enrolled in the associated programme (eg the Bachelor of Applied Theology programme). Students enrol into specific courses—most undergraduate courses are 15 credits—this means there are approximately 150 learning hours over the semester for each course (approximately 8–10 hours per week, per course).

The academic year is divided into two semesters, each semester is seventeen weeks long. Most courses are taught within one semester, although some courses are full-year (two-semester). Some courses are taught weekly, whilst others have block sessions. For weekly taught courses, a semester will typically look like:

6 weeks of classes

*3 weeks of study/reading/research
(and assessments)*

6 weeks of classes

*2 weeks of study/reading/research
(and final assessments)*

CAREYONLINE

Carey uses Moodle as its Learning Management System (LMS). Every course at Carey has a course site on CareyOnline (careyonline.elearning.ac.nz).

You will be emailed your login details for CareyOnline at the beginning of the semester. If you are unable to login to CareyOnline, please contact the Academic Registrar who can help you with this.

POSTGRADUATE COURSES

Postgraduate courses are 30 credits and are typically full-year courses. They are taught in block mode and require approximately 300 hours of learning over the year. Details of how individual courses are offered are contained in the Course Outline on [CareyOnline](#) (Carey's Moodle online portal). Also refer to the section on [Postgraduate Study](#) later in this handbook, and refer to the *Research Student Handbook*.

COURSE DETAILS

All key information about your course(s) can be found on CareyOnline. Each course has a Course Outline which gives detail about the content of the course, teaching schedule and assessment tasks. It will also give information about any special requirements for the course (such as noho marae attendance, or block course attendance). If you have specific questions on a course, please contact the teacher. Your teacher's contact details can be found on [CareyOnline](#).

TIMETABLE

The annual timetable gives the dates for key academic events, as well as information about course teaching times for both undergraduate and postgraduate courses. It can be located on [CareyOnline](#).

ACADEMIC INTEGRITY

Carey values the principles of academic integrity. These are outlined in detail in the [First Steps](#) course on CareyOnline and in [10 Essentials for Assignments](#).

Academic integrity is about acting with honesty, fairness, trust and responsibility in regard to the academic work you complete as part of your studies. Carey is committed to upholding high standards of academic integrity for both our students and staff. If you are unfamiliar with the concept of academic integrity, please refer to [First Steps](#) course on CareyOnline. All new students at Carey will be enrolled in First Steps and are required to complete this course prior to their first assessment being submitted.

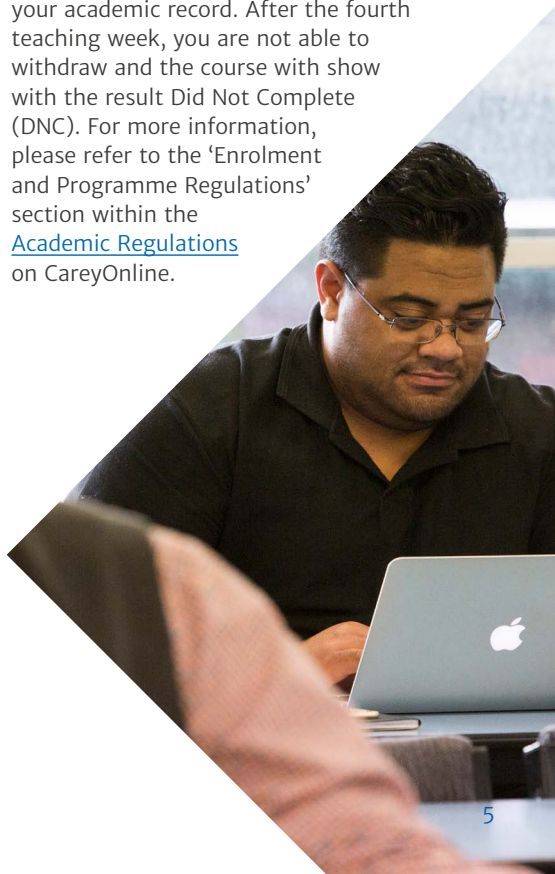
ASSESSMENTS

Most written assessments are submitted electronically via CareyOnline. Your course teachers will provide specific information on assessment requirements for your courses. Please also refer to the [10 Essentials for Assignments](#) guide on CareyOnline for more information about assessment requirements.

If you are having difficulty with your assessments, please talk to your course teacher. If you are unable to submit an assessment by the due date (for example, because of sickness or family bereavement) you can apply for an extension. The [Assessment Extension Application](#) form can be found on CareyOnline under 'Forms for Students'. An academic penalty will apply for any assessment submitted late without a prior-approved extension. For further information, please refer to the [Academic Regulations](#) on CareyOnline.

WITHDRAWALS FROM A COURSE

If, for some reason, you are unable to continue with your studies, you can withdraw from the courses within the first four weeks of the course. If you withdraw within the first two weeks of semester, you can receive a refund (minus an administration fee) of your course fees. This course will then not appear on your academic record. After the second teaching week, you may still withdraw from the course, however you will not be eligible for any refund and the course will show as WDN on your academic record. After the fourth teaching week, you are not able to withdraw and the course will show with the result Did Not Complete (DNC). For more information, please refer to the 'Enrolment and Programme Regulations' section within the [Academic Regulations](#) on CareyOnline.



postgraduate study

Postgraduate study means studying at Post-Graduate Diploma, Masters or Doctorate level. If you are a postgraduate student, you will be enrolled in one of these programmes. Dr Myk Habets is the head of the Carey Graduate School which is responsible for the post graduate programmes.

Most postgraduate taught-courses are 30 credit full-year courses, and are typically taught in block mode. You can find more information about your courses on [CareyOnline](#). If you are doing a Research Essay or Thesis, you will not have scheduled classes in the same way as a taught class, but you will be appointed a supervisor to oversee the research process. If you have any questions about the research process, please talk to your Carey supervisor in the first instance.

RESEARCH STUDENTS

If you are enrolled in a research essay or thesis course, there are a series of important processes and dates that you need to be aware of. Please refer to the *Research Student Handbook* document located on [CareyOnline](#) for more information about the steps involved in the various stages of proposal/approval, ethics approval, research and reporting and assessment.

LIBRARY & STUDY SPACE

If you need space to focus on your research writing, the library has a dedicated postgraduate study space. This is located on the second level of the library building. The library staff are also able to assist you with locating research materials and helping with interloan requests. Postgraduate students have access to Laidlaw College physical resources.

international students

If you are an international student beginning study at Carey, we welcome you both to Aotearoa New Zealand and to Carey. Community is an important part of Carey life, and we want you to feel welcome and as part of our Carey whanau (family). International students have specific academic requirements and pastoral support provision. Please ensure that you refer to the [International Student Prospectus](#) and www.carey.ac.nz for detailed information. If you have any questions, please do not hesitate to contact one of the Carey team.

learning development

Carey has a range of support resources available to support your learning.

COURSE MATERIALS & ASSESSMENTS

Your teacher's contact details can be found with your course materials on [CareyOnline](#). You should contact your teacher if you need help with: understanding the course material, advice with how to proceed with assessments, advice about course readings or where to get further material. Your course teacher will also be able to discuss any feedback given on your assessments.

LEARNING DEVELOPMENT

There are a range of self-help resources available on [CareyOnline](#) to help you in your studies. If you are unsure of how to access these materials please talk with one of the library team.

LIBRARY GUIDE

This brochure covers borrowing procedures and loan periods, how to reserve an item, and information on how to use the library catalogue to search for resources and journal articles. It also lists the range of collections that are available.

PEER WRITING ASSISTANTS

Carey has a team of student peer writing assistants that are available to provide help with writing assignments. They won't tell you WHAT to write, but will be able to discuss your assessment structure and academic writing considerations. To book a session

with the PWA team, talk to one of the library team.

FIRST STEPS

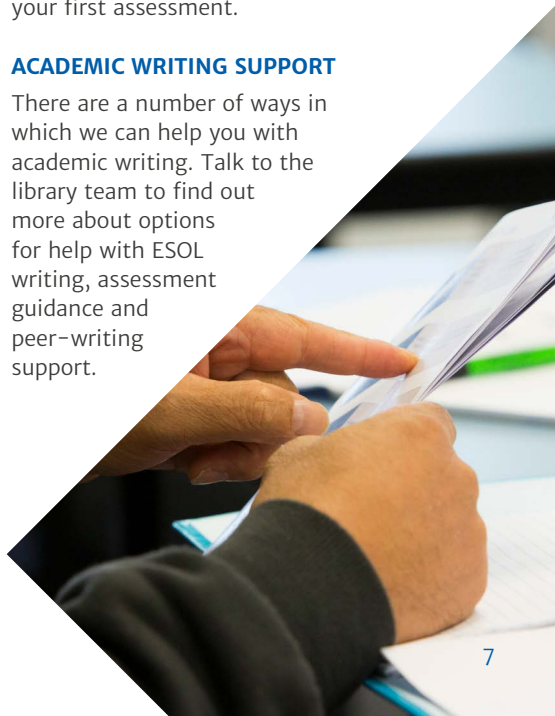
This is a Carey Moodle course that outlines the key aspects of academic integrity and academic writing that students need to be familiar with when engaging with academic study. All new students are required to complete this course.

10 ESSENTIALS FOR ASSIGNMENTS

This resource covers all aspects of researching and writing an assignment. It has sections on writing style, referencing and accessing library resources. It has important information for you to be aware of before starting your first assessment.

ACADEMIC WRITING SUPPORT

There are a number of ways in which we can help you with academic writing. Talk to the library team to find out more about options for help with ESOL writing, assessment guidance and peer-writing support.



student life

STUDENT ID CARDS

When you start your studies at Carey, you will be issued with a photo identification card. You should carry this with you on campus at all times.

STUDY AND MEETING PLACES

The Library has study spaces that accommodate groups and individuals. Students can also use the Chapel for prayer or quiet reflection when it is not booked.

PHOTOCOPIERS

Photocopiers are available to students and are operated via a photocopy card which students purchase, then add money to for photocopying as required. Photocopying can be done in either black and white or colour. See Fees Regulations and Schedule (in Academic Regulations p25) for more information regarding charges. A number of computers and laptops are also available to students for study related purposes—on campus.

CAR PARKING

There is plenty of parking at Carey, with a large carpark to the rear of the buildings. Parking is free to students (white car park spaces only), but you will need to have a Carey ID sticker attached to the front windscreen of your car. These are available from reception, free of charge.

WIFI ACCESS

There is free WIFI access for students and visitors to Carey. You can pick up a WIFI Access card at reception.

LOCKERS

Carey has lockers available for students to use and they are located in the Library. Keys are available on the locker doors and we ask that students return the keys at the end of the year.

SHOWERS

Showers are available for student use and they can be found in the same building as the Chapel—behind the toilets.

SMOKING AND ALCOHOL

Carey is a smoke-free and alcohol-free institution.

STUDENT SUPPORT FUND

Carey has a student support fund which exists to give financial assistance to those who require it in a crisis or emergency situation. Applications are made directly to the Principal and are treated in strict confidence. Decisions will be made at the discretion of the Principal but will be made according to the criterion of greatest financial need.

MEDICAL

The college has a well-supplied first aid facility, as well as a sick-bay. An urgent medical centre close-by is:

White Cross (Open 24 hours)
Ground Floor, Ascot Hospital
90 Greenlane Rd East, Greenlane.
Phone: 09 520 9555

STUDENT ASSOCIATION (SASS)

The Students Association (SASS) is a voluntary organisation run by students for students.

LUNCHEAS AT CAREY

Hospitality is an important element of community life at Carey. On Mondays and Tuesdays of lecture weeks, lunch is provided for students free of charge. On a regular basis at lunchtime we interview a variety of guest speakers. If you would like to bring guests please contact reception.

FORMATION GROUPS

On Tuesday mornings we offer Formation Groups. These include our specialised training programme groups and a Formation Group that is open to all students who want, as part of their Carey experience, to journey more personally with others.

COMMUNITY WORSHIP & WEDNESDAY PRAYERS

Every Tuesday we gather together as a Carey community to worship in the chapel. Students and Carey staff also come together in the chapel every Wednesday to pray. All are welcome to join.

local information

PUBLIC TRANSPORT

The easiest way to travel on Auckland buses, trains and ferries is with a pre-paid AT HOP card. A student concession is available when you purchase an AT HOP card. Visit www.at.govt.nz for more information. The nearest train stations to Carey are the Penrose and Ellerslie train stations. Use the journey planner available at www.at.govt.nz to plan your journey.

Download the AT Metro Public Transport app or the Track My Bus app on your phone to have easy and quick access to train and bus journeys.

ROAD SAFETY

Great South Road is a very busy arterial route for cars, vans and trucks using the four lanes at any one time. Students should take great care in crossing the road on foot and turning into the main entrance by vehicle. When driving, we encourage indicating early to allow plenty of time for cars behind to navigate. For more on road safety please refer to the website www.transport.govt.nz.

An alternative is to use the rear entrance onto Greenpark Road.

EATING OUT

There are a range of affordable cafés and lunch bars along Great South Road within easy walking distance. Within 10 minutes walking distance north on Great South Road are a number of fast food outlets and cafés. A dairy is located along Rockfield Road (use the rear entrance for the quickest journey) approx. 10 minutes-walk.

On the corner of Oranga Avenue and Rawhiti Road (5 minutes-drive) is a group of shops that includes a dairy, café and restaurant. There are a range of supermarkets within a 15 to 20-minute radius of Carey; Countdown Greenlane, Pak N' Save in Mt Wellington and Royal Oak. The closest shops are Ellerslie.

key resources

CAREYONLINE

careyonline.elearning.ac.nz is the Moodle portal where all Carey courses can be found.

ACADEMIC REGULATIONS & CALENDAR

This details Carey's academic regulations, policies and other important study related information.

FORMS FOR STUDENTS

This section on CareyOnline has enrolment forms, assessment related forms (eg: special assessment circumstances, extension), as well as forms for research students.

10 ESSENTIALS FOR ASSIGNMENTS

This covers topics such as time management, academic writing, referencing, how to submit an assignment.

CAREY COLLEGE WEBSITE

Browse to www.carey.ac.nz for information on Carey, study options and general information and events.

CAREY LIBRARY WEBSITE

www.carey.ac.nz/library provides access to Tuhutanga (Discovery)—Carey's web-based search engine which delivers high quality ebooks, journal articles, theses and access to Carey's library catalogue.

COMMUNITY LIFE BROCHURE

This publication details community activities for each semester. It can be found on CareyOnline or in hard copy on campus.

student wellbeing and safety

Carey is committed to providing a safe, inclusive and respectful learning environment for all of our students and staff. If you have any concerns for your wellbeing or safety, please talk to your teacher, or contact the Principal or Executive Director. We all have a responsibility to help ensure that the community at Carey is a safe learning environment. If you have any concerns for your health and safety, or the health and safety of others, please do not hesitate to talk with us.

The Health and Safety Policy is displayed on the main notice board and is available at www.carey.ac.nz.

SICKNESS OR ACCIDENTS

The college has a well-supplied first aid cabinet, and the sick bay is located next to the showers in Te Whare Oranga. If you are feeling unwell please contact Reception.

Please ensure all accidents on campus are reported to Carey Reception, and if you see a hazard on campus please register this at reception so that it can be checked out. Thank you for helping us keep our campus safe.

Healthpoint provides up-to-date information about healthcare providers, referral expectations, services offered and common treatments. See www.healthpoint.co.nz for further information.

STUDENT COUNSELLING SERVICES

Short-term student counselling support is available. Please talk with the Academic Registrar [Neroli Hollis](#) for more information.

STUDENT COMPLAINTS PROCEDURES

If you have a complaint or grievance, we encourage you to first speak to the person involved. If this does not result in a satisfactory outcome, speak to the teacher or Academic Director. You may request or bring an advocate or support person with you.

If you wish to lodge a formal complaint in relation to the teaching or operation of the College, you should put that complaint in writing to the Carey Reception for the consideration of the Principal who may also consult the staff member concerned.

This procedure for responding to complaints is set out in full in the 'Carey Student Complaints and Appeals Policy and Procedure' displayed on the main Carey notice board and available at www.carey.ac.nz. The 'Carey Harassment Complaints Policy and Procedure' is also displayed on the notice board and is available at www.carey.ac.nz.

Students should note that NZQA also provides a service to assist students with complaints. Contact details are as below:

New Zealand Qualifications Authority
Freephone: 0800 QA HELP
(0800 72 4357)
Email: helpdesk@nzqa.govt.nz

473 Great South Road, Penrose
Auckland 1061, New Zealand

PO Box 12149, Penrose
Auckland 1642, New Zealand

T +64 9 525 4017 / 0800 773 776

F +64 9 525 4096

E enquiries@carey.ac.nz

carey.ac.nz



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