



TE KĀRETI IRIIRI O CAREY

CAREY

BAPTIST COLLEGE

# Academic Regulations & Calendar 2022

# Introduction

Information contained within the Academic Calendar is correct at the time of publication. Please note that while all reasonable efforts have been made to ensure the information is up to date, some changes may occur.

All regulations, statutes, and policies outlined in this document apply to all Carey Baptist College (Carey) students, unless noted, and it is the responsibility of the student to know and understand these. Ignorance of a regulation, statute, or policy is not a valid reason for requesting an exemption.

Also, please note that any programme or graduation requirement, when amended, is not made retroactive unless the amendment is to the student's advantage. Further please note that Carey reserves the right to withdraw any programme of study, or impose limitations on enrolment should circumstances require it.

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# Study at Carey

Carey Baptist College, “Carey”, was founded by the Baptist Churches of New Zealand and is built upon the belief that theology is the starting point for making a difference in the world.

## THE ACADEMIC YEAR

The academic year of Carey consists of two semesters, each being seventeen weeks long. Most courses run over one semester, with some courses (including post-graduate) running over the full year (both semesters).

The first semester commences in March, with Orientation in the last week of February or early March. There is a three-week break between the first and second semester during which assignment marking is completed and students are notified of results. The second semester commences in July, with an orientation for new students being held in mid-July.

## ACADEMIC DATES FOR 2022

FIRST SEMESTER 2022	
New Student Enrolments close	Friday 11 February
Intermission Begins	Tuesday 1 March
Lectures Begin	Monday 7 March
Final date for changes to enrolment/payment	Friday 18 March
Final date for withdrawal from courses	Friday 1 April
Graduation	Saturday 2 April
Easter	Friday 15 April – Tuesday 19 April
Mid-Semester Study / Reading Weeks	Monday 18 April – Friday 6 May
ANZAC Day	Monday 25 April
Queen’s Birthday	Monday 6 June
Matariki	Friday 24 June
Lectures End	Monday 20 June
Final Assessments	Tuesday 21 June to Friday 1 July
Semester One Ends	Friday 1 July
<b>Inter Semester Break</b>	<b>Monday 4 July – Friday 22 July</b>

SECOND SEMESTER 2022	
Returning Student Enrolments close	Wednesday 24 June
New Student Enrolments close	Friday 1 July
Lectures Begin	Monday 25 July
Final date for changes to enrolment/payment	Friday 5 August
Mid-Semester Break/Study	Monday 5 September – Friday 23 September
Labour Day	Monday 24 October
The SENDING	Thursday 27 October
Lectures End	Monday 7 November
Final Assessments	Tuesday 8 November to Friday 18 November
Semester Two Ends	Friday 18 November
Intermission Ends	Friday 18 November

## MODES OF STUDY

Carey offers students the opportunity to study in different modes, with the possibility of changing the mode of study if required; see Enrolment and Programme Regulations for more information.

### Studying Full-time

Carey offers students the option to study full-time. Full-time study allows students to combine on-campus courses, distance, block, and field education courses to provide a highly customisable study programme to suit their individual needs.

### Studying Part-time

Students also have the option to study part-time. Part-time study enables students to combine study with other commitments such as employment, family, and church life. Part-time students can combine on-campus courses, distance, block, and field education courses in order to attain a study programme that meets their own needs. Normally part-time students enrol initially in either the New Zealand Certificate in Christian Studies or the New Zealand Diploma in Christian Studies with the option to continue studying additional qualifications at a later date.

### Studying as a Regional/Distance Student

Carey offers students the opportunity to study programmes and courses by distance learning. This means that students can be located anywhere in New Zealand. Distance learning can take several different forms: you can join classes virtually in real-time via live Zoom link, or choose to watch classes recorded at a different time that suits. Class interaction is also through CareyOnline—our web-based learning management system.

### Audit

Students can attend classes in individual courses for personal interest. Enrolment is subject to availability of space within a programme or course and is at the discretion of the Academic Director. Students will have access to CareyOnline, but audit study is not subject to any assessment requirements. Therefore, no academic credit is awarded at the completion of the course.

Please note that as with all other courses and programmes, a tuition fee will be charged for Audit; see Fees Regulations and Schedule for more information

### Block Courses

Carey offers a number of courses by means of block mode. These courses are normally held at the Auckland campus for a duration of three, four or five days in either one or two blocks. In addition to attending the teaching blocks, students must complete extra reading and assessments. Attendance at all block courses is compulsory. It is recommended to attend blocks in person (on-campus)—if you are unable to physically attend, please talk with your teacher. Additional Zoom classes may also be scheduled during the semester. Block courses are full semester courses and officially commence on the first day of the semester.

### Field Education Courses & Internships

As a part of the Undergraduate curriculum a number of Field Education courses and internships are available. Field Education and internships utilise practical ministry experiences as the basis of biblical and theological reflection and personal growth. There are varying ways in which Carey can partner with churches and students—contact the Internships Co-ordinator for more information.

## PROGRAMMES OF STUDY

Carey offers a variety of academic programmes at undergraduate and postgraduate levels within the discipline of Applied Theology.

### Undergraduate Qualifications

Carey offers certificates, diplomas, and degree level programmes with a range of courses equivalent to NQF Levels 4 to 7 (National Qualifications Framework – see [www.nzqa.govt.nz](http://www.nzqa.govt.nz) for more information). These qualifications are ideal for those looking to prepare for practical Christian ministry and mission.

Carey's undergraduate programmes combine two core strands of Christian training; Bible and Theology (including Church History), and Mission and Ministry (including Formation and Fieldwork). The aim of the programmes is to meet the challenge of balancing classroom based study, spirituality and hands-on experience.

### Postgraduate Qualifications

The Carey Graduate School delivers Postgraduate qualifications. Postgraduate qualifications are designed to serve the needs of students who:

- ◇ wish to advance their knowledge and practice in applied theology
- ◇ wish to pursue an academic career with an emphasis in applied theology
- ◇ are engaged in professional roles associated with Christian ministry who wish to advance their knowledge and skills in these fields
- ◇ are pastors, mission practitioners, or senior staff in Christian Non-Government Organisations (NGO's) and related fields who wish to enhance their leadership through study in applied biblical and theological study.

The aim of the Carey Graduate School is the creation of thinking practitioners, scholars and leaders who will stimulate and resource new knowledge, fresh and critical thinking, and the development of effective praxis in Christian ministry, mission and leadership in New Zealand and beyond.

For more information regarding our programmes please refer to the Specific Programme Regulations for each programme.

### Study Requirements

Studying at Carey, regardless of the mode of study—on-site or regional/distance—requires access to web-based material and activities. In order to facilitate this, please ensure you have:

- ◇ a computer or device that allows you to prepare and write assignments on
- ◇ access to a fast and stable internet connection
- ◇ a quiet and private space to join classes online and focus on your study

# The Carey Commitment

## THE RESPONSIBILITY OF CAREY

Carey is committed to providing students with:

- ◇ Qualifications that are meaningful and recognised.
- ◇ A quality of education characterised by excellence and innovation.
- ◇ Assessment that is fair, meaningful and beneficial.
- ◇ The opportunity to evaluate courses and teaching.
- ◇ An environment which respects the rights of both students and members of staff.

## THE RESPONSIBILITY OF STUDENTS

As a student at Carey you are expected to:

- ◇ Demonstrate integrity in all interactions and transactions.
- ◇ Keep the requirements, regulations, and policies of Carey.
- ◇ Respect the rights of your fellow students and members of staff.
- ◇ Respect all Carey property, equipment, and facilities.
- ◇ Be committed to your learning and to the development of Carey as a learning community.
- ◇ Demonstrate values aligned with Carey's special character

## THE RESPONSIBILITY OF FACULTY

Members of faculty are required to follow the below standards of best practice.

### Availability:

To make themselves available for student questions and comment as follows:

- ◇ To be available following on-campus classes.
- ◇ To be available via phone and email (at a minimum), and to reply to messages within a maximum of three working days.
- ◇ To be available in person and/or online during office-hours at the times notified at the commencement of the course.

### Marking:

For all assessments, teaching staff must:

- ◇ Commit to providing clear marking criteria, which is laid out in the course information, for all assessments requested of the students.
- ◇ Aim to mark assessments within three working weeks, from the date the assessment was due. Assessments that are submitted late will be marked when time is available.
- ◇ Provide sufficient comment upon marking in order to assist the students to learn from the assessment and apply that learning to future work.

If for some reason the above cannot be met the member of faculty will ensure that students are notified.

# Academic Regulations

## Admission Regulations

For the purpose of these regulations a domestic student is defined as a citizen or permanent resident of New Zealand, Australia, Cook Islands, Niue, Tokelau, or a citizen of another country who is resident in New Zealand as a consequence of assignment to a diplomatic or consular post, and their immediate dependents.

When not specified, 'applicant' applies to both domestic and international students.

Additional admission requirements apply to international students and can be found under International Student Regulations.

### 1. GENERAL ADMISSION CRITERIA

- 1.1 Carey Baptist College, "Carey", admits students to its academic programmes without prejudice in matters regarding ethnicity/race, age, gender, physical or other disability. It is our belief that people are divinely created, with gifts that render all capable of service to God and humanity, and should be given the opportunity to study to their level of ability.
- 1.2 It is expected that applicants will demonstrate an appropriate level of maturity and Christian character development. While students are not required to hold a personal commitment to the Christian faith, to enrol in courses they should acknowledge the existence and validity of Christianity as a ruling philosophy for personal daily life and social conduct.
- 1.3 Admission requirements vary depending on the programme of study and are listed under specific programme regulations. Please refer to the specific programme regulations outlined later in these regulations.
- 1.4 As most tuition is given in English, all applicants need to be proficient in understanding, reading, writing and speaking English.

### 2. INTERNATIONAL STUDENT ADMISSIONS CRITERIA

#### 2.1 Academic and English Language Criteria

Prior to enrolling an international student in any programme, the student must be able to verify that they have the necessary English language proficiency. An international applicant must demonstrate that they have satisfied one of the following conditions:

- 2.1.1 achieved, within the two years preceding the proposed date of enrolment, one of the internationally recognised proficiency test outcomes. IELTS is the preferred language proficiency measure used by Carey, specific IELTS levels for different programmes are outlined below
- 2.1.2 achieved National Certificate of Educational Achievement (NCEA) Level 3 and has met New Zealand University Entrance requirements
- 2.1.3 received an undergraduate or higher qualification from either, New Zealand, Australia, Canada, The Republic of Ireland, South Africa, the United Kingdom, or the United States, OR been awarded the Cambridge Certificate in English Language Teaching to Adults (CELTA)
- 2.1.4 completed at least five years secondary education at schools where the student was taught using English as the language of instruction



- 2.1.5 completed all primary education and at least three years secondary education at schools where the student was taught using English as the language of instruction
- 2.1.6 IELTS is the preferred English language proficiency test used at Carey. Once the IELTS test is completed the applicant must provide Carey with a copy of their test results prior to acceptance on a programme. The minimum required results are as follows:
- 2.1.7 For the Certificate/Diploma in Christian Studies, a minimum IELTS score of 5.5 (Academic), or its equivalent in accordance to NZQA Rules 13 Table 2 and/or other NZQA accepted evidence of English language proficiency.
- 2.1.8 For the Bachelor of Applied Theology: a minimum score of 6.0 in their International English Language Testing System (IELTS) Academic Test, with a score of 5.5 or higher in all bands; or its equivalent in accordance to NZQA Rules 13 Table 2 and/or other NZQA accepted evidence of English language proficiency.
- 2.1.9 For admission into Post Graduate programmes: a minimum score of 7.0 in their IELTS Academic Test, with a minimum score of 7.0 or higher in the writing band: or its equivalent in accordance to NZQA Rules 13 Table 2 and/or other NZQA accepted evidence of English language proficiency.

All costs associated with the IELTS Academic Test must be met by the student. For other equivalent English Language Proficiency scores please refer to <https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/the-table/>

## 2.2 Visa Requirements

- 2.2.1 The New Zealand Government requires that an international applicant must obtain a student visa through the nearest New Zealand embassy or consulate or through an Immigration New Zealand (INZ) office in New Zealand before they can be enrolled to study at Carey. For more information regarding visas see [www.immigration.govt.nz](http://www.immigration.govt.nz).
- 2.2.2 All international applicants are required to hold and provide evidence of a current student visa, visa approval notification, or in the case of a pathway student visa, their letter from Immigration New Zealand. The above must be presented to the Academic Registrar to complete the enrolment process. To fulfil visa requirements an international applicant may not undertake less than 60 credits in any semester, unless they are completing a programme and are in their final semester of study.
- 2.2.3 If an international applicant wishes to study part-time and holds a work visa they must first obtain a “Variation of Condition” through an INZ office in New Zealand. This must then be presented to the Academic Registrar to complete the enrolment process.

## 2.3 Medical Insurance

- 2.3.1 Carey also requires that all international applicants have appropriate and current medical and travel insurance that complies with the Education (Pastoral Care of International Students) Code of Practice 2016 for the duration of their studies in New Zealand. A copy of the compliant insurance policy must be presented to the Academic Registrar to complete the enrolment process.

## 2.4 Accommodation

- 2.4.1 International applicants must make arrangements for their own accommodation.
- 2.4.2 In accordance with the Education (Pastoral Care of International Students) Code of Practice 2016 international students under the age of 18 years must live full-time with either a relative, an approved caregiver, or in an approved home-stay; evidence of this must be presented to the Academic Registrar

## 2.5 Additional Requirements

International applications are accepted on the basis that enrolment at Carey will be of genuine benefit to the applicant in their Christian ministry or mission; applicants may be declined if their reason for studying at Carey is based on political, economic, or other personal needs. Therefore, the following information must accompany their completed application.

### 2.5.1 Church Membership

A written statement regarding the applicant's Church membership. This statement should include information about any group or denomination that the Church belongs to and a copy of the Church's Statement of Faith.

### 2.5.2 Statement of Intent

A short-written statement outlining the applicant's personal desire to study at Carey, including why Carey has been chosen, as against other colleges and training centres, either in New Zealand or in other countries.

### 2.5.3 Referees

International applicants are also required to nominate referees. Three referees are required, one of which must be the applicant's Pastor or Church Leader.

If references are not written in English a translation must be provided. This translation cannot be completed by the applicant and must be verified as genuine by a Notary Public.

### 2.5.4 Police Clearance

International applicants must provide a Police Clearance Certificate, in place of the Police Vetting Service Request and Consent Form, from their country of citizenship and for any country in which they have lived for more than a period of 12 months within the last 10 years. Please also note that this Police Clearance should be less than 6 months old.

### 2.5.5 Declaration

International applicants must sign a declaration stating that they:

- are willing to accept the rules and ethos of Carey while a student here
- will not leave the course or transfer to any other course or institution without the full knowledge and agreement of Carey
- are aware that Carey has no legal obligation to them as a student other than the obligations required by the Education (Pastoral Care of International Students) Code of Practice 2016 and our own Board.
- will not withhold any information that may materially affect Carey's ability to assess their application
- will inform Carey if they have applications in at the same time to other institutions in New Zealand or elsewhere.

## 3. ADMISSIONS PROCEDURE

3.1 All applicants must complete an Application Form via the Carey website and submit all required documentation for their programme of study. Application closing dates can be found on the Carey website, [www.carey.ac.nz](http://www.carey.ac.nz).

3.2 Applicants may be required to attend an interview as part of their admission. If an interview is required, the applicant will be contacted to arrange an appropriate time.

- 3.3 An application will only be considered once all documentation is received and interviews conducted (if required).
- 3.4 All applicants should submit their application within the timeframes specified in the key academic date schedule, however depending on the programme of study a late application may be considered if sufficient reason is given.

#### **4. SELECTION PROCESS**

- 4.1 The decision on whether to offer a place is determined by the Academic Committee and overseen by the Academic Director, and takes into account all the evidence supplied which demonstrates the applicant's ability to study at the required academic level.
- 4.2 Once a decision is made the applicant will be advised in writing of the outcome. Generally, an applicant can expect to be notified of the decision within seven to ten working days of the application being submitted.
- 4.3 If an applicant is admitted into a programme they will be required to enrol in courses and will receive a fees invoice, and details of the protection of fees arrangement through the Public Trust. All fees must be paid before enrolment is complete; see Fees Regulations and Schedule. Once paid the applicant will receive a receipt of payment.
- 4.4 Applicants should normally enrol for both semesters in a given academic year.
- 4.5 There may be a limitation on the number of students who can be enrolled in a programme or course in a given year; see Enrolment and Programme Regulations for more information.

#### **5. DECLINED OR CANCELLED ADMISSION**

- 5.1 At the discretion of the Academic Director an applicant may be declined admission or enrolment if they do not meet the requirements of the Admission Regulations.
- 5.2 Further, in accordance with the Education Act 1989, Carey may decline or cancel the admission or enrolment of an applicant on the grounds that the applicant is not of good character, has been found guilty of misconduct, has a breach of disciplinary measures, or is currently excluded or suspended from another tertiary institution.
- 5.3 If an applicant is unsuccessful in receiving an offer of place, an appeal can be made in writing within five working days of receipt of their declined application to the Academic Director. The Academic Director will consider whether there are grounds for the appeal to be upheld in consultation with the Academic Registrar. The Academic Director's decision is final and will be communicated to the student within five working days from the time of the application being received.

# Credit Regulations

Carey Baptist College, “Carey”, offers students the opportunity to be granted credit for both formal and non-formal learning undertaken by the student prior to the commencement of their study at Carey.

Formal learning is prior study that was undertaken at another tertiary institution for which they received credits within an academic programme.

Non-formal learning involves previously acquired skills and knowledge arising from work, ministry experience, or general life experiences.

Students of Carey may apply for credit recognition either prior to or following their application. However, please note that credit will not be granted until enrolment is complete.

## 1. GUIDELINES FOR RECEIVING CREDIT

- 1.1 Credit recognition will normally only be considered for courses at Levels 5 or 6 within programmes at an undergraduate Level. In exceptional circumstances, cross credits may be considered at Level 7 within the Graduate Diploma programme. Cross credits may only be considered at Level 8 if they are from programmes at a Postgraduate Level.
- 1.2 For courses within a Graduate Diploma credit recognition will not be granted for any credits which were awarded as a part of the qualification which was used to meet the admission requirements of a Graduate Diploma.
- 1.3 Please note that credit will not normally be granted for courses undertaken more than 10 years prior to enrolment at Carey.

## 2. CROSS CREDITS

Cross credits are granted for prior formal learning and may be specified or unspecified.

### 2.1 SPECIFIED

Specified credits are granted when there is a direct equivalence in terms of content, level, and learning outcomes between a previously studied course and a course provided at Carey.

### 2.2 UNSPECIFIED

Unspecified credits are granted when a previously studied course is deemed to be relevant to, and at an equivalent level to, a course provided at Carey. Please note that no more than one-sixth of a programme provided at Carey may comprise of unspecified credit and that in normal circumstances unspecified credits will only be considered at Level 5.

## 3. RECOGNITION OF PRIOR LEARNING (RPL)

- 3.1 Credits may be granted for non-formal learning that relates to the learning outcomes of a course provided at Carey and which is adequately validated as being equivalent in terms of content and level.
- 3.2 An application for RPL must be related to a specific course. The Academic Director will determine for each RPL application the nature of evidence that will be required in order to assess the applicant’s non-formal learning against the learning outcomes for that course.
- 3.3 In assessing an application for RPL for a Field Education course the following must be demonstrated:
  - A record of substantial and sustained quantity of ministry.
  - The degree of supervision and/or training that accompanied that ministry.

- The extent of guided and/or self-reflection that occurred in relation to that ministry.
- RPL will normally only be granted for core courses within a programme of study and that no more than one-sixth of a programme provided at Carey may comprise of RPL credits and that in normal circumstances RPL credits will not be considered at Postgraduate level (except where advanced standing entry is deemed appropriate for entry into the Master of Applied Theology – see Masters programme regulations for more information).

#### **4. LIMITS ON CREDITS**

There is a limit on the total number of credits which can be granted towards a programme provided at Carey.

##### **4.1 UNDERGRADUATE**

The maximum number of credits granted, through Cross Credits and RPL combined will not exceed one-half of the qualification for which you are enrolled.

##### **4.2 POSTGRADUATE**

The maximum number of credits granted, through Cross Credits, will normally be the equivalent of one course. However, when a student transfers their candidature to the Postgraduate Diploma in Applied Theology from the (former) Laidlaw-Carey School then a maximum of two courses may be cross credited.

#### **5. INTERNAL CREDIT TRANSFER**

- 5.1 Carey also provides internal credit transfer for students who wish to transfer credits from one programme into another. This would normally only occur if a student decides to change their programme of study. Please note that an internal credit transfer is considered on a case by case basis.

#### **6. APPLYING FOR CREDIT RECOGNITION**

- 6.1 Application forms are available from the Carey Baptist website, [www.carey.ac.nz](http://www.carey.ac.nz); all applications should be made to the Academic Registrar.
- 6.2 For all applications for credit recognition as administration fee will apply. See the Fees Regulations and Schedule for more information.

# Enrolment & Programme Regulations

## 1. ENROLMENT CHANGES

- 1.1 In the interest of a student's academic success, Carey reserves the right to limit the number of courses a student may take in any given semester. Please note that access to the Student Allowance may be compromised by such a restriction; see Fees Regulations and Schedule for more information.
- 1.2 If a student wishes to undertake more than 60 credits per semester they must apply in writing to the Academic Director before enrolling in any additional courses; acceptance is at the discretion of the Academic Director.

## 2. ENROLMENT LIMITATIONS

- 2.1 Changes may need to be made to a student's enrolment once completed. Before submitting any request for change the student must consult with the Academic Registrar.
- 2.2 An administrative fee will be charged for any changes made to enrolment; see Fees Statute & Procedures.

## 3. CHANGE MODE OF STUDY

- 3.1 If a distance student wishes to change a course or programme they are enrolled in to the on-campus option they must withdraw from that course or programme and re-enrol in the on-campus option. In order to withdraw and re-enrol the appropriate form must be completed and submitted to the Academic Registrar no later than the end of the second week of the semester of the enrolment.
- 3.2 If a student requires a change after the second week of a semester they must apply for permission from the Academic Registrar.
- 3.3 If an on-campus student wishes to change to distance learning the above conditions apply.

## 4. CHANGE PROGRAMME OF STUDY

- 4.1 If a student finds during their studies that they have enrolled in a programme that is not suited to their needs or current academic ability they may apply to change or withdraw from their programme of study.
- 4.2 Consultation with the Academic Registrar should occur at the earliest possible date to ensure that the implications are clarified for their personal study programme, financial obligations including student allowances, their role in the Carey community, and any church or other relationships which have arisen as part of their studies at Carey.
- 4.3 To change or withdraw from a programme of study the appropriate form must be completed and submitted to the Academic Registrar no later than the end of the second week of the semester of the enrolment.
- 4.4 Students may be required to change their programme of study in light of the academic results from their first semester. However, no change will occur prior to consultation with the Academic Director; see Admission Regulations for more information. Refer to section 6 Academic Progress for further detail.

## 5. CHANGE COURSES WITHIN A PROGRAMME OF STUDY

- 5.1 If a student wishes to add, delete or change a course within their programme of study the appropriate form must be completed and submitted to the Academic Registrar no later than the end of the second week of the semester in which the course takes place.
- 5.2 For the purposes of withdrawals from block courses, students should note that the official start time of a block course is the first day of the semester, regardless of the timing of any intensive teaching period.
- 5.3 If a student withdraws from a course prior to the Friday of the second week of the semester their course will be removed from their Academic Record.
- 5.4 If a student withdraws after the second week of the semester their course will be marked with Withdrawn (WDN) on their Academic Record.

- 5.5 If a student withdraws after the fourth week their course will be marked with Did Not Complete (DNC) on their Academic Record. A student who withdraws from a course after the end of the fourth week of a semester must notify the Academic Registrar in writing on the prescribed form.
- 5.6 If an appropriate reason (for example health related, or other compassionate reason) for withdrawal from study is demonstrated, a 'W' (Withdrawn) grade will be entered on the student's record. No Tuition Fee Refund is available.

**6. ACADEMIC PROGRESS**

- 6.1 Students at Carey are required to maintain satisfactory academic progress. Satisfactory academic progress is defined as gaining, in the first semester and any subsequent semesters of study, at least 75% of the credits from the courses that a student is enrolled in for that given semester.
- 6.2 Student progress is reviewed at the end of each semester by the Academic Director. If a student has not maintained satisfactory academic progress, they must apply to the Academic Director for a continuation of their enrolment within a week of receiving their grades. Continuation is granted at the discretion of the Academic Director.
- 6.3 If a student has been granted a continuation of their enrolment and they do not maintain satisfactory academic progress during their next semester disciplinary measures may apply. These may include a restriction on courses that can be undertaken, or in some cases it may result in a student being refused enrolment.

**7. ADDITIONAL REQUIREMENTS FOR THESIS STUDENTS**

- 7.1 Additional academic progress requirements apply to students enrolled in a thesis; please refer to the Thesis Regulations.

**8. ADDITIONS AND WITHDRAWALS SCHEDULE**

FINAL DATES	ADDING A COURSE		DELETING A COURSE			
	Allowed	Admin Fee	Allowed	Refund	Admin Fee	Academic Result
<b>Before Semester start</b>	Yes	No	Yes	Yes (if full withdrawal full refund)	No	None. Removed from academic record.
<b>Friday of the first teaching week</b>	Yes	Yes	Yes	Yes	Yes \$50 + 10%	No – course is removed from academic record
<b>Friday of the second teaching week</b>	Only with Academic Director approval	Yes	Yes	Yes	Yes \$50 + 10%	No - course is removed from academic record
<b>After the Friday of the second teaching week but before the Friday of the fourth teaching week</b>	No	N/A	Yes	No	Yes \$50 + 10%	Course is shown as Withdrawn (WDN) on academic record
<b>After the Friday of the fourth teaching week</b>	No	N/A	No	No refund	N/A	Course will be shown as Did Not Complete (DNC) on academic record

Also refer to Refunds Policy section (page 19) under Fees Regulations

**9. FEES AND REFUNDS FOR COURSE CHANGES** (also refer to Fees Regulations Point 7 in following section)

- 9.1 For all course changes after the Friday of the first teaching week an administration fee will apply; see the Fees Regulations and Schedule for more information.
- 9.2 Students may apply for a refund if they withdraw from a programme or course within the “Refund Period” (i.e. prior to the Friday of the second teaching week); see the Fees Regulations and Schedule for more information.

**10. CANCELLATIONS & SUBSTITUTED COURSES**

- 10.1 In the instance that a course has been cancelled students will be directed to withdraw from the course and apply for another course of the same level and credit value. This must be done via the appropriate form, which is submitted to the Academic Registrar, however in this circumstance the Change of Enrolment/Withdrawal fee will be waived.
- 10.2 If a suitable substitution is not available in the same semester due to timetable constraints, students may substitute the course in the following semester.
- 10.3 If a suitable course is not available until the following year, or the course is not required in order to complete their programme of study students will receive a full refund of the course fees.
- 10.4 Please note that if students choose to substitute the course with another which is of a higher credit value they will be required to pay the difference between the course fees; see Fees Regulations and Schedule for more information.

**11. DEFERMENT OF STUDY**

- 11.1 Deferment of study can only be considered outside of semester. In other words, study can not be deferred during the teaching semester.
- 11.2 If a student wishes to take a break from their studies with the intention to recommence at a later date they can apply to defer their studies by using the appropriate form.
- 11.3 When considering deferring study, students should first speak with the Academic Registrar or the Academic Director. This consultation should occur at the earliest possible date to ensure that the implications are clarified for their personal study programme, financial obligations including student allowances, their role in the Carey community, and any church or other relationships which have arisen as part of their studies at Carey Baptist.
- 11.4 International Students who wish to defer to the following semester must notify the Academic Registrar before the semester start date. INZ will be notified of the deferral.

**12. CONDITIONS OF DEFERMENT**

The following regulations apply to deferment of study.

**12.1 Diploma Programme**

- 12.1.1 Studies may be deferred for one semester only.

**12.2 Bachelor Programme**

- 12.2.1 Studies may be deferred for up to two consecutive semesters. No more than four semesters, in total, can be deferred.

**12.3 Post-Graduate Programmes**

- 12.3.1 If exceptional circumstance arise the Academic Director may approve a deferment for a limited time; approval and the duration is at the discretion of the Academic Director.



12.3.2 If after the time period of the deferment has passed and a student is still unable to resume their studies and they cannot anticipate when they may be able to resume their studies, they must give written notice, in addition to completing the appropriate form, to the Academic Registrar informing them of their withdrawal from their programme of study.

12.3.3 Students enrolled in a Masters thesis must adhere to the Thesis Regulations on Leave of Absence; see Thesis Regulations for more information.

12.3.4 Please note that if granted a deferment of study students will not have access to Carey resources for the duration of the deferment.

### **13. ATTENDANCE REQUIREMENTS**

#### **13.1 Attendance Requirements for On-Campus Courses**

13.1.1 Students at Carey are required to attend all lectures, tutorials, seminars, and other forms of designated coursework. Unsatisfactory attendance may result in disciplinary measures, such as failure of the course.

13.1.2 Further, if a student fails to meet the minimum attendance requirement of 80%, and/or fails to attend lectures for four consecutive weeks without notifying Carey, this may be considered grounds for dismissal.

13.1.3 A pattern of late arrival or early departure from class may also be considered as an absence, and in such instances the Academic Director will consider appropriate disciplinary measures.

For more information relating to grounds for dismissal please see the Student Disciplinary Procedure.

#### **13.2 Attendance Requirements for International Students**

13.2.1 If studying at Carey under a student visa attendance will be monitored with special vigilance. This includes active logging of directed Library study/reading for all international students every week to account for at least 20 hours of study during semester weeks.

13.2.2 If an international student is in danger of failing to meet the minimum attendance requirement of 80% they will be informed in a timely manner. If their attendance continues to fall below 80%, then Carey is obligated to inform Immigration New Zealand (INZ) and take disciplinary measures, one of which may be dismissal.

### **14. TRANSITIONAL PROVISIONS**

14.1 Changes to the academic requirements for the award of any of the qualifications may be made from time to time. All transitional provisions will ensure that requirements are applied on a case by case basis guided by the following principles:

14.2 No current student will be materially disadvantaged by changes to the Regulations and structure of the programmes of study.

14.3 Students will be able to complete their qualification under the Regulations in force at the time of first enrolment where course timetabling permits.

14.4 Transitional arrangements relating to specific programmes are contained in the Specific Programme Regulations.

# Fees Regulations

For the latest Fees Schedule please refer to the Carey Baptist College, “Carey”, website [www.carey.ac.nz/fees](http://www.carey.ac.nz/fees).

## 1. FEES PROTECTION

- 1.1 The New Zealand Government, under the Education Act 1989 and the Student Fee Protection Rules 2013, requires all Training Establishments registered with the New Zealand Qualifications Authority (NZQA) to protect all student fees paid to them.
- 1.2 Carey has appointed the Public Trust to manage this obligation, and uses their Fee Protect service. Public Trust is a government owned Trustee Company that has been in existence for over 135 years and all fees deposited with Public Trust have an unsecured capital guarantee from the New Zealand Government.
- 1.3 Students' fees are deposited into a trust account at the Public Trust and are then paid to Carey over the duration of their study in accordance with an agreed payments schedule. This ensures that at any time sufficient money is available for refund in the case of a student withdrawing from a programme or course, or the unlikely event that Carey is unable to complete the delivery of a programme or course on account of closure, insolvency or loss of its NZQA accreditation.
- 1.4 Application for any refund is to be made in writing to the Public Trust who, on verifying the claim, will make payment within fifteen days of the course ceasing.
- 1.5 Please note that if a student fails to sign the Public Trust Acknowledgement form they will not be enrolled in CareyOnline until they have done so.

For more information, visit the Public Trust's website, [www.publictrust.co.nz/fee-protect/information-forstudents](http://www.publictrust.co.nz/fee-protect/information-forstudents).

## 2. FEE PAYMENT TERMS

- 2.1 In signing the Application Form students agree to pay all fees as they become due, and to meet any penalty fees and collection charges associated with debt recovery.
- 2.2 Please note that if a student has not fulfilled their financial obligations Carey may enforce the following restrictions:
  - 2.2.1 Access to lectures, the J. Ayson Clifford Library, and CareyOnline will be withheld.
  - 2.2.2 Assessments will not be marked and academic results will be withheld.
  - 2.2.3 The student will not be entitled to receive a copy of their academic record.
  - 2.2.4 The student will not be entitled to graduate.
  - 2.2.5 The student may be with withdrawn from Carey and will not be eligible to re-enrol.
  - 2.2.6 A transfer of their academic record and credits to another institute will be denied.
  - 2.2.7 Further, Carey may, at their discretion, lodge a notice of any default of payment and/or may forward the details of any outstanding amounts to a credit bureau, recovery agent, or any agency of its choosing.

## 3. PENALTY FEES

- 3.1 A fee of 10%, with a maximum of \$50.00 will be added to all fees which remain unpaid after their due date.
- 3.2 Further a fee of \$10 per dishonoured payment will apply to any payment which was scheduled but did

not occur on account of insufficient funds, this is also known as a default of payment.

#### **4. DEFAULT OF PAYMENT**

- 4.1 If a student defaults in their payments Carey may at their discretion lodge a notice of default with a credit bureau or agency of its choosing advising them of the failure of the student to comply with the Fees Statute. Notice normally would contain information regarding the failure to make payments including the current status of the student's account and the amount of default involved.
- 4.2 Carey is not liable for any action which may be taken by any party who becomes aware of the default lodged against the student. However, Carey is responsible for the removal of the default notice should the default be found to be unsubstantiated. Further Carey is also responsible for updating the notice when the default has been paid.

#### **5. DEBT COLLECTION**

- 5.1 If a student has failed to make payment of their fees by their due date Carey may at its discretion forward the details of any outstanding amounts to a recovery agent, or any agency of its choosing for the purpose of debt collection.
- 5.2 By signing the Application Form a student has agreed to the Fees Statute and therefore if Carey chooses to utilise the services of a recovery agent that the student is liable to cover all costs associated with the debt collection, this includes fees accrued from consultations with solicitors, any costs relating to legal proceedings, and any ongoing costs associated with the debt collection.

#### **6. STUDENT LOANS & STUDENT ALLOWANCES**

- 6.1 If studying a full-time or part-time a student may have access to a Student Loan or the Student Allowance, provided they meet the criteria; however, loans and allowances are normally only available to those who are enrolled in four courses if studying only for one semester, or enrolled in at least seven courses if studying for a full year.
- 6.2 If enrolled in Postgraduate programmes students are not eligible to receive Student Allowances.
- 6.3 International students are not eligible for Student Loans or Student Allowances.
- 6.4 Student Loans and the Student Allowances are processed and administered directly by StudyLink, a service of the Ministry of Social Development. To ensure that the commencement of your study is not hindered we highly recommended to start the application process with StudyLink before week.

For more information or to apply visit StudyLink's website, [www.studylink.govt.nz](http://www.studylink.govt.nz).

- 6.5 If a student is able and chooses to use a Student Loan to pay for their fees they will be required to sign an agreement authorising the payment of fees through StudyLink. Carey will then submit the agreement to StudyLink for verification, once it has been confirmed the student will be informed in writing.

#### **7. REFUNDS POLICY**

- 7.1 If a student withdraws from a programme or course within the first ten working days of the start a semester, "the Refund Period", they are eligible for a refund of their tuition fees minus 10% or \$500 (whichever is the lesser).
- 7.2 If a student completely withdraws from all courses within the Refund Period the Student Services Fee will be refunded in full. Refer to the Fee Schedule below for applicable fees.
- 7.3 If fees were paid via a Student Loan any refunds will be paid directly to StudyLink.
- 7.4 Students who apply for a place in a course/programme remain liable for fees unless they withdraw in writing as per the Change of Enrolment Form.

## 8. REFUNDS FOR INTERNATIONAL STUDENTS

### 8.1 CHANGES TO VISA STATUS

- 8.1.1 If an international student no longer meets the requirements of the Immigration Act 1987 in that they no longer hold a valid or current visa then Carey is obligated to inform Immigration New Zealand (INZ) immediately. If they meet criteria outlined in Clause 7: Refunds Policy, then they are eligible for a refund of the fees as specified.
- 8.1.2 If an international student is granted residency while enrolled at Carey, the student must notify the Academic Registrar. The date of change will be taken from the “Resident Visa” in their passport. Once the “Resident Visa” is received in their passport the student must provide an officially certified copy along with the personal details page of their passport to the Academic Registrar.
- 8.1.3 Once residency has changed the student will no longer be charged international fees and they may be eligible for a refund. Refunds are only available for fees paid in advance for semesters following the change in status, students will not be eligible for a refund for the semester during which the change of status occurred.

### 8.2 INVALID CONTRACT

If the contract of enrolment becomes invalid due to:

- 8.2.1 Carey ceasing to provide a course of educational instruction as contracted with a student, whether it stops of its own accord or as required by an education quality assurance agency
- 8.2.2 Carey ceasing to be a signatory
- 8.2.3 Carey ceasing to be a provider.

Then a refund of the fees paid for services that have yet to be delivered (as determined in accordance with clause 30(3)(a) of the Code of Practice; or have the amount transferred to another education provider in accordance with clause 30(3)(b) of the Code of Practice.

### 8.3 REFUNDS PROCESS FOR INTERNATIONAL STUDENTS

All refunds will be paid in NZ dollars, and

- 8.3.1 Paid directly into the student’s nominated bank account, (or the legal guardian’s account if Under 18); or
- 8.3.2 Sent to the student in New Zealand on sighting a changed visa e.g. Visitor’s Visa or Work Permit (or the legal guardian’s account if Under 18); or;
- 8.3.3 Sent to another institution, if requested in writing with the applicant’s signature and supported by evidence of an offer of place by the other institution and a Student Visa for that institution, and

In all instances, Immigration New Zealand (INZ) will be notified.

## 9. SCHOLARSHIPS & FUNDS AVAILABLE AT CAREY

Carey provides access to a number of scholarships and funds.

Students can apply for a scholarship or funds either before the 1st day of March for semester one, or before the 1st of August for semester two.

### 9.1 SCHOLARSHIPS

Please note that completing an application does not guarantee a scholarship. The Scholarships Sub-Committee, which reports to the Academic Committee, makes the decision based on the availability and the quality and number of applications in a given year.

### 9.2 FUNDS

The student support fund exists to give financial assistance to those who require it. 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.

For more regarding scholarships and funds please visit the Carey Baptist College website, [www.carey.ac.nz](http://www.carey.ac.nz).

# Fees Schedule 2022

Please note that all fees outlined are for 2022 and are subject to annual review.

TUITION FEES	
Undergraduate On-site & Distance	\$766 per 15 credit course
Undergraduate International Students	\$2,492 per 15 credit course
Audit (not for credit) per course	\$320 per 15 credit course
Postgraduate	\$1,931 per 30 credit course
Postgraduate International Students	\$4,983 per 30 credit course
FORMATION TRACKS	
Pastoral Leadership Training	\$1,600
Youth Pastoral Leadership	\$1,600
Mission Track	\$800
Youth Discovery	\$700
Ngā Pou Amorangi	\$700
COMPULSORY STUDENT SERVICES FEE (FACILITATES ON-CAMPUS SERVICES)	
Per 15 credit on-campus course	\$50
Per 30 credit on-campus course	\$100
ADDITIONAL FEES   In addition to tuition fees, the following charges apply	
Adding, Changing, Withdrawing Courses (after Friday of the 1 <sup>st</sup> week of teaching)	\$50 per course
Replacement Student ID Card	\$20
Replacement Transcript/Academic Record	\$30
Remarking/Resubmission	\$50 per course
Application for Aegrotat or Compassionate Pass	\$50
Credit Recognition from NZ Institutions	\$100 for 15 credits \$200 for 30 credits or more
Credit Recognition from Overseas Institutions and RPL	\$200 for 15 credits \$400 for 30 credits or more
Certificate Postage Fee	\$10 within NZ \$20 International
Certificate Replacement & Postage	\$80 (including postage in NZ or overseas)
Thesis Extension Fee	\$350 for each partial or complete 3-month period of the extension
Thesis Resubmission	\$300

## LIBRARY SERVICES FEES

Photocopy Card and Costs	\$2.00 for the cost of the card + 10c per black & white, 15c per colour copy
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Penalty for Late Returns for Recalled Books	\$5 per item
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Library Interloan (for Postgraduate Students only)	\$5 per item
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Library Subscription (for non-students)	\$180 per year
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## FIELD TRIP FEES

Noho Marae (Te Ao Māori, Understanding Culture)	\$64 + koha per visit
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Certificate in Christian Ministry/Intermission	\$373 + travel and personal costs
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# Payment of Tuition Fees

Tuition fees are payable at the start of the year. However, if a student’s study commences in the second semester tuition fees are payable at the start of the second semester.

## FEE PAYMENT DUE DATES

Students starting in Semester One	All fees due seven days prior to the start of semester	1 March 2022
Students starting in Semester Two	All fees due first day of semester	18 July 2022

## PENALTY FEES

Late Fee (for fees remaining unpaid after the payment date)	10% (Maximum \$50)
Dishonoured Payment Fee	\$10
Debt Collection	On a case by case basis

## PAYMENT OPTIONS

In person	Credit card (Mastercard or Visa), Eftpos	Carey Reception
By mail	Credit card (Mastercard or Visa)	Carey, Attn: Academic Registrar PO Box 12149, Penrose Auckland 1642
Internet banking	Direct credit – please quote your Student ID No. or name	Public Trust, BNZ Wellington 02-0536-0305865-01
Student Loan	Online	Apply online at <a href="http://www.studylink.govt.nz">www.studylink.govt.nz</a>



# Other Course-Related Costs

## 1. TEXTBOOKS

While a limited quantity of textbooks are available in the J. Ayson Clifford Library for reference, students are normally required to purchase prescribed texts and should allow \$500 to \$800 per year if in full-time study.

## 2. DEVICES

All students will need a device with internet access to enable participation in online activities and use of online resources. High-speed internet access at home is recommended.

## 3. GENERAL EXPENSES

All students are responsible for any personal expenses such as travel, medical and personal insurance, stationary, food, accommodation and other personal need related costs incurred during the study at Carey.

## 4. INTERNATIONAL STUDENTS

In addition to general expenses outlined above, international students also need to consider the cost, if required, for:

- ◇ Visa costs, typically \$250-\$300
- ◇ the English Language Proficiency Test (Academic Version), typically \$385
- ◇ Medical Insurance, typically \$580 per person or \$1,520 per family.
  - These additional costs are not administered by Carey therefore the above amounts are subject to change.

## 5. ACADEMIC REGALIA

- 5.1 Students attending a Graduation ceremony are required to hire regalia. The costs are typically between \$30-\$100 for hireage (depending on the qualification) but are not set by Carey and therefore subject to change. For further information on Regalia see the “Graduating from Carey” section of the Calendar.

# Assessment Regulations

## 1. ASSESSMENT REQUIREMENTS

- 1.1 Carey Baptist College, “Carey”, uses a standards based assessment method. All assessments will be appropriate to the nature and level of the course and programme for which they are set.
- 1.2 Each course requires students to complete a number of assessments, requirements for which, including style and presentation requirements, will be detailed in the Course Outline.
- 1.3 All assessments for a course must be completed by the due dates specified in the Course Outline.
- 1.4 All assessments must be completed in sequence to pass a course.
- 1.5 When a course requires both an oral and written assessment, unless otherwise stated, a passing grade in both the oral and written assessment is required in order to pass the course. Similarly, when a course requires both a practical as well as written assessment, a passing grade in both is required in order to pass the course.

## 2. RESEARCH ETHICS

- 2.1 Any assessment or research project undertaken by a student involving, or directly affecting living persons must be conducted with due regard to ethical issues and comply with the requirements of the Research Ethics Policy.

## 3. SPECIAL ASSESSMENT CONDITIONS

- 3.1 A student with a temporary or permanent disability which affects their ability to undertake a course assessment under regular assessment conditions may apply to complete their assessment under conditions which take into account the particular nature of their impairment.
- 3.2 Please note that applications must be made in writing to the Academic Director prior to the due date of the assessment.

## 4. USE OF TE REO MĀORI IN ASSESSMENTS

- 4.1 Carey recognises Māori as an official language of New Zealand and as a tāonga for all New Zealanders protected under the articles of the Treaty of Waitangi. Therefore, Carey upholds the right of students to use Te Reo Māori as the language of assessment in its academic programmes. If a student wishes to use Te Reo Māori in their assessment they must contact the Academic Director within two weeks of the commencement of the semester in which the assessment is due. Please note that a longer period of notice or a limitation on the use of Te Reo Māori may be necessary when oral work involves interaction with other students; see the Policy and Procedure for use of Te Reo Māori in Assessments for more information.

## 5. USE OF CHINESE (MANDARIN) IN ASSESSMENTS

- 5.1 Students completing courses in Mandarin are expected to submit their assessments in Chinese (Mandarin) (or Te Reo as per Carey Policy)
- 5.2 Students enrolled in English taught courses must submit their assessments in English to meet NZQA requirements (or Te Reo as per Carey Policy)
- 5.3 Word limits for assessments in Chinese are to be adjusted according to the following equivalency 1:1.6. In other words, 1000 words in English is deemed equivalent to 1600 words in Chinese.

## 6. SUBMISSION AND RETURN OF ASSIGNMENTS

- 6.1 Course assessments are normally submitted and returned electronically through CareyOnline, which records the time and date of submission.

- 6.2 Hardcopy submissions are only permitted in special circumstances, for which approval must be granted from the Academic Director.
- 6.3 Carey aims to have all assessments marked and returned to students within three weeks of the assessment due date. However, when work is submitted late the assessment may be returned late.
- 6.4 When marking assessments, the marker will provide a grading comment explaining:
- The extent to which the criteria of the assessment has been met.
  - The overall grade (0-100%) for the assessment.

## 7. REQUESTS FOR EXTENSIONS

- 7.1 Extensions are normally given only for reasons of ill-health or on compassionate grounds; work and life pressures that could be planned for are not valid grounds for extension.
- 7.2 If a student requires an extension on an assessment they can apply to the Academic Registrar on the prescribed form with full supporting evidence prior to the due date of the assessment.
- 7.3 Normally extensions will be given for no longer than two weeks. Extensions will not normally be granted beyond the final day of the semester.
- 7.4 Each application will be considered on its own merits.

## 8. PENALTIES FOR LATE SUBMISSIONS

- 8.1 An assessment submitted up to one week (7 days) after the due date without a formal extension being granted will incur an academic penalty equivalent to a 10% reduction in marks, normally equivalent to two grade steps. An assessment submitted more than one week after the due date but no more than two weeks (14 days) after the due date will be marked, but will not be awarded a grade other than a “Pass” or “Fail”. The maximum mark the assignment will receive is 50% (Pass). An assignment submitted more than two weeks after the due date by default will receive a “Fail” grade unless an alternative submission date has been negotiated and approved by the Academic Registrar.
- 8.2 For semester length courses, no assessment submitted after the last day of the semester will be marked unless an extension has been previously approved. For full-year courses, no assessment item submitted after the last day of the second semester will be marked unless an extension has previously been approved.

## 9. GRADING CRITERIA

The following grading system is used for the recording of course grades where achievement based assessment is used.

GRADE	MARK	DESCRIPTOR
<b>“A” Range (80-100%) = Excellent</b>		
A+	90-100%	Excellent in all criteria assessed, extra elements above what is expected
A	85-89%	Excellent in all criteria assessed
A-	80-84%	Excellent in most criteria assessed
<b>“B” Range (65-79%) = Good</b>		
B+	75-79%	Very Good in all criteria assessed and excellent in some respects.
B	70-74%	Good in most criteria addressed and very good in some respects.
B-	65-69%	Good in most criteria assessed.
<b>“C” Range (50-64%) = Satisfactory</b>		
C+	60-64%	Satisfactory level attained in all criteria assessed and good in some respects
C	55-59%	Satisfactory level attained in all criteria assessed
C-	50-54%	Sufficient level in most criteria assessed, but some weaknesses

“D” Range (35-49%) = Unsatisfactory		
D+	45-49%	Some aspects satisfactory but overall fails to meet criteria for a pass
D	40-44%	Fails to meet standard for a pass in most criteria assessed
D-	35-39%	Fails to attain acceptable standard in almost all criteria assessed
“E” Range (0-34%) = Fail		
E	0-34%	Fails to attain acceptable standard in all criteria assessed
Ungraded “Pass”/“Fail”		
Pass	Ungraded Pass	All criteria met
Fail	Ungraded Fail	All criteria not met
Additional Grades		
DNC	Did Not Complete	
W	Withdrawal	

Where assessments for a course have a designated weighting, the value of the marks obtained for each assessment will be multiplied by that weighting, added together and then converted to a final course grade.

## 10. RESUBMISSION

A student enrolled in an undergraduate programme fails to achieve the standards for a pass grade required in a particular assessment by no less than 40% may apply to the lecturer to resubmit the assessment. If approved the students must resubmit the assessment within two weeks of being notified of their original grade, with the exception of assessments due on the final day of semester, which must be submitted by the Monday prior to the Marker’s meeting. The assessment will be marked on a Pass/Fail basis only. A student is permitted to resubmit any given assessment only once.

## 11. FINAL GRADES

- 11.1 At the end of a course, and after all assessments have been submitted, marked and reviewed, students will be awarded a final grade for the entire course.

## 12. APPEALS

- 12.1 If a student feels that any assessment process has been inadequate or unfair they have the right to appeal.
- 12.2 Similarly, if they believe that there was an irregularity in the material and/or conduct of an assessment they can make an appeal against their final grade.
- 12.3 Appeals should be made in writing to the Academic Director within five working days of receiving a mark or grade. The Academic Director will consider whether there are grounds for the appeal to be upheld in consultation with the teaching staff member and the Academic Registrar. The Academic Director’s decision is final and will be communicated to the student within five working days from the time of the application being received.
- 12.4 Further provisions are made for research and thesis work; please refer to the Thesis Regulations for more information.

## 13. REPEATING A COURSE

- 13.1 If a student fails a course they may apply to repeat the course.
- 13.2 If a course is repeated a student may wish to resubmit revised versions of previous assessments completed for the first attempt of the course, however this is only permitted with the approval of the lecturer.

- 13.3 If a student repeats a course and is awarded a passing grade the fail grade will still remain on the first transcript, this is so that a true record of the student's progress is kept. However, this fail grade will not be counted towards the Grade Point Average.
- 13.4 A student who has twice enrolled in, but has failed to be credited with a pass in, a course is not entitled to enrol again in that course other than in exceptional circumstances approved by Academic Committee.

#### 14. SPECIAL PASSES

##### 14.1 AEGROTAT PASS

- 14.1.1 If a student was prevented by illness or injury from being present and/or completing a final assessment for a course but has completed at least 55% of the assessments for that course they may be eligible for an Aegrotat Pass.
- 14.1.2 Similarly, if a student believes that illness or injury has seriously affected their performance in a final assessment and they have completed at least 55% of the assessments for that course they may also be eligible for an Aegrotat Pass.
- 14.1.3 Applications for an Aegrotat Pass must be made to Academic Committee through the Academic Registrar within one week of the end of the semester in which the course was taken.

Please note that an Aegrotat Pass is granted on the following basis:

- 14.1.4 The application is supported by a medical certificate that states that in the medical practitioner's opinion, illness or injury of the student either prevented that student from taking and/or completing a final assessment on time, or was likely to have seriously impaired the student's performance in the final assessment.
- 14.1.5 If the Academic Committee approves the application the final grade may be decided in one of two ways.
- 14.1.6 If a student has completed at least 80% of the summative assessments for a course a final grade will be devised by mathematical extrapolation.
- 14.1.7 If a student has completed less than 80% of the assessments for a course a final grade will be estimated in two steps. Firstly, by identifying and comparing the grades achieved in completed assessments with other students who received similar grades in those assessments. Secondly, by observing the performance of those identified students and their grades in the final assessment. Please note that any estimated grade shall be conservative.

##### 14.2 COMPASSIONATE PASS

- 14.2.1 If exceptional circumstances beyond a student's control arose, other than illness or injury, which they believe seriously impaired their performance in a final assessment they may be eligible for a Compassionate Pass.
- 14.2.2 Applications for a Compassionate Pass must be made to Academic Committee through the Academic Registrar within one week of the end of the semester in which the course was taken.

Please note that a Compassionate Pass is granted on the following basis:

- 14.2.3 The application is supported by evidence, the specifics of which will be requested by the Academic Registrar prior to presentation to the Academic Committee.
- 14.2.4 An administration fee will apply to all Compassionate Pass applications; see the Fees Regulations and Schedule for more information.

14.3 CONCEDED PASS

14.3.1 If a student, in their final year of a Diploma or Bachelor's award, fails a major piece of assessment in one course only but has performed at a satisfactory level in that course and would otherwise have completed the Diploma or Bachelor's programme then they may be eligible for a Conceded Pass.

14.3.2 Please note that only one Conceded Pass can be given during a student's entire period of study at Carey.

**15. PLAGIARISM**

15.1 Plagiarism is defined as copying another person's work without acknowledging them as a source, or putting one's own name on someone else's work. Therefore, all words that are copied from another piece of writing, or recording, must be enclosed in quotation marks (" ") and the source referenced according to an accepted system of referencing. Where significant ideas are borrowed from other sources, these too must be acknowledged.

15.2 Carey uses Turnitin, an online plagiarism detector, for all assessments.

15.3 Carey regards plagiarism as a serious violation of academic integrity and therefore it is treated as a serious offence and disciplinary measures will be taken. The Academic Director will discuss cases of plagiarism with the student concerned, student details will be placed on the Carey Plagiarism Register and the Academic Committee will be notified. Additional disciplinary measures may include a reduction in their mark or grade, or a requirement to do a reassessment.

15.4 In the case of repeat offences, a student may receive a failing grade for their entire course and/or be excluded from their programme of study for a period of time. Repeat offences may also be considered grounds for dismissal.

# Thesis Regulations

The Thesis Regulations apply to those enrolled in the Master of Applied Theology Thesis and should be read in conjunction with all other Regulations.

## 1. THESIS DEFINITION

- 1.1 A thesis is a scholarly piece of written work carried out under supervision. It should demonstrate advanced research skills and critical interaction with existing academic publications in the topic area.
- 1.2 The work need not present original findings, but it must demonstrate independent research and show a full understanding of the complexity of debate surrounding the topic and be a significant contribution to evaluating the strengths and weaknesses of the existing approaches.

## 2. THESIS LEVEL AND LENGTH

- 2.1 In the Carey Master of Applied Theology programme there are two forms of research based theses both at Level 9 on the NZQA Framework, undertaken in the final part of a student's candidature:
  - 2.2 Thesis (90 credits) – 25,000-30,000 words including footnotes but excluding Bibliography.
  - 2.3 Thesis (120 credits) – 35,000-40,000 words including footnotes but excluding Bibliography.

## 3. RESEARCH PROPOSAL APPROVAL

- 3.1 Before commencing work on a thesis, a student is required to:
  - 3.2 Negotiate a topic with a potential Supervisor, in order to construct a research proposal.
  - 3.3 Submit the research proposal along with all appropriate information to the Academic Committee for approval.
  - 3.4 Obtain ethics approval, where appropriate, from the Carey Ethics Committee.
  - 3.5 If students wish to engage in in-depth biblical exegesis in their Thesis they will be required to have the appropriate language skills in either Hebrew or Greek in order for the Thesis proposal to be approved.
  - 3.6 The Academic Committee will only grant approval when satisfied that all the required information has been supplied and the project is in order.

## 4. ETHICAL AND RESPONSIBLE RESEARCH PRACTICE

- 4.1 All research undertaken while at Carey that involves human participation is required to comply with the highest ethical standards. Therefore, before conducting research approval must be obtained from the Carey Ethics Committee. See the Research Ethics Policy and Guidelines for more information.
- 4.2 All research undertaken while at Carey must also adhere to the Code of Conduct for Responsible Practice in Research.

## 5. THE APPOINTMENT OF SUPERVISORS

- 5.1 The Academic Committee will assess the suitability and approve the appointment of supervisors for all theses.
- 5.2 If more than one supervisor is approved for a thesis, the Primary Supervisor will normally be a member of faculty at Carey.
- 5.3 When a supervisor is approved, who is not a member of faculty at Carey, before that supervisor is appointed they will be invited to enter into a formal Supervision Agreement with the student as a party to this agreement.

- 5.4 The Supervision Agreement will outline and clarify the obligations and responsibilities of the parties named in the agreement in relation to the supervision of the thesis; please refer to the Code of Practice for Supervisors of Research for more information.
- 5.5 Normally at least one Supervisor will have previous experience in the supervision of students whom have successfully completed a Postgraduate thesis.

## **6. ALTERNATIVE SUPERVISION**

- 6.1 An appropriately qualified substitute supervisor will be appointed by the Academic Committee
- 6.2 If an appointed Supervisor is absent for an extended period on account of illness, leave, or for any other reason. This will be for the duration of the original Supervisor's absence.
- 6.3 If a student's work is not proceeding satisfactorily for reasons beyond the student's control which are deemed to be due to an ineffective working relationship between the student and their Supervisor.

## **7. ACADEMIC PROGRESS**

- 7.1 Where a student's progress on a thesis is deemed to be unsatisfactory by the Academic Committee, upon written notification by the Supervisor, the Academic Director will notify the student of this in writing and request a written response from the student within a specified timeframe.
- 7.2 If on receipt of the written notification specified above the student does not respond to the Academic Director within the time specified, the Academic Committee will terminate the student's enrolment in the thesis and the student will be deemed to have withdrawn from the programme.
- 7.3 A student whose enrolment has been terminated may appeal against the decision of the Academic Committee in writing to the Academic Director within 14 days of the time the decision was made available to the student, provided that the student is able to show that additional information has become available which was not available, and could not reasonably have been available, to the Academic Committee at the time of the decision to terminate the enrolment.

## **8. LEAVE OF ABSENCE/ SUSPENSION OF CANDIDATURE**

- 8.1 Where a student is unable to undertake work on the thesis for an extended period due to illness or other unforeseen circumstances, the Academic Committee may suspend the student's candidature and grant leave of absence for a maximum period of 12 months.
- 8.2 An application for leave of absence/suspension of candidature must be made in writing and submitted with appropriate supporting evidence to the Academic Registrar for consideration by the Academic Committee.
- 8.3 A student who has been granted leave of absence under this section will not normally have access to Carey resources or receive any assistance on the thesis from the Supervisor during the period of absence designated.
- 8.4 Where a student to whom leave of absence has been granted under this section is unable to resume candidature at the end of the specified period and it cannot be anticipated when the candidature would be resumed, the student must give written notice of withdrawal from their candidature to the Academic Registrar. The period of approved leave of absence will not be counted in determining the grade.

## **9. REQUESTS FOR EXTENSIONS**

- 9.1 SHORT EXTENSION
  - 9.1.1 A student may be permitted a short extension to a Thesis submission date at the discretion of the Academic Director. This will be an extension until 31 January of the following year for a Thesis due at the end of Semester 2, or 31 July for a Thesis due at the end of Semester 1. A short extension is not subject to any additional fee.



## 9.2 FORMAL EXTENSION

- 9.2.1 In exceptional circumstances the Academic Committee may grant a formal extension to a Thesis submission date.
- 9.2.2 An application for a formal extension must be approved by the student's Supervisor and include appropriate evidence of satisfactory academic progress to date, as well as ability to submit the thesis within the requested time frame.
- 9.2.3 An application for a formal extension must be submitted at least two months before the original due date of the thesis.
- 9.2.4 If a formal extension is granted their Supervisor will devise a supervision schedule, clearly outlining deadlines for draft chapters and other important milestones. This schedule must be signed by both the Supervisor and student and will be submitted to the Academic Committee for monitoring.
- 9.2.5 If a student fails to meet a deadline or milestone as approved in the supervision schedule, their progress may be deemed to be unsatisfactory, which is grounds for dismissal.
- 9.2.6 Formal extensions can only be granted once and are granted in one month periods up to a maximum of six months.
- 9.2.7 A thesis extension fee will apply, see Fees Regulations and Schedule for further information.

## 10. SUBMISSION PROCEDURE

- 10.1 Two soft bound copies of the thesis must be submitted to the Academic Registrar (with the appropriate Coversheet available on CareyOnline), and an electronic copy uploaded to CareyOnline on the due date.

## 11. EXAMINATION & FINAL GRADES

- 11.1 The Academic Committee will appoint a minimum of two examiners for each thesis, with at least one being an independent External Examiner who is not a member of staff at Carey and who has not acted previously as the student's Supervisor or Advisor.
- 11.2 In cases where there has been a change in Supervisor due to an ineffective working relationship between the student and the Supervisor, the former Supervisor shall not be appointed as an Examiner.
- 11.3 The External Examiner shall be appointed on the basis of experience in research or independent scholarship and practice in the general area of the thesis.
- 11.4 Each Examiner shall read and examine the thesis and present an independent written report to the Academic Committee. In completing their report each Examiner will consider whether the work satisfies requirements of the degree and make an appropriate recommendation, including a recommended grade, in accordance with the Grading System in the Assessment Regulations.
- 11.5 Where appropriate the Examiners may recommend:
- That the thesis be passed with a recommended grade.
  - That the thesis be passed with a recommended grade provided that the editorial corrections in the Examiners' Reports are completed to the satisfaction of the student's supervisor.
  - That the thesis NOT be passed but the student be given opportunity for the thesis to be rewritten and resubmitted for examination on a pass/fail basis.
  - That the thesis be failed with no opportunity for resubmission.
- 11.6 The Academic Committee will determine the final grade for a Thesis based on the recommendations of the Thesis Sub-Committee.

11.7 If the recommendations of the Examiners are not unanimous the Academic Committee will consult with the students Supervisor(s) and may:

- Seek to negotiate consensus, if the difference between recommended grades is two points or less.
- Accept the recommendation of the External Examiner, except in instances when the difference between recommended grades includes a failing grade.
- Recommend the appointment of an additional External Examiner to act as moderator.

## **12. RESUBMISSION**

12.1 If a student's thesis should receive a failing grade the student may, at the recommendation of the Examiners and the discretion of the Academic Committee, revise and resubmit the thesis. However, please note that theses may only be submitted for re-examination once.

12.2 Further a resubmitted thesis may only be awarded a C, D, or E Grade.

12.3 A resubmission fee will apply, see Fees Regulations and Schedule for further information.

## **13. EXAMINATION APPEAL**

13.1 A student may appeal against the first examination of their thesis and request a review of the examiner's recommendations. Please note that this appeal must be submitted in writing to the Academic Registrar within one month of the date that the student received notification of their results.

13.2 The Academic Registrar will then refer the appeal to the Academic Committee normally within one month of its receipt. The Academic Committee will then establish a Special Review Committee, comprising of at least two members whom have previous experience in supervising and examining Theses and who have had no prior involvement with the lodging of the student's appeal.

13.3 If the Special Review Committee determines that the student has appropriate grounds for the appeal, they may recommend either that the examiners be asked to review their decision or that new examiners be appointed.

13.4 For further information, see the Student Complaints & Appeals Policy and Procedure.

## **14. PRIVACY PROVISIONS FOR PSEUDONYMOUS STATUS**

Where, for reasons of sensitivity, a student needs to have a level of anonymity in relation to the public dissemination of their Thesis or research essay, a formal application should be made in writing to the Academic Director for Pseudonymous Status prior to the submission of the Thesis or research essay; please refer to the Privacy and Data Collection Policy for more information.

## **15. AWARD**

The Master of Applied Theology may be awarded with a Merit where a GPA of B+ is achieved, or with Distinction where a GPA of A- or better is achieved.

# New Zealand Certificate in Christian Ministry (Level 4) Regulations

The following specific programme regulations apply to the New Zealand Certificate of Christian Ministry.

## PROGRAMME DESCRIPTION

The New Zealand Certificate in Christian Ministry aims to provide students with a broad understanding of the principles of theology, biblical foundations, and Christian thinking that enhances their ability to serve, lead small groups and community missions, as well as assist church leadership in a variety of pastoral ministry roles.

This programme will appeal to Christians with a desire to serve their community of faith and the broader community using biblically informed theories and practices. It also targets Christians with the desire to learn more about their faith and action in the world.

## PROGRAMME OUTCOMES

The programme produces graduates who:

- ◇ Integrate foundational knowledge of selected biblical principles and Christian beliefs and apply to specified communities, acknowledging bicultural or multicultural contexts.
- ◇ Apply biblical and theological principles to own faith journey and to that of others.
- ◇ Identify contextual factors in a community that impact spiritual development.
- ◇ Interpret biblical understanding and knowledge as they relate to Christian ministry.

## PROGRAMME STRUCTURE

A student enrolled for the New Zealand Certificate of Christian Studies will follow a course of study equivalent to one year of full-time study and gain 120 credits including:

- ◇ MB421 Christian Worldview
- ◇ MB430 Exploring God's Word
- ◇ MF402 Making Life Work
- ◇ MF478 Faith Engaging Social Issues
- ◇ MF409 Learning to Live
- ◇ MM581 Mission of God
- ◇ MS510 Te Ao Māori

## ADMISSION REQUIREMENTS

### General Admission

- (A) Applicants to this programme who have no secondary schooling or NCEA level 1 attainment or equivalent will require an entry assessment (including a literacy test) to establish eligibility.
- (B) Applicants who have NCEA level 2 attainment (or above) or evidence of equivalent knowledge and skills have open entry to apply.
- (C) This programme requires practical field work-placements of a total of 204 hours (an average of 7-10 hours per week) of practical ministry involvement.

NCEA Equivalence can include:

- (a) NZ School Certificate;
- (b) Sixth Form Certificate;
- (c) Overseas equivalent qualifications, including IB and CIE, or HSC (Australia);
- (d) Other NZQA level 1 or 2 certificates in relevant disciplines to Carey programmes;
- (e) Evidence of level of academic achievement or a portfolio of work for homeschooled students;
  - i) All equivalence must be documented;
  - ii) The applicant may need to sit assessment for entry;
- (f) Reference/support/documentation from employer.

### Entry Assessment

- i. Includes a literacy test.
- ii. Dates for assessment will be advised.

### Special Admission

New Zealand citizens or permanent residents who do not meet the General Admission requirements but who will have reached the age of 20 by the first day of the semester for which admission is sought and who are able to provide evidence of aptitude or appropriate work or other experience may be granted Special Admission, in exceptional cases, an applicant who:

- ◇ Does not hold a university entrance qualification and has not reached the age of 20 by the first day of the semester for which admission is sought may apply for special admission.

In assessing whether to grant special admission in exceptional cases, the primary focus will be on the applicant's level of preparedness for tertiary study.

### English Language Requirements

Candidates who have English as a second language are required to have a minimum IELTS score of 5.5 (Academic) or equivalent.

## PREREQUISITES AND CO-REQUISITES

A number of courses have prerequisite or co-requisite requirements. Prerequisites ensure that students have the skills necessary to succeed at higher levels. Co-requisites ensure the level of complementarity necessary for learning; see the Course Descriptions section of this Calendar for specific information on these requirements.

## LIMITATIONS ON DURATION OF STUDY

There is a limitation on the duration of time in which a student can complete their qualification. The total time from admission to the programme until the completion of the qualification should not exceed the equivalent of three years, unless special permission is granted by the Academic Director or delegate.

However, please note that students are able to defer their study should the need arise; see Enrolment and Programme Regulations for more information.

## TRANSFER FROM OTHER PROGRAMMES

Transfer of Credit is not available for this programme.

PROGRAMME SUMMARY	
National Qualifications Framework (NQF) Level	4
(NQF) Credits	120
Delivery	One-site, block course
Mode	Full-time
Duration	One semester full-time equivalence
Regular Intake	February

# New Zealand Certificate in Christian Studies (Level 5) Regulations

The following specific programme regulations apply to the New Zealand Certificate in Christian Studies.

## PROGRAMME DESCRIPTION

The purpose of this programme is to provide Christian churches and organisations with people who are able to develop, evaluate and deliver programmes that provide guidance and direction to groups to support both individual and community spiritual development in a range of ministry contexts.

Graduates will benefit by having a qualification which recognises their theoretical knowledge and skills in developing, evaluating and delivering Christian programmes; enhancing their employment opportunities and/or ability to work in a voluntary capacity.

This programme focuses on the underpinning principles of Christian theology, practical Christianity, biblically informed practices, beginning theological reflection. The programme targets Christians who seek positions of responsibility in a variety of Christian roles informed by theological, biblical and practical ministry knowledge and skills.

## PROGRAMME OUTCOMES

The programme produces graduates who:

- ◇ Synthesise broad theological and biblical knowledge and analyse the functions of church ministry to provide leadership and direction of defined groups
- ◇ Identify the biblical and theological principles that apply to one's own faith journey; and recommend strategies that use this understanding to enhance personal and community spiritual development.
- ◇ Develop and evaluate a pastoral care programme for specific groups, based on the understanding of Christian ministry principles and functions to achieve community goals.

## PROGRAMME STRUCTURE

A student enrolled for the New Zealand Certificate in Christian Studies will follow a course of study equivalent to one semester of full-time study and gain 60 credits comprising of;

- ◇ MF501 Reflective Field Education or MF505 Contextual Theological Praxis 1

And at least ONE of:

- ◇ MM561 Introduction to Pastoral Care
- ◇ MM564 Worship: Then and Now
- ◇ MM572 Foundations of Youth Ministry
- ◇ MM581 Mission of God
- ◇ MM565 Children's Ministry

With the remainder of credits from the following:

- ◇ MB521 Thinking Theologically
- ◇ MB526 Insights into Church History

- ◇ MB531 Introduction to the Old Testament
- ◇ MB532 Introduction to the New Testament;
- ◇ MS510 Te Ao Māori

It is possible for students to select other courses from the Carey course catalogue if those courses meet the remainder of the Graduate Profile.

## **ADMISSION REQUIREMENTS**

### **General Admission**

For General Admission, all applicants must have achieved one of the following:

- ◇ National Certificate of Educational Achievement (NCEA):
- ◇ A minimum of 42 credits at Level 3 or higher on the National Qualifications Framework
- ◇ A minimum of 8 credits in English at Level 2 (or higher); 4 credits must be in reading and 4 credits in writing.
- ◇ A grade of C or higher in each of 3 subjects in New Zealand University Entrance, Bursaries and Scholarships (NZUEBS) examinations.

### **Special Admission**

New Zealand citizens or permanent residents who do not meet the General Admission requirements but who will have reached the age of 20 by the first day of the semester for which admission is sought and who are able to provide evidence of aptitude or appropriate work or other experience may be granted Special Admission, in exceptional cases, an applicant who:

- ◇ Does not hold a university entrance qualification and has not reached the age of 20 by the first day of the semester for which admission is sought may apply for special admission.

In assessing whether to grant special admission in exceptional cases, the primary focus will be on the applicant's level of preparedness for tertiary study.

## **ENGLISH LANGUAGE REQUIREMENTS**

Candidates who have English as a second language are required to have a minimum IELTS score of 5.5 (Academic), or its equivalent in accordance to NZQA Rules 13 Table 2 and/or other NZQA accepted evidence of English language proficiency.

## **LIMITATIONS ON DURATION OF STUDY**

There is a limitation on the duration of time in which a student can complete their qualification. The total time from admission to the programme until the completion of the qualification should not normally exceed two years, unless special permission is granted by the Academic Director or delegate.

However, please note that students are able to defer their study should the need arise; see Enrolment and Programme Regulations for more information.

## **TRANSFER FROM OTHER PROGRAMMES**

Students who have completed courses at other institutions may be eligible for cross-credits or recognition of current competency as specified in Carey Credit Regulations.

Carey may use external New Zealand Qualification Consistency experts to assist in the decisions regarding transition arrangements.

## TRANSITION ARRANGEMENTS

Students may complete this programme by completing courses from the above schedule, however:

- ◇ Students may not complete a course with the same course code or course title designation twice for double credits.
- ◇ Any student transferring to this programme will follow a course-of-study stipulated by the Academic Committee or delegated authority.
  - All arrangements offer opportunities for the student to achieve the graduate profile.
  - Additional assessments may be stipulated in order to attain the qualification conditions and graduate profile.

### PROGRAMME SUMMARY

National Qualifications Framework (NQF) Level	5
(NQF) Credits	60
Delivery	On-site, distance, block course
Mode	Full-time, part-time
Duration	One semester full-time equivalence
Regular Intake	February, July



# New Zealand Diploma in Christian Studies (Level 5) Regulations

The following specific programme regulations apply to the New Zealand Diploma in Christian Studies.

## PROGRAMME DESCRIPTION

The New Zealand Diploma in Christian Studies aims to provide graduates with a broad understanding of the principles of theology, biblical foundations, evaluative thinking, and applied leadership skills, enhancing their employment opportunities and/or the ability to work in a voluntary capacity, including not-for-profit.

This programme will appeal to Christians who are ready for positions of leadership and management in a variety of roles that require.

## PROGRAMME OUTCOMES

The programme produces graduates who:

- ◇ Evaluate and apply a broad understanding of theology and biblical foundations to defined contexts based on textual interpretation and religious practice.
- ◇ Evaluate a ministry programme based on strategies that integrate personal and community faith journeys, and the social, cultural and other contextual considerations of defined groups.
- ◇ Integrate core tools of theology, biblical texts and ministry practice, and apply these to the broader community to provide leadership and direction that is culturally and ethically appropriate.

## PROGRAMME STRUCTURE

A student enrolled for the New Zealand Diploma in Christian Studies will follow a course of study equivalent to one year of full-time study and gain 120 credits comprising of;

- ◇ MB531 Introduction to the Old Testament and/or MB532 Introduction to the New Testament;
- ◇ MB521 Thinking Theologically
- ◇ MF501 Reflective Field Education or MF505 Contextual Theological Praxis 1
- ◇ MM581 Mission of God
- ◇ MS510 Te Ao Māori

And three of the following courses (or two if both MB531 and MB532 are selected, or if MF505 Contextual Theological Praxis is selected);

- ◇ MM561 Introduction to Pastoral Care
- ◇ MM564 Worship: Then and Now
- ◇ MM572 Foundations of Youth Ministry
- ◇ MB526 Insights into Church History

It is possible for students to select other courses from the Carey course catalogue if those courses meet the remainder of the Graduate Profile.

## ADMISSION REQUIREMENTS

### General Admission

In order to gain admission all applicants must have achieved one of the following:

- ◇ National Certificate of Educational Achievement (NCEA), with a minimum of 42 credits at Level 3 or higher on the National Qualifications Framework, and
- ◇ a minimum of 8 credits in English at Level 2 or higher, 4 credits of which must be in reading and with the remaining 4 in writing.
- ◇ A grade of C or higher in each of the three subjects in New Zealand University Entrance or Bursaries and Scholarships (NZUEBS) examinations.
- ◇ NCEA equivalence which can include:
  - Overseas equivalent qualifications, including IB, CIE or HSC (Australia)
  - Other NZQA Level 4 certificates in a similar discipline
  - Other NZQA Level 5 certificates in a different discipline
  - Evidence of level of academic achievement or a portfolio of work for homeschooled students
  - Reference and supporting documentation from employer

### Special Admission

New Zealand citizens or permanent residents who do not meet the General Admission requirements but who will have reached the age of 20 by the first day of the semester for which admission is sought and who are able to provide evidence of aptitude or appropriate work or other experience may be granted Special Admission.

In exceptional cases an applicant who does not meet the General Admission requirements who has not reached the age of 20 by the first day of the semester for which admission is sought may apply for Special Admission.

In assessing whether to grant Special Admission in exceptional cases, the primary focus will be on the applicant's level of preparedness for tertiary study.

## PREREQUISITES AND CO-REQUISITES

A number of courses have prerequisite or co-requisite requirements. Prerequisites ensure that students have the skills necessary to succeed at higher levels. Co-requisites ensure the level of complementarity necessary for learning; see the Course Descriptions section of this Calendar for specific information on these requirements.

## CHINESE LANGUAGE OPTION

The New Zealand Diploma of Applied Theology is also delivered to students in Mandarin; see the Course Descriptions section of this Calendar for all courses available in Mandarin.

Candidates who wish to study using the Chinese language must have sufficient skill and competencies to undertake tertiary study using the Chinese language.

Candidates who have English as a second language and are native Chinese speakers are required to have a minimum overall IELTS score of 5.5 (General) or equivalent.

## LIMITATIONS ON DURATION OF STUDY

There is a limitation on the duration of time in which a student can complete their qualification. The total time from admission to the programme until the completion of the qualification should not normally exceed four years, unless special permission is granted by the Academic Director or delegate.

However, please note that students are able to defer their study should the need arise; see Enrolment and Programme Regulations for more information.

## TRANSFER FROM OTHER PROGRAMMES

Students who have completed courses at other institutions may be eligible for cross-credits or recognition of current competency as specified in Carey Credit Regulations.

## TRANSITIONAL ARRANGEMENTS

Any student transferring to this programme from the previous Carey programmes (Certificate of Applied Theology, Diploma of Applied Theology) will follow a programme-of-study stipulated by the Academic Committee that would faithfully enable the student to achieve the graduate profile of this Diploma programme. The Academic Committee may further request that additional assessments are undertaken in order that the Graduate Profile and Qualification conditions are met by the student's programme of study. Carey may use external New Zealand Qualification Consistency experts to assist in the decisions regarding transition arrangements.

PROGRAMME SUMMARY	
National Qualifications Framework (NQF) Level	5
(NQF) Credits	120
Delivery	On-site, distance, block course
Mode	Full-time, part-time
Duration	One year full-time equivalence
Regular Intake	February, July

# Bachelor of Applied Theology Regulations

The following specific programme regulations apply to the Bachelor of Applied Theology.

## PROGRAMME DESCRIPTION

The Bachelor of Applied Theology aims to equip people for effective leadership and participation in a wide range of ministry areas, furthering the mission of the church in our society and world.

## PROGRAMME OUTCOMES

The programme produces graduates who:

- ◇ Can use the core tools of theology to critique other disciplines and their own experience.
- ◇ Can critically examine current practice, applying learning to new situations.
- ◇ Can handle documents of Christian Faith with discernment and scholarship.
- ◇ Have developed self-awareness in relation to their spiritual journey.
- ◇ Listen to others' views, and have a world perspective.
- ◇ Can communicate across cultural boundaries.
- ◇ Have developed the knowledge, attitudes, and skills to serve in a secular world.
- ◇ Integrate learning in determining personal action.
- ◇ Can articulate learning.

## PROGRAMME STRUCTURE

A student enrolled in the Bachelor of Applied Theology will follow a course of study equivalent to three years full-time, and gain 360 credits, with a minimum of 75 credits at level 7 comprising:

- ◇ At Least 150 credits from courses in Bible and Theology, including:
  - MB521 Thinking Theologically
  - MB531 Introduction to the Old Testament
  - MB532 Introduction to the New Testament
  - MB526 Insights into Church History
  - MB630 Understanding Culture
- ◇ At least 30 credits in Bible at level 6 or 7
- ◇ At least 15 credits in Theology at level 6 or 7
- ◇ At least 120 credits from courses in Mission, Formation & Ministry, including:
  - MF501 Reflective Field Education 1 or MF505 Contextual Theological Praxis
  - MS510 Te Ao Māori
  - MM581 Mission of God
  - MS6/705 Christian Spirituality

## ADMISSION REQUIREMENTS

### General Admission

In order to gain admission all applicants must have achieved one of the following:

- ◇ National Certificate of Educational Achievement (NCEA), with a minimum of 42 credits at Level 3 or higher on the National Qualifications Framework, and
- ◇ a minimum of 8 credits in English at Level 2 or higher, 4 credits of which must be in reading and with the remaining 4 in writing.
- ◇ A grade of C or higher in each of the three subjects in New Zealand University Entrance or Bursaries and Scholarships (NZUEBS) examinations.
- ◇ NCEA equivalence which can include:
  - Overseas equivalent qualifications, including IB, CIE or HSC (Australia)
  - Other NZQA Level 4 certificates in a similar discipline
  - Other NZQA Level 5 certificates in a different discipline
  - Evidence of level of academic achievement or a portfolio of work for homeschooled students
  - Reference and supporting documentation from employer

### Special Admission

New Zealand citizens or permanent residents who do not meet the General Admission requirements but who will have reached the age of 20 by the first day of the semester for which admission is sought and who are able to provide evidence of aptitude or appropriate work or other experience may be granted Special Admission.

In exceptional cases an applicant who does not meet the General Admission requirements who has not reached the age of 20 by the first day of the semester for which admission is sought may apply for Special Admission.

In assessing whether to grant Special Admission in exceptional cases, the primary focus will be on the applicant's level of preparedness for tertiary study.

## PREREQUISITES AND CO-REQUISITES

A number of courses have prerequisite or co-requisite requirements. Prerequisites ensure that students have the skills necessary to succeed at higher levels. Co-requisites ensure the level of complementarity necessary for learning; see the Course Descriptions section of this Calendar for specific information on these requirements.

## CHINESE LANGUAGE OPTION

Some courses in the Bachelor of Applied Theology are also delivered to students in Mandarin; see the Course Descriptions section of this Calendar for all courses available in Mandarin.

Candidates who wish to study using the Chinese language must have sufficient skill and competencies to undertake tertiary study using the Chinese language.

Candidates who have English as a second language and are native Chinese speakers are required to have a minimum overall IELTS score of 5.5 (General) or equivalent.

## LIMITATIONS ON DURATION OF STUDY

There is a limitation on the duration of time in which a student can complete their qualification. The total time

from admission to the programme until the completion of the qualification should not normally exceed six years, unless special permission is granted by the Academic Director or delegate.

However, please note that students are able to defer their study should the need arise; see Enrolment and Programme Regulations for more information.

## TRANSFER FROM OTHER PROGRAMMES

Students who have completed courses at other institutions may be eligible for cross-credits or recognition of current competency as specified in Carey Credit Regulations.

Graduates of the New Zealand Diploma of Christian Studies may transfer all credits gained at Levels 5 and Level 6 towards the Bachelor of Applied Theology programme.

PROGRAMME SUMMARY	
National Qualifications Framework (NQF) Level	7
(NQF) Credits	360
Delivery	On-site, distance, block course
Mode	Full-time, part-time
Duration	Three years full-time equivalence
Regular Intake	February, July

# Graduate Diploma of Applied Theology Regulations

The following specific programme regulations apply to the Graduate Diploma of Applied Theology.

## PROGRAMME DESCRIPTION

The Graduate Diploma of Applied Theology provides an academic programme for those who already have an existing undergraduate qualification and who wish to obtain an initial theological qualification, or who wish to study for personal interest, or who wish to gain entry to postgraduate theological study.

The bridging Graduate Diploma of Applied Theology programme is designed to allow graduates with non-theological degrees to enter postgraduate level study programmes. The bridging programme requires study in prescribed subject areas and levels to ensure a firm foundation in Biblical and Theological studies. Completion of the bridging programme does not ensure automatic entrance into postgraduate study; students must meet all normal entry criteria for a postgraduate academic programme.

## PROGRAMME OUTCOMES

The programme produces graduates who:

- ◇ Use the core tools of theology to critique other disciplines and their own experience.
- ◇ Critically examine current practice, applying learning to new situations.
- ◇ Handle documents of Christian faith with discernment and scholarship.
- ◇ Have developed self-awareness in relation to their own spiritual journey.
- ◇ Listen to others' views, and have a world perspective.
- ◇ Integrate learning in determining personal action.

## PROGRAMME STRUCTURE

A student enrolled for the Graduate Diploma in Applied Theology will follow a course of study equivalent to one year of full-time study and gain 120 credits including:

At least 75 credits at level 7 or above, and

- ◇ MB521 Thinking Theologically
- ◇ MB531 Introduction to the Old Testament, or MB532 Introduction to the New Testament.

A student enrolled in the bridging Graduate Diploma of Applied Theology will follow a course of study equivalent to one year of full-time study and gain 120 credits including:

- ◇ At least 75 credits at level 7 or above including:
  - At least 15 credits in Bible at Level 7
  - At least 15 credits in Theology at Level 7
  - At least 30 credits in a potential postgraduate study area of interest.

The following courses must also be completed

- ◇ MB521 Thinking Theologically
- ◇ MB531 Introduction to the Old Testament, or MB532 Introduction to the New Testament.

## ADMISSION REQUIREMENTS

In order to gain admission all applicants must have completed a recognised undergraduate degree or be able to demonstrate equivalent practical, professional, or educational experience at an appropriate level.

## PREREQUISITES AND CO-REQUISITES

A number of courses have prerequisite or co-requisite requirements. Normal prerequisites and co-requisite requirements do not apply for Graduate Diploma students, but students may need to do extra study to ensure that they have the skills necessary to succeed at higher levels.

## LIMITATIONS ON DURATION OF STUDY

There is a limitation on the duration of time in which a student can complete their qualification. The total time from admission to the programme until the completion of the qualification should not normally exceed four years.

However, please note that students are able to defer their study should the need arise; see Enrolment and Programme Regulations for more information.

## TRANSFER FROM OTHER PROGRAMMES

Students who have completed courses at other institutions may be eligible for cross-credits or recognition of current competency as specified in Carey Credit Regulations Policy.

PROGRAMME SUMMARY	
National Qualifications Framework (NQF) Level	7
(NQF) Credits	120
Delivery	On-site, distance, block course
Mode	Full-time, part-time
Duration	1 year full-time equivalence
Regular Intake	February, July



# Postgraduate Diploma of Applied Theology Regulations

The following specific programme regulations apply to the Postgraduate Diploma of Applied Theology.

## PROGRAMME DESCRIPTION

The Postgraduate Diploma of Applied Theology provides an advanced theological qualification for practitioners committed to career-long education. The academic programme aims to support professional development for pastors and other Christian ministry practitioners who have high levels of curriculum knowledge, research skills, and leadership capacity.

In addition, the academic programme aims to equip students interested in advancing academic scholarship, and research in the field of applied theology. It is thus intended as a pathway for those interested into doctoral studies, particularly through one of the established pathways Carey has with Auckland University of Technology, Otago University, or other tertiary institutions.

## PROGRAMME OUTCOMES

The programme produces graduates who:

- ◇ Assess critically the most recent published research in applied theology
- ◇ Reflect critically on issues of society and contemporary life from advanced, appropriate, and soundly-based biblical and theological perspectives.
- ◇ Develop critical skills in the interpretation of biblical texts and theological evaluation.
- ◇ Analyse life contexts for contemporary ecclesial and missional practice in Aotearoa New Zealand and related contexts.
- ◇ Implement assessment skills – finding strengths, weaknesses, multiple options, as well as identifying obstacles.
- ◇ Evidence planning skills – the collaborative construction of preferred outcomes, finding ways around obstacles, ways to mobilize strengths and resources to achieve preferred outcomes with individuals, families, groups and organizations.

## PROGRAMME STRUCTURE

The programme of study for each candidate will be designed as far as possible to meet the individual's needs and interests.

Each programme will total 120 credits, and must include 4 courses from those on offer at Level 8; including MA801 Research Methods in Applied Theology.

## ADMISSION REQUIREMENTS

In order to gain admission all applicants must have completed one of the following:

- ◇ A recognised Undergraduate degree in Theology or Christian Ministry with a grade point average of B in courses at Level 6 and 7, or equivalent.
- ◇ A professional or other qualification which, in the judgement of the Academic Director, can be recognised as equivalent to an Undergraduate degree in Theology or Christian Ministry.

Applicants who do not meet the normal admission requirements but who have completed a recognised Undergraduate degree in a discipline other than Theology of Christian Ministry may be granted admission following the successful completion of a bridging programme of study as determined by the Academic Director.

### **PREREQUISITES AND CO-REQUISITES**

A number of courses have prerequisite or co-requisite requirements. Prerequisites ensure that students have the skills necessary to succeed at higher levels. Co-requisites ensure the level of complementarity necessary for learning; see the Course Descriptions section of this Calendar for specific information on these requirements.

### **DURATION OF STUDY**

There is a limitation on the duration of time in which a student can complete their qualification. The total time from admission to the programme until the completion of the qualification should not normally exceed four years, unless special permission is granted by the Academic Director or delegate.

However, please note that students are able to defer their study should the need arise; see Enrolment and Programme Regulations for more information.

### **TRANSFER FROM OTHER PROGRAMMES**

Students who have completed courses at other institutions may be eligible for cross-credits or recognition of current competency as specified in Carey Credit Regulations.

PROGRAMME SUMMARY	
National Qualifications Framework (NQF) Level	8
(NQF) Credits	120
Delivery	On-site, distance, block course
Mode	Full-time, part-time
Duration	One year full-time equivalence
Regular Intake	February

# Master of Applied Theology Regulations

The following specific programme regulations apply to the Master of Applied Theology.

## PROGRAMME DESCRIPTION

The Master of Applied Theology provides an advanced theological qualification for practitioners committed to career-long education. The programme aims to support professional development for pastors and other Christian ministry practitioners who have high levels of curriculum knowledge, research skills, and leadership capacity.

In addition, the programme aims to equip students interested in advancing academic scholarship, and research in the field of applied theology. It is thus intended as a pathway for those interested into doctoral studies, particularly through one of the established pathways Carey has with Auckland University of Technology, Otago University, or other tertiary institutions.

## PROGRAMME OUTCOMES

The programme produces graduates who demonstrate the following attributes:

- ◇ Assess critically the most recent published research in applied theology
- ◇ Reflect critically on issues of society and contemporary life from advanced, appropriate, and soundly-based biblical and theological perspectives.
- ◇ Develop critical skills in the interpretation of biblical texts and theological evaluation.
- ◇ Analyse life contexts for contemporary ecclesial and missional practice in Aotearoa New Zealand and related contexts.
- ◇ Implement assessment skills – finding strengths, weaknesses, multiple options, as well as identifying obstacles.
- ◇ Evidence planning skills – the collaborative construction of preferred outcomes, finding ways around obstacles, ways to mobilize strengths and resources to achieve preferred outcomes with individuals, families, groups and organizations.
- ◇ Practise interdisciplinary research skills.
- ◇ Display advanced, independent, critical research and writing skills that insightfully interact with existing scholarship in a chosen area of study.
- ◇ Practise self-discipline, and demonstrate the ability to plan and achieve goals.

## PROGRAMME STRUCTURE

The programme of study for each candidate will be designed as far as possible to meet the individual's needs and interests. Each programme will total 240 credits, and must include:

Either

- ◇ 4 courses from those on offer at Level 8, including MA801 Research Methods in Applied Theology, and a 120 credit Thesis, or
- ◇ 5 courses from those on offer at Level 8, including MA801 Research Methods in Applied Theology, and a 90 credit Thesis.

## ADMISSION REQUIREMENTS

### Master of Applied Theology

In order to gain admission to the Master of Applied Theology all applicants must have completed one of the following:

- ◇ A recognised Undergraduate degree in Theology or Christian Ministry with a grade point average of B in courses at Level 6 and 7, or equivalent.
- ◇ A professional or other qualification which, in the judgement of the Carey Academic Director, can be recognised as equivalent to an Undergraduate degree in Theology or Christian Ministry.

Applicants who do not meet the normal admission requirements but who have completed a recognised Undergraduate degree in a discipline other than Theology or Christian Ministry may be granted admission following the successful completion of a bridging programme of study as determined by the Academic Director.

### Direct Admission to the Masters of Applied Theology Thesis

An applicant for candidature in the Masters of Applied Theology who has completed one of the following, may, at the discretion of the Academic Committee and on the recommendation of the Academic Director, be admitted directly into the Thesis.

- ◇ A recognised 3-year Undergraduate degree in Theology or Christian Ministry with a grade point average of B in courses at Level 6 and 7, or equivalent followed by 1 year of advanced study in a relevant discipline.
- ◇ A recognised 4-year Undergraduate degree in Theology or Christian Ministry with a grade point average of B in courses at Level 6 and 7, or equivalent.
- ◇ A recognised Postgraduate Diploma in a related discipline wherein the applicant is deemed by the Academic Director as having completed an equivalent to the MA801 Research Methods in Applied Theology course.
- ◇ The Postgraduate Diploma of Applied Theology awarded by Carey (with the application for candidature within 6 years of the completion of the Postgraduate Diploma). MA801 Research Methods in Applied Theology must be completed prior to applying or enrolled in concurrently with the permission of the Academic Director.

## PREREQUISITES AND CO-REQUISITES

A number of courses have prerequisite or co-requisite requirements. Prerequisites ensure that students have the skills necessary to succeed at higher levels. Co-requisites ensure the level of complementarity necessary for learning; see the Course Descriptions section of this Calendar for specific information on these requirements.

## LIMITATIONS ON DURATION OF STUDY

There is a limitation on the duration of time in which a student can complete their qualification. The total time from admission to the programme until the completion of the qualification should not normally exceed six years, unless special permission is granted by the Academic Director or delegate.

However, please note that students are able to defer their study should the need arise; see Enrolment and Programme Regulations and Thesis Regulations for more information.

## TRANSFER FROM OTHER PROGRAMMES

Students who have completed courses at other institutions may be eligible for cross-credits or recognition of current competency as specified in Carey Credit Regulations.

PROGRAMME SUMMARY	
National Qualifications Framework (NQF) Level	9
(NQF) Credits	240
Delivery	On-site, distance, block course
Mode	Full-time, part-time
Duration	Two years full-time equivalence
Regular Intake	February

For information regarding the Master of Philosophy and the Doctor of Philosophy please refer to the Carey website, [www.carey.ac.nz](http://www.carey.ac.nz).

# Schedule of Courses

In order to assist students with their course planning the following table is provided as a guide as to which courses will be offered and when they will be offered.

Please note that while every effort will be made to offer courses according to the schedule below, students must consult the annual timetable to determine the exact course offerings.

## KEY

**S** = On-site Semester Course

**D** = Distance Semester Course

**B** = Block Course

**Y** = Year-Length Course

**TH** = Thesis

Frequency = Course offering rotation - 1, 2, 3 yearly or R (as Required)

COURSE NAME		2021	2022	2023	Freq
<b>Undergraduate: Biblical Studies</b>					
<b>MB430</b>	Exploring God's Word	S	S	S	1
<b>MB531</b>	Introduction to the Old Testament	SD	SD	SD	1
<b>MB532</b>	Introduction to the New Testament	SD	SD	SD	1
<b>MB535</b>	Introduction to Biblical Languages				R
<b>MB6/731</b>	Prophets: A Canonical Reading	SD		SD	2
<b>MB6/732</b>	Pentateuch		SD	SD	2
<b>MB6/733</b>	Worship and Wisdom	SD		SD	2
<b>MB6/735</b>	Gospels: Luke	SD		SD	2
<b>MB6/736</b>	Gospels: John		SD		2
<b>MB6/737</b>	Romans	SD		SD	2
<b>MB6/738</b>	Revelation and the Justice of God		SD		2
<b>MB6/740</b>	Acts: A Missional Reading	SD		SD	2
<b>MB6/744</b>	1 Corinthians		SD		2
<b>MB6/747</b>	Special Topic (Biblical Studies)				R
<b>MB6/748</b>	Biblical Narrative (Old Testament)		SD		2
<b>MB790</b>	Research Essay (Bible & Theology)	SD	SD	SD	1

COURSE NAME		2021	2022	2023	Freq
<b>Undergraduate: Theology</b>					
<b>MB421</b>	Christian Worldview	S	S	S	1
<b>MB521</b>	Thinking Theologically	SD	SD	SD	1
<b>MB630</b>	Understanding Culture	SD	SD	SD	1
<b>MB6/720</b>	Christology		SD		2
<b>MB6/722</b>	Spirit and Trinity	SD		SD	2
<b>MB6/723</b>	People of God	SD		SD	2
<b>MB6/724</b>	Humanity and Hope		SD		2
<b>MB6/725</b>	Special Topic (Theology)				R
<b>MB6/743</b>	Apologetics	SD		SD	2
<b>MB790</b>	Research Essay (Bible & Theology)	SD	SD	SD	1
<b>Undergraduate: Church History And Christian Thought</b>					
<b>MB526</b>	Insights into Church History	SD	SD	SD	1
<b>MB6/716</b>	Brethren Churches	D		D	R
<b>MB6/726</b>	Baptist Churches	SD		SD	2
<b>MB6/728</b>	A History of the Gospel in Aotearoa	SD		SD	2
<b>MB6/729</b>	Special Topic (Church History)				R
<b>Undergraduate: Mission, Ministry And Formation</b>					
<b>MF402</b>	Making Life Work	S	S	S	1
<b>MF478</b>	Faith Engaging Social Issues	S	S	S	1
<b>MF409</b>	Learning to Live	Y	Y	Y	1
<b>MM551</b>	Te Reo Rangatira - Timata				R
<b>MM561</b>	Introduction to Pastoral Care	SD	SD	SD	1
<b>MM564</b>	Worship Then and Now	B			2
<b>MM566</b>	Foundations of Sports Chaplaincy				R
<b>MM572</b>	Foundations of Youth Ministry	B	B	B	1
<b>MM581</b>	Mission of God	S	S	S	1
<b>MM661</b>	Pastoral Counselling	SD	SD	SD	1
<b>MM663</b>	Introduction to Preaching	SD	SD	B	1
<b>MM665</b>	Missional Leadership		B		2
<b>MM6/768</b>	Adolescent Development and Spirituality		B	B	2
<b>MM6/769</b>	Gospel and Youth	SD		SD	2
<b>MM565</b>	Children's Ministry		B		2

	COURSE NAME	2021	2022	2023	Freq
<b>MM6/777</b>	Family and New Zealand Society	B		B	2
<b>MM6/788</b>	Special Topic (Mission)	B			R
<b>MM790</b>	Research Essay (Ministry & Mission)	SD	SD	SD	1
<b>MM6/794</b>	Poverty, Transformation and the Gospel		SD		2
<b>MM6/795</b>	Special Topic (Ministry)		B	B	R
<b>MS510</b>	Te Ao Māori	SD	SD	SD	1
<b>MS6/705</b>	Christian Spirituality	B	SD	SD	1
<b>Undergraduate: Reflective Field Education</b>					
<b>MF501</b>	Reflective Field Education 1	SD	SD	SD	1
<b>MF601</b>	Reflective Field Education 2	SD	SD	SD	1
<b>MF701</b>	Reflective Field Education 3	SD	SD	SD	1
<b>Undergraduate: Contextual Theological Praxis</b>					
<b>MF505</b>	Contextual Theological Praxis 1	YD	YD	YD	1
<b>MF605</b>	Contextual Theological Praxis 2	YD	YD	YD	1
<b>MF705</b>	Contextual Theological Praxis 2	YD	YD	YD	1
<b>Undergraduate Capstone Project</b>					
<b>MI700</b>	Integrative Project	B	B	B	1



COURSE NAME		2021	2022	2023	Freq
<b>Postgraduate Courses</b>					
<b>MA801</b>	Research Methods in Applied Theology	YB	YB	YB	1
<b>MA802</b>	Mission and Ministry in Timothy and Titus				R
<b>MA803</b>	Old Testament Narrative				R
<b>MA804</b>	Intercultural Bible Reading				R
<b>MA805</b>	Inner Healing		YB	YB	2
<b>MA806</b>	Integrative Theology		YB	YB	2
<b>MA810</b>	Special Topic				R
<b>MA812</b>	Leadership: Divine and Human		YB	YB	R
<b>MA815</b>	Isaiah: Biblical and Missional Readings			YB	R
<b>MA821</b>	Research Essay	Y	Y	Y	1
<b>MA823</b>	Special Topic (Theology)				R
<b>MA824</b>	Special Topic (Missions)				R
<b>MA825</b>	Special Topic (Ministry)				R
<b>MA826</b>	Kingdom Economics	YB		YB	2
<b>MA827</b>	Theology, Race and Church	YB		YB	2
<b>MA828</b>	Discipleship and Gospel Transformation	YB		YB	2
<b>MA829</b>	Public Theology and the Church	YB		YB	2
<b>MA903</b>	Thesis A (30 credits)	TH	TH	TH	1
<b>MA904</b>	Thesis B (30 credits)	TH	TH	TH	1
<b>MA905</b>	Thesis C (30 credits)	TH	TH	TH	1
<b>MA906</b>	Thesis D (30 credits)	TH	TH	TH	1
<b>Undergraduate And Postgraduate Special Topics 2021</b>					
COURSE NAME		2021			
<b>MM6/795</b>	Special Topic (Ministry)	Reaching Your Community			

# Course Descriptions

Not all courses are offered every year. Please check the course offerings in the Timetable to determine which will be available.

- ◇ **Prerequisites** must be completed before students may enrol for a course.
- ◇ **Co-requisites** must be taken in conjunction with each other. Credit for one will not be granted until the other is completed.
- ◇ **Restrictions** are courses that cover similar material and which therefore cannot be taken for credit in addition to the first course.

In exceptional circumstances the Academic Committee may vary requirements for entry into a course.

## Undergraduate: Biblical Studies

### **MB430 EXPLORING GOD'S WORD (INTERMISSION ONLY)**

This course provides a broad overview of the Bible as God's ongoing story of creation and humanity. It will introduce students to key people and their stories from both the Old and New Testament, while providing a framework for understanding reoccurring theological themes. It will consider how the Bible is still relevant for shaping individual and communal stories today.

15 CREDITS

### **MB531 INTRODUCTION TO THE OLD TESTAMENT**

This course is an introduction to reading and interpreting the Old Testament. It provides an overview of the OT, its historical-cultural setting, literary features and overarching theological themes. It also explores how different types of literature in the OT are to be interpreted within their own ancient context and from a Christian perspective as well as how their theological message may be applied today. Students will get practice at basic exegetical skills using OT texts aiming to provide sound basis for further biblical study.

15 CREDITS

### **MB532 INTRODUCTION TO THE NEW TESTAMENT**

This course is an introduction to reading and interpreting the New Testament. It explores the key genres of writing found in the Bible from Matthew to Revelation and then considers how to read each contextually and interpret them for today. The biblical skills required for interpretation and exegesis writing are also covered, aiming to provide a sound basis for further biblical study.

15 CREDITS

**MB535 INTRODUCTION TO BIBLICAL LANGUAGES**

This course aims to teach the basic skills and knowledge needed for beginning the journey of exegesis in the original languages (Hebrew and Greek). This will involve increasing our understanding of English grammar, learning how Greek and Hebrew language is structured and an introduction to biblical software.

15 CREDITS

**MB631 PROPHETS: A CANONICAL READING**

This course will introduce the prophetic books of the Old Testament, in their historical, socio-cultural and literary contexts in Ancient Israel and in the light of the Ancient Near East with the goal of understanding their theological message and their significance for the contemporary world.

PREREQUISITES: MB531, MB532 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB731

15 CREDITS

**MB632 PENTATEUCH**

This course explores the theological themes and meaning of the Pentateuch (from Genesis to Deuteronomy), which forms the foundation of Israel's faith and conduct and is fundamental to understanding the Old Testament. In the course students will explore how the story of the beginnings (Gen 1-11) and the patriarchal narratives (Gen 12-50), the exodus, the giving of the Law and Israel's wilderness wanderings (Exodus to Numbers), as well as Moses' farewell sermons (Deuteronomy) help us to understand God's character and plan for His people and the world. Students will see how the ancient Near Eastern world view can illumine understanding of these ancient texts, how we can benefit from ancient Israelite law and how the message of these books can still significantly shape our understanding as Christians.

PREREQUISITES: MB531, MB532 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB732

15 CREDITS

**MB633 WORSHIP AND WISDOM**

This course examines two areas of Old Testament literature: Psalms, which express in poetic form Israel's response to God in prayer and worship and the so-called wisdom literature, which deals with the question of how God's people can be wise in the day-to-day, sometimes mundane, reality of life (Proverbs) as well as in the great challenges of suffering (Job), where general observations about life do not seem to hold. Wisdom literature also encompasses Ecclesiastes, a book that addresses the existential question of meaning and meaninglessness in life and Song of Songs which, although love poetry, also stand in the wisdom tradition of reflecting on love, sex, relationships and God.

PREREQUISITES: MB531, MB532 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB733

15 CREDITS

### **MB635 GOSPELS: LUKE**

In this course, we will get beneath the surface of one of the four Gospels (Luke). Why was it written in that particular way? What are its distinctive emphases? What does it contribute to our understanding of Jesus and the church's faith, and how does it speak to our own day? Skills will be developed in exegesis, analysis of texts, research and presentation, theological awareness and interpretive competencies will be cultivated.

PREREQUISITES: MB531, MB532 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB735

15 CREDITS

### **MB636 GOSPELS: JOHN**

This course gets beneath the surface of John's Gospel. Why was it written in that particular way? What are its distinctive emphases? What does it contribute to our understanding of Jesus and the church's faith, and how does it speak to our own day?

PREREQUISITES: MB531, MB532 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB736

15 CREDITS

### **MB637 ROMANS**

As the Christian faith crossed ethnic and cultural boundaries there were practical implications to be worked out, concepts to be translated into new forms, problems to resolve. The Pauline Letters form an important part of the New Testament documenting the developing life and mission of the first Christian generations. This course studies Romans as a letter, probing background, function and ideas.

PREREQUISITES: MB531, MB532 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB737

15 CREDITS

### **MB638 REVELATION AND THE JUSTICE OF GOD**

This course explores the original meaning and significance of the book of Revelation with a special focus on its message of God's justice. In exegeting the text, this course considers the importance of genre, interpretative method, historical background, context, and theology for understanding Revelation's message of hope and justice for those living in an unjust world. In conjunction with exegeting the text, this course will examine the reception history of Revelation and note its usage and impact by Christians living in the midst of trials.

PREREQUISITES: MB531, MB532 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB738

15 CREDITS

### **MB640 ACTS: A MISSIONAL READING**

The Book of Acts is unique among the New Testament writings, connecting the story of Jesus in Luke's Gospel to the continuing narrative of Jesus' followers as they took their witness from the geographical centre of Jewish faith in Jerusalem across political, ethnic and cultural boundaries into the heart of the Roman Empire and its capital city. It is a book about mission produced in the context of early Christian mission. In this course we read it in relation to the understanding and practice of mission today, utilising tools of biblical study and of missiological reflection as we engage both the text and our contemporary mission contexts.

PREREQUISITES: MB531, MB532 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB740

15 CREDITS

**MB644 1 CORINTHIANS**

Paul's correspondence with the church in Corinth permits us to glimpse some of the realities and challenges of life in the early Christian communities in the Greco-Roman world. In this course, we shall explore the historical, social and religious context of 1 Corinthians, follow Paul's response to theological issues, ethical questions, and practical problems that had arisen, and consider what this letter might say to the church today. Key learning areas for this course are leadership, Paul and women, sexual ethics, and charismatic gifts.

PREREQUISITES: MB531, MB532 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB744

15 CREDITS

**MB647 SPECIAL TOPIC (BIBLICAL STUDIES)**

This course studies a particular aspect of Biblical Studies, probing historical background, method, function, ideas and the implication and application for today.

PREREQUISITES: MB531, MB532 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB747 IF THE SAME TOPIC HAS BEEN COMPLETED.

15 CREDITS

**MB648 BIBLICAL NARRATIVE (OLD TESTAMENT)**

This course studies a particular aspect of Biblical Studies probing historical background, method, function, ideas and the implication and application for today.

PREREQUISITES: MB531, MB532 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB748

15 CREDITS

**MB731 PROPHETS: A CANONICAL READING**

This course will introduce the prophetic books of the Old Testament, in their historical, socio-cultural and literary contexts in Ancient Israel and in the light of the Ancient Near East with the goal of understanding their theological message and their significance for the contemporary world.

PREREQUISITES: MB531, MB532, 15 CREDITS IN BIBLICAL STUDIES AT LEVEL 6 OR ABOVE.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB631

15 CREDITS

**MB732 PENTATEUCH**

This course explores the theological themes and meaning of the Pentateuch (from Genesis to Deuteronomy), which forms the foundation of Israel's faith and conduct and is fundamental to understanding the Old Testament. In the course students will explore how the story of the beginnings (Gen 1-11) and the patriarchal narratives (Gen 12-50), the exodus, the giving of the Law and Israel's wilderness wanderings (Exod-Num), as well as Moses' farewell sermons (Deuteronomy) help us to understand God's character and plan for His people and the world. Students will see how the ancient Near Eastern world view can illumine understanding of these ancient texts, how we can benefit from ancient Israelite law and how the message of these books can still significantly shape our understanding as Christians.

PREREQUISITE: MB531, MB532, 15 CREDITS IN BIBLICAL STUDIES AT LEVEL 6 OR ABOVE.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB632

15 CREDITS

### **MB733 WORSHIP AND WISDOM**

This course examines two areas of Old Testament literature: Psalms, which express in poetic form Israel's response to God in prayer and worship and the so-called wisdom literature, which deals with the question of how God's people can be wise in the day-to-day, sometimes mundane, reality of life (Proverbs) as well as in the great challenges of suffering (Job), where general observations about life do not seem to hold. Wisdom literature also encompasses Ecclesiastes, a book that addresses the existential question of meaning and meaninglessness in life and Song of Songs which, although love poetry, also stand in the wisdom tradition of reflecting on love, sex, relationships and God.

PREREQUISITES: MB531, MB532, 15 CREDITS IN BIBLICAL STUDIES AT LEVEL 6 OR ABOVE.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB633

15 CREDITS

### **MB735 GOSPELS: LUKE**

In this course we will get beneath the surface of one of the four Gospels (Luke). Why was it written in that particular way? What are its distinctive emphases? What does it contribute to our understanding of Jesus and the church's faith, and how does it speak to our own day? Skills will be developed in exegesis, analysis of texts, research and presentation, theological awareness and interpretive competencies will be cultivated.

PREREQUISITES: MB531, MB532, 15 CREDITS IN BIBLICAL STUDIES AT LEVEL 6 OR ABOVE.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB635

15 CREDITS

### **MB736 GOSPELS: JOHN**

This course gets beneath the surface of John's Gospel. Why was it written in that particular way? What are its distinctive emphases? What does it contribute to our understanding of Jesus and the church's faith, and how does it speak to our own day?

PREREQUISITES: MB531, MB532, 15 CREDITS IN BIBLICAL STUDIES AT LEVEL 6 OR ABOVE.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: M636

15 CREDITS

### **MB737 ROMANS**

As the Christian faith crossed ethnic and cultural boundaries there were practical implications to be worked out, concepts to be translated into new forms, problems to resolve. The Pauline Letters form an important part of the New Testament documenting the developing life and mission of the first Christian generations. This course studies Romans as a letter, probing background, function and ideas.

PREREQUISITES: MB531, MB532, 15 CREDITS IN BIBLICAL STUDIES AT LEVEL 6 OR ABOVE

RESTRICTION: MB637

15 CREDITS

**MB738 REVELATION AND THE JUSTICE OF GOD**

This course explores the original meaning and significance of the book of Revelation with a special focus on its message of God's justice. In exegeting the text, this course considers the importance of genre, interpretative method, historical background, context, and theology for understanding Revelation's message of hope and justice for those living in an unjust world. In conjunction with exegeting the text, this course will examine the reception history of Revelation and note its usage and impact by Christians living in the midst of trials.

PREREQUISITES: MB531, MB532, 15 CREDITS IN BIBLICAL STUDIES AT LEVEL 6 OR ABOVE.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB638

15 CREDITS

**MB740 ACTS: A MISSIONAL READING**

The Book of Acts is unique among the New Testament writings, connecting the story of Jesus in Luke's Gospel to the continuing narrative of Jesus' followers as they took their witness from the geographical centre of Jewish faith in Jerusalem across political, ethnic and cultural boundaries into the heart of the Roman Empire and its capital city. It is a book about mission produced in the context of early Christian mission. In this course we read it in relation to the understanding and practice of mission today, utilising tools of biblical study and of missiological reflection as we engage both the text and our contemporary mission contexts.

PREREQUISITES: MB531, MB532, 15 CREDITS IN BIBLICAL STUDIES AT LEVEL 6 OR ABOVE.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB640

15 CREDITS

**MB744 1 CORINTHIANS**

Paul's correspondence with the church in Corinth permits us to glimpse some of the realities and challenges of life in the early Christian communities in the Greco-Roman world. In this course we shall explore the historical, social and religious context of 1 Corinthians, follow Paul's response to theological issues, ethical questions, and practical problems that had arisen, and consider what this letter might say to the church today. Key learning areas for this course are leadership, Paul and women, sexual ethics, and charismatic gifts.

PREREQUISITES: MB531, MB532, 15 CREDITS IN BIBLICAL STUDIES AT LEVEL 6 OR ABOVE.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB644

15 CREDITS

**MB747 SPECIAL TOPIC (BIBLICAL STUDIES)**

This course studies a particular aspect of Biblical Studies probing historical background, method, function, ideas and the implication and application for today.

PREREQUISITES: MB531, MB532, 15 CREDITS IN BIBLICAL STUDIES AT LEVEL 6 OR ABOVE.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB647 IF THE SAME TOPIC HAS BEEN COMPLETED.

15 CREDITS

### **MB748 BIBLICAL NARRATIVE (OLD TESTAMENT)**

This course studies a particular aspect of Biblical Studies probing historical background, method, function, ideas and the implication and application for today.

PREREQUISITES: MB531, MB532, 15 CREDITS IN BIBLICAL STUDIES AT LEVEL 6 OR ABOVE.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB648 IF THE SAME TOPIC HAS BEEN COMPLETED.

15 CREDITS

### **MB790 RESEARCH ESSAY (BIBLE & THEOLOGY)**

This course provides opportunity for advanced level students to undertake guided research. Enrolment must be approved by the Academic Director and will also require the support of a supervisor able and willing to supervise the research. (There is therefore no guarantee that a student will necessarily be given the opportunity to undertake a proposed research essay.)

An intending student will:

- approach the Academic Director initially for preliminary discussion, with an outline of the proposed research so that a potential supervisor can be identified
- follow the read Guidelines for Students Enrolling in a Level 7 Research Course
- work with the potential supervisor to develop a formal written proposal to be submitted in writing to the Academic Director using the appropriate form three weeks prior to the final returning-student enrolment date for the subsequent semester. No proposal will be approved without the support of a supervisor.

The Research Essay is a maximum length of 6000 words including footnotes and excluding bibliography.

PREREQUISITES: LEVEL 7 STUDIES IN THE DISCIPLINE IN WHICH THE RESEARCH ESSAY FALLS AND A GRADE AVERAGE OF AT LEAST "B" IN LEVEL 6 AND 7 COURSES TO DATE, OR SPECIAL PERMISSION FROM THE ACADEMIC DIRECTOR.

15 CREDITS



# Undergraduate Theology

## **MB421 CHRISTIAN WORLDVIEW (INTERMISSION ONLY)**

This course will explore the concept of worldview as a foundation for what it means to be a disciple of Jesus Christ in a complex world, enabling students to articulate a Christian perspective on the world. The course will investigate the two 'stories', or worldviews, in which New Zealand Christians must operate and, using this, students will examine various aspects of life to help them effectively interact and engage with the wider community.

15 CREDITS

## **MB521 THINKING THEOLOGICALLY**

What are the best ways to talk about our faith? Theology integrates various sources of information, including biblical concepts, reason, experience, tradition and culture. The special focus of this course is on theological method. Case studies are used to illustrate and master theological approaches to a range of contemporary issues.

15 CREDITS

## **MB620 CHRISTOLOGY**

A study of the central themes concerning the person and work of Christ. The themes selected are considered in both their historical and theological aspects. Attention is also given to the examination and critique of Christological expression in contemporary church life.

PREREQUISITES: MB521 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB720

15 CREDITS

## **MB622 SPIRIT AND TRINITY**

In this course, we attempt to equip students to analyse and evaluate Christian understandings of the person and work of the Holy Spirit as presented in Scripture and bring those insights into dialogue with contemporary issues. After an introduction to the doctrine of the Trinity, its historical importance and contemporary place, several weeks are devoted to an examination of the biblical presentations of the Spirit, taking particular notice of the development of the doctrine from the Old to the New Testament. Special topics will be covered included: Spirit Christology, the Spirit in relation to the Trinity, and how Trinity and pneumatology are related to other loci of systematic theology.

PREREQUISITES: MB521

RESTRICTION: MB722

15 CREDITS

## **MB623 PEOPLE OF GOD**

What does it mean to be the body of Christ? This course explores ideas of the Church, ministry and the sacraments. Particular attention will be paid to the impact of these concepts on other Christian doctrines.

PREREQUISITES: MB521 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB723

15 CREDITS

### **MB624 HUMANITY AND HOPE**

An exploration of the Christian understanding of the nature of human beings and the concept of Christian hope.

PREREQUISITES: MB521 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB724

15 CREDITS

### **MB625 SPECIAL TOPIC (THEOLOGY)**

This course studies a particular aspect of Theology probing historical background, method, function, ideas and the implication and application for today.

PREREQUISITES: MB521 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB725 IF THE SAME TOPIC HAS BEEN COMPLETED.

15 CREDITS

### **MB630 UNDERSTANDING CULTURE**

The purpose of this course is to introduce students to the theory and basic skills of understanding and interrogating culture. In so doing, it seeks to demonstrate how culture has a profound impact on the ways in which we view our own contexts, ourselves, and others' situations.

PREREQUISITES: MB531, MB532 (WAIVED FOR GRADUATE DIPLOMA)

15 CREDITS

### **MB643 APOLOGETICS**

Christianity is seen by many today as weird, incomprehensible, and stupid, but is that true? The human condition, human experience, basic intuitions, history, science, and reason all point to the truth of Christianity. This course helps equip students with a holistic contemporary apologetic, which shows why we have good reasons to believe what we say we believe. Students will be equipped to have better conversations, ask better questions, and to share answers with gentleness and respect.

PREREQUISITES: MB521 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB743

15 CREDITS

### **MB720 CHRISTOLOGY**

A study of the central themes concerning the person and work of Christ. The themes selected are considered in both their historical and theological aspects. Attention is also given to the examination and critique of Christological expression in contemporary church life.

PREREQUISITES: MB521, 15 CREDITS IN CHRISTIAN THEOLOGY AT LEVEL 6 OR ABOVE.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB620

15 CREDITS

**MB722 SPIRIT AND TRINITY**

In this course we attempt to equip students to analyse and evaluate Christian understandings of the person and work of the Holy Spirit as presented in Scripture and bring those insights into dialogue with contemporary issues. After an introduction to the doctrine of the Trinity, its historical importance and contemporary place, several weeks are devoted to an examination of the biblical presentations of the Spirit, taking particular notice of the development of the doctrine from the Old to the New Testament. Special topics will be covered including: Spirit Christology, the Spirit in relation to the Trinity, and how Trinity and pneumatology are related to other loci of systematic theology.

PREREQUISITES: MB521, 15 CREDITS IN THEOLOGY AT LEVEL 6 OR ABOVE.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB622

15 CREDITS

**MB723 PEOPLE OF GOD**

What does it mean to be the body of Christ? This course examines Biblical understandings of the Church, exploring ramifications for ministry and the sacraments. Particular attention will be paid to the impact of these concepts on other Christian doctrines.

PREREQUISITES: MB521, 15 CREDITS IN THEOLOGY AT LEVEL 6 OR ABOVE.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB623

15 CREDITS

**MB724 HUMANITY AND HOPE**

An exploration of the Christian understanding of the nature of human beings and the concept of Christian hope.

PREREQUISITE: MB521, 15 CREDITS IN THEOLOGY AT LEVEL 6 OR ABOVE.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB624

15 CREDITS

**MB725 SPECIAL TOPIC (THEOLOGY)**

This course studies a particular aspect of Theology probing historical background, method, function, ideas and the implication and application for today.

PREREQUISITES: MB521 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB625 IF THE SAME TOPIC HAS BEEN COMPLETED.

15 CREDITS

### **MB743 APOLOGETICS**

Christianity is seen by many today as weird, incomprehensible, and stupid, but is that true? The human condition, human experience, basic intuitions, history, science, and reason all point to the truth of Christianity. This course helps equip students with a holistic contemporary apologetic, which shows why we have good reasons to believe what we say we believe. Students will be equipped to have better conversations, ask better questions, and to share answers with gentleness and respect.

PREREQUISITES: MB521, 15 CREDITS IN THEOLOGY AT LEVEL 6 OR ABOVE.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB643

15 CREDITS

### **MB790 RESEARCH ESSAY (BIBLE & THEOLOGY)**

This course provides opportunity for advanced level students to undertake guided research. Enrolment must be approved by the Academic Director and will also require the support of a supervisor able and willing to supervise the research. (There is therefore no guarantee that a student will necessarily be given the opportunity to undertake a proposed research essay.)

An intending student will:

- Approach the Academic Director initially for preliminary discussion, with an outline of the proposed research so that a potential supervisor can be identified
- Follow the read Guidelines for Students Enrolling in a Level 7 Research Course
- Work with the potential supervisor to develop a formal written proposal to be submitted in writing to the Academic Director using the appropriate form three weeks prior to the final returning-student enrolment date for the subsequent semester. No proposal will be approved without the support of a supervisor.

The Research Essay is a maximum length of 6000 words including footnotes and excluding bibliography.

PREREQUISITES: LEVEL 7 STUDIES IN THE DISCIPLINE IN WHICH THE RESEARCH ESSAY FALLS AND A GRADE AVERAGE OF AT LEAST "B" IN LEVEL 6 AND 7 COURSES TO DATE, OR SPECIAL PERMISSION FROM THE ACADEMIC DIRECTOR.

15 CREDITS

# Undergraduate: Church History and Christian Thought

## **MB526 INSIGHTS INTO CHURCH HISTORY**

This course covers key themes from church history in the period 1500 AD to 2000 AD and provides a foundation for those wanting to study further in this area. The themes are drawn from the Reformation, the modern church, mission history and New Zealand history.

15 CREDITS

## **MB616 BRETHREN CHURCHES**

An exploration of the history and principles of Brethren churches, with a focus on their doctrines and distinctive in New Zealand.

PREREQUISITE: MB526 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB716

## **MB626 BAPTIST CHURCHES**

An exploration of the contexts and convictions of Baptist churches as they developed in England, America and New Zealand. This course integrates these contexts and convictions with contemporary issues in Baptist ministry and mission.

PREREQUISITES: MB526 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB726

15 CREDITS

## **MB628 A HISTORY OF THE GOSPEL IN AOTEAROA**

This course explores the story of Christianity in Aotearoa New Zealand from 1814 through to the present day. It examines how the message of the gospel has shaped church and society over the last two hundred years. It illuminates the historical dimensions to many contemporary issues facing the New Zealand church. And it highlights how an understanding of the history of Christianity in Aotearoa is crucial to effective gospel ministry and mission in the country today.

PREREQUISITES: MB526 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB728

15 CREDITS

## **MB629 SPECIAL TOPIC (CHURCH HISTORY)**

This course studies a particular aspect of Church History probing historical background, method, function, ideas and the implication and application for today.

PREREQUISITES: MB526 (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB729 IF THE SAME TOPIC HAS BEEN COMPLETED.

15 CREDITS

### **MB716 BRETHREN CHURCHES**

An exploration of the history and principles of Brethren churches, with a focus on their doctrines and distinctive in New Zealand.

PREREQUISITES: MB526, 30 CREDITS IN BIBLE AND THEOLOGY AT LEVEL 6 OR ABOVE.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB616

15 CREDITS

### **MB726 BAPTIST CHURCHES**

An exploration of the contexts and convictions of Baptist churches as they developed in England, America and New Zealand. This course integrates these contexts and convictions with contemporary issues in Baptist ministry and mission.

PREREQUISITES: MB526, 30 CREDITS IN BIBLE AND THEOLOGY AT LEVEL 6 OR ABOVE. (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB626

15 CREDITS

### **MB728 A HISTORY OF THE GOSPEL IN AOTEAROA**

This course explores the story of Christianity in Aotearoa New Zealand from 1814 through to the present day. It examines how the message of the gospel has shaped church and society over the last two hundred years. It illuminates the historical dimensions to many contemporary issues facing the New Zealand church. And it highlights how an understanding of the history of Christianity in Aotearoa is crucial to effective gospel ministry and mission in the country today.

PREREQUISITES: MB526, 30 CREDITS IN BIBLE AND THEOLOGY AT LEVEL 6 OR ABOVE. (WAIVED FOR GRADUATE DIPLOMA)

15 CREDITS

### **MB729 SPECIAL TOPIC (CHURCH HISTORY)**

This course studies a particular aspect of Church History probing historical background, method, function, ideas and the implication and application for today.

PREREQUISITES: MB526, 30 CREDITS IN BIBLE AND THEOLOGY AT LEVEL 6 OR ABOVE . (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MB629 IF THE SAME TOPIC HAS BEEN COMPLETED.

15 CREDITS

# Undergraduate: Reflective Field Education

## **MF501 REFLECTIVE FIELD EDUCATION 1**

This course uses experience of practical ministry as a basis for biblical and theological reflection and personal growth. Within a half-year period the student will perform 100 hours of practical ministry and reflect upon this with a supervisor, in an online peer group, and in a portfolio and essay. The supervisor and ministry must be approved by the Co-ordinator of Field Education prior to the first day of the semester. Students can be based in a variety of contexts including pastoral leadership, youth leadership, children and family leadership and cross-cultural/missional ministry.

15 CREDITS

## **MF601 REFLECTIVE FIELD EDUCATION 2**

This course uses experience of practical ministry as a basis for biblical and theological reflection and personal growth. Within a half-year period the student will perform 100 hours of practical ministry and reflect upon this with a supervisor, in an online peer group, and in a portfolio and essay. Students may be practitioners in a variety of contexts including pastoral leadership, youth leadership, children and family leadership and cross-cultural/missional ministry.

PREREQUISITE: THIS COURSE IS RESTRICTED TO THOSE ACHIEVING MERIT OR EXCELLENCE IN MF501 REFLECTIVE FIELD EDUCATION 1.

15 CREDITS

## **MF701 REFLECTIVE FIELD EDUCATION 3**

This course uses experience of practical ministry as a basis for advanced biblical and theological reflection and personal growth. Within a half-year period the student will perform 100 hours of practical ministry and reflect upon this with a supervisor, in an online peer group, and in a portfolio and essay. Students can be based in a variety of contexts including pastoral leadership, youth leadership, children and family leadership and cross-cultural/missional ministry.

PREREQUISITE: THIS COURSE IS RESTRICTED TO THOSE ACHIEVING MERIT OR EXCELLENCE IN MF601 REFLECTIVE FIELD EDUCATION 2.

15 CREDITS

# Undergraduate: Contextual Theological Praxis (Internship)

## **MF505 CONTEXTUAL THEOLOGICAL PRAXIS 1**

This course allows the student to receive credit for supervised training received in an appropriate ministry context. Over the year the student will perform 240 hours of practical ministry and will reflect upon this with a supervisor, in an online peer group, through the compilation of a ministry portfolio and in an essay.

RESTRICTION: THIS COURSE IS AVAILABLE ONLY BY ARRANGEMENT WITH THE COORDINATOR OF FIELD EDUCATION PRIOR TO ENROLMENT.

30 CREDITS (FULL YEAR ONLY)

## **MF605 CHRISTIAN THEOLOGICAL PRAXIS 2**

This course allows the student to receive credit for supervised training received in an appropriate ministry context. Over the year the student will perform 240 hours of practical ministry and will reflect upon this with a supervisor, in an online peer group, through the compilation of a ministry portfolio and in an essay.

RESTRICTION: THIS COURSE IS AVAILABLE ONLY BY ARRANGEMENT WITH THE COORDINATOR OF FIELD EDUCATION PRIOR TO ENROLMENT.

PREREQUISITE:

30 CREDITS (FULL YEAR ONLY)

## **MF705 CHRISTIAN THEOLOGICAL PRAXIS 3**

This course allows the student to receive credit for supervised training received in an appropriate ministry context. Over the year the student will perform 240 hours of practical ministry and will reflect upon this with a supervisor, in an online peer group, through the compilation of a ministry portfolio and in an essay.

RESTRICTION: THIS COURSE IS AVAILABLE ONLY BY ARRANGEMENT WITH THE COORDINATOR OF FIELD EDUCATION PRIOR TO ENROLMENT.

PREREQUISITE:

30 CREDITS (FULL YEAR ONLY)



# Undergraduate: Mission, Ministry and Formation

## **MF402 MAKING LIFE WORK (INTERMISSION ONLY)**

This course will examine various facets of life that students will encounter during their Intermission year. Students will explore through both biblical and theological approaches how they might interact with, and respond to these facets effectively as young Christians. This course will explore and probe a range of life facets, including: work, family, friendships, money, church, missional flattening, spirituality, holistic mission.

15 CREDITS

## **MF478 FAITH ENGAGING SOCIAL ISSUES (INTERMISSION ONLY)**

This course aims to enable Intermission students to engage with various social contexts and issues, and to practice the process of theological reflection in regard to those situations and topics. Students will interact with issues such as the environment, war, poverty, gender, immigration and sexuality.

15 CREDITS

## **MF409 LEARNING TO LIVE**

This course allows the student to receive accreditation for supervised participation within a number of appropriate ministry contexts. Over the year the student will participate in 240 hours of practical ministry and will reflect upon this with the coordinator, a mentor, in a peer group, in a reflective essay and in a personal journal project.

This course is focused on developing the student's personal formation and self-awareness for ministry and follows a model of Reflective Practice.

15 CREDITS

## **MM551 TE REO RANGATIRA – TIMATA**

Introduces the learner to the basic structure of Te Reo Māori for practical use in hui Māori, church and ministry settings.

15 CREDITS

## **MM561 INTRODUCTION TO PASTORAL CARE**

This course introduces learners to the theory and practice of pastoral care in a Christian framework involving an exploration of the biblical, theological, historical, and psychological underpinnings of pastoral care and the role that self-awareness and self-care plays in the lives of pastoral care givers. Several issues that are frequently encountered in pastoral care such as crises, grief, cancer and questions on listening to God are explored.

15 CREDITS

## **MM564 WORSHIP THEN & NOW**

This course strives to integrate both the practical and theological application of worship design and leadership in order to foster meaningful, contextual and biblically grounded response to God as His gathered community. It will explore the narrative nature of worship and liturgy and its formative potential. Students will be exposed to various worship experiences and worship leading guests throughout the actual practice of worship leadership and careful theological planning of creative, experiential, participatory, interactive and connective worship practices.

15 CREDITS

### **MM572 FOUNDATIONS OF YOUTH MINISTRY**

This course aims to introduce students to ideas and practices that are fundamental to youth ministry in New Zealand. It will encourage students to begin the journey of thinking theologically and philosophically about youth ministry. Students will develop pragmatic/ practical skills within the ministry context as well as engaging with a range of recent scholarship that highlights various approaches to, and ethos of youth ministry.

15 CREDITS

### **MM581 MISSION OF GOD**

This course is a gateway into Carey's Applied Theology programme. Various strands of learning in Bible, theology, spirituality, history, culture and society, and the practice of ministry and mission are introduced with a common orientation towards knowing and serving God within the community of God's people as participants in God's mission.

15 CREDITS

### **MM661 PASTORAL COUNSELLING**

Building on the foundation laid in Introduction to Pastoral Care, students are introduced to the philosophy and basic skills involved in pastoral counselling. In so doing, it seeks to demonstrate how these principles actually apply in the relational, sexual, spiritual, and personal experiences of persons that seek pastoral counselling.

PREREQUISITES: MM561 (WAIVED FOR GRADUATE DIPLOMA)

15 CREDITS

### **MM663 INTRODUCTION TO PREACHING**

This course provides students with an introduction to the theology and practice of Christian preaching. It starts by considering the nature and importance of preaching for the church's life and mission. It then moves into the principles and skills of effective preaching. The course will equip students with a sound methodology for preparing and delivering sermons that are faithful, clear, relevant and engaging. It will introduce them to a range of different sermon types and the basic principles of effective oral communication. And it will help students to consider the qualities and practices that are essential to sustaining a preaching ministry. This is a very interactive course with considerable class time devoted to practising skills and evaluating sermons.

PREREQUISITES: 30 CREDITS IN BIBLE & THEOLOGY OR PERMISSION OF ACADEMIC DIRECTOR.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTIONS:

15 CREDITS

### **MM665 MISSIONAL LEADERSHIP**

Building an understanding of leadership based on Biblical, theological and spiritual convictions and relating this to ministry and mission contexts.

PREREQUISITES: 30 CREDITS IN BIBLE & THEOLOGY OR PERMISSION OF ACADEMIC DIRECTOR.

RESTRICTIONS:

15 CREDITS

### **MM668 ADOLESCENT DEVELOPMENT AND SPIRITUALITY**

This course will explore the process of adolescent development and its complexities and consider how a growing sense of spirituality might be nurtured during adolescent years. Students will learn about adolescent development, including biological and sociological perspectives, as well as some difficulties within the field of adolescent research. Spiritual formation in adolescents will also be explored, including theories of formation, research on the effectiveness of current models of faith formation, and key practices that contribute to spiritual formation in young people. Discussion and evaluation of the course concepts will occur in light of the students' own faith stories and experience in congregations.

PREREQUISITES: 15 CREDITS IN MISSION AND MINISTRY. (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTIONS:

15 CREDITS

### **MM669 GOSPEL & YOUTH**

This course explores the nature of both the gospel and salvation through the lens of ministering to youth in New Zealand. It will also evaluate the presentation of the gospel in the context of the unique qualities of youth culture and the adolescent experience, making note of various ethnic differences in the New Zealand context. The course will help the student to think through the challenges for youth of living out the gospel in the 21st century, as well as developing ministry solutions, at both an individual and group level.

PREREQUISITES: 15 CREDITS IN MISSION AND MINISTRY. (WAIVED FOR GRADUATE DIPLOMA)

15 CREDITS

### **MM565 CHILDREN'S MINISTRY**

This course examines issues surrounding children and the church. It covers areas such as child development and its relationship to faith development and integration of children into the wider church congregation.

RESTRICTION: MM772.

15 CREDITS

### **MM677 FAMILY AND NEW ZEALAND SOCIETY**

All of us are part of a family of one sort or another. How do we make sense of family in today's complex world? How do social and cultural changes influence our understanding of what families should be like, including marriage, gender roles, and parenting? This course examines the family and family life in contemporary New Zealand from theological and sociological perspectives. Students will be challenged to think through the implications of such perspectives and family trends in New Zealand for church life and ministry. This course has been developed to support the needs of students engaged in ministry particularly to children, young people, and families.

RESTRICTION: MM777

15 CREDITS

### **MM687 CHURCH AND MISSION IN MULTICULTURAL CONTEXTS**

Aotearoa New Zealand is undergoing profound demographic change. In this course we shall explore our increasingly diverse cultural contexts in the light of Christian faith, in order to develop approaches to the practice of church and mission in those contexts.

PREREQUISITES: 15 CREDITS IN BIBLE AND THEOLOGY AND 15 CREDITS IN MISSION AND MINISTRY (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTIONS: MM787

15 CREDITS

### **MM688 SPECIAL TOPIC (MISSION)**

This course studies a particular Mission topic. Aspects that might be explored include history, theology, method and practice of mission, and mission in particular contexts.

RESTRICTION: MM788 IF THE SAME TOPIC HAS BEEN COMPLETED.

15 CREDITS

### **MM694 POVERTY, TRANSFORMATION AND THE GOSPEL**

This course considers the challenges that issues of poverty and injustice pose to Christian faith and action, Current development theories and practice will be introduced and considered in relation to Biblical and theological perspectives on such themes as the gospel, the kingdom and the mission of God. The course will resource participants to evaluate various development approaches and construct proposals for Christian practice in Aotearoa and overseas.

PREREQUISITES: 30 CREDITS IN BIBLE & THEOLOGY OR PERMISSION OF ACADEMIC DIRECTOR.  
(WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MM794

15 CREDITS

### **MM695 SPECIAL TOPIC (MINISTRY)**

This course studies a particular aspect of Ministry. Aspects may include historical background, ideas, practice, and the implication and application for today.

RESTRICTIONS: MM795

15 CREDITS

### **MM768 ADOLESCENT DEVELOPMENT AND SPIRITUALITY**

This course will explore the process of adolescent development and its complexities and consider how a growing sense of spirituality might be nurtured during adolescent years. Students will learn about adolescent development, including biological and sociological perspectives, as well as some difficulties within the field of adolescent research. Spiritual formation in adolescents will also be explored, including theories of formation, research on the effectiveness of current models of faith formation, and key practices that contribute to spiritual formation in young people. Discussion and evaluation of the course concepts will occur in light of the students' own faith stories and experience in congregations.

PREREQUISITES: 30 CREDITS IN MISSION AND MINISTRY. (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTIONS:MM668

15 CREDITS

### **MM769 GOSPEL AND YOUTH**

This course explores the nature of both the gospel and salvation through the lens of ministering to youth in New Zealand. It will also evaluate the presentation of the gospel in the context of the unique qualities of youth culture and the adolescent experience, making note of various ethnic differences in the New Zealand context. The course will help the student to think through the challenges for youth of living out the gospel in the 21st century, as well as developing ministry solutions, at both an individual and group level.

PREREQUISITES: 30 CREDITS IN MISSION AND MINISTRY. (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTIONS:MM669

15 CREDITS

### **MM777 FAMILY AND NEW ZEALAND SOCIETY**

All of us are part of a family of one sort or another. How do we make sense of family in today's complex world? How do social and cultural changes influence our understanding of what families should be like, including marriage, gender roles, and parenting? This course examines the family and family life in contemporary New Zealand from theological and sociological perspectives. Students will be challenged to think through the implications of such perspectives and family trends in New Zealand for church life and ministry. This course has been developed to support the needs of students engaged in ministry particularly to children, young people, and families.

RESTRICTION: MM677

15 CREDITS

### **MM787 CHURCH AND MISSION IN MULTICULTURAL CONTEXTS**

Aotearoa New Zealand is undergoing profound demographic change. In this course we shall explore our increasingly diverse cultural contexts in the light of Christian faith, in order to develop approaches to the practice of church and mission in those contexts.

PREREQUISITE: 30 CREDITS IN BIBLE AND THEOLOGY AND 30 CREDITS IN MISSION AND MINISTRY (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MM687

15 CREDITS

### **MM788 SPECIAL TOPIC IN MISSION**

This course studies a particular Mission topic. Aspects that might be explored include history, theology, method and practice of mission, and mission in particular contexts.

PREREQUISITE: 30 CREDITS IN BIBLE AND THEOLOGY AND 30 CREDITS IN MISSION AND MINISTRY (WAIVED FOR GRADUATE DIPLOMA)

RESTRICTION: MM688 IF THE SAME TOPIC HAS BEEN COMPLETED.

15 CREDITS

### **MM790 RESEARCH ESSAY**

This course provides opportunity for advanced level students to undertake guided research. Enrolment must be approved by the Academic Director and will also require the support of a supervisor able and willing to supervise the research. (There is therefore no guarantee that a student will necessarily be given the opportunity to undertake a proposed research essay.)

An intending student will:

- Approach the Academic Director initially for preliminary discussion, with an outline of the proposed research so that a potential supervisor can be identified
- Follow the read Guidelines for Students Enrolling in a Level 7 Research Course
- Work with the potential supervisor to develop a formal written proposal to be submitted in writing to the Academic Director using the appropriate form three weeks prior to the final returning-student enrolment date for the subsequent semester. No proposal will be approved without the support of a supervisor.

PREREQUISITES: LEVEL 7 STUDIES IN THE DISCIPLINE IN WHICH THE RESEARCH ESSAY FALLS AND A GRADE AVERAGE OF AT LEAST "B" IN LEVEL 6 AND 7 COURSES TO DATE, OR SPECIAL PERMISSION FROM THE ACADEMIC DIRECTOR.

15 CREDITS

### **MM794 POVERTY, TRANSFORMATION AND THE GOSPEL**

This course considers the challenges that issues of poverty and injustice pose to Christian faith and action, Current development theories and practice will be introduced and considered in relation to Biblical and theological perspectives on such themes as the gospel, the kingdom and the mission of God. The course will resource participants to evaluate various development approaches and construct proposals for Christian practice in Aotearoa and overseas.

PREREQUISITES: 30 CREDITS IN BIBLE & THEOLOGY AT LEVEL 6 OR ABOVE.

RESTRICTION: MM694

15 CREDITS

### **MM795 SPECIAL TOPIC (MINISTRY)**

This course studies a particular aspect of Ministry. Aspects may include historical background, ideas, practice, and the implication and application for today.

PREREQUISITES: 30 CREDITS IN MISSION AND MINISTRY

RESTRICTIONS:MM695 IF SAME TOPIC

15 CREDITS

### **MS510 TE AO MĀORI**

This course introduces the student to the Māori world, explaining the concept, and use, of whakapapa in relation to Māori Christian spirituality and history. It also covers the historical impact of the Treaty of Waitangi and its place in church and the wider NZ society today.

15 CREDITS

### **MS605 CHRISTIAN SPIRITUALITY**

This course explores Christian Spirituality—how to live out the Christian faith—from a biblical, theological, and historical perspective. It introduces students to the major traditions and classic writings within Christian spirituality and engages with a selection of the most pressing issues in contemporary spirituality and ministry. This is a very practical course. Students will discover, practise and discuss a range of spiritual disciplines that will nurture their spiritual growth and sustain their witness and ministry.

RESTRICTION: MS500

15 CREDITS

**MS705 CHRISTIAN SPIRITUALITY**

This course explores Christian Spirituality— how to live out the Christian faith— from a biblical, theological, and historical perspective. It introduces students to the major traditions and classic writings within Christian spirituality and engages with a selection of the most pressing issues in contemporary spirituality and ministry. This is a very practical course. Students will discover, practise and discuss a range of spiritual disciplines that will nurture their spiritual growth and sustain their witness and ministry.

RESTRICTION: MS500 & MS605

15 CREDITS

**MI700 INTEGRATIVE PROJECT**

The Integrative Project, typically undertaken in the final year of the Bachelor of Applied Theology programme, is an opportunity for students to draw on their learning across the Applied Theology curriculum in order to resource understanding and faithful action in relation to an issue at the intersection of their faith, context and practice. Utilizing the integrative framework of Word, World and Work participants will make use of a range of sources of knowledge and approaches to understanding, bringing their faith, contexts and examples of practice into conversation with each other. Having considered the topic and questions that arise in relation to it from within each of those areas, students will develop a faithful Christian response to the issue (in one of a number of possible forms) that demonstrates attentiveness to faith, context and practice.

PREREQUISITES: MB630

RESTRICTION: ONLY AVAILABLE TO BAPPTHEOL STUDENTS

15 CREDITS

# Postgraduate Courses

## **MA801 RESEARCH METHODS IN APPLIED THEOLOGY**

This course is designed to support postgraduate students in developing a research project in Applied Theology, and to assist them in defining their mode of enquiry. The first part of the course focuses on students identifying a research programme using their own professional, voluntary, or pastoral practice, as the foundation. The second part looks at a range of theoretical perspectives on research generally, as well as perspectives specific to their own research project. The third part of the course moves onto specific operational aspects of the research process. From this grounding in research issues and techniques students will plan a research topic through to the credit of designing a research instrument. This does not commit students to that topic in their ongoing studies. However it does place them in a good position to move into their thesis work.

Throughout this course students are exposed to structures that provide both practical and spiritual support for the researcher. In light of this students will develop their own supportive research environment.

30 CREDITS

## **MA803 OLD TESTAMENT NARRATIVE**

The aim of the course is to study of the content and working of Old Testament narrative, and the hermeneutical and theological issues raised by narrative approaches to the Old Testament. This is illustrated by the study of selected Old Testament narrative texts. The goal of this study is to enrich and sharpen preaching of narrative form and give such preaching a solid foundation in understanding of narrative techniques and features.

30 CREDITS

## **MA804 INTERCULTURAL BIBLE READING**

The aim of the course is to explore issues of socially located Biblical hermeneutics and intercultural understanding within Christian communities, and develop skills of intercultural competence. Students will first acquire a working knowledge of the relatively new field of vernacular and intercultural hermeneutics through critical interaction with J.H. De Wit, et al. (eds.), *Through the Eyes of Another: Intercultural Reading of the Bible* (Elkhart, Ind.: Institute of Mennonite Studies, 2004). The research team will then design a specific local intercultural Bible reading experiment. Suitable participating groups will be identified and allocated to team members, who will conduct the experiment and report the results. The team will then analyse this data and consider implications of the findings from a range of perspectives such as Biblical interpretation, intercultural hermeneutics, and various aspects of Practical and Applied Theology.

30 CREDITS

## **MA805 INNER HEALING**

This course offers a theological and psychological study of the theory, practice, and implications of Christian inner healing. It is founded on the belief that Jesus liberates persons from a broad range of psychological, emotional, relational, and spiritual wounds. The course is designed to ground students in the theory of Christian inner healing, as well as deepen the understanding of those already involved in this important ministry.

30 CREDITS



**MA806 INTEGRATIVE THEOLOGY: STUDYING GOD, GOSPEL AND COMMUNITIES**

This course examines the intersection of theology and lived experiences of the gospel in cultural contexts. It invites interdisciplinary theological study at the intersection of theology and the social sciences, that integrates theology with critical cultural studies for the church's faithful embodiment and performance of the gospel. Students will explore historic and/or contemporary embodiments of the gospel in ecclesial communities and theologically reflect on such practices as faithfulness, justice, reconciliation and love. Students will be exposed to a range of methods in interdisciplinary theology and social scientific enquiry, including ethnography, that will lead to critical and contextual accounts of integrative theology and its expressions in ecclesial communities.

30 CREDITS

**MA809 DEVELOPMENT IN PREACHING**

This course is designed to assist those with a preaching ministry to face the challenges presented by the varieties of text (the biblical genre) and context (their contemporary audience) which they encounter. It will expose students to a range of issues concerning the history and theology of preaching, while also developing their awareness of the structural possibilities in preaching and their understanding of the contemporary challenges to the practice of preaching. The aim of the course is to enable students to prepare and preach sermons that are faithful to the Scripture, sensitive to the culture, and relevant to the audience.

30 CREDITS

**MA810 SPECIAL TOPIC**

This course studies a particular topic at an advanced level and is often taught by an international expert in Theology or Biblical Studies. Aspects may include historical background, ideas, practice, and the implication and application for today.

30 CREDITS

**MA812 LEADERSHIP: DIVINE AND HUMAN**

This course considers the life and written work of Dietrich Bonhoeffer who has been variously described as theologian, pastor, pastor-theologian, writer, activist, pacifist and martyr. In the face of such diversity we attend to the continuities in Bonhoeffer's thought and practice. More specifically, this course will posit a personal quest undertaken by Bonhoeffer to understand the plight of ego and power and their solution in the notion of discipleship and freedom.

Further, this Course brings Dietrich Bonhoeffer into conversation with Bill Hybels, the former pastor and leader of Willow Creek. Willow Creek proves to be a valuable case study in which issues of ego and power surface. It is important to understand them rightly and posit how Bonhoeffer's thought and practice provides a needed corrective.

30 CREDITS

### **MA815 ISAIAH: BIBLICAL AND MISSIONAL READINGS**

This course examines Isaiah's Messianic passages and God's mission in the Isaianic New Exodus in the Old and New Testaments, and our participation in that mission. Students explore the meanings of Isaiah's Messianic and New Exodus passages in the Old Testament and their intertextual interpretations in the New Testament in order to understand and participate in God's missional purposes in their own contexts. The course progresses in two parts. Firstly, it introduces students to the theological interpretation of Isaiah and God's missional purposes in the Messianic and New Exodus passages in their historical contexts. Secondly, it introduces students to missional readings of the New Testament's intertextual interpretations of the Isaianic New Exodus. This course will also assist students to engage in close, contextual, missionally sensitive readings of their own situations in light of, and in conversation with, the Isaianic New Exodus.

30 CREDITS

### **MA821 RESEARCH ESSAY**

The Research Essay provides students with an opportunity to undertake an in-depth study of a topic or issue in Applied Theology under the guidance of a supervisor. The topic will normally be in an area that the student wishes to explore but is outside the scope of available courses in the academic programme. The student will acquire specialist knowledge of a specific field of Applied Theological study and develop skills in research, the evaluation of evidence and the articulation of ideas.

The Research Essay is a maximum length of 12,000 words including footnotes and excluding bibliography.

30 CREDITS

### **MA823 SPECIAL TOPIC: HUMAN FLOURISHING**

God epitomizes the flourishing life within Godself. Further, God creates the cosmos out of the sheer abundance of God's goodness and plenitude, not because God needs to create, but in some sense, God wants to create. In creating, God orders the creation toward its full flourishing. This course will focus especially on human flourishing, assuming this is what God intends for humankind. In order to inform what is meant by flourishing, we will look at biblical and theological perspectives on the flourishing life. While these are critical sources for understanding God's intentions, we also have other resources that can complement them. Specifically, this course will look at cognitive science of religion, social psychology, and positive psychology. We will look at approaches to integrating these disciplines and the ways each discipline can enrich the others, especially when applied to specific questions and concerns from human experience.

30 CREDITS

### **MA824 SPECIAL TOPIC (MINISTRY)**

This course studies a particular aspect of Ministry. Aspects may include historical background, ideas, practice, and the implication and application for today.

30 CREDITS

### **MA825 SPECIAL TOPIC (MISSIONS)**

This course studies a particular Mission topic. Aspects that might be explored include history, theology, method and practice of mission, and mission in particular contexts.

30 CREDITS

### **MA826 KINGDOM ECONOMICS**

The full impact of COVID-19 upon global and local economies is not yet known, but we do know it will have a significant financial impact upon churches, organisations and nations. This course will provide a rigorous exploration of Old and New Testament biblical texts that address theological economics, and explore a selection of contemporary economic theories, in order to shape our imaginations for economic decision-making. We will also sit at the table with Christian leaders and entrepreneurs to learn from those who lead creatively and courageously. The aim is to resource you and your church to form creative and courageous responses to the current crisis.

30 CREDITS

### **MA827 THEOLOGY, RACE AND CHURCH**

The rise of the #blacklivesmatter movement and protests about racism around the world raise important issues for theology and the church, not least because of the church's entanglement in the construction of the modern racial condition. This course examines historical and contemporary misappropriations of theology in the development of current racial issues, and explores the biblical and theological possibilities for a gospel-centred account of the church's anti-racial witness to God's kingdom. The aim is to understand contemporary global and national issues, and examine possibilities for the church's faithful witness to God in the face of racism.

30 CREDITS

### **MA828 DISCIPLESHIP AND GOSPEL TRANSFORMATION**

It is often said that if you get the gospel wrong, you get everything wrong. In conversation with N.T. Wright we will ask: What, then, is the gospel? Likewise, in conversation with Dietrich Bonhoeffer we will be asking: What are the measures of discipleship? And in conversation with John Wesley we will ask: How then can we design churches to produce people who embody kingdom holiness, where holiness is in part love of neighbour and neighbourhood? The aim is to retool Christian leaders, churches and their wider communities for the revolution that Jesus began.

30 CREDITS

### **MA829 PUBLIC THEOLOGY AND THE CHURCH**

Public theology is "the church reflectively engaging with those within and outside its institutions on issues of common interest and for the common good" (Day and Kim). This course explores the church's biblical, theological, and historical resources for the task of public theology and public witness to the gospel. We will critically examine models of public theology and a range of cases studies that will equip us to engage theologically with contemporary issues in society. Students will examine current social issues such as climate change, extremism and terrorism, sexual abuse, racism, modern slavery, and COVID-19 and produce theological responses that serve the church and the public good.

30 CREDITS

### **THESIS (90 CREDITS)**

The thesis is a scholarly piece of written work that reports on the findings of theoretical, practical, or empirical investigation into a defined area of applied theology conducted by the student under supervision. Undertaking a thesis provides students with an opportunity to do original in-depth research at Masters level. Students will engage in a supervised investigation of a topic of their interest. Students are expected to be self-directed in their studies and to produce an account of their research which equates to internationally recognized standards.

PREREQUISITES: A STUDENT MUST HAVE ACHIEVED AN AVERAGE OF A B GRADE OVER THREE COURSES IN THE POSTGRADUATE DIPLOMA IN THEOLOGY, OR EQUIVALENT, INCLUDING MA801 RESEARCH METHODS IN APPLIED THEOLOGY.

NOTE: CANDIDATES ACCEPTED INTO THE 90 CREDIT THESIS MUST ENROL IN MA903, MA904 AND MA905.  
90 CREDITS

### **THESIS (120 CREDITS)**

The thesis is a scholarly piece of written work that reports on the findings of theoretical, practical, or empirical investigation into a defined area of applied theology conducted by the student under supervision. Undertaking a thesis provides students with an opportunity to do original in-depth research at Masters level. Students will engage in a supervised investigation of a topic of their interest. Students are expected to be self-directed in their studies and to produce an account of their research which equates to internationally recognized standards.

PREREQUISITES: A STUDENT MUST HAVE ACHIEVED AN AVERAGE OF A B GRADE OVER THREE COURSES IN THE POSTGRADUATE DIPLOMA IN THEOLOGY, OR EQUIVALENT, INCLUDING MA801 RESEARCH METHODS IN APPLIED THEOLOGY.

NOTE: CANDIDATES ACCEPTED INTO THE 120 CREDIT THESIS MUST ENROL IN MA903, MA904, MA905 AND MA906.

120 CREDITS

# Undergraduate and Postgraduate Special Topics 2022

## **MM6/795 SPECIAL TOPIC (MINISTRY): REACHING YOUR COMMUNITY**

This course will help students to explore reaching their community through both good news and good works. Essentially it is a course in practical theology; however, students will engage with dimensions of sociology, missiology and theology to examine topics as varied as place-sharing, the art of neighbouring, community development and justice making, establishing social and community ministries and becoming an 'Alongsider'.

The Course will employ an integrative approach, combining features of NZ society & culture, Christian social work and urban mission. A special feature of this course will be the giving of specific tools for on-the-ground neighbourhood practice and mission. Secondly, daily and weekly reflective exercises will be undertaken to assist in capturing what has been done in the block course.

15 CREDITS

## **MA823 SPECIAL TOPIC (THEOLOGY): HUMAN FLOURISHING**

God epitomizes the flourishing life within Godself. Further, God creates the cosmos out of the sheer abundance of God's goodness and plenitude, not because God needs to create, but in some sense, God wants to create. In creating, God orders the creation toward its full flourishing. This course will focus especially on human flourishing, assuming this is what God intends for humankind. In order to inform what is meant by flourishing, we will look at biblical and theological perspectives on the flourishing life. While these are critical sources for understanding God's intentions, we also have other resources that can complement them. Specifically, this course will look at cognitive science of religion, social psychology, and positive psychology. We will look at approaches to integrating these disciplines and the ways each discipline can enrich the others, especially when applied to specific questions and concerns from human experience.

# Library

Carey offers staff and students access to the Library and its services for the duration of their study.

The Library is named after J. Ayson Clifford who was the college principle from 1961-1973. Today the library catalogue consists of over thirty-nine-thousand items. This collection is complemented by a growing number of online resources, periodicals, and Baptist resources. From electronic books to rare items the Ayson Clifford Library provides extensive resources used by students and staff.

The Library homepage, [www.carey.ac.nz/library](http://www.carey.ac.nz/library), is the gateway to information and resources for study and research at Carey.

## Library Facilities

### **STUDY SPACES**

The Library has study spaces that accommodate groups and individuals as well as providing some private rooms for more focused study and as a place where peer discussion can occur.

### **PHOTOCOPIERS & COMPUTERS**

Photocopiers are also 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 for more information regarding charges.

A number of computers and laptops are also available to students for study related purposes; see the Student Conduct Policy, and the Privacy & Data Collection Policy, for more information.

### **WI-FI**

Wi-fi is available in the library and on campus. Please ask the librarians for the password.

## Library Services

### **TUHURATANGA & THE LIBRARY CATALOGUE**

Accessed through the Library homepage, Tuhuratanga is a search engine which delivers high quality ebooks, journal articles, and theses.

The Library catalogue is used to locate items that are held in the Library.

## **BORROWING PROCEDURES & LOAN PERIODS**

On-campus students should present their ID cards at the Library front desk in order to borrow items.

General collection books may be borrowed for up to twenty-eight days, though a shorter period may apply if the book is in high demand or has been recalled. Chinese collection books may be borrowed for up to fourteen days.

Items described on the Library catalogue as Reference or Closed Reserve are not available for loan.

There can be exceptions to loan periods; for more information please refer to the Library homepage, [www.carey.ac.nz/library](http://www.carey.ac.nz/library).

In addition to loan periods there is a limitation on the number of items each student can borrow at any given time.

Undergraduate students may borrow up to fifteen books from the main collection.

Postgraduate students may borrow up to fifty books from the main collection.

Please note that fines may be charged for recalled items that are not returned by the required date.

## **RENEWAL REQUESTS & RECALLS**

Students can renew books online through the Library homepage. Books may only be renewed twice and renewal of a book is subject to demand for that book.

Books which have been reserved or recalled are not available for renewal.

If a student requires a book which is currently on loan they may recall that book through the Library homepage. When the recalled book has been returned, the Library will notify the student via email.

## **DISTANCE SERVICES**

Distance services are available for students who are currently enrolled in a programme or course and are studying all of their papers by distance. Books and other loanable items are sent out. The Library covers return postage.

PDF copies of articles from hardcopy journals or book chapters are sent via email, in accordance with the Copyright Act 1994; this service is also available to overseas students. When requesting material or information, students should let the librarians know the course and assessment for which the information is needed.

# Library Subscription

The Library also offers a subscription service for students studying at other theological colleges, Baptist pastors, and members of the public who have an interest in theological resources.

Joining the Library on a subscription basis is available upon request for a small fee; please email [library@carey.ac.nz](mailto:library@carey.ac.nz) for more information.

# Graduating from Carey

Every year Carey hosts a graduation ceremony in Auckland for graduands from the current or previous year. Graduation is a time to celebrate with your peers, the faculty, and your friends and family. Students must apply to graduate at the ceremony on the appropriate form.

## Certificates & Transcripts

If a student has successfully completed their programme of study at Carey they will be eligible to graduate. Graduates will receive a certificate, in appropriate form, under the common seal of Carey. The certificate will state that their qualification has been conferred.

Students will also receive a final transcript which is an official certification of their grades for their entire of programme of study. If a student requires additional copies of their final transcript they can apply to the Academic Registrar, however please note that a fee will apply.

## The Graduation Ceremony

Students must apply to graduate in the ceremony and pay for the hire of appropriate academic dress. Arrangements for hire are made by Carey.

Postgraduate students need to allow 3-6 months for the examination and final grading of their Thesis. Normally Masters students will apply for the graduation ceremony in the year following their submission.

### **ACADEMIC DRESS**

Academic dress comprises of a gown, hood, and mortarboard (hat) worn with formal attire. Certificate and Diploma students wear a gown over formal attire.

Each Carey qualification has its own hood as follows:

- ◇ Master of Theology (MTh) – aqua marine blue, with black inside.
- ◇ Postgraduate Diploma in Theology (PGDipTh) – aqua marine blue on the outside, lined along the edge with white, and black inside.
- ◇ Bachelor of Applied Theology (BAppTheol) – aqua marine blue lined along the edge with white and black on the outside.



# Policies, Procedures and Guidelines

## Carey Policy and Procedure for Use of Te Reo Māori in Assessments

### **INTRODUCTION**

Carey Baptist College (“Carey”) recognises Māori as an official language of New Zealand and as a tāonga for all New Zealanders protected under the articles of the Treaty of Waitangi.

### **APPLICATION**

All Carey staff and students.

### **PURPOSE**

To provide and uphold the rights of students at Carey to use te reo Māori as the language of assessment in its academic programmes.

### **SCOPE**

This Policy covers students who wish to submit work for assessment in te reo Māori to be able to do so.

### **POLICY & PROCEDURE**

Carey will seek to have sufficient, suitable staff to ensure that any work submitted in te reo Māori will be assessed by a person who is qualified in subject knowledge and proficient in te reo Māori.

1. In courses, other than those taught in or requiring submissions in te reo Māori, or in which proficiency in a language other than te reo Māori is what is being assessed, students may apply to use te reo Māori as the language of assessment. That application must be made in writing to the Academic Director within two weeks of the start of the semester in which the course is offered.
2. The Academic Director will endeavour to respond in writing to the request within ten days, after consultation with te Kaiārahi-Rangahau Māori and the Academic Committee.
3. Every effort will be made to have the work assessed by a person who is qualified both linguistically and in terms of subject knowledge for that task. Where this is not available, the Academic Director will set moderation procedures in place to ensure te reo Māori assessment is just and equivalent to that for students using English for the same assessment activity. Where necessary to ensure equivalence, the Academic Director will also arrange translation services.

4. If there is no suitable marker at Carey, the Academic Director will contact the Lecturer and the Kaiārahi-Rangahau Māori to begin the process of determining a suitable marker or translator.
5. Where translation is required, the Lecturer will draft a timetable for translation, in consultation with a suitable translator. The Academic Director will communicate the timetable with the student.
6. For oral presentations, the Academic Director may organise for the interpreter to provide oral interpretation by arranging a meeting (or meetings) in place of a direct written translation.
7. With the permission of the student, oral presentations will be recorded to assist the interpreter and the Lecturer or the marker (if not the Lecturer). Recordings may be audio or video and will be used for the purposes of assessment only. Recordings may then be transcribed or the Lecturer may ask the interpreter to provide oral translation (as per 3. above).
8. Where a direct written translation is required, the assessment item will be sent to the translator who will provide a translation of the assessment in English to the Lecturer (see Guidelines for Translators).
9. The translator is not expected to mark assessment items submitted in te reo Māori. The Lecturer, may however, engage the translator as a marker for the course, with permission from the Academic Director.
10. To ensure grading consistency, the Lecturer or the marker (if not the Lecturer) may need to discuss the assessment and its translation with the translator.
11. The Lecturer, as the examiner of the course, will be responsible for the confirmation of the final grade given to that student.

### **GUIDELINES FOR TRANSLATORS OF WRITTEN ASSESSMENTS IN TE REO MĀORI**

This is an assessment that, once marked, will contribute to the student's final grade. Please translate as accurately as possible

The student may be graded on their ability to express themselves clearly, so do not correct inaccuracies. However, do reflect effective and creative use of te reo in the English translation.

You are invited to make notes and additional comments that may be taken into account when grading the work. The translation and any additional notes may be made available to the student.

Carey recognises Māori as an official language of New Zealand and as a tāonga to Māori is protected under the articles of the Treaty of Waitangi to honour that tāonga.

## **GUIDELINES FOR INTERPRETERS OF ORAL ASSESSMENTS IN TE REO MĀORI**

This is an assessment that, once marked, will contribute to the student's final grade. We invite you to the student's oral presentation on [DATE] at [TIME] at [LOCATION]. This will be recorded. We would like you to meet with the Lecturer (and others, at the discretion of the Lecturer and Academic Director) to orally interpret, using the recorded presentation. We anticipate this meeting taking place within a week of the student presentation and lasting for approximately [HOURS].

Your oral interpretation will also be recorded. Please interpret as accurately as possible. The student may be graded on their ability to express themselves clearly, so do not correct inaccuracies. However, do reflect effective and creative use of te reo in the English interpretation. The interpretation and any additional notes may be made available to the student.

Carey recognises Māori as an official language of New Zealand and as a tāonga for all New Zealanders is protected under the articles of the Treaty of Waitangi to honour that tāonga.

### **DEFINITIONS**

The following definitions apply to this policy:

**Staff** means Carey staff

**Carey** means Carey Baptist College

### **KEY RELEVANT DOCUMENTS**

Include the following: Assessment Regulations.

# Carey Gender-Neutral Language in Academic Writing Policy

## INTRODUCTION

It is expected that all student work submitted for assessment at Carey Baptist College, “Carey” will pay attention to the need for gender-neutral language, and avoid terms and pronouns that are non-inclusive, unless the context so requires.

## APPLICATION

All Carey staff and students.

## PURPOSE

Language constantly changes over time and one of the changes that academic (and also non-academic) English has gone through in recent years is a shift to the use of ‘gender-neutral’ language. Today writers make an effort to be gender-neutral, non-sexist and thereby inclusive in their writing.

## POLICY & PROCEDURE

As careful writers, at Carey we avoid language that would universalise one part of humanity to the exclusion of others: for example, avoiding the use of “man” or “men” when we mean “human being(s),” “humankind,” or “people”. In all such cases, as a matter of courtesy, we will search for alternative words that are inclusive or gender neutral. There are no simple formulae for inclusive language, but a basic ‘rule of thumb’ suggests that it is wise to avoid distracting our readers with either a gender specific term that may be offensive or an awkward inclusive phrase such as “him or her” or “she/he”.

We recognize that some Bible translations, such as the NASB, ESV, for example, follow more closely the source languages (Hebrew, Aramaic, Greek) and therefore do not reflect gender-neutral language as we expect it today. Nevertheless, these translations are valuable for close textual study and are acceptable to use and cite in academic writing.

However, when students use their own words explaining the biblical text in academic writing, we expect gender inclusive language to be used when the context implies the inclusion of both men and women. For example, unless directly citing the translation, students are expected to use “humankind” or similar even if the translation specifies “mankind.” (This does not mean that we expect changes to be made when a “man” or “woman”, “husband” or “wife” is actually specified in the text.) With reference to God, the language of “Father” and “Son” is acceptable and so are personal pronouns “he,” “him,” and “his.”

Use of non-inclusive language in any assessment item will be highlighted and taken into account in the allocation of marks for presentation and style. In instances of serious and frequent use of non-inclusive language, the assessment item will be returned to the student for the language to be addressed and then re-submitted for marking.

## GENERAL EXAMPLES

### Avoiding the use of “he or she” or “s/he”

Use ‘they’ instead of ‘he’ or ‘she’ (if the use of the plural would work in the context), eg “Each student was asked whether s/he would take part in the survey.” This could be rephrased as: “Students were asked whether they would take part in the survey.”

Change the sentence around to avoid the need to state a gender, eg “Each student should be given an opportunity to decide for him/herself”. This could be rewritten as: “Opportunity should be given to each student to make that decision.”

Where it becomes complicated or artificial to do this, it is acceptable to alternate the use of genders, for example throughout a list, or chapter by chapter.

### Gendered Nouns

Gender is implicit in many nouns – for example “mankind”, “chairman”. There are always alternative words or expressions that can be used. Some simple examples are given below. More extensive lists of suggestions are available.

Examples:

man in the street	people in general, people
manpower	workforce, labour force, employees
cameraman	camera operator
forefathers	ancestors
man-made	artificial, synthetic

### DEFINITIONS

The following definitions apply to this policy:

**Staff** means Carey staff

**Student** means Carey students

**Carey** means Carey Baptist College

### KEY RELEVANT DOCUMENTS

Include the following: UNESCO Guidelines on Gender-Neutral Language, Third Edition 1999 (pages 7–15).

# Carey Library Copyright Policy

## INTRODUCTION

Carey Baptist College, (Carey) Library provides users with digital, online and hard copy access to a vast repertoire of works which come under the Copyright Act 1994.

## APPLICATION

All Carey staff and students

## PURPOSE

The purpose of this Policy is to inform on copyright issues relating to library materials and users.

## POLICY

1. The Library strongly supports the principles of copyright and the rights of copyright owners, and therefore takes all appropriate actions to ensure that copyright is not breached within the Library, either by staff or by users.
2. Library staff have a responsibility to investigate and stop any apparent breaches of copyright which they observe taking place on Library-supplied photocopiers, scanners, audio, video and DVD players, computers and other equipment.
3. The Library has a responsibility to educate its staff and its users on copyright issues affecting them, including issues relating to copyright and the Internet.
4. The Library treats its staff and its users with respect, observes and preserves their privacy, and considers them to be innocent unless evidence proves otherwise.
5. The Library has an obligation to investigate and respond in a timely manner to charges of alleged copyright infringement sent to it by IPAPs (Internet protocol address providers) or copyright owners.
6. The Library has the right to challenge and dispute such charges.
7. The Library advises IPAPs or copyright owners if its systems do not enable it to identify individuals who have used Library computers on dates and times at which breaches of copyright have been alleged.
8. Restriction of access to the Internet or equipment within the Library is always seen as a last resort.

## LIBRARY STAFF

1. All Library staff receive instruction on copyright issues relating to libraries, based on publications listed on the LIANZA copyright website at <http://www.lianza.org.nz/resources/copyright>, and in particular LIANZA's The Copyright Act 1994 and Amendments: Guidelines for Librarians.
2. Queries regarding copyright which are not able to be answered by front-line staff are referred to a senior Library manager who has been designated with a special responsibility for copyright matters.
3. Library staff who observe an apparent breach of copyright in the Library either deal with it themselves in accordance with this Policy, or refer it to a senior Library Manager.

## **LIBRARY USERS**

1. Education on copyright issues relating to library users is provided as appropriate.
2. The Library posts warning notices about illegal copying, and the provisions of the Copyright Act relating to fair dealing, adjacent to its photocopiers, scanners and other Library-supplied equipment.
3. Where possible, the Library blocks access to Internet sites the sole purpose of which is known to be to facilitate the illegal downloading of materials from the Internet.

## **ALLEGATIONS OF BREACHES OF COPYRIGHT**

If the Library receives notification from an IPAP or copyright owner that there has been an apparent breach of copyright on a library-owned computer, the Library investigates and takes appropriate action, as detailed below.

## **STAFF COMPUTERS**

1. If the alleged breach is identified as having taken place on a Library staff computer, and if the individual staff member can be identified, the facts of the case are ascertained. If the alleged breach is substantiated, the staff member is given additional instruction on copyright law in general and the current incident in particular, and warned that a repetition may result in disciplinary action being taken under the Library's employment contract with that staff member.
2. If the alleged incident is not substantiated, or if the individual staff member cannot be identified, this is reported back to the IPAP or copyright owner.
3. At the same time, all Library staff are reminded of their obligation to comply with copyright law.

## **PUBLIC-ACCESS COMPUTERS**

1. If the alleged breach is identified as having taken place on a Library-owned public-access computer, the Library attempts to identify the name and contact details of the person using the computer on the specified date and time.
2. If the person can be identified, the facts of the case are ascertained. If the alleged breach is substantiated, the person is given information on copyright law as this affects library users, and is warned that a repetition may result in the person being banned from using public-access Internet computers in the Library. If notification is received of a second apparent breach of copyright by the same person, and if that breach is substantiated, the person is given a second warning. If notification is received of a third apparent breach of copyright by the same person, and if that breach is substantiated, the person is told that she/he may not use Library-supplied public-access Internet computers in the Library, other than to access the Library Catalogue or Library-subscribed electronic resources, for a period of six months. If the person is a member of the Library, this information is noted on the person's Library record.
3. If it is not possible for the Library to identify the person using the public-access computer on the specified date and time, either because the Library does not require users to authenticate, or because records of use are kept for only a very short period or not at all, the Library reports back to the IPAP or copyright owner that the alleged breach has been investigated but that the alleged infringement cannot be substantiated or infringer identified.

## **RESPONSE TO IPAP OR COPYRIGHT OWNER**

1. The Library always responds within 14 days to a detection notice, warning notice or enforcement notice received from an IPAP, giving details of the investigations undertaken and any actions taken. Copies of correspondence are kept for one year.
2. A copy of this Policy is provided on request as evidence that the Library is taking all actions within its power to comply with copyright law, and to attempt to ensure that breaches of copyright by either Library staff or Library users within the Library are minimised.

## **DEFINITIONS**

The following definitions apply to this policy:

**Staff** means Carey staff

**Carey** means Carey Baptist College

## **KEY RELEVANT DOCUMENTS**

Include the following: The Copyright Act 1994, Student Conduct Policy & Procedure



# Carey Privacy and Records Policy and Procedure

## INTRODUCTION

In signing the enrolment form students authorise Carey Baptist College “Carey” to collect, hold, and disclose personal information which relates to their studies at Carey.

## APPLICATION

All Carey staff and students

## PURPOSE

To clarify and address governing the release of information as set out in the Privacy Act 1993 and the Post-Compulsory Unique Identifier Code of Practice.

## SCOPE

This Policy covers the collection, disclosure and storage of personal information relating to students at Carey.

## POLICY

In signing the application form students authorise Carey Baptist College “Carey” to collect, hold, and disclose personal information which relates to their studies at Carey.

In return Carey, will observe the conditions governing the release of information as set out in the Privacy Act 1993 and the Post-Compulsory Unique Identifier Code of Practice. Carey will also take all reasonable steps to ensure that information is stored safely and that there are guards in place to prevent any loss of misuse of information.

Students may at any time request to see any information held, and amend any errors in that information; to do so please contact the Academic Registrar.

## REASONS FOR DATA COLLECTION

Under the Privacy Act 1993 all information collected must be for a particular purpose that is directly related to a function or activity of Carey and that the collection must be considered reasonable and necessary in order to achieve that purpose.

Further the use and disclosure of information must be directly related to the purpose for which the information was obtained.

Please note that if a student takes part in the Psychological Assessment by Personnel Profiles as a part of their enrolment to ministry training that some of the information provided is in breach of Principle 1 of the Privacy Act. However, in order to rectify this breach once information has been passed on to Carey Personnel Profiles destroy all their copies of information gathered and Carey keeps all information strictly confidential and will not disclose any information contained within with a third party. By taking part in the Psychological Assessment students accept and understand the breach and the steps which have been taken in response to this.

Carey may also collect information in order to assist with, the administration of the New Zealand Tertiary Education System, the National Student Index, the New Zealand Birth Register, and with Statistics New Zealand.

Any organisation or agency who receives information from Carey is also required to comply with the provisions of the Privacy Act 1993.

If a Psychological Assessment by Personnel Profiles was undertaken as a part of a student's enrolment to ministry training they may not be permitted to review information collected, this is on account of the contract held between Personnel Profiles and Carey which restricts the sharing of the data collected from the Psychological Assessment.

## **PERSONNEL PROFILES**

Personnel Profiles is an organisation that works alongside Carey by undertaking a Psychological Assessment of each prospective student enrolled in ministry training. Personnel Profiles collects personal information on behalf of the college and the assessment involves providing personal information by way of an online questionnaire, notes taken during an interview, and a written report which is completed by Personnel Profile. This information is then provided to Carey.

By taking part in the Psychological Assessment students have authorised Personnel Profile and Carey to collect and hold this personal information however, some of the information provided is in breach of Principle 1 of the Privacy Act; in order to rectify this breach once information has been passed on to Carey Personnel Profiles destroy all their copies of information gathered and Carey keeps all information strictly confidential and will not disclose any information contained within with a third party.

Please note that if a student chooses not to take part in Psychological Assessment their application for ministry training may be declined.

## **DATA DISCLOSURE**

Carey may be required to disclose information organisations or agencies, the reasons for which are listed below.

## **AGENCIES OFFERING SCHOLARSHIPS AND FUNDS**

Information will be disclosed to both internal and external agencies if a student should apply to receive a scholarship or funds. The purpose is to assist in the selection of students.

## **TERTIARY EDUCATION SYSTEM**

Carey collects information to assist with the Tertiary Education System.

In doing so Carey will disclose information to the following organisations, for the following purposes:

- ◇ The Ministry of Education, with regards to student statistical returns.
- ◇ The New Zealand Qualifications Authority, with regards to Record of Learning registration and Unit Standard outcomes.
- ◇ The Tertiary Education Commission, with regards to funding returns.
- ◇ The Industry Training Organisations, with regards to funding and academic outcomes
- ◇ The Ministry of Social Development, with regards to confirmation of enrolment and academic outcomes.

## **NATIONAL STUDENT INDEX & NEW ZEALAND BIRTH REGISTER**

Personal information including, name, date of birth, and residency status, which was disclosed in the Enrolment Form, will be included in the National Student Index and may be used in an authorized information matching programme within the New Zealand Birth Register.

## STATISTICS NEW ZEALAND

Personal information will be shared with Statistics New Zealand for the purposes of integrating data with data collected by other government agencies in accordance with the provisions of Statistics Act 1975. Integrated data is used for the production of official statistics, which is used for research purpose and to inform governmental policies.

## OTHER GOVERNMENTAL ORGANISATIONS

Information may also be disclosed to the following organisations in order to comply with New Zealand legislation.

- ◇ The Inland Revenue Department, with regards to student loans, student allowances, and interest rebate.
- ◇ The Department of Immigration, regarding students who are not New Zealand citizens or permanent residents.
- ◇ The New Zealand Police.
- ◇ The Department of Justice.
- ◇ The Accident Compensation Corporation (ACC).

## OTHER EDUCATIONAL ORGANISATIONS

Information may also be supplied to and/or sought from other educational organisations for the purpose of verifying academic records.

## EXCEPTIONS TO PRIVACY

Only in exceptional circumstances is the privacy of students imposed upon. However, for security reasons Carey monitors or may monitor the following:

### COMMUNICATION MONITORING

Carey routinely gathers logs and monitors communications; such as telephone numbers dialled, including the length of the call and the time it was made, and sites accessed, including the period of time spent on the site and the frequency to which it is visited.

This information is collected for the following purposes:

- ◇ Cost analysis.
- ◇ Resource allocation.
- ◇ Optimum technical management of information resources.
- ◇ And to detect patterns of use that indicate a violation of conduct regulations and/or illegal activity.

Please note that Carey reserves that right, at its discretion, to review communication files in order to ensure compliance with New Zealand law and Carey regulations and policies.

### INTERNET MONITORING

Carey may, for security and business related reasons, monitor all use of its computer and internet facilities, which are provided for study related purposes.

Please note that Carey may also use software to track the usage of individuals who are viewing pornographic and other unethical material. Any abuse of this nature will result in disciplinary measures.

On account of the need to monitor usage, users should not have any expectation of privacy when they use this equipment.

### **STUDENT EMAIL ADDRESSES**

Carey IT staff may be required to access a student's email address if;

- ◇ The email address is no longer accepted by a studentID@lcstudent.ac.nz account.
- ◇ There are email related technical issues which need to be resolved.
- ◇ Carey has reason to suspect inappropriate use of the students email address.
- ◇ Or Carey is required to gain access by law for law enforcement purposes.

### **DATA COLLECTION & STORAGE**

The Privacy Act 1993 requires Carey to collect, hold, handle, use, and disclose personal information in accordance with the twelve information privacy principles contained within the Act.

For further information:

[www.privacy.org.nz/privacy-act](http://www.privacy.org.nz/privacy-act).

### **APPLICATION FORM DATA**

For internal purposes information collected on the Application Form is used to:

- ◇ Select suitable programmes of study.
- ◇ Manage internal reporting and administrative processes.
- ◇ Assist in the selection of scholarship and prize winners.

### **ACADEMIC RECORDS**

Enrolment and Academic Records are kept for students currently enrolled in a qualification, audit students past and present, and all graduates in accordance with the PTE Enrolment and Academic Rules 2012 <http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html> and outlined in the Table in Appendix A.

For ministry training students, a file will be kept in the office of the Director of Ministry Training for duration of their study, normally 5 years. After Pastoral Leadership training is completed the file will be transferred to the New Zealand Baptist Archive in accordance with the consent granted during application and enrolment. Prior to being transferred the information collected from the Psychological Assessment with Personnel Profiles will be removed and destroyed by Carey.

If Carey Baptist College closes, the establishment must, in respect of each student, forward his or her records kept under this section to the student's new education provider, or to the student if there is no new education provider.

### **PRIVACY PROVISIONS FOR PSEUDONYMOUS STATUS**

Where for reasons of sensitivity a student needs to have a level of anonymity in relation to the public dissemination of their Thesis or research essay, a formal application should be made in writing to the Academic Director for Pseudonymous Status prior to the submission of the Thesis or research essay.

If status is granted, then normally:

- ◇ The Thesis or research essay will be submitted for examination under the student's enrolled name.
- ◇ The Thesis or research essay will, after examination, be lodged in the J. Ayson Clifford Library, and any other academic database or library, under an appropriate pseudonym in order to protect the student's identity.

### **DEFINITIONS**

The following definitions apply to this policy:

**Staff** means Carey staff and contractors

**Carey** means Carey Baptist College

### **KEY RELEVANT DOCUMENTS**

Student Conduct Policy

Student Disciplinary Policy and Procedure

# Carey Responsible Practice in Research Code of Conduct

## INTRODUCTION

This Code of Conduct is to ensure that the highest standards of professional conduct are maintained when undertaking research associated with Carey.

## APPLICATION

This policy applies to all research staff and research students.

## PURPOSE

This Code of Conduct is designed to ensure that researchers associated with Carey Baptist College, whether as staff or students, maintain the highest standards of professional conduct when undertaking any form of research through adherence to key principles and responsibilities.

## POLICY & PROCEDURE

It is expected that all research associated with Carey Baptist College will be undertaken:

- ◇ with commitment to the highest standards of professional conduct
- ◇ with honesty and integrity
- ◇ employing appropriate research methodology
- ◇ in accordance with ethical guidelines
- ◇ with appropriate records being maintained.

Anyone associated with Carey Baptist College undertaking research (whether as an enrolled student or as a member of Carey staff) will adhere to the following:

**Integrity.** Researchers will take full responsibility for the integrity of their research including:

- obtaining and presenting facts and interpretations in an objective and open manner
- being fair and unbiased in all aspects of their research and application
- honestly representing their goals and intentions to any participant in the research process
- fairly and fully presenting their results without falsification
- not plagiarising, or condoning the plagiarism of, the works of others
- correctly acknowledging the work of others
- complying with all legal requirements

**Policies and Guidelines.** Researchers will adhere to all policies and guidelines of Carey in relation to research, including the Research Ethics Policy.

**Research Methodology.** All research undertaken must employ appropriate research methods, and findings must be fully and objectively reported, with conclusions based on critical analysis of the findings.

**Research Records.** Researchers will maintain clear and accurate records of the research undertaken to enable verification of their work by others and support claims for protection of intellectual property.

- Original research data should be kept for a minimum of six years from completion of the research and should be stored in a safe and secure location (whether stored physically or electronically).
- The risks and issues associated with retention of data in “the Cloud” must be specifically addressed where issues of confidentiality in relation to participants arises
- Any data to be destroyed must be destroyed securely.
- All data collected by staff in the course of their employment remain the property of Carey Baptist College, except where a specific contract provides otherwise
- Any data of a confidential nature obtained in the process of research must not be used for the researcher’s personal advantage, or the advantage of any third party.
- The provisions of the Privacy Act 1993, and in particular the twelve privacy principles, must be observed in relation to the gathering of any personal information.

**Peer Review.** Researchers will participate in peer review processes where these are deemed appropriate by Carey, including contributing to the peer review of the work of others.

**Conflict of Interest.** Any potential conflict of interest that could compromise the trustworthiness of the research must be disclosed as soon as that conflict of interest is recognised. In cases where a conflict of interest arises, researchers will cooperate in the management of any such conflict.

**Collaboration.** Where any research involves collaboration with other individuals or institutions in the conduct of that research, researchers must specifically consider and agree on any issues raised by the collaboration, in particular in relation to intellectual property, confidentiality, and managing data, findings and conflicts of interest.

**Te Tiriti o Waitangi.** All research will be conducted acknowledging, and in accordance with the principles of Te Tiriti o Waitangi.

## DEFINITIONS

The following definitions apply to this policy:

**Staff** means Carey staff

**Student** means Carey students

**Carey** means Carey Baptist College

## KEY RELEVANT DOCUMENTS

Include the following: Carey Supervisors of Research Code of Practice

# Carey Research Ethics Policy & Guidelines

## INTRODUCTION

Research is integral to Carey in its role as a degree awarding institution. Research informs the practice of faculty members, as well as forming a focus for student learning through research based assessment. Carey wants to promote research excellence, and recognises that so it must also ensure the protection of the privacy, safety, and welfare of human participants.

## APPLICATION

The below conduct regulations and their associated policies apply to all students and members of staff.

## PURPOSE

Carey is committed to ensuring a high level of ethical research, and uses the below principles in its decision making in order to enable this to happen.

## POLICY

### KEY PRINCIPLES

- ◇ Informed and voluntary consent
- ◇ Respect for rights of privacy and confidentiality
- ◇ Minimisation of risk
- ◇ Truthfulness, including limitation of deception
- ◇ Social and cultural sensitivity, including commitment to the principles of the Treaty of Waitangi
- ◇ Research adequacy
- ◇ Avoidance of conflict of interest

### OTHER RELEVANT PRINCIPLES

- ◇ Respect for potential vulnerability of participants
- ◇ Respect for property (including Carey property and intellectual property rights)

## INFORMED AND VOLUNTARY CONSENT

The participation of any person in any research project undertaken must be voluntary, and must be based on a clear understanding of what their participation will involve. All information that is provided to intended participants must be written using clear and appropriate language. In particular, intended participants must be advised of:

- ◇ the names of all the people undertaking the research project
- ◇ the procedures they will be asked to agree to participate in, (eg interviews, focus groups)
- ◇ the purpose of the research project and how the eventual information will be used (eg thesis, publication)
- ◇ their rights to withdraw from the process, and specifying at what point in the research process it is no longer possible to withdraw participation (for example, once data analysis has started)
- ◇ confidentiality, and how confidentiality will be maintained and their anonymity protected
- ◇ what will happen to the data once the research is completed



Where research involves Māori participation, the consent of collective groups may also be necessary.

### **RESPECT FOR RIGHTS OF PRIVACY AND CONFIDENTIALITY**

Preservation of the privacy and confidentiality of participants is paramount. Applications for ethics approval must identify:

- ◇ Procedures for the protection of the identity of participants where appropriate
- ◇ Procedures for keeping information relating to the research confidential
- ◇ Procedures for the storage of consent forms from participants
- ◇ Procedures for ensuring the confidentiality of private or personal information in respect of participants which is not directly related to the research but which may emerge in the course of the research
- ◇ (where Māori are involved) the collective ownership of information must be acknowledged.

### **MINIMISATION OF RISK**

In order to minimise any risks (eg psychological, physical or social) that may impact participants, researchers must ensure that all such risks are identified and disclosed.

### **TRUTHFULNESS, INCLUDING LIMITATION OF DECEPTION**

The principle of informed consent must prevail; however, in very limited circumstances a researcher may seek to justify a less than full disclosure (where, for example, it is felt that full information about the nature or purpose of the research should be withheld from a participant). In these circumstances, full disclosure must be made in the application for ethics approval.

### **SOCIAL AND CULTURAL SENSITIVITY**

All research must be carried out:

- ◇ ensuring that culturally appropriate consultation and research processes are followed.
- ◇ in a way that is sensitive to the participants. Researchers will ensure that they acknowledge and respect all cultural beliefs and practices of participants, in conducting the research.
- ◇ demonstrating commitment to the Treaty of Waitangi as outlined below.

### **TREATY OF WAITANGI**

Researchers must consider carefully their research protocol where Māori are involved as participants, or where the project is relevant to Māori, taking full account of the principles of protection, participation and partnership embedded in the Treaty of Waitangi, through:

- ◇ working together with iwi, hapu, whanau and Māori communities to ensure Māori individual and collective rights are respected and protected.
- ◇ Involving Māori in the design, governance, management, implementation and analysis of research, especially research involving Māori.
- ◇ protecting Māori individual and collective rights, Māori data, Māori culture, cultural concepts, values, norms, practices and language in the research process.

Research participants must be offered the choice of responding in either Māori or English. Where researchers are not fluent in Te reo Māori, appropriate arrangements should be made to enable participants to communicate in Māori.

Researchers must respect Māori cultural concepts, including Māori perspectives of health and well-being (eg te taha tinana - the physical element, te taha wairua - the spiritual element, te taha hinengaro - the emotional and psychological elements, and te taha whanau - the family and community elements).

Consideration will be given in the ethical approval process to whether Māori ethical perspectives need to be taken into account in order to ensure Māori participants, tikanga, and cultural concepts are protected (for example when the proposed research would normally require observance of tikanga Māori).

### **RESEARCH ADEQUACY**

In order to ensure research adequacy, each project must have clearly defined goals, must be designed in such a way that it can meet those goals, and must have the potential to contribute to the advancement of knowledge. In addition, where appropriate, kaupapa Māori and Māori-focused methodologies must be acknowledged.

### **CONFLICT OF INTEREST**

It is the responsibility of the researcher to identify and address any potential conflict of interest that may arise for them in relation to the proposed research and to any participant.

### **GUIDELINES**

All research by faculty and students which will involve gaining non-public information about live human subjects, or which is likely to affect living persons through its findings, must be approved by the Research Ethics Committee before the research is commenced.

Applications for ethical approval must be on the prescribed form, obtained from the Academic Registrar, and be submitted to the Academic Director at least 2 weeks before the proposed date of commencement of the research.

The Research Ethics Committee, a sub-committee of the Academic Committee, will scrutinise the Application for Ethical Approval and reach a decision to grant or decline ethical approval. The Research Ethics Committee may request such further information from the applicant as it deems appropriate to enable a decision to be made. Approval will normally be for a period of three years.

The Research Ethics Committee will comprise three members, including the Vice Principal (Academic), the Academic Director and at least one other faculty member with research experience selected by the Academic Committee. Where the Application for Ethical Approval is for research involving engagement with Māori, additional members will be co-opted onto the Research Ethics Committee to ensure that all appropriate aspects of the application are addressed.

Where any changes are made to any previously approved research project, which will in any way affect the nature of the information supplied with the original Application for Ethical Approval, an application for variation must be lodged with the Academic Director for approval by the Research Ethics Committee. Until the variation is approved, no further research involving live human subjects is to continue.

### **COURSE RESEARCH PROJECTS**

In any course where a research based assignment is included as part of the assessment, which may involve students in undertaking research activities involving live human subjects, the course lecturer must make Application for Ethical Approval using the appropriate form before the start of the semester in which the course is being offered.

The application must include details of the nature of the proposed research activities, and include copies of the information and guidelines on research and research ethics to be given to students as well as the proposed information sheets and consent forms to be used by the students.

The Research Ethics Committee may approve a course research project for up to three years, provided that the requirements for assessment in that course do not change during that period.

At the end of each semester, the course lecturer will advise the Research Ethics Committee of any issues that arose in relation to the students undertaking the research specified.

Lecturers are responsible for presenting the ethical standards of conducting research on human beings to all their students in any course where a research project is required.

### REPORTING REQUIREMENTS

The Academic Committee will normally require a report on progress at the end of each completed six months of a research project subject to ethical approval, including particular reference to the ethical component of the research.

In any situation where any unanticipated events occur in the course of research being undertaken, especially where that event relates directly to Carey's research principles, the researcher must submit a report to the Academic Committee.

### ETHICAL STANDARDS

The following ethical standards will be applied for all research at Carey:

- ◇ No matter how young the subject, a child/person has rights of well-being that supersede the rights of the researcher. In the conduct of their research, researchers must measure each operation they propose against this principle and must be prepared to justify their decision.
- ◇ In the conduct of research it is unacceptable to expose subjects to unnecessary risks. Risks include such things as pain, stress, emotional distress, fatigue, embarrassment, cultural dissonance and exploitation. The researcher must make every attempt to identify and minimise any risks - physical, psychological, spiritual, social or cultural - attendant on participation by individuals or groups in a research project.
- ◇ When dealing with a child (for the purposes of this Policy a child is any person aged 15 or under), the informed consent of parents or of those legally designated to act in loco parentis must be obtained in writing. Informed consent requires that the parent be given accurate information on the professional and institutional affiliation of the researcher, and on the purpose and operations of the research, albeit in layperson's terms. The consent of parents is not to be solicited by any claim of benefit to the child. Researchers must not only give parents the opportunity to refuse consent, but must also respect their exercise of the right to refuse such consent.
- ◇ The researcher must not coerce any person into participating in a study. All people have the right, and will be given the opportunity, to refuse to participate in a study.
- ◇ The subjects' identity must be concealed in written and verbal reports of the results, as well as in informal discussions with faculty, students and colleagues, except in situations where participants are figures of public record (including senior leaders of churches).
- ◇ Researchers must not assume the role of diagnostician or counsellor in reporting their observations to parents or those in loco parentis. They also do not report test scores or information given by a child in confidence, although they recognize a duty to report general findings to parents and others.
- ◇ Researchers must respect the ethical standards of those who act in loco parentis (e.g. teachers, superintendents of institutions).
- ◇ Research procedures should be appropriate to the subjects involved in the study. The researchers have a responsibility to inform themselves of, and take steps necessary to respect, the religious, spiritual, social and cultural sensitivity of all participants. Meeting the language preferences of subjects in the provision of information is especially important.

- ◇ While it is not envisaged that payment in money (or kind) will/should ever be part of securing a person(s) involvement in research, payment in money, gifts, or services for a person’s participation does not annul any of the above principles.
- ◇ Researchers must obtain permission in writing from all subjects before interview research is conducted. This permission and the handling of any information is to be in accordance with the provisions of the Privacy Act, 1993.

**DEFINITIONS**

The following definitions apply to this policy:

**Staff** means Carey staff

**Student** means Carey students

**Carey** means Carey Baptist College

**KEY RELEVANT DOCUMENTS**

Include the following:

Sample Participant Consent Form

Suggested Course Instructions

Relating to Research Ethics

**SAMPLE PARTICIPANT CONSENT FORM**

Research Project Title/Class or Course Name:

I have had the project explained to me and I have read and understand the information sheet given to me.

I understand that I don’t have to be part of this project if I don’t want to and that I may withdraw at any time prior to [Insert Date].

I understand that everything I say is confidential and that none of the information I give will identify me, and that the only persons who will know what I have said will be the researcher and the supervisor.

I have had time to consider everything and I give my consent to be a part of this project.

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Carey Baptist College

## **SUGGESTED COURSE INSTRUCTIONS REGARDING RESEARCH ETHICS**

(For inclusion in the Course Outline of any undergraduate course where an assignment may require/involve students undertaking research involving human subjects. Adapt as appropriate for the context of the course.)

As part of one of the assignments for this course you are asked to, or may wish to, interview people within the church or the wider community. Whenever you gather information from people for an assignment or research project through interviews or questionnaires, issues of confidentiality, privacy and informed consent are raised. All of these are important aspects of research ethics.

It is essential that all research carried out while you are a student at Carey Baptist College is carried out in an ethical way. You may like to have a look at Carey's Research Ethics Policy and Guidelines (available on CareyOnline). The Policy and Guidelines address the following key issues in conducting research: the informed and voluntary consent of participants; respect for participants' rights of privacy and confidentiality; the minimisation of risk; truthfulness; social and cultural sensitivity (including commitment to the principles of the Treaty of Waitangi); research adequacy; the avoidance of any conflict of interest.

The assignments for this course have been set up in a way that complies with Carey's Policy and Guidelines and have been approved by Carey's Research Ethics Committee.

For the purposes of your assignment for this course, you must:

- ensure that each potential participant you approach is given a copy of the Information Sheet that has been prepared by your course lecturer
- ensure that each participant is also asked to sign the Consent Form (which must also be signed by a parent or guardian of any participant who is aged under 18)
- retain the signed Consent Forms
- give consideration to how you will securely store any paper information that you gather, and ensure that all information stored on a computer is password-protected (to avoid breaches of privacy and confidentiality)
- use the information you gather ONLY for the purposes of the assignment, and maintain all participants' rights to privacy and confidentiality
- destroy records traceable to any identifiable individual at the conclusion of this course.

# Carey Guidelines for Students Enrolling in a Research Essay

Enrolling in a Research Essay is an opportunity for able students to study a specific topic or issue. Your task is to explore an aspect, problem or question posed by contemporary theological study and to use the methods of scholarship to resolve, critically examine or to elucidate the topic. Your essay needs to be theological, well structured, limited in scope and disciplined in methodology.

A research essay can be a testing experience in that you are solely responsible for organising your progress and will be without the supportive atmosphere of fellow students in a class. You will have a supervisor appointed who will guide you through the process of research, critical reflection and writing.

## ENTRY REQUIREMENTS

Students must meet the entry requirements outlined in the Course Descriptions (contained in the Academic Regulations and Calendar) to enrol in advanced research courses.

### NOTE TO STUDENTS

It is critical that students understand that this is an advanced research course that requires students to do independent research. Students will need to have access to appropriate resources. Distance students should expect to travel to Auckland to access the Carey Baptist College, Ayson Clifford Library or have access to another suitable academic library.

## WORD COUNT

### MM790 RESEARCH ESSAY

Level 7, 15 credits, maximum of 6000 words (including footnotes, excluding bibliography)

### MM821 RESEARCH ESSAY

Level 8, 30 credits, maximum of 12,000 words (including footnotes, excluding bibliography)

### STEP ONE: GENERAL RESEARCH TOPIC

Decide on the general area you wish to research and submit a brief overview of your proposed topic to the Academic Director. The Academic Director will assist you in finding a supervisor for your research.

### STEP TWO: REFINE YOUR RESEARCH TOPIC

With the supervisor's guidance select a research topic, appropriate to a 6000 word research essay for Level 7, and a 15,000 word research essay for Level 8, within the area of your interest. Keep your topic as specific as possible so that your research is purposeful and focused. Discuss with your supervisor the rationale, objectives, strategies, and methods of theological reflection for your study.

Check library and other resources that there are written sources readily available for your research.

Check with your supervisor as to any ethical issues around your proposed research.

**STEP THREE: PREPARE A RESEARCH PROPOSAL**

The proposal needs to be on the appropriate form and include the following information:

- Research Topic (primary research and 3-5 subsidiary questions)
- Reason for and outline of topic of research (no more than 1500 words)
- Outline of structure of essay
- Approximately 12–20 bibliographical items indicating resources to be used
- Proposed timeline to complete the research essay.

Level 7 Research Essay: duration of a single semester, but under some circumstances a student will be permitted to complete the course over two semesters.

Level 8 Research Essay: duration of two semesters with a due date 15 November.

**STEP FOUR: SUBMIT YOUR RESEARCH PROPOSAL**

Submit your research proposal to the Academic Director. Your enrolment will not be approved until the Academic Director (or Thesis Sub-Committee for a Level 8 essay) has accepted your proposal and formally appointed your supervisor. The Academic Director or your supervisor will notify you of the approval of your proposal.

**STEP FIVE: CONTACT YOUR SUPERVISOR**

Contact your supervisor to discuss the proposal and also plan a programme of writing deadlines for the semester ahead. Maintaining those deadlines will keep you on track to complete by the due date.

**STEP SIX: COMPLETE YOUR ENROLMENT**

Now that you have been accepted you can formally enrol for this course.

**STEP SEVEN: KEEP TRACK OF STYLE AND BIBLIOGRAPHICAL RESOURCES**

You will need to have individual chapters and subheadings within each individual chapter. The appropriate style guide to use should be discussed with your supervisor.

**STEP EIGHT: START WRITING**

Initially, ignore the Introduction and Conclusion to your essay. Begin writing the draft of each individual section of your outline, meeting the deadlines as agreed with your supervisor. Your work should exhibit your grasp of the relevant literature by direction citation (but without plagiarism), balanced with your own independent creative thinking. You need to keep the theological content of your essay explicit. You may want to ask your supervisor to read sections of your essay so that you have feedback on the content and style.

During the course of your writing and research, you will be expected to be in contact with your supervisor on a monthly basis. This may be a face to face meeting, or by phone and/or email. Regular progression reports will be provided to Academic Committee through the supervisor. A 6-monthly progress report is required for those undertaking a Level 8 Research Essay.

**STEP NINE: COMPLETE FINAL DRAFT**

When you have completed your individual sections, weave them together to make your essay read fluently throughout. Finally, write your 'Introduction' and 'Conclusion'. They are intended to preview the structure of the whole work, and to review the conclusions drawn from the research. Ensure that you take account of the marking criteria in the Research Essay Grade Sheet (available from the Academic Director).

**STEP TEN: POLISH YOUR ESSAY**

Read your completed document at least twice, taking care over the details: formatting, spelling, punctuation, footnotes and bibliographic information. It will certainly help if you ask someone else to proof-read your essay to catch any errors you may have missed.

**STEP ELEVEN: ASK YOUR SUPERVISOR TO READ YOUR FINAL ESSAY**

When your essay is nearing completion, submit it to your supervisor for final comments and corrections.

**STEP TWELVE: SUBMIT YOUR FINAL ESSAY**

Once your supervisor is satisfied, submit two copies of your essay to the Academic Director for distribution to examiners. Your essay will be graded and returned to you with the examiner's comments. The Academic Director will determine the examiners of your essay. Please note that the marking process will normally take 4-6 weeks.



# Carey Student Code of Conduct

## INTRODUCTION

Carey Baptist College, “Carey”, is committed to providing a safe environment for all students and members of staff.

## APPLICATION

All students and staff

## PURPOSE

The purpose of this Policy and Procedure is to inform students and staff of the acceptable level of conduct required while at Carey and in doing so, ensure fairly and equitable treatment.

## GENERAL CODE OF CONDUCT

Students are expected to adhere to the Carey Commitment as below:

- ◇ Demonstrate integrity in all transactions.
- ◇ Keep the requirements, regulations, and policies of Carey.
- ◇ Respect the rights of students and members of staff.
- ◇ Respect all Carey property, equipment, and facilities.
- ◇ Abide by the laws of New Zealand
- ◇ Be committed to learning and the development of Carey as a learning community
- ◇ Demonstrate values aligned with Carey’s special character

In addition to the behaviours and actions listed under the other regulations and policies within this document the below actions are considered misconduct and are subject to disciplinary measures.

- ◇ Providing false or misleading information during admission and enrolment.
- ◇ Disregarding safety protocols and signage, including any temporary restrictions within the campus which may arise on account of maintenance work or unexpected situations which pose a risk to safety.
- ◇ Not complying with the speed and other instructions associated with the campus car park.
- ◇ Using another student or member of staff’s access card and/or entering an area of campus after hours and failure to identify oneself if required.
- ◇ Damaging, defacing, or destroying premises, equipment, or any other property belonging to Carey or other students and members of staff.
- ◇ Smoking and vaping on campus.
- ◇ Using illegal drugs on campus.
- ◇ Consuming alcohol on campus.
- ◇ Bringing an animal on campus, with exception of support animals such as guide dogs.
- ◇ Posting notices on campus other than on the designated notice boards.

- ◇ To wilfully impede the activities of Carey and other students; such as teaching, research, study, or community activities.
- ◇ To wilfully misrepresent disability, temporary illness, or exceptional circumstances in order to claim special conditions and consideration.
- ◇ Fabricating or falsifying data in relation to research and thesis work.
- ◇ To copy from or inappropriately communicate with other students or staff members during examination.
- ◇ To impersonate or arrange the impersonation of another student during work or examination, including assisting or benefiting from another student preparing material for ones-own assessment; with exception to prescribed group assessments.
- ◇ Assisting or encouraging another to breach any regulation or policy, or any of the above.

## **IT CODE OF CONDUCT**

The internet provides a source of information that can be of benefit to every programme of study and course therefore Carey offers visitor and student access to the campus WiFi and provides a number of computers within the J. Ayson Clifford Library to students for study related purposes.

While utilising the internet through Carey you are required to uphold the Carey Code of Conduct, the laws of New Zealand, and any other Policies and Regulations set out by networks and/or institutional entities whose websites or databases you may access.

Please note that the Code also applies to the use of student email addresses whether they be accessed through the internet at Carey or accessed through another internet connection.

## **USER RESPONSIBILITIES**

Users are expected to act in all situations responsibly and ethically, with honesty and integrity. Users are expected to respect the rights of others and to help others to do the same.

As a user, you are responsible for:

- Following existing security policies and procedures which refer to Internet use and refraining from any practices which might jeopardise the computer systems and data files of Carey. This includes downloading files from the Internet which may contain; virus or worm attacks, spyware, adware, or any other software identifiable as malware. It also includes the usage of; tracking cookies or scripts, port scanning, packet capturing, or password and access-key capturing.
- Following the procedures and guidelines for the usage, storage, transfer, and protection of data. This includes the checking of external data sources, such as pin drives, for viruses before using them with Carey equipment.
- Knowing and understanding the limitations and restrictions set out in the New Zealand Privacy and Copyright Acts.
- Ensuring your data is secured and adequately backed up as Carey does not provide services for the recovery of files. This includes ensuring that you are logged off before leaving any personal or Carey equipment unattended.
- Conducting yourself in a way that reflects positively on Carey and its associates even when using the internet for personal reasons.

**USER RESTRICTIONS**

Please note that every user is held responsible for their actions and activity and that misconduct will result in disciplinary measures.

The following actions and activities are prohibited:

- Sharing your password or login details and/or using the account of another user.
- Posting personal communications without the original author's consent or posting anonymous messages.
- Using the network for any illegal activity, including violations of copyright and gaining unauthorised access or performing any acts of hacking.
- Using the network to access, retrieve, or print text and/or graphical information that promotes or encourages unethical or illegal behaviour. This includes any files or messages that are profane, obscene, or that use language that intends to offend and degrade others.
- Using the network to access material of a pornographic nature.
- Using the network to communicate in a way which is considered discriminatory or derogatory to any group or individual, or to harass any group or individual.
- Using the network to engage in any personal commercial activities, this includes offering services and selling merchandise online or ordering services and merchandise from online vendors. This also extends to any fundraising activity and/or endorsement of products or services.
- Participating in any lobbying activity, including distribution of chain emails or engaging in any political activity.
- Degrading and/or disrupting equipment, software, or system performance.
- Engaging in any activity which may compromise the security of the Carey server and/or a Carey computer; such as downloading, exchanging, and storing unauthorized software.
- Using the network for any other activities which may reflect negatively on Carey and its associates.

**USAGE LIMITS**

Carey takes a fair usage stance and does not limit the amount of data a user can download. However, data should be relevant to the area of study and work being undertaken and consideration should be given regarding the impact large downloads may have on other users.

**EMAIL ADDRESSES**

When using a Carey email address, the following should be observed:

- Only send emails to those to whom they are intended for. If copying in or forwarding, consider the relevance of that email to the additional recipients.
- Do not send emails with attachments to large groups.
- When sending an email be aware that you are representing Carey, any personal opinions should be clearly stated as such.
- Check your inbox regularly.
- Do not open any emails unless you have confidence in the source, this includes attachments.

**PERSONAL USE**

We advise against storing personal data on the Carey servers for security and privacy reasons; please note that personal photographs and music libraries are prohibited from being stored on the Carey servers.

The Carey network and facilities may be used for leisure or personal purposes, including the use of social media, sending and receiving personal emails, browsing the internet, and playing computer games. However, in addition to the user responsibilities and restrictions the following apply:

- The activities must not incur any expenditure for Carey.
- The activities must not impact adversely on other users.
- The activities must not impact on your performance in study and work.

## **MISCONDUCT**

Any breach of this Code of Conduct may be investigated and a student to be in breach of the Code may be subject to disciplinary measures as outlined in the Disciplinary Procedure.

## **DEFINITIONS**

The following definitions apply to this policy:

*Staff* means Carey staff

*Student* means Carey students

*Carey* means Carey Baptist College

## **KEY RELEVANT DOCUMENTS**

Include the following: Student Conduct Policy and Student Disciplinary Policy and Procedure

# Carey Student Disciplinary Procedure

## INTRODUCTION

Carey expects that students will act reasonably towards one another and towards all members, contractors and guests of Carey.

## APPLICATION

All students

## PURPOSE

The purpose of this Procedure is to inform students and staff of the disciplinary measures and process at Carey and in doing so, ensure fairly and equitable treatment.

## DISCIPLINARY MEASURES

If a student behaves in a manner substantially disruptive to the operation, good order, or teaching at Carey, or if a student's conduct is inappropriate, disciplinary measures may apply. For breach of any statute, regulation, rule or policy Carey may impose one or more of the following penalties:

- a. issue a reprimand orally or in writing to the student charged with the offence in terms that it considers appropriate in the circumstances;
- b. require the resubmission of an assessment or assessments
- c. reduce the grade for fail an assessment or course
- d. a limitation or prohibition on attendance at any class or classes or the use and enjoyment of any of the facilities;
- e. cancellation of a student's enrolment in a course of study or training;
- f. in determining any matter which involves damage to property, Carey may, with or without imposing a penalty, require restitution to be made

All penalties must be approved by the Principal. The Principal will ensure that appropriate disciplinary procedures were followed and that the penalty is appropriate to the offence, taking into consideration the circumstance surrounding the misconduct or breach.

Please note that if misconduct is of a serious nature, disciplinary measures may be taken immediately in order to protect the safety students and staff alike.

## GROUNDS FOR DISMISSAL

If an offence is of a serious nature or if in the case of repeat offences that Carey Board may, at their discretion, conclude that expulsion from Carey is required.

Before reaching such a decision all relevant misconduct procedures must be followed and where appropriate other disciplinary measures tried.

## APPEAL

Students may appeal against a decision for disciplinary measures or dismissal only on the following grounds:

- That new evidence is available, relevant to the misconduct or breach, which was not or could not be reasonably available at the time when the decision was made.
- Where medical or other exceptional circumstances contributed to an inability to attend a hearing.
- If there was an error in the misconduct procedures.
- If the penalty is inconsistent with or unsupported by the evidence provided during the misconduct proceedings.
- Or if the penalty is disproportionate to the misconduct or breach.

## DISCIPLINARY PROCEDURE

1. If a student or member of staff suspects or witnessed misconduct or a breach occurring, they must notify the Executive Director immediately
2. The Executive Director will then undertake some preliminary investigations regarding the misconduct or breach to determine whether enough evidence available in order to proceed to a hearing.
3. This hearing will normally take place within seven working days of notification. Please note that if the student or staff member is non-responsive within a reasonable length of time the hearing will proceed without them. Alternatively, the student or member of staff may, at the Executive Director's discretion, provide a written statement.
4. The student will then be requested to attend the hearing with the Executive Director and any other appropriate parties. After the hearing, the Executive Director will determine whether misconduct or a breach has taken place and if so whether the offence is minor or of a serious nature depending upon the impact that the offence has on other students or members of staff or on the impact to the integrity and reputation of Carey.
5. If there is insufficient evidence provided to determine whether misconduct or a breach has occurred either more information will be requested or the hearing will be declared inconclusive and no disciplinary measures will be taken.
6. If the misconduct or breach is determined and is considered to be minor the student or member of staff will receive a written warning from the Executive Director. However, if the misconduct or breach is of a serious nature the matter will be brought before the Principal who will determine whether suspension or other restrictions are required, or in very serious cases the Principal will decide whether the matter needs to be brought before the Carey Board for deliberation with regards to grounds for dismissal.
7. Once a decision has been made the student or member of staff will be notified of the outcome and any disciplinary measures that will be taken as a result of their misconduct or breach, if it is concluded that misconduct or a breach did occur.
8. An appeal should be made in writing to the Chair of the Board within fourteen days of the decision notification. When making a request for appeal students must clearly state the grounds on which the appeal is being made; this should include whether you are appealing:
  - a. The decision made with regards to being found guilty of misconduct or a breach.
  - b. The penalty imposed.

- c. Or both the decision and the penalty.
- 9. Please note that sufficient supporting evidence and/or details must be provided in order that it can be determined whether an appeal can proceed.
- 10. Once appeal requests are submitted to the Chair of the Board they will determine if the appeal is supported. The decision of Board shall be final.

## **DEFINITIONS**

The following definitions apply to this policy:

**Staff** means Carey staff

**Student** means Carey students

**Carey** means Carey Baptist College

## **KEY RELEVANT DOCUMENTS**

Include the following: Carey Student Code of Conduct, Carey Student Complaints Procedure

# Carey Student Complaints Procedure

## INTRODUCTION

Carey Baptist College (“Carey”) is committed to maintaining a fast and effective procedure to allow all students to bring forward any complaints or grievances where there is a cause for concern and immediate attention.

## APPLICATION

All Carey students.

## PURPOSE

Carey aims to provide the best possible solutions for resolving complaints as soon as possible, in an amicable manner which will benefit the interests of both parties involved.

## PROCEDURE

If a student has a complaint in relation to the teaching or operation of Carey they should speak in the first instance with the person involved. If the result of speaking with the person does not resolve the complaint then a student may wish to lodge a formal complaint.

The student must submit their complaint in writing and deliver it to Carey for consideration by the Principal who may also consult the faculty.

Once a formal complaint is lodged then some or all of the following actions will be pursued in order to resolve the issue:

- Upon receipt of a complaint, all members of the Management Team will be advised of its lodgement.
- The student, supported by a person or persons of their choice, should then have the opportunity to speak with the Management Team regarding the complaint.
- The Management Team will deliberate, after hearing the complaint and considering the written request, and seek to resolve the complaint at that stage.
- If the Management Team is unable to resolve the complaint they will refer it to a mediator who is deemed acceptable to both parties. Please note that the decision for such a person will be binding.

Once a complaint is resolved summary notes and the decisions are to be recorded. Copies of all correspondence from and to you will be kept in your student file.

At any stage in the process students may lodge a grievance with the Quality Commission, an independent body that provides a complaints resolution service for students: [www.itenz.co.nz/quality-commission](http://www.itenz.co.nz/quality-commission)

Students also have the right to lodge a grievance with NZQA, who provide a service to assist students with complaints. NZQA can be contacted via email, [helpdesk@nzqa.govt.nz](mailto:helpdesk@nzqa.govt.nz)



## **MEDIATION**

Where appropriate and in instances where agreement cannot be reached, mediation may be called for.

A mediator will be selected on the agreement of all parties, however if agreement cannot be reached the Principal will nominate an appropriate mediator.

Once a mediator has been appointed they will contact each party and speak with them separately before another hearing is called.

At the conclusion of the hearing and the period of mediation, the mediator will complete a report outlining the proceedings and the decisions reached; this report must be signed by all parties and mediator.

## **INTERNATIONAL STUDENT COMPLAINTS PROCEDURE**

If after completing the complaints procedure outlined in the Student Complaints Policy and Procedure, a student believes that their concerns or grievances have not been resolved they may, as an international student, contact the New Zealand Qualifications Authority ([www.nzqa.govt.nz](http://www.nzqa.govt.nz)).

If it is a contractual or financial dispute international students can contact iStudent Complaints ([www.istudent.org.nz](http://www.istudent.org.nz)), the appointed operator of the International Student Contract Dispute Resolution Scheme 2016 (DRS).

For further information about making a complaint, email NZQA on [qarisk@nzqa.govt.nz](mailto:qarisk@nzqa.govt.nz) or phone 0800 697 296.

## **DEFINITIONS**

The following definitions apply to this policy:

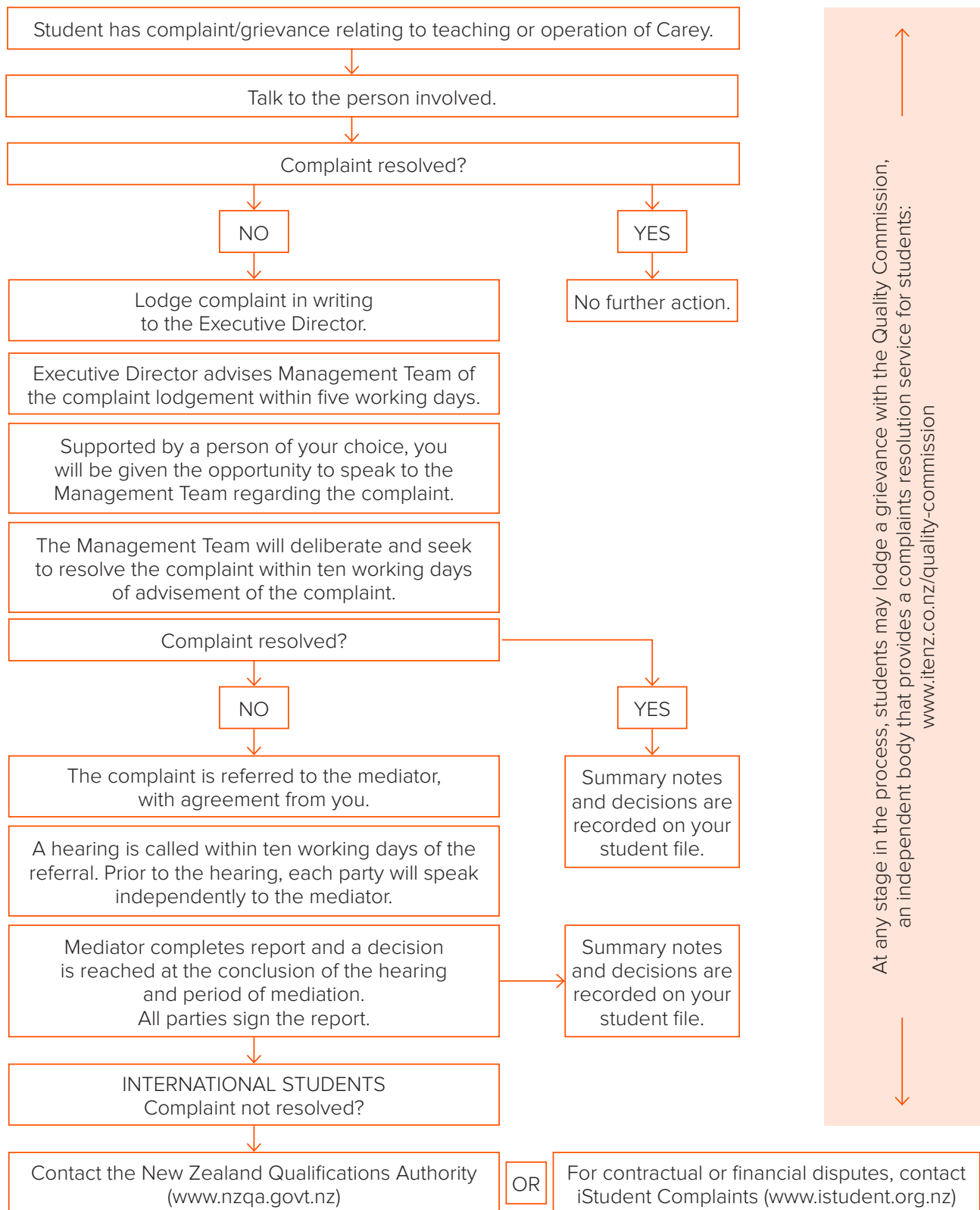
**Staff** means Carey staff

**Carey** means Carey Baptist College

## **KEY RELEVANT DOCUMENTS**

Include the following: Student Code of Conduct, Carey Harassment Complaints Policy and Procedure

## COMPLAINTS FLOWCHART



Students also have the right to lodge a grievance with NZQA, who provide a service to assist students with complaints. For further information about making a complaint, email NZQA at qarisk@nzqa.govt.nz or phone 0800 697 296.

# Carey Harassment Complaints Policy and Procedure

## INTRODUCTION

Harassment of any nature at Carey Baptist College, "Carey" is regarded as a serious offence and will not be tolerated. Harassment is also illegal under the Employment Relations Act 2000 and the Human Rights Act 1993.

## APPLICATION

All Carey staff, students and contractors.

## PURPOSE

Carey is committed to providing a safe working environment for all students and members of staff, one which is free from any form of harassment and where people are treated with dignity and respect.

## SCOPE

Harassment is defined as is any unwanted comment, conduct or gesture directed toward an individual or a group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. Harassment also includes any promises or threats, both explicit and implied, in return for sexual favours. Harassment is a form of discrimination.

## POLICY AND PROCEDURE

Carey will treat all complaints of harassment seriously and will work with students to find an appropriate means of addressing the complaint. Please note that all complaints will be investigated and handled with sensitivity.

## MAKING A COMPLAINT

If a student feels that they may have been a victim of harassment from any supervisor, employee, lecturer, student, or any other person in connection with their study or employment at Carey, they should bring the matter to the immediate attention of one of the Harassment Officers.

The following staff members have been appointed as Harassment Officers at Carey and should be a student's first point of contact if they have any enquiries or complaints concerning harassment.

HARASSMENT OFFICERS	
The Principal	The Executive Director
John Tucker	Chris Berry

Any discussions with either of the Harassment Officers will be treated by them as being in the strictest confidence and the decision regarding whether to proceed in making a formal complaint remains with the student.

Please note that a serious complaint of harassment may be brought before the Human Rights Commission, in accordance with New Zealand legislation.

## RESOLUTION OF COMPLAINTS

When dealing with complaints of harassment you may decide to pursue a number of approaches in order to resolve the issue.

### INFORMAL RESOLUTIONS

If a student decides that they do not wish to lodge a formal complaint they are still able to pursue a resolution and Carey will support and assist. Students may choose to either:

- Approach the offender directly and take action personally. However, this approach is only recommended if you feel comfortable in approaching the offender.
- Request a third party to mediate between yourself and the offender; this can be done either together or individually.

Or if the harassment is of a less serious nature and no direct resolution is deemed necessary, the Harassment Officers may send a general memorandum to all students and members of staff, including contractors, via email reminding them of their responsibility to foster a safe environment.

### FORMAL RESOLUTIONS

If a student decides to lodge a formal complaint they may do so in writing or verbally with one of the Carey Harassment Offices.

Please note that formal complaints must include:

- A description of the event(s).
- The name of the offender.
- The date(s) and location(s) where the offending behaviour took place.
- The effect the behaviour had on you.
- And details of any witnesses, if applicable.

The Harassment Officer may then, with the student's consent, send the formal complaint to the offender. Should the allegation be accepted at this stage by the offender, the formal complaint may be placed on the Harassment File and a warning will be issued to the offender.

However, in the event that the offender does not accept the allegation, the Harassment Officer will assign an individual or individuals to investigate the complaint fully and fairly. As part of this investigation, the accused offender will be given the opportunity to be heard and offer explanation.

If the result of this investigation finds the offender guilty then if appropriate, recommendations for remedial action and/or disciplinary measures will be given by the investigator(s) to the Principal who will then determine the final course of action to be taken in order to resolve the complaint.

Please note that, at the discretion of the Principal and in accordance with the Disciplinary Procedure, an offender may receive disciplinary measures.

If the offender is a student measures such as suspension from their programme of study or in serious offences grounds for dismissal may be considered.

If the offender is an employee of Carey measures such as suspension without pay, probation, re-assignment of responsibilities, or of serious offences the termination of employment may be considered.

However, if the result of this investigation finds the offender innocent, meaning that they were not able to conclude that Policy for Harassment was violated, Carey still reserves the right to bring to the attention of the accused offender that their conduct was deemed to be inappropriate.

Please note that Carey also still reserves the right to contact any appropriate external authorities should this be deemed necessary in order to resolve the complaint, in the instance that student feels that even after the investigation that their complaint is not sufficiently resolved.

## **DEFINITIONS**

The following definitions apply to this policy:

**Staff** means Carey staff

**Carey** means Carey Baptist College

## **KEY RELEVANT DOCUMENTS**

Include: Carey Student Code of Conduct, Student Complaints Procedure

# Carey Students Travelling Abroad Policy and Procedure

## INTRODUCTION

Carey students sometimes undertake international travel for the purpose of research and study. Such activities may involve risks which need to be managed.

## APPLICATION

Carey students travelling outside New Zealand for Carey activities and Carey staff members who are involved in organising, supporting or authorising such travel.

## PURPOSE

To assure the safety of students travelling abroad. This will be done by providing instructions and clarifying responsibilities for safe travel.

## POLICY

### SCOPE

1. Staff members are sometimes approached by individual students or groups of students for advice regarding planned international travel. Staff members providing advice to such students needs to clarify with the students at the outset whether or not such travel is for a Carey activity, and, if so, inform the students of their obligations as outlined in this policy.
2. If any person is uncertain whether or not contemplated travel is considered to be for a Carey activity as outlined in this policy, they will need to consult the Management Team.
3. All students planning to travel abroad for a purpose other than a Carey activity do so independently of Carey. Such students are solely responsible for making their own travel arrangements and making their own decisions regarding personal safety. While they are not required to comply with this policy, such students are nonetheless permitted and encouraged to voluntarily contact the Management Team for advice regarding their travel arrangements.

## TRAVEL PLANNING AND RESPONSIBILITIES

Carey provides resources and support services aimed at facilitating safe travel experiences for students travelling on Carey activities. Carey aims to educate student travellers about health and safety issues and facilitate safe student travel. However, Carey cannot ensure that students will travel incident free, nor can it account for all potential health and safety risks associated with travel outside New Zealand

All student travellers are required to:

- prepare themselves in advance for international travel
- research and be aware of the risks involved with their planned trip
- ensure that they are mentally and physically prepared for travel (including the necessary vaccinations)
- ensure they have appropriate and adequate travel and medical insurance
- register with MFAT Safe Travel and obtain any recommendations to travel that are required in the procedures of this policy

- lodge their travel plans with Carey
- conduct themselves in a safe manner while travelling
- bring any potential health and safety concerns they may have to the attention of the appropriate office or department at the place of travel (if any) as well as the trip organiser and or the Management Team as soon as possible after the concern arises

The trip organiser is responsible for ensuring that students have:

- registered with Safe Travel
- lodged their travel plans with Carey

The trip organiser must consider applications for authorisation for travel from students participating in Carey activities in accordance with this policy and all accompanying procedures

Carey has no control over international events, and will not be responsible for the refund of any costs or losses, including the loss of timely academic progress associated with student travel or the cancellation of student travel. Pursuant to this policy, Carey will however endeavour to find an alternative way of achieving such academic progress if the events could not be reasonably forecast

## PROCEDURES

### TRAVEL SUPPORT

The Administration Team provides support for the implementation of this policy by working with trip organisers and student travellers to:

- provide advice and assistance, particularly in cases where there are Government travel advisories or warnings and advising Carey authorities on decisions to restrict or recommend against student travel
- offer pre-departure checklists, resource materials and advice to student travellers

### RISK RATING SYSTEM

1. Carey takes into account the MFAT and other governments' travel advisory risk levels to assess whether or not staff members and students should engage in Carey activities in various regions of the world. MFAT uses a three-level risk system and provides advice on security risks in several destinations, based on information from a number of sources
2. In situations of 'extreme risk', Carey advises against all travel. This advice usually applies to areas where there is conflict, warfare or civil disturbance. Students in or planning to go to these areas should be aware of the limits on official assistance that can be provided there. The New Zealand Government may not be able to assist if students are detained, injured, or otherwise prevented from leaving these areas. There may be little warning of airport closures, cancellation of air services or closure of airspace to civilian air traffic
3. In situations of 'high risk', Carey advises that non-essential travel, including tourist travel, is to be deferred. High risk means MFAT has specific indication/s of possible location, timing or place of threatened action from sources that may be regarded as reliable (The Ministry does not disclose the detailed information that may be behind such assessments).
4. Situations deemed to be of 'some risk' signify a level of risk that warrants caution. Some risk means there is a heightened but still generalised threat of terrorism. Travellers need to be especially alert and vigilant. Sensible precautions include avoiding large gathering places such as shopping malls and public events. In non-Western destinations places identified with Western interests such as bars, nightclubs, and commercial premises with a strong Western identity are to be avoided if possible

### **TRAVEL TO 'SOME RISK' DESTINATIONS**

Students may travel for Carey activities to destinations classified 'some risk' by MFAT and other governments, provided that they comply with the conditions and requirements set out in the associated policy and these procedures. Provided they comply with the conditions and requirements set out in the associated policy and these procedures they are not required to seek authorisation for such travel.

### **TRAVEL TO 'HIGH RISK' AND 'EXTREME RISK' DESTINATIONS**

1. Carey will not support student travel to a country or region with a government travel advisory set at 'high risk' or 'extreme risk' unless exceptional circumstances exist.
2. If it is believed exceptional circumstances exist, he or she may apply for special consideration as outlined in these procedures
3. A student seeking such consideration must apply in writing to the principal
4. It is the responsibility of the principal or his or her delegate to determine whether, on considering relevant advice and other supporting information, to authorise the travel to proceed or not before approving such travel. The principal would normally require that:
  - the travel has the written support of the Dean of Faculty;
  - for a student under the age of 18 years, the trip has the written support of the student's parents or legal guardians
  - the trip organiser has submitted a risk assessment, and emergency planning and other supporting documentation
  - the student or trip organiser can demonstrate that they have taken adequate steps to mitigate risks at the location and will have adequate support and guidance while in the region. In making this assessment, the Principal will consider the student's experience and background in the region and whether they are travelling with an established person or organisation with expertise in providing safe travel within the region
  - the student has adequate and appropriate travel and medical insurance
5. Special considerations of this nature will only be granted in exceptional circumstances.
6. The fact that the conditions listed above have been met does not create any entitlement to a special consideration by the Principal

### **REVOCATION OF AUTHORISATION**

Notwithstanding a decision made by the Principal pursuant to these procedures to authorise travel for a particular student, the Principal may review a student's application for special consideration and may decide to revoke such special consideration for the student to travel as a result of safety concerns, or a change to the risk status of a country or region

### **CHANGES TO RISK RATINGS**

1. If the New Zealand Government risk rating of a country or region are increased while students are participating in Carey activities, students are required to follow the advice of MFAT and the New Zealand Embassy, and leave the country or region if advised to do so.
2. Students who refuse to follow the advice of MFAT or the New Zealand Embassy will be considered to be on unsupported travel and will be subject to the provisions relating to unauthorised travel



### UNAUTHORISED TRAVEL

1. No Carey resources may be used in unauthorised student travel for Carey activities. In the event Carey becomes aware of such travel, Carey may, at its discretion, take any of the following measures:
  - suspend or cancel the travel/Carey activity or the student's participation in the above
  - suspend or cancel any funding to the student from sources controlled by Carey
  - subject to applicable laws, advise third parties that the student's travel is not authorised or supported by Carey. Third parties might include government agencies, sponsors, parents, or next of kin of the student
  - subject to the approval of the Dean of Faculty, withdraw the student from registration/enrolment in any course or programme supported by the travel or decline to award academic credit for activities undertaken while travelling.
2. When making a decision according to the above procedures on unauthorised travel, Carey will consider any information that has been received from the student.

### REQUIREMENTS TO REPORT PROBLEMS

1. Carey students are to report any concerns or problems related to their own health and safety abroad to the appropriate office or department in the place of travel (if any) and to the trip organiser/Executive Director soon as possible during their travel.
2. Carey will provide students with access to all relevant Carey resources, and where necessary, will coordinate a response to any problem.

### GENERAL TRAVEL PROCEDURES

1. Students travelling outside of New Zealand for Carey activities may be required to attend pre-departure workshops.
2. Carey will keep a copy of all written applications to travel together with the Principal's decision, the risk assessment, emergency plan and supporting information developed for each student traveller.

### DEFINITIONS

The following definitions apply to this policy:

**Carey activities** means any activity:

- undertaken by a student to fulfil a requirement for academic progress at Carey; or
- organised by Carey; or
- paid for in whole or in part from Carey funds, including without limitation, third party research or other funds administered by Carey or
- an activity that is encouraged by Carey, supported by academic staff and is directly relevant in terms of the student's professional/academic development

Carey activities do not include activities organised solely by a student or group of students unless they otherwise meet the definition of Carey activities

**Student** is an individual enrolled in a programme of study at Carey

**MFAT** refers to the Ministry of Foreign Affairs and Trade

**Safe Travel** ([www.safetravel.govt.nz](http://www.safetravel.govt.nz)) is the official source of advice from MFAT and registration for New Zealanders travelling or living overseas

**Trip organiser** is the member of staff arranging, requiring, authorising or supporting the trip or activity

**Carey** means Carey Baptist College

## **KEY RELEVANT DOCUMENTS**

Include the following:

Staff Travel Policy

Travel Abroad Form

Travel Abroad Risk Checklist

# Carey Travel Abroad Form and Checklist

Students must read the [Carey Students Travelling Abroad Policy](#) and Procedure prior to completing this form. Staff must read the [Staff Travel Policy](#) prior to completing this form.

The Travel Abroad Form and the associated Risk Checklist are primarily designed to help students and staff prepare and to mitigate risk when travelling for Carey activities.

All travellers must submit the [Travel Abroad Form](#) and indicate that they are aware of the risks and mandatory controls in the Risk Checklist. All travellers must adhere to the controls.

Travellers approved by the Principal to go to a [High or Extreme Risk](#) destination by the Principal, must complete the [Travel Abroad Form](#) and the Risk Checklist.

## SECTION A: PERSONAL AND EMERGENCY CONTACT DETAILS

Your details	Next of kin details
Name	Name
Address	Address
Phone	Phone
Mobile	Mobile

## SECTION B: DETAILS OF TRAVEL

Countries being visited and proposed dates

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Brief description of the purpose of travel

Details of the local support (if any) that I will have while overseas, including contact information

Please comment on risk identification and categorization (using the MFAT Safe Travel website), including travel advisories, accommodation and food, and steps taken to minimize risk. If the destination is considered extreme risk please attach further information about your reasons for the travel, and why your study/research cannot be carried out elsewhere.

**SECTION C: MEDICAL ISSUES**

Existing relevant medical conditions (note how these may be affected by travel and/or fieldwork and how this will be managed).

If appropriate the student should consult Student Health or their personal doctor at least two months before travel, regardless of destination, to check on appropriate medications or immunisations.

Are Immunisations required for the destination/s? Yes/No

If yes, please list the immunisations that are recommended for your destination:

**SECTION D: ALL TRAVELLER DECLARATION**

I have read the Risk Checklist and familiarized myself with the possible risks, and will adhere to the mandatory controls.

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION E: FOR TRAVELLERS GOING TO HIGH OR EXTREME RISK COUNTRIES**

I have completed the Risk Checklist attached to this form and will adhere to the mandatory controls.

I am in the process of applying/have received permission from the Principal [delete as appropriate]

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

## TRAVEL ABROAD RISK CHECKLIST

THREAT	CONTROLS	CONTROLS IN PLACE		
		YES	NO	N/A
<b>Personal Safety and Security</b> <b>Risk from political instability or crime</b> <b>For High or Extreme Risk destinations: country politically unstable, likelihood of civil unrest, injury from indiscriminate or targeted attacks, mugging or kidnapping.</b>	Traveller registered on the MFAT Safe Travel website, and confirmed areas of travel are not high or extreme risk. Follow all advice from MFAT regarding no-go areas, use of public transport etc.			
	Locals guides contacted for further information if required.			
	High or Extreme Risk Destinations: get specific security advice from insurer.			
	High or Extreme Risk Destinations: avoid travel to/ via high or extreme risk locations if practicable.			
	High or Extreme Risk Destinations: seek local advice to put Government advice in context			
	High or Extreme Risk Destinations: have local contact from reputable organisation meet at airport with proof of identity			
	High or Extreme Risk Destinations: select recognised international hotel chain where practicable with appropriate security in place			
	High or Extreme Risk Destinations: select recognised international hotel chain where practicable with appropriate security in place			
<b>Lack of travel insurance/ documents/legal requirements for entry not met</b> <b>Possibility of delays or stranding without help, and/or entry to country refused or delayed.</b>	Passport checked as valid (with up to 6 months validity until return)			
	Traveller has secured copy of all travel plans, key documents (eg passport)			
	Traveller has contact details for Carey/travel agent/tour leader and local Embassy/High Commission/Consulate at the destination			
	Carey has copy of travel plans and access to key document details (eg passport).			
	Visa requirements checked and visa obtained if necessary.			
	Letter of invitation available if required.			
	Work permit requirements checked and permit obtained if necessary.			

THREAT	CONTROLS	CONTROLS IN PLACE		
		YES	NO	N/A
<p><b>Lack of insurance cover for work overseas.</b></p> <p><b>Individual or Carey directly liable for claims of damage, negligence or injury. Staff unable to claim for damage/injury in the event of an incident.</b></p>	<p>Carey travel and other insurance policies provide an acceptable level of cover.</p>			
<p><b>Risk of accident/injury/illness/poor health requiring medical help.</b></p> <p><b>High or Extreme Countries: risk of poisoning from contaminated food or water, infection and disease. Inadequate medical support in country</b></p>	<p>Traveller is generally fit and healthy, with no significant pre-existing medical conditions that could lead to illness while overseas.</p>			
	<p>Appropriate and adequate travel and medical insurance is obtained.</p>			
	<p>Any costs for payment can be met by traveller if required. Need for payment in advance will not delay emergency treatment if required.</p>			
	<p>Appropriate immunisations/medication obtained prior to departure.</p>			
	<p>Adequate supply of essential prescription medicine is carried, with a doctor's note justifying quantities as needed.</p>			
	<p>High and Extreme Risk: Obtain health advice prior to departure</p>			
	<p>High and Extreme Risk: Take emergency first aid kit and other essential items (eg mosquito net, water purification tablets etc) appropriate for the health risks faced in the country. Follow food/water hygiene/safety advice.</p>			
	<p>High and Extreme Risk: carry special emergency contact card translated into local language</p>			
<p><b>Accommodation</b></p> <p><b>Hotel and/or place of work not safe, risk of fire or attack.</b></p>	<p>Accommodation/workplace is in safe location, and of acceptable standard for fire, security and hygiene. Traveller checks the fire precautions and evacuation routes on arrival.</p>			
	<p>If concerns about the location on the room (eg ground floor) request an alternative room or transfer hotel.</p>			

THREAT	CONTROLS	CONTROLS IN PLACE		
		YES	NO	N/A
<b>Emergency communications</b>  <b>Loss of communications between traveller and NZ, resulting in an inability to obtain/provide assistance if required.</b>	Travel plans kept by Carey electronically so they can be accessed out of hours and off-site.			
	Traveller has emergency mobile number for a member of the Carey Management team in an emergency, and has this set up on mobile phone and kept in hard copy			
	Mobile data plan set up in-country (if appropriate)			
	Laptop enabled for internet and email (if appropriate)			
	High or Extreme Risk Destinations: Plan established for regular contact with Carey (resulting in immediate emergency follow-up if not adhered to)			
<b>Transport</b>  <b>Risk of road, aviation or marine safety standards are inadequate/unacceptable, risking injury or death.</b>  <b>Risk that legal requirements are not met (insurance, international drivers licence, suitability of vehicle for passenger transportation etc)</b>  <b>Availability and standards of transport are acceptable, and are understood by the traveller. Unsafe means of transport will not be used.</b>	Availability and standards of transport are acceptable, and are understood by the traveller. Unsafe means of transport will not be used.			
	Traveller has appropriate documentation eg valid driving licence			
	If required, car insurance (Collision Damage Waiver, Third Party Insurance) is obtained.			
	Any travel costs associate with travel in-country can be met			
	High or Extreme Risk Destinations: Follow MFAT advice re driving at night, use of taxis or hire car companies, safety or otherwise of self-driving, safety of trains and buses, what to do in the event of an accident.			

THREAT	CONTROLS	CONTROLS IN PLACE		
		YES	NO	N/A
<b>Laws and Culture</b> <b>Risk of breaching local laws, arrest. Local standards do not provide an acceptable level of safety, or adequate protection for the environment. Social structures – offence to hosts or general population.</b> <b>Problems with local authorities due to lack or loss of/ inadequate documentation leading to delay, arrest, imprisonment.</b>	Cultural norms and local laws are understood and can be accommodated, including dress codes, photo taking, general etiquette)			
	Comply with import/export/carriage of dangerous goods/illegal materials and customs requirements.			
	High or Extreme Risk Destinations: scan all travel documents including letter of invitation to a secure on-line account.			
	High or Extreme Risk Destinations: scan all travel documents including letter of invitation to a secure on-line account.			
<b>Lack of Money</b> <b>Risk due to theft/ unforeseen travel disruption</b>	Make advance travel claims for expenses if appropriate (staff only)			
	Obtain local currency sufficient for duration of stay and some reserves (consider travellers cheques and other emergency currencies such as USD as appropriate)			
	Check that credit cards are generally accepted in the country, and that cash is available via ATMs.			
	Keep a note of credit card numbers and related details separate from the cards themselves.			
	Have emergency number of bank/credit card company.			
<b>Weather</b> <b>Extreme heat, cold, weather events</b>	Traveller is medically fit for adverse weather conditions.			
	Conditions unlikely to lead to a medical or other emergency.			
	Pack appropriate clothing, footwear, sunscreen etc.			
<b>On return</b> <b>Lessons learnt not passed on to other travellers and Carey leading to problems for other travellers.</b>	Report any accidents, incidents to be processed through Carey’s standard reporting procedures.			
	Review and update this risk assessment checklist for future travellers after international travel.			



THREAT	CONTROLS	CONTROLS IN PLACE		
		YES	NO	N/A
Further hazards (specify) (Please detail any further hazards applicable to your trip.)				

# Appendix

**TABLE 1: MAINTENANCE OF ENROLMENT AND ACADEMIC RECORDS**

See PTE Enrolment and Academic Rules 2012:

[www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html](http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html)

PTE ENROLMENT RECORDS	
<p>4.1 The accurate enrolment records for each student that must be kept up to date by PTES are:</p> <p>NOTE:</p> <p>The records listed in rule 4.1 for each student must be kept until at least two years until the completion of the education or training in which the student is enrolled</p> <p>The enrolment records must be kept in a manner that ensures they are easily recovered and printed from, and readily available on, the PTE's electronic data storage system.</p>	Full name and address of the student;
	Contact details for the student;
	The student's national student number;
	Nationality and whether a domestic or international student;
	The education or training in which the student is enrolled;
	The start and finish dates of the education or training;
	Details of the student meeting the entry requirements of the education or training including, where applicable, scores for English language entry requirements;
	Invoices and receipts for fees paid to the PTE and the dates of payment, with course fees, commissions, accommodation fees, living expenses, and other fees separately identified;
	For international students, their visa (if any) and other immigration details, the contact details of any agent through whom the student enrolled at the PTE, a copy of the student health and travel insurances, student fee protection trustee records, and passport numbers.

## ACADEMIC RECORDS

6.1 The accurate academic records that must be kept, and kept up to date, by PTEs for students enrolled in education or training at the PTE are:

Records of individual student assessment and examination results (for example, for prescriptions, papers, assessment standards) that include the name of the student, the date of achievement and the relevant grade, which are to be kept as a permanent record;

All student assessment materials generated from education or training in which students are enrolled or full copies of them (and they must be readily available on request), for at least 12 months from the date of completion of that education or training (for the avoidance of doubt, this includes assessment materials of education or training provided by sub-contractors of the PTE);

Any cross credits, credit transfer, and recognition of prior learning arrangements for individual students, and the evidential basis for them, which are to be kept as a permanent record;

Records of student attendance, which are to be kept for at least the duration of the student's enrolment;

**NOTE:**

For all student records required to be kept under rule 6.1, the records must be kept in a manner that ensures they are easily recovered and printed from, and readily available on, the PTE's electronic data storage system);

Records of the achievement of awards or qualifications by the students, which are to be kept as a permanent record;

(c) A back-up copy for all records referred to in paragraph (a) of this rule 7.1 must also be kept in a manner that is accessible in the event of PTE closure, natural disaster, or emergency, and for at least the period of time the particular records themselves are required to be kept.



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