

# 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

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:

- 2.1.6.** 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.
- 2.1.7.** 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.
- 2.1.8.** 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 Semester Dates	Adding a Course		Deleting a Course			
	Allowed	Admin Fee	Allowed	Refund	Admin Fee	Academic penalty
Friday of the first teaching week	Yes	Yes	Yes	Yes	Yes	No – course is removed from academic record
Friday of the second teaching week	Only with Academic Director approval	Yes	Yes	Yes	Yes	No - course is removed from academic record
After the Friday of the second teaching week but before the Friday of the fourth teaching week	No	N/A	Yes	No	Yes	Course is shown as Withdrawn (WDN) on academic record
After the Friday of the fourth teaching week	No	N/A	No	No	No	Course will be shown as Did Not Complete (DNC) on academic record

## 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. POSTGRADUATE 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 fulltime 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 2021

Please note that all fees outlined are for 2020 and are subject to annual review.

TUITION FEES	
Undergraduate On-site & Distance	\$746 per 15 credit course
Undergraduate International Students	\$2,260 per 15 credit course
Audit (not for credit) per course	\$320 per 15 credit course
Postgraduate	\$1,879 per 30 credit course
Postgraduate International Students	\$4,520 per 30 credit course
TRAINING TRACKS	
Pastoral Leadership Training	\$1,600
Youth Pastoral Leadership	\$1,600
Intermission	\$700
Mission Track	\$800
Youth Discovery	\$700
Ngā Pou Amorangi	\$700
Ethnic Ministry Training	\$700
COMPULSORY STUDENT SERVICES FEE (FACILITATES ON-CAMPUS SERVICES)	
Per 15 credit on-campus course	\$40
Per 30 credit on-campus course	\$80
ADDITIONAL FEES   In addition to tuition fees, the following charges apply	
Late Application Fee (waived if before early application deadline)	\$50
Enrolment Fee	\$40
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
<b>LIBRARY SERVICES FEES</b>	
Photocopy Card and Costs	\$2.00 for the cost of the card + 10c per black & white, 15c per colour copy
Penalty for Late Returns for Recalled Books	\$5 per item
Library Interloan (for Postgraduate Students only)	\$5 per item
Library Subscription (for non-students)	\$50 per year
<b>FIELD TRIP FEES</b>	
Noho Marae (Te Ao Māori, Understanding Culture)	\$62 + Koha per visit

# 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.

PAYMENT DATES	
<b>Students starting in Semester One</b>	All fees due first day of semester
<b>Students starting in Semester Two</b>	All fees due first day of semester

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

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

# Other Course-Related Costs

## 1.5 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.

## 1.6 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.

## 1.7 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.

## 3. ACADEMIC REGALIA

1.8 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 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, will be marked, but will not be awarded a grade other than a "Pass" or "Fail". An assignment submitted more than two weeks after the due date will receive a "Fail".
- 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
<b>"D" Range (35-49%) = Unsatisfactory</b>		
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
<b>"E" Range (0-34%) = Fail</b>		
E	0-34%	Fails to attain acceptable standard in all criteria assessed
<b>Ungraded "Pass" / "Fail"</b>		

<b>Pass</b>	Ungraded Pass	All criteria met
<b>Fail</b>	Ungraded Fail	All criteria not met
<b>Additional Grades</b>		
<b>DNC</b>	Did Not Complete	
<b>W</b>	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

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

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:

- 2.1. Thesis (90 credits) – 25,000-30,000 words including footnotes but excluding Bibliography.
- 2.2. Thesis (120 credits) – 35,000-40,000 words including footnotes but excluding Bibliography.

## 3. RESEARCH PROPOSAL APPROVAL

Before commencing work on a thesis, a student is required to:

- 3.1. Negotiate a topic with a potential Supervisor, in order to construct a research proposal.
- 3.2. Submit the research proposal along with all appropriate information to the Academic Committee for approval.
- 3.3. Obtain ethics approval, where appropriate, from the Carey Ethics Committee.
- 3.4. 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.
- 3.5. 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
  - 6.1.1. 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.
  - 6.1.2. 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 student's Supervisor(s) and may:

11.8. Seek to negotiate consensus, if the difference between recommended grades is two points or less.

11.9. Accept the recommendation of the External Examiner, except in instances when the difference between recommended grades includes a failing grade.

11.10. 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	Fulltime
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

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	Fulltime, 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	Fulltime, 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.

Full-time/Part-time Carey's Bachelor of Applied Theology provides a programme for training people for effective leadership and participation in a wide range of ministry and mission settings.

## 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 Maori
  - MM581 Mission of God
  - MS6/705 Christian Spirituality

## ADMISSION REQUIREMENTS

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	Fulltime, 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	Fulltime, 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).