2023/2024 Student Handbook

Higher education

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The *Student Handbook* is published by Australian Lutheran College (ALC) and contains information about higher education study at ALC.

Published by

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While every effort has been made to ensure content of this handbook is as accurate as possible at the time of publication, ALC reserves the right to update and amend as necessary.

Contents

Handbook introduction

Australian Lutheran College—its nature and purpose

Australian Lutheran College (ALC) exists to serve the ministry and mission of the Lutheran Church of Australia and New Zealand (LCANZ). We aim to deliver higher education undergraduate and postgraduate degrees that combine quality academic teaching with real-world practical experience. ALC is recognised for high educational standards, student-centred and holistic approaches to learning and teaching, and unwavering Christian commitment.

The **vision** of Australian Lutheran College is a Christ-centred, transformative, intercultural learning community for the sake of the gospel of Jesus Christ, serving and leading with confidence, integrity, courage, and compassion in a constantly changing world.

To meet that vision, the **mission** of Australian Lutheran College is to provide contemporary research and a robust and engaging pre-vocational and post-secondary theological education that equips God's people to serve with competence and humility.

ALC is a college of the University of Divinity—a partnership that enables ALC to meet the expanding vision of the church in its mission to an ever-changing, complex and diverse postmodern world, and enables students to benefit from the scholarship and experience of the other teaching institutions of the University. The fully accredited courses of study ALC offers enjoy worldwide recognition and attract Youth Allowance, Austudy or Abstudy for eligible full-time students.

Australian Lutheran College—history

The beginnings of ALC go back to the concern of Lutherans in Australia in the 1840s to educate people for service in the church.

ALC's more immediate history can be dated from 1968 when two institutions, Luther Seminary and Lutheran Teachers College/Lay Training Centre (LTC), came into being with the formation of the Lutheran Church of Australia (LCA) in 1966. The former two Lutheran seminaries—Concordia and Immanuel—were merged to form Luther Seminary for the preparation of pastors. LTC had responsibility for theological education for teachers, deaconesses and lay parish workers. In 1990 LTC moved on to the campus of Luther Seminary and three programs were formed under the umbrella of Luther Campus—Luther Seminary, Lutheran Teachers College and Lutheran School of Theology.

In 1998 a new single institution was formed which retained the name 'Luther Seminary'. The name was changed to Australian Lutheran College in 2004 in order to better express the nature of the institution and the breadth of its programs. ALC continued to seek new methods for relevant theological training for the church in Australia. This led to the establishment of ALC's first Vocational Training and Education (VET) qualifications in 2010.

In December 2010, ALC became a recognised teaching institution of the Melbourne College of Divinity, which began operating as a specialist university in 2012 and is now the University of Divinity.

The decision to join the consortium of the University enables ALC to benefit from the ecumenical nature and research culture of the University yet retain its unique character as the post-secondary theological education provider for the Lutheran Church of Australia and New Zealand (LCANZ).

See https://alc.edu.au/about/history/ for more about ALC's history.

Australian Lutheran College and the University of Divinity

College status

ALC is a college within the University of Divinity (UD) and is accredited to teach towards the degrees and diplomas offered by the University.

University of Divinity

The University of Divinity is Australia's oldest ecumenical theological institution. Established (as the Melbourne College of Divinity) by an Act of State Parliament in 1910, today UD comprises colleges in multiple locations across Australia, representing the Anglican, Baptist, Coptic Orthodox, Lutheran, Roman Catholic, Salvation Army and Uniting Church traditions. It also includes a specialist centre for the study of Christian Spirituality.

The University is committed to ecumenical co-operation in theological education which enables each member institution to be true to its own heritage and commitments, yet at the same time open to the enrichment of engagement with others. The opportunities created by such cooperation are available in few other places in the world.

At UD there is a central administration, together with academic committees responsible for the maintenance of educational standards across the institution. The member colleges and other teaching bodies, like the faculties of a university, engage in teaching and learning activities with students. However, the University is unlike most universities in that although the teaching colleges are independent, they do not grant degrees. The UD model parallels that of Oxford or Cambridge colleges in relation to the relevant university.

UD is a leading institution when it comes to theological research, and receives substantial research funding from the Australian government. In 2012 it became the first specialised university of its type in Australia, underlining its commitment not only to teaching but also to high quality research.

University of Divinity Office of the Vice-Chancellor/General enquiries
90 Albion Road
Box Hill VIC 3128, Australia
T: +61 3 9853 3177
E: enquiries@divinity.edu.au
W: https://divinity.edu.au/

Schools

School of Indigenous Studies	School of Graduate Research	School of Professional Practice
233 Milton Road Milton, Qld, 4064 Australia T: +61 3 9853 3177 E: enquiries@divinity.edu.au https://divinity.edu.au/university/school-of-indigenous-studies/	90 Albion Road Box Hill VIC 3128, Australia T: +61 3 9131 4924 E: skashyap@divinity.edu.au https://divinity.edu.au/university/school-of-graduate-research/	90 Albion Road Box Hill VIC 3128, Australia T: + 61 3 9131 4918 E: spp-support@divinity.edu.au https://divinity.edu.au/university/school-of-professional-practice/

Colleges

The University is structured around its colleges. Each college is a unique learning community where staff and students together engage in a culture of scholarship.

The University's Academic Board accredits academic staff at each college, including teachers and researchers. Applications for such accreditation are made by a college after endorsement by the college's Academic Committee.

All students enrol in the University's awards through one of its colleges, though they may take units at other colleges as part of their course of study.

The system is explained in depth by Vice-Chancellor Professor Peter Sherlock in the paper The Collegiate University.

College contact details can be found at https://divinity.edu.au/about/colleges-and-schools/.

Graduate Attributes

The University of Divinity graduate attributes shape all University courses of study, and establish the University's aspirations for all of its graduates.

1. **Learn**
   Graduates are equipped for critical study, especially of Christian texts and traditions

2. **Articulate**
   Graduates articulate theological insight and reflection

3. **Communicate**
   Graduates communicate informed views through structured argument

4. **Engage**
   Graduates engage with diverse views, contexts and traditions

5. **Serve**
   Graduates are prepared for the service of others

Study at ALC—programs and courses

Introduction

ALC offers educational opportunities in higher education (coursework and research) as well as Vocational Education & Training (see https://alc.edu.au/study/vet-study/) and numerous training options through *ALC Training* (see https://alc.edu.au/training/). All ALC programs are based on a distributed learning model and can be accessed by students located anywhere. Some units and programs retain the expectation that students will participate in synchronous lectures and/or tutorials. These are live-streamed.

Discover discernment program

Discover is a program of study and spiritual discernment designed to help people explore how they might serve in the church.

Students participate in Discover concurrently with a formal ALC academic program, most typically a Diploma. While supported centrally through webinars and other individual and collective conversation, Discover intentionally focuses on assisting the participant to develop reflective ministry practices in their local context. At its core is ministry and congregational involvement which provide the context for the reflection. These take place under the oversight of the congregational pastor or his delegate.

Hearing God's call is both an individual and a collective endeavour, hence Discover incorporates both. Some participants come into the program with a sense of call they wish to test; others are asking the question 'What do you wish of me Lord?' Either way, Discover seeks to assist participants to

- Be aware
- Think theologically
- Serve faithfully

For students subsequently seeking entry to the pastoral studies stream, the Discover portfolio is used in the admission process and the Diploma counts as the first year of the academic work. For participants exploring other ministry avenues, the Diploma may be an academic endpoint or the first year of an ongoing undergraduate academic journey which results in an advanced diploma or bachelor's degree. Discover is available free of charge to those students enrolled full- or part-time in a Diploma, or other ALC courses by negotiation.

Anyone who has completed an undergraduate degree may complete Discover through a Graduate Diploma of Theology. Negotiation of entry at this level and course advice is required and granted on an individual basis.

See https://alc.edu.au/discover/.

Education Studies Stream

ALC works with teachers and pre-service teachers to develop their understanding of, and equip them for, service as an educator in a Lutheran or other Christian context. The focus of the programs is on biblical and theological literacy, understanding the Lutheran context, the teaching of Christian Studies, and leadership. The dialogue between education and theology underpins all Education Studies Stream units.

Courses and units are offered for pre-service and in-service teachers. For pre-service teachers, the Lutheran Strand program can be accessed by undergraduate and postgraduate students undertaking initial teacher training at universities throughout Australia.

For in-service teachers, ALC offers graduate and masters level degrees and works with Lutheran Education Australia (LEA) to provide accreditation pathways for teachers in Lutheran schools seeking accreditation as a Christian Studies teacher or a leader.

Pre-service teachers
The Lutheran Strand
The Lutheran Strand is ALC's program of academic units and vocational formation which helps to prepare pre-service teachers for their role in the ministry and mission of Lutheran schools. The Lutheran Strand can be undertaken at both undergraduate and postgraduate levels.

The Lutheran Strand consists of two required components: a study component and a practical vocational component.

Academic study—Lutheran Strand (undergraduate)
There are four units in the Lutheran Strand for undergraduate students, normally

- BN1002L New Testament Introduction OR BA1001L Old Testament Introduction
- CT1002L The Christian Faith
- DE2007L Principles and Context of Lutheran Schooling
- DE3012L The Practice of Lutheran Education

Students can access the Lutheran strand units online from anywhere in Australia, and where there are elective units in the concurrent Bachelor of Education, ALC units may be able to be cross-credited. The course coordinator at the home university will be able to provide advice with regard to this.

Undergraduate students who complete the full requirements of the Lutheran Strand to an appropriate standard receive a vocational certificate from ALC in addition to the academic degree awarded by their university. Lutheran Education Australia (LEA) accepts the ALC vocational certificate as partial completion of the requirements leading to accreditation as a Christian Studies teacher in Lutheran schools.

Academic study—Lutheran Strand (postgraduate)
Students in the postgraduate Lutheran Strand are enrolled into the Graduate Certificate in Teaching Religious Education. This is a stand-alone award completed in addition to initial teacher training.

The following three units are undertaken as part of the award.

- DE8004L Introduction to Lutheran Education
- CT8001L The Christ-Centred School
- DR8012L Teaching in a Lutheran Education Context

Students may be able to cross-credit some of the ALC units into their postgraduate teaching degrees. Lutheran Education Australia (LEA) accepts this graduate certificate as partial completion of the requirements leading to accreditation as a Christian Studies teacher in Lutheran schools.

Vocational requirements—Lutheran Strand
Students in the Lutheran Strand program generally complete their final professional experience placement in a Lutheran school or early learning centre. Where necessary, ALC staff support the university professional experience offices in arranging this placement.

Students in the final year of their Bachelor of Education may choose to be involved in practice interviews and application writing sessions.

In-service teachers
Postgraduate entry
ALC offers postgraduate courses for professional development in the area of education in dialogue with theology. The key awards are a Master of Education and Theology (MEdTheol) and Graduate Certificates in Education and Theology (GCEdTheol) and Leadership (GCL). These can be used for LEA accreditation purposes. Students may choose to emphasise leadership or teaching Christian Studies or keep their studies more general.

Open Studies Stream

The Open Studies Stream (OSS) provides study opportunities for a wide range of students, including people who wish to follow a particular vocational pathway for work in the church, and those who want to study theology for personal interest and enjoyment. Students in the Open Studies Stream can study full-time or part-time, either attending on campus or through flexible education. Students can also choose a single unit enrolment, either for credit or audit.

Courses
Open Studies Stream students who meet the entrance requirements may enrol in any of the awards ALC is accredited to deliver.

Details of these courses are provided on the ALC website at https://alc.edu.au/study/courses/.

The university of Divinity, through the School of Professional Practice, also offers courses in counselling, professional supervision, leadership and clinical pastoral education. Read more on the University of Divinity website: https://divinity.edu.au/university/school-of-professional-practice/.

Pastoral Studies Stream

The Pastoral Studies Stream (PSS) is ALC's program preparing students for ordained pastoral ministry in the Lutheran Church of Australia and New Zealand (LCANZ).

This is a comprehensive, integrated academic and formational program, in which students typically complete either the Bachelor of Theology with Bachelor of Ministry, or, in some cases, depending on prior qualifications and experience, the Master of Divinity. The program for those training to be ordained pastors of the church is currently five years full-time or equivalent part-time.

Students who are beginning their studies at ALC intending to train as pastors will begin their journey through the Discover (DipTheol) program, which enables them, at this initial stage, to learn, reflect and discern their calling for service, together with the church.

Read more about the Discover discernment program on page 8 and at https://alc.edu.au/study/discover/

If students go on to pursue their training for the ordained ministry, the academic units they have completed concurrently with the Discover program will count towards their ongoing pastoral training.

Academic and vocational certificates
Students who complete the fieldwork and other vocational requirements of the Pastoral Studies Stream receive, in addition to their academic degree/s, a vocational certificate which signifies that, in the opinion of the teaching staff of ALC, they demonstrate readiness for pastoral ministry in the church.

Courses

A full list and other information about ALC's courses can be found on the ALC website
https://alc.edu.au/study/courses/

Undergraduate
ALC offers a range of undergraduate courses which provide foundational studies in theology and ministry. Although most students intend to complete an accredited course of study, some students enrol in single units (e.g. biblical languages) either for their own interest or to supplement studies in another institution.

Postgraduate coursework
ALC also provides theological education at a postgraduate level. There are postgraduate programs for those with undergraduate degrees in other areas and advanced programs for those with undergraduate qualifications in theology or ministry.

These coursework programs equip serving pastors, teachers, church and school leaders and other people wanting to study theology for professional accreditation and personal interest, within Australia and beyond.

Higher degree by research awards
The University of Divinity has a long tradition of research excellence and produces world-class research in all theological disciplines.

All higher degree by research students and their supervisors become members of the **School of Graduate Research**. Members are entitled to a range of programs to support their successful completion, including an orientation program, annual Research Conference, HREC training, Thesis Boot Camp, and Research Methodologies.

Read more on the University of Divinity website: https://divinity.edu.au/university/school-of-graduate-research/

Undergraduate courses

Undergraduate Certificate in Divinity [CertDiv]
The Undergraduate Certificate in Divinity offers students an opportunity to explore a range of theological, philosophical and ministry-related studies. Students may explore new or develop existing knowledge and skills for vocational and professional purposes. The Undergraduate Certificate provides a pathway to further undergraduate studies in divinity-related areas and is a foundation for lifelong learning.

Diploma in Ministry [DipMin]
The Diploma in Ministry equips students with foundational knowledge and skills to engage in practical Christian ministry in a range of contexts. It explores the biblical and theological basis of ministry and assists students to utilise tools of personal and theological reflection to understand themselves in relation to their ministry contexts, grow their capacity and respond effectively to their call to serve others.

Diploma in Theology [DipTheol]
The Diploma in Theology introduces students to the key theological disciplines of Biblical Studies and Christian Thought and History. This may be extended by further study in those disciplines or by electives in the area of practical ministry studies. It may be possible for students to undertake study in a ministry setting as part of the course.

Advanced Diploma in Theology and Ministry [AdvDipTheolMin]
The Advanced Diploma in Theology and Ministry builds on the Diploma in Theology by enabling students to deepen their understanding in one or more of the key theological disciplines of Biblical Studies and Christian Thought and History and in Ministry. This is extended by further study in those disciplines and in the area of practical ministry studies. It may be possible for students to undertake study in a ministry setting as part of the course.

Bachelor of Ministry [BMin]
The Bachelor of Ministry prepares students for the practice of ministry. It establishes foundations for ministry through the study of scriptures, theological traditions, historical and contemporary contexts. It requires concentrated study in ministry praxis. The Bachelor of Ministry provides a foundation for graduates to understand and articulate their identity and place in the world. It may be possible for students to undertake study in a ministry setting as part of the course.

Bachelor of Theology [BTheol]
The Bachelor of Theology critically examines life and faith through the study of scriptures, theological traditions and historical contexts. It aims to broaden self-understanding and facilitate cultural engagement. The Bachelor of Theology assists students to develop knowledge across broad areas of theology and depth in particular areas of interest. It develops research and communication skills, and prepares graduates for further theological study.

Postgraduate courses

Coursework awards

Graduate Certificate in Divinity [GCDiv]
The Graduate Certificate in Divinity allows students to explore areas of interest in divinity and its associated disciplines. It serves as an introduction to the broad field of study of theology or philosophy and disciplines which are associated with them.

Graduate Certificate in Education and Theology [GCEdTheol]
The Graduate Certificate in Education and Theology supports participants to develop a critical appreciation of the Christian faith and its implications for their work in a faith-based education context. It aims to enhance the theological and spiritual awareness of those whose vocation is education, facilitating use of reflective practices to apply foundational knowledge and engage in the conversation between education and theology.

Graduate Certificate in Leadership [GCL]
The Graduate Certificate in Leadership allows students to focus on the spirituality of organisations and to integrate spirituality, leadership and organisational transformation. Graduates are equipped to meet the challenge of new moral imperatives facing the world.

Graduate Certificate in Research Methodology [GCRM]
The Graduate Certificate in Research Methodology equips students to apply sophisticated research skills to complex issues such as the development of a research proposal, gathering of and conceptual processing of research material, and the presentation of a research artefact, such as a dissertation.

Graduate Certificate in Teaching Religious Education [GCTRE]
The Graduate Certificate in Teaching Religious Education prepares graduates to teach religious education. It provides graduates with knowledge of the disciplines, principles, practices and traditions that form the basis for religious education.

This is the award undertaken by students in the postgraduate Lutheran Strand program.

Graduate Certificate in Theology [GCTheol]
The purpose of the Graduate Certificate in Theology is to allow those with a degree in a discipline other than theology to engage in theological study. The Graduate Certificate will introduce you to the study of theology through an engagement with the texts of the Church—both Old and New Testaments—and through an introduction to Christian Thought and History.

Graduate Diploma in Divinity [GDDiv]
The Graduate Diploma in Divinity allows students to explore multiple areas of interest in divinity and its associated disciplines or to engage with one or two areas in depth. It serves as a foundation for study of theology or philosophy and disciplines which are associated with them.

Graduate Diploma in Theology [GDTheol]
The Graduate Diploma in Theology allows students to explore areas of interest in theology. It provides a substantial foundation for further study and a means of engaging Christian thought and traditions. Graduates are able to articulate insights for Christian practice and identity.

Master of Divinity [MDiv]
The Master of Divinity is a primary theological degree for students with a degree in another area. The Master of Divinity enables students to apply an advanced body of knowledge in divinity and its associated disciplines in ministry contexts. Students broaden their knowledge and skills to prepare them for professional practice and further learning.

Master of Education and Theology [MEdTheol]
The Master of Education and Theology enables students to apply advanced knowledge of the nexus between education and theology in professional practice contexts such as faith-based schools and prepares them for further learning in these disciplines.

Master of Theological Studies [MTS]
The Master of Theological Studies enables students to apply an advanced body of knowledge in theology and its associated disciplines. Students broaden their knowledge and skills and deepen their engagement with select areas of study to prepare them for professional practice and further learning.

Master of Theology [MTh]

The Master of Theology enables students with an undergraduate degree in theology or ministry to apply an advanced body of knowledge in theology and its associated disciplines. Students deepen their engagement with select areas of study to prepare them for professional practice and further learning.

Higher degree by research awards

Master of Philosophy [MPhil]

The Master of Philosophy is a higher degree by research in divinity or one or more of its associated disciplines and is designed for individuals who bring a foundation within this disciplinary range. The purpose of the Master of Philosophy is to qualify individuals to apply an advanced body of knowledge in divinity or one or more of its associated disciplines in a range of contexts and to provide a pathway for possible further learning.

Doctor of Philosophy [PhD]

The Doctor of Philosophy is a higher degree by research or one or more of its associated disciplines. The purpose of the Doctor of Philosophy is to qualify individuals who apply a substantial body of knowledge to research, investigate and develop new knowledge, in one or more areas of investigation, scholarship or professional practice.

Doctor of Professional Practice [DPP]

The Doctor of Professional Practice is designed for experienced practitioners to develop advanced knowledge and skills relevant to their professional context. It equips mature professionals to develop their research competency and their critically reflective practice, and to further develop their theoretical knowledge.

Admission and enrolment procedures

Prospective students apply directly to ALC for admission. Every applicant engages in a course advice process and is considered on an individual basis.

New students—key steps

Step 1: Check course requirements
Step 2: Contact ALC for course advice
Step 3: Submit your application
Step 4: Course approval

Note: It is a requirement that all students attend an admissions interview with a course advisor. The interview may be conducted in person, by telephone, or an online meeting. The purpose of the interview is to help you choose the right course, to ensure you meet the admission requirements, and to plan a program of study appropriate to your course and your needs.

Undergraduate and postgraduate coursework enquiries

Enquiries regarding admission and enrolment into undergraduate and postgraduate coursework degrees and units at ALC, including advice on selection and completion of the applicable application for admission form, may be made to enquiries@alc.edu.au.

Unless otherwise indicated, all application for admission forms for courses and/or units offered by ALC are to be returned together with supporting documentation to:

Office of Student Records
Australian Lutheran College
104 Jeffcott Street
North Adelaide SA 5006
Australia
Email: enrolments@alc.edu.au

Eligibility for admission

Admission to ALC undergraduate courses is normally on the basis of successful completion of secondary education to a standard required for admission to tertiary studies. However, potential students may also be admitted on the basis of appropriate mature age entry which may include the completion of the STAT test (through SATAC) or equivalent and may include life experience and/or recognition of prior learning.

Specific entry requirements for particular courses are included in the respective course information on the ALC website.

Refer to the University of Divinity Admissions Policy.

Overseas student admission and enrolment

The University of Divinity welcomes overseas students.

The University does not use the services of education agents to recruit international students.

Students who hold a student visa to study in one of the awards of the University follow the same entry requirements as stipulated in the specific course regulation, but with the addition of evidence of English Language proficiency.

Refer to the University of Divinity Admissions Policy.

Overseas student resources
For information about applying for a student visa, completing and submitting an application form, English language proficiency and other entry requirements, fees and living expenses and overseas student support please go to the UD website https://divinity.edu.au/study/overseas-students/

Application closing dates
Please check the dates by which applications must be submitted.
https://divinity.edu.au/about/key-dates/
https://divinity.edu.au/study/overseas-students/#2-apply-for-admission
https://divinity.edu.au/sgr/future-research-students/apply/

Admission and enrolment forms
The application for admission forms for overseas students are available from the ALC website
https://alc.edu.au/study/higher-education/enrolments/

Education Studies Stream

For pre-service and in service teachers, enquiries should be directed to the Dean's Office or via email to enquiries@alc.edu.au.

The application procedure is as follows:

For all Education Studies Stream applicants
Once the application for admission forms for the pertinent academic year are published, application for admission to ALC may be made at any time until the study period closing date for enrolments. Annual application closing dates are published under 'Enrolment dates overview' at https://alc.edu.au/study/higher-education/calendars-and-timetables/.

Before submitting your application, check the course entry requirements and contact ALC for course advice if you haven't already done so.

All applications should be submitted together with required supporting documents, photo (used for identification and records) and fees as per the application for admission form.

Acceptance into the course will be advised upon approval of the submitted entrance requirements.

Additional information for Lutheran Strand students only
Undergraduate students completing an education award
- Applicants wishing to undertake the Lutheran Strand at undergraduate level must be enrolled concurrently in a Bachelor of Education or equivalent.
- Lutheran Strand students study four compulsory units.
- See 'Study requirements for undergraduate students' at https://alc.edu.au/study/lutheran-strand-for-pre-service-teachers/

Graduate students completing an education award
- Applicants wishing to undertake the Lutheran Strand while completing a Master of Teaching or equivalent will enrol in a Graduate Certificate in Teaching Religious Education and undertake the three compulsory units
- See 'Study requirements for postgraduate students' at https://alc.edu.au/study/lutheran-strand-for-pre-service-teachers/.

Open Studies Stream

Enquiries to study with ALC in the Open Studies Stream should be directed to the Dean's Office via email to enquiries@alc.edu.au. The academic requirement for admission to undergraduate degrees is normally the successful completion of the secondary schooling certificate to a standard required for admission to tertiary studies in the state in which Year 12 studies were completed.

Once the application for admission forms for the pertinent academic year are published, application for admission to the OSS may be made at any time until the closing date for enrolments for the study period.

Before submitting your application, check the course entry requirements and contact ALC for course advice if you haven't already done so.

Guidelines for completion of the pertinent application for admission form are provided on the website.

Pastoral Studies Stream

Enquiries to study with ALC in the Pastoral Studies Stream should be emailed to enquiries@alc.edu.au.

Students wishing to enter the Pastoral Studies Stream initially complete the ALC *Discover* program. This program includes both academic study, generally a Diploma in Theology, and a personal journey of action and reflection based around ministry involvement in the student's local context. When completed, the Discover portfolio is presented as one part of the process of application to the pastoral studies stream.

Higher degree by research courses

Because of the various admission requirements for the different Higher Degree by Research courses, students wishing to apply for admission to one of these courses should contact the Director of Research via research@alc.edu.au.

Postgraduate research—application procedures
Arrange for an interview with the Director of Research to discuss your proposed course of studies.

In conversation with the Director of Research, applicants for research degrees are responsible for approaching and nominating two appropriate supervisors in the area of study. Final approval of supervisors rests with the UD Research Committee.

New students are requested to present the following (all documentation must be sighted originals or certified copies):

- proof of citizenship, e.g. birth certificate or passport
- transcript(s) of any previous tertiary studies

Late enrolment

Enrolment in a coursework unit after the advertised closing date for enrolments is at the Academic Dean's discretion, and in consultation with the lecturer.

Change of enrolment

All changes to course and unit enrolment must be approved by the Academic Dean. To avoid financial penalty, unit withdrawals should occur before the published census date for the semester.

Enrolment with other University of Divinity colleges

Students taking units at other colleges of the University of Divinity should check the unit start dates and semester non-teaching period dates as they may differ from ALC dates.

Related documents and information

Policies and procedures
Go to https://divinity.edu.au/about/governance/policies-and-procedures/ e.g.

- Admissions Policy
  https://divinity.edu.au/documents/admissions-policy/
- Application guidelines
  https://divinity.edu.au/documents/guide-completing-enrolment-forms/
- Enrolment policy
  https://divinity.edu.au/documents/enrolment-policy/

Higher degree by research information
Go to https://divinity.edu.au/university/school-of-graduate-research/

General Academic Information

Access and learning support plan

As a college of the University of Divinity, ALC is committed to the provision of reasonable support to all students to assist them to enjoy a rich participation in University life. The Inclusion Policy allows for reasonable adjustment to physical structures and learning activities to ensure as far as possible equal participation by students with disability, while not disadvantaging other students or imposing undue financial or resourcing burden upon the provider.

Students who indicate on their application/enrolment form that they have a medical condition or disability and may require additional support with their studies are asked to complete a Student access and learning support application to supply some additional information in order to determine how best ALC is able to support them.

For further information about Student support provided by ALC, see page 33.

ARK

ARK is the University of Divinity's open-source learning management system being used to deliver blended and online units throughout ALC. ARK hosts the online components for all ALC units, whether delivered on campus or off, and each unit is composed of both a 'Meta' and a 'Child' unit. Meta units contain all the online content for the unit, while child units contain any assessments or graded items. Some ALC units are delivered fully online through ARK; other units are blended and also contain synchronous face-to-face requirements. These are live-streamed for students accessing programs from outside Adelaide.

Enrolling students receive login details via the 'Confirmation of enrolment' email from the Office of Student Records. Full access to the unit content required to commence the unit is available one week before the unit starts.

Access: https://ark.divinity.edu.au/login/index.php
Support: ARK User Support (after logging into ARK)
              https://alc.edu.au/study/higher-education/student-support/ark-student-support/

Assessment load

The University of Divinity Assessment Policy establishes limits for the total combined word count for all assessment tasks in a unit of study, having regard to the volume and level of each type of unit. The recommended minimum and maximum word count (or equivalent) for each study level is as follows:

- Diploma   3,000 – 3,500 words
- Undergraduate Level 1   3,500 – 4,000 words
- Undergraduate Level 2   4,000 – 4,500 words
- Undergraduate Level 3   4,500 – 5,000 words
- Postgraduate foundational – Level 8   6,000 – 7,000 words
- Postgraduate elective – level 9   7,000 – 8,000 words
- Postgraduate Minor Thesis   16,000 words

Word count includes headings, all text, footnotes and references, but not the bibliography.

For assessment tasks other than written, word count equivalency must be met e.g.
- One hour of examination time is equivalent to 1000 words
- Fifteen minutes of a verbal or visual presentation is equivalent to 1000 words

Auditing units

Students may audit an undergraduate unit with prior approval of the Academic Dean. Students enrol via the 'Application for admission—audit' form. See https://alc.edu.au/study/higher-education/auditing-at-alc/. There is a charge for auditing a unit. This must be paid upfront; FEE-HELP cannot be used to fund audit subjects.

When students are approved to audit a unit by attending lectures or workshops, they have the responsibility to attend classes regularly just as if they were doing the unit for credit. They are not, however, expected to complete the required assignments, nor is the lecturer expected to mark assignments that the student may choose to submit. However, a student may participate in class discussion at the discretion of the lecturer. The student cannot build on the audited unit for credit at a later time in the course, but will be required to repeat

the unit in its entirety. If a student wishes to discontinue auditing a unit, he/she is to complete and submit the [Unit of Study Amendment Form](). Once classes have commenced there is no refund on audit fees if the student discontinues.

Only one unit may be audited per study period (maximum of 2 units per academic year) and a maximum of six 18 point units may be audited before enrolment in units for credit is required. However, the number of audit units in a calendar year may be negotiated to accommodate LCANZ-endorsed church-to-church arrangements for overseas visitors and/or non-LCANZ-trained pastors who are required to complete a transition program.

Calendars, timetables and schedules

For current calendars, timetables and schedules, consult the ALC website https://alc.edu.au/study/higher-education/calendars-and-timetables/. Refer to UD's [Unit Management System]() for information on unit delivery.

Capstone unit

Capstone units are designed to be undertaken in the final stages of the degree program, and prompt the student to gather together the learning achieved in the degree. This may be focussed in an extended essay , an integrative seminar, a ministry project, or a theological synthesis.

Class sizes

Normally the minimum number of students in a class is six. Where enrolments are less than six, the class may continue at the discretion of the Academic Dean.

Copyright ©

Please note the copyright regulations as applicable to students. Students may in all cases copy materials for study or research purposes guided by 'fair dealings' as outlined in Copyright Council Information.

The 10% rule applies in the case of fair dealing copying. For the purposes of research or study the Copyright Act specifically provides that it is a fair dealing to make a single copy of a journal article, one chapter or 10% of a book of ten or more pages, or 10% of the number of words in a work that is in electronic form.

ALC does not authorise infringement of copyright. It is the student's responsibility to ensure copyright compliance. Check the [Australian Copyright Council]() website for up-to-date information.

Course load

Undergraduate
Normally 4 units per semester (72 pts in total) constitute a standard load, and only under special circumstances and with the special approval of the Academic Dean can this be exceeded. Students may, however, be required to complete the pertinent ALC stream program requirements in addition to course-related units.

Centrelink considers 75% (3 units) or above to be full time for the purpose of student assistance payments.

Note: Full-time students seeking casual or part-time employment are advised that the maximum number of hours recommended for such employment is ten hours per week.

Postgraduate
Normally 3 units per semester (72 pts in total) constitute a standard load. Students may, however, be required to complete the pertinent ALC stream program requirements in addition to course-related units.

Standard annual full-time enrolment
- A standard full-time undergraduate load usually consists of 144 points (8 x 18 points) in one calendar year (72 points each semester).
- A standard full-time postgraduate load usually consists of 144 points (6 x 24 points) in one calendar year (72 points each semester).

Course transfer

Students studying coursework degrees who wish to transfer from a course should contact the Office of Student Records.

Cross-crediting arrangements

Units offered by other accredited tertiary institutions may be accepted towards ALC courses only where transferred units correspond substantially in content and standard to equivalent ALC units and meet currency and validity requirements.

Delivery mode

'Mode' refers to the method of delivery at unit level.

Under three broad headings of contact mode/attendance, each unit is allocated with one type of mode related to how the unit is delivered.

1) **Internal**: *Always* physically attending a campus or specified location at a specified time.
   - **Face to Face**: Attending classes on campus, with a scheduled class time delivered in real time.

2) **External**: *Never* physically attending a campus or specified location.
   - **Online:** Considered to be **asynchronous** – all learning and participation is wholly online; students watch videos or work through material in their own time (e.g. any learning activities are not delivered in real time).
   - **Online – synchronous**: Considered to be synchronous – all learning and participation is wholly online, but students are required to 'attend' lectures at a specified time as unit content is delivered in real time.

3) **Multi-Modal**: *Sometimes* physically attending a campus or specified location.
   - **Blended**: A combination or mix of internal and/or external study.
   - **Intensive**: Unit content is delivered via a compacted study period.
   - **Supervised**: A program of study undertaken by a student under direction of a supervisor.
   - **Practicum**: Assessment for the unit of study involves practical, field or work experience (e.g. CPE, STFE).

EndNote

EndNote is a reference management software tool, used to manage bibliographies and references when writing essays and articles.

EndNote software is available to **all staff and currently enrolled students** of the University of Divinity.

The latest version of EndNote 20 is available in either Windows or MAC versions.

EndNote can help you:
   - Collect and organise **references** to resources, such as books and journal articles.
   - Add **citations** to your documents, and
   - Create **bibliographies** that use standard citation styles.

EndNote's *Cite While You Write* feature links references to a Microsoft Word document and automatically generates a reference list/bibliography.

To access the software complete an EndNote Access form and email it to endnote@divinity.edu.au. Staff/students will then receive instructions on how to download the EndNote file.

The EndNote LibGuide is available on the Library Hub and EndNote training guides and videos are available via the Academic Resources page.

Fields and disciplines

The University of Divinity structures its learning, teaching and research around four broad areas of academic interest or specialisation called Fields, with each Field housing a range of disciplines.

Fields
There are four Fields of study for units offered by ALC.

Field A—Humanities
Units of study in Humanities are designed to provide students with the opportunity for reflective and critical engagement in the conversation between human culture, religious experience and the Christian tradition. The purpose of this engagement is to encourage the development of students' effective engagement with the wider world of learning.

Field B—Biblical Studies
Units of study in Biblical Studies are designed to provide students with the skills and opportunity for reflective and critical engagement with the primary written texts of the Jewish and Christian traditions. The purpose of this engagement is to encourage the development of scholarly ability in interpreting biblical texts, in particular for authentic ministry in church and world.

Field C—Christian Thought and History
Units of study in Christian Thought and History are designed to provide students with the skills and opportunity for reflective and critical engagement in the conversation between the Christian tradition, its historical development and in contemporary contexts. The purpose of this engagement is to encourage critically informed theological reflection in the churches.

Field D—Theology: Mission and Ministry
Units of study in Practical Theology are designed to provide students with the opportunity and skills for reflective and critical engagement in the conversation between the 'texts' of human experience, contemporary culture and the Christian tradition. The purpose of this engagement is to encourage the development of effective strategies for Christian praxis in the church and the world.

Disciplines
A discipline is a specialised area of study within a Field e.g. Old Testament and New Testament are disciplines within Field B, Biblical Studies.

Field A: Humanities

AH History	AP Philosophy
AL Biblical Languages	AR Religious Studies
AL Languages ancient and modern	

Field B: Biblical Studies

BA Old Testament	BS Biblical Studies
BN New Testament	

Field C: Christian Thought and History

CH Church History	CT Systematic Theology

Field D: Theology—Mission and Ministry

DA Mission and Ministry	DP Pastoral Theology and Ministry Studies
DC Canon Law	DR Religious Education
DD Spiritual Direction	DS Spirituality
DE Education Studies	DT Moral Theology
DL Liturgy	DU Ecumenical Studies
DM Missiology	LE Leadership

The code for each unit uniquely identifies the field, discipline, level (see below), subject, mode and college of the unit. This information will help identify the particular units required to satisfy course requirements. Some units are cross-listed to other disciplines, so have several separate codes.

Levels

The University uses three levels of study in undergraduate (first degree) studies (levels 1–3, all bachelor units equivalent to AQF level 7), and two levels for postgraduate study (levels 8 and 9, AQF level 8 and 9 equivalent). Level is described by the first number in each unit code. For example:

- BA**1**001L is undergraduate level 1
- AL**2**002L is undergraduate level 2
- CH**3**005L is undergraduate level 3
- CT**8**002L is level 8 postgraduate unit
- DE**9**016L is level 9 postgraduate unit

Here is a quick guide:

- Level 1 units introduce you to the subject area and are generally studied in first year or in an exit point qualification. They provide theory on which to base future study and develop your study skills.
- Level 2 units require more specialised study including independent research.
- Level 3 units challenge you with advanced topics, and typically involve a culmination of study.
- Level 8 units are foundational and advanced units for people who haven't completed a bachelor level theological award; normally they require a single 6000 word assessment.
- Level 9 are postgraduate theological coursework and research units.

Unit codes

The source code for ALC units is the **unit code**, which is a a unique alpha-numerical arrangement to represent

- the way a unit fits within the UD fields of study
- the discipline within the field
- the highest level at which it is offered
- the UD College through which it is delivered.

Reading unit codes

Field + discipline + (highest) level + 3-digit identifier + College e.g.
CT1002L and DE9016L

Scheduled unit codes

From the source code, **scheduled unit codes** are generated, which are registered with the University of Divinity and the codes that then appear in the student academic record. As some units are offered at more than one level to fit course requirements, these codes identify

- the specific level a student elects to study the unit

Note: codes do not necessarily coincide with those of previous years.

Reading your enrolment record in Paradigm—the student record management system

The scheduled unit code is the alpha-numerical representation of scheduled units offered within a study period which is used to enrol students into units. It identifies:

- How the unit fits within the University study structure
  - Field (first letter)
  - Discipline (second letter)
  - Study level (first digit)
- Identifying unit code
  - 3 digit identifier unique within the discipline (second, third and fourth digits)
- The institution which delivers the unit (i.e. the UD college)
  - Units delivered by ALC are indicated by L (for Lutheran) (Final letter)

Example scheduled unit code broken down

BS8042L	–	B	–	Denotes Field B—Biblical Studies
		S	–	Denotes Discipline = Biblical Studies
		8	–	Indicates the level is postgraduate level 8 (foundational)
		042	–	Unique unit code identifying unit is *Big Questions: Caring for the Earth*
		L	–	The unit is delivered by ALC

Graduation

Conferral of award/certificate is subject to satisfactory course completion and contingent upon payment of all outstanding fees. Once you've met the requirements for your course of study, ALC will apply to the University for you to graduate.

You can contact ALC to seek advice on whether you have completed the requirements of your course or will do so in the near future.

Formal confirmation of eligibility to graduate must be made by the University's Academic Board. Eligible students are sent an email from the Dean of Academic Programs at the Office of the Vice-Chancellor inviting them to register online for a ceremony. You should complete the registration process whether you intend to attend a ceremony or not.

The online registration will ask you to choose:
- Your preferred ceremony date and location from the options available
- Whether you will attend the ceremony, or graduate *in absentia* (not attend)

If you do not receive an invitation to graduate by email from the Office of the Vice-Chancellor at least four weeks before the ceremony you expect to attend, inform the Registrar, via student.records@alc.edu.au, at ALC immediately.

Keep ALC informed at all times of your current email and postal address.

For more information see https://alc.edu.au/study/higher-education/graduation/ and https://divinity.edu.au/study/graduation/.

Individual units

Under normal circumstances students are required to enrol in a course. Where students wish to complete only individual course units (for example, Hebrew and/or Greek) applicants complete the 'Single subject or cross-institutional enrolment form'.

Listing of qualifications and awards

Post-nominal are honorifics and initialisms indicating a rank, qualification or status placed after the name of a person. Qualifications and awards are cited in shortened form (e.g. BEd not Bachelor of Education).

Punctuation
Post-nominal notation uses minimal punctuation. Individual post-nominals are separated by spaces, not commas; full stops are not used to abbreviate qualifications, and there are no spaces within each qualification (e.g. DipTheol—not Dip.Theol and not Dip Theol)

Ordering of qualifications and post-nominal notations
1   National honours (such as The Order of Australia, AC, AO, AM, OAM)
2   Qualifications by order of conferral (from oldest to most recent)
3   Fellowships
4   Memberships of professional associations
5   Parliamentary and military designations
Example: Jane Smith BA(Hons) DipT(SecGen) GradDipReadingEd GradDipTh(Ed) MEdSt EdD MACE

Orientation

ALC provides an orientation module in ARK to assist students to become familiar with the processes and expectations in operation at ALC. It provides important information about how to access unit materials and assessment tasks, key university dates, where to access student services and support, how to arrange a student ID card and what the university expects of its students.

Policies

Policies and procedures pertinent to study with ALC can be accessed on the ALC website: https://alc.edu.au/study/higher-education/policies/ and the UD website: https://divinity.edu.au/university-of-divinity/governance/policies-and-procedures/.

Prerequisites

A unit cannot be undertaken unless the prerequisites have been fulfilled or unless approval has been received from the Academic Dean for the prerequisites to be waived.

Satisfactory academic progress

Students are required to maintain satisfactory academic progress while completing their course. Any student who records a fail grade in more than 50% of units attempted in a calendar year will be placed on academic probation and required during the next calendar year to achieve satisfactory progress. If the student fails to achieve this, the student can no longer continue in the course.

In addition to these requirements, regulations governing all coursework degrees stipulate that the UD Academic Board may, from time to time, determine other course requirements that must be met in order to achieve satisfactory progress.

If the ALC Academic Dean deems that a student has not achieved satisfactory progress, the matter will be addressed according to the Student progress policy.

The ALC Academic Dean is responsible for notifying the student in writing of any and all measures to be implemented. Such letters constitute an 'early warning notice' and are deemed to be an indicator of unsatisfactory progress.

Enrolment may be terminated at any time by the Academic Board on the recommendation of the Academic Dean if the progress of a student continues to be unsatisfactory.

Student essentials

Student essentials is a resource area in ARK linking to policies, forms and other documents you may need to access during your studies with ALC. The Orientation module is located in Student essentials.

Supervised reading unit

Students may seek permission to undertake an individual program of study, known as a Supervised Reading Unit (SRU), under the direction of a Supervisor as approved by the Academic Dean. Supervised Reading Units may only be taken at Undergraduate level 3 or at Postgraduate Elective level 9. Students wishing to undertake a supervised unit should consult initially with their Course Advisor. In this mode, students are sometimes involved in classroom sessions, but normally have regular contact with the lecturer as arranged, working through the unit content as outlined in the unit outline.

Supervised Theological Field Education

Some units of study are designated as Supervised Theological Field Education (STFE) units. These units include

- a compulsory field placement of a minimum of 96 hours for undergraduate units and 144 hours for postgraduate units and

- a minimum of 24 hours of theological reflection and integration which includes 6 hours of individual pastoral supervision

At least two STFE units must be undertaken in the Bachelor of Ministry and are optional in other courses.

Termination of tuition

Tuition may be terminated if students do not maintain a satisfactory academic standard during the course or if course requirements are not met.

If termination occurs for overseas students, they must inform DIBP within 28 days and seek to resolve the situation.

Time limits for completing courses

The maximum time for completion of a course is normally three times as long as the minimum full-time duration e.g. the Bachelor of Ministry may be completed over three years full-time or up to nine years part-time. If a student hasn't completed the course within the normal course duration, the academic standing of the student will be reviewed and the amount of credit which can be carried forward will be determined on the basis of changes which have been made to the course over the period.

Unit enrolment

Application for admission forms for each academic year are available on the ALC website from November in the previous year. Unit enrolments are normally due two weeks prior to the start of the study period.

Further information in relation to enrolment in specific courses and streams is provided under the regulations for those courses and from course advisors.

Unit Management System

All accredited and scheduled units are published on UD's Unit Management System located at https://units.divinity.edu.au/.

Unit value

Each unit of study is assigned a point value. Points reflect a common measure of load in courses. Standard undergraduate units are worth 18 points; standard postgraduate units are worth 24 points. The total number of points completed assists ALC to calculate course progress and completion.

Unit workload (volume of learning)

For undergraduate students the workload for a standard (18 point) unit is 150 hours, normally 36 hours of engagement plus 114 hours of personal study, typically three contact hours per week (or equivalent) and another 9.5 hours of individual student work per week over a 12-week teaching period.

For postgraduate students the workload for a standard (24 point) unit is 200 hours, normally 36 hours of engagement plus 164 hours of personal study, typically three contact hours per week (or equivalent) and about 14 hours of individual student work per week over a 12-week teaching period.

Withdrawal from units

Students wishing to withdraw from a unit should contact the Office of Student Records.

Withdrawal without financial penalty
Students who withdraw from their unit or course of study on or before the census date will, according to the method used to pay tuition fees, either
- be eligible for a full tuition fee refund, or
- not incur a FEE-HELP debt.

For further information please refer to the Tuition fee refund and remission of FEE-HELP debt on the ALC website or the University's Fees policy.

Withdraw without academic penalty
The academic penalty date is the date when academic participation in a unit is confirmed.

Students may withdraw from a unit without academic penalty until the academic penalty date in the study period. After that time, the student will normally incur a fail grade in that unit.

Note: dates for the appropriate withdrawal procedures are included in the academic calendar on the ALC website.

Assessment procedures

Introduction

Assessment is normally undertaken for each unit in a course. Assessment aims to
- support and stimulate learning and teaching
- promote reflective and critical engagement
- evaluate understanding and/or performance

Assessment tasks
- provide evidence of the attainment of unit and course outcomes and graduate attributes
- assist students to achieve the learning outcomes of the unit
- ensure coverage of the unit content and objectives
- create learning opportunities
- help develop and assess generic academic skills
- promote wider reading
- provide a means of feedback

Assessment procedures

In order that assessment be as open, verifiable and uniform as possible, the following procedures are followed:
- assessment criteria include not only knowledge of theological content but also the ability to reflect theologically and to apply theology to issues under consideration
- the methods of assessment vary from unit to unit and may be the result of negotiation between student and lecturer
- since the system of assessment is designed to fit the unit and its presentation, the lecturer may operate with quantitative, statistical, qualitative, or attitudinal criteria in assigning grades
- each student will be assessed in the manner indicated in the particular unit guide and supplement, and in accordance with UD regulations where appropriate.

Final grade requirements

The final grade given for a unit is based on the qualitative assessment of a set amount of work. Grades awarded for work returned during the semester are not final, but are to inform and assist learning. Refer to the University of Divinity Assessment Policy.

Assignments

The following factors should also be noted carefully.

General
Assessment tasks are determined by the lecturer and outlined in the unit outline.

Word count limit
Each assessment task has a recommended length i.e. word count or equivalent. The number of words in an assignment should normally be within 10% of the number set. Word count includes headings and all text, footnotes and references and excludes bibliography. Where a word count is specified for an assessment task, the submitted material must be accompanied by a statement of the word count. For more detail, refer to the University of Divinity Assessment Policy.

Presentation
Assignments should be prepared following the guidelines set down in the ALC *Write on!* style guide.

Academic integrity
The College is committed to the basic academic right of students to receive due credit for their work submitted for assessment. Academic honesty is a core value of ALC. Students should not submit work for assessment that dishonestly represents the work of others as their own.

- On submission students need to declare their work is original
- Assignments will not be accepted for marking through Turnitin unless the declaration of original box has been ticked
- Refer to the Academic Integrity Policy and Code of Conduct

Due date
All assessments tasks are required by the due date. The time of submission is provided in the unit guide. Any extension of time must be requested via the online extension application process accessible via *Student Essentials* in ARK

Assignment copy
Where practical, students should keep a copy of all work submitted in case of:

a.   academic grievance
b.   administrative or technical problems

Students should keep copies until the final grade is published or any appeal finalised.

Assignment submission
All assignments and essays are to be submitted for grading through ARK, to the specific assessment task within the enrolled scheduled unit.

Extensions of time
Due to unforeseen circumstances, students may find themselves unable to submit assignments by the due date. Unforeseen circumstances are defined as those that:

a.   Are beyond the student's control; and
b.   Make it impracticable for the student to complete the assessment requirements by the due date.

Types of extensions
a.   For extensions of up to two weeks—students may apply for a lecturer's extension.
   •   must be sought prior to the due date for the Assessment Task by written application
b.   For extensions of up to four weeks, or requested after the due date—students may apply for an Academic Dean's extension.
   •   must be sought b via the online extension application process accessible via *Student Essentials* in ARK
   •   must include any supporting evidence required to support the claim
   •   may require the agreement of the lecturer of the unit

Process
a.   The lecturer/Academic Dean needs to be satisfied of reasonable grounds for granting the extension, and that it will not afford undue disadvantage or advantage to the student
b.   The student will be informed whether the extension has been granted or rejected.
c.   The work must be submitted no later than the newly agreed due date.

Special grading consideration (additional assessment types or conditions)
Allowable assessment variations in specific serious and exceptional circumstances may be granted by the Academic Dean, including extensions beyond that which are permitted under other forms of extension. Refer to the University of Divinity Assessment Policy.

Overdue assignments
Overdue assignments for which an extension has not been granted and assignments submitted after the agreed extension will normally be penalised academically. A student may appeal, in accordance with the University Appeals Policy, against the reduction of a grade for late work.

Implications for not meeting due dates
Work handed in after assigned due dates will receive a penalty as per the University of Divinity's Assessment Policy. Penalties are applied on the following basis:

Up to 24 hours late:	At the lecturer's discretion
Over 1 day and up to 1 week late:	10%
Over 1 week and up to 2 weeks late:	20%
Over 2 weeks and up to 3 weeks late:	30%
Over 3 week and up to 4 weeks late:	40%

Work submitted 4 or more weeks after the due date is not accepted and a grade of 0% is recorded. See 'Late penalties' in the Assessment Policy.

Enrolment amendment (withdrawal)—grade implications

- Prior to the census date students can withdraw from a unit without penalty. No record of the enrolment will appear on their record.
- In the period after the census date up to the academic penalty date, students who withdraw from a unit will receive a grading of 'W' (Withdrawn) on their official transcript.
- Those who withdraw after the academic penalty date will normally be marked 'F' (Fail).

Examinations

Written examinations may be held at the end of a study period at the discretion of the unit lecturer.

Normally examination papers are not returned to students after marking. However, individual lecturers may vary this practice. Students may also request to view an examination paper and its grading. Examination papers are kept for six months after the completion of the study period.

Students for whom English is a second language
A student for whom English is a second language may request the allocation of extra time amounting to no more than one-quarter of the advertised duration of the examination sessions. Such a student must obtain written permission from the College hosting the examination session at least one week before the relevant examination. The individual needs of students are determined so that reasonable adjustments are provided.

Satisfactory academic progress

Students are required to maintain satisfactory academic progress while completing their course.

For students enrolled in a coursework award, satisfactory progress means:

a. Successful completion of at least 50% of units attempted in a calendar year; and
b. Successful completion of each unit on the first or second attempt (that is, no unit is failed more than once), not including units from which a student withdraws.

For students enrolled in a higher degree by research, satisfactory progress means:

a. Successful completion of confirmation of candidature within the prescribed time limit; and
b. Submission of a satisfactory annual report during each year of candidature; and
c. Completion of prescribed attendance at research seminars and conferences during each year of candidature.

If a student is identified as being at risk of making unsatisfactory progress, intervention strategies are implemented, as outlined in the Student progress policy.

Variations to assessment

Allowable assessment variations in specific serious and exceptional circumstances may be granted by the Academic Dean under the 'Special grading considerations' of the Assessment Policy.

Plagiarism

What is plagiarism?
- Plagiarism (from *plagiarius*, Latin for 'kidnapper') is the unacknowledged use of material written by other people or an unacknowledged reworking of previous writing of your own. As a student you will often read passages from authors you enjoy and appreciate, and you may wonder how you could possibly say anything as well as they can. Nevertheless you need to write as much as possible in your own words, no matter how inadequate they may seem to you. And wherever you use the words of other writers, or your own words from a previous essay, make sure you give credit where credit is due.
- Plagiarism is academic misconduct, and strictly prohibited. Students and staff found to be engaging in such practices face severe penalties.

How to avoid plagiarism
- All sources of information and ideas used in assignments must be acknowledged. This applies whether the information is from a book, journal article, websites, a previous paper you wrote, or a friend's assignment.
- Read the sections on references, citations, and quotations in *Write On!* Style guide.

- On submission of each assignment into ARK you are required to certify that it is your own work, or is the work of a group where this is required or permitted, and that you have acknowledged all sources on which it was based.
- Use the Turnitin facility in ARK to identify 'similarity' in your work.
    - After submission, Turnitin will return a plagiarism score and highlight matched sources. Papers can be resubmitted multiple times until the due date of the assignment, so you can update your paper based on similarities until all matches are appropriately referenced.

Detected plagiarism

- If your lecturer suspects plagiarism in your assignment, they will inform the Academic Dean, and the [Academic Integrity Policy](#) procedures for suspected academic misconduct will commence.
    - First examiner (lecturer) and second examiner consider the assignment
    - The Chair of Examiners may be consulted
- If academic misconduct has occurred
    - The lecturer consults with the student and the misconduct is recorded and signed
    - Proven deliberate academic misconduct results in further action, with penalties determined by the Chair of Examiners e.g. a written warning, requiring another form of assessment to be submitted, applying a fail grade to the unit, or a recommendation for enrolment to be discontinued.

See https://divinity.edu.au/study/grading-and-assessment/

Results legend

Key to grading

Results are published according to the following grades:

Coursework units

Grade	Description	Percentage		
HD	High Distinction	85%	–	100%
D	Distinction	75%	–	84%
C	Credit	65%	–	74%
P	Pass	50%	–	64%
PP	Pass grade only	50%	–	100%
F	Fail	Below 50%		
Additional results				
RPL	Recognition of Prior Learning	n/a		
W	Withdrawal	n/a		
NA	Not applicable	n/a		

Thesis/Research units

Grade	Description	Percentage		
H1	First class pass	85%	–	100%
H2A	Second class A pass	75%	–	84%
H2B	Second class B pass	65%	–	74%
SP	Satisfactory progress			

Grade descriptors

See Schedule B of the University of Divinity Assessment Policy.

Fees and Assistance

Fee schedule

The University of Divinity Council sets tuition fees and fees for other services annually. The fee schedule is available from the higher education section of the ALC website. See Academic fees.

If you have any queries about fees, please contact the University of Divinity. The ALC Office of Student Records is available for advice.

Payment of fees

All fees, except audit enrolment, are payable to the University of Divinity. Fees must be paid before the commencement of the scheduled unit.

Audit fees are paid to ALC via upfront options listed on the enrolment form.

Students taking units for credit have the options of paying tuition fees upfront or via FEE-HELP. Students may pay upfront for one or more units and the remaining units will be added to the FEE-HELP debt. For eligible students, fees may also be paid by a mixture of FEE-HELP and upfront.

FEE-HELP
Students in any University of Divinity course, who are Australian citizens (and study at least part of your course in Australia) or a New Zealand Special Category visa (SCV) holder or hold a permanent humanitarian visa and meet the residency requirements, may be eligible to have their tuition fees met by a loan from the Commonwealth Government. This loan scheme, called FEE-HELP, assists eligible students pay all or part of their tuition fees—it cannot be used for additional study costs such as accommodation or textbooks.

The total amount of FEE-HELP a person can use is known as the FEE-HELP limit. This is a lifetime limit and students are responsible for ensuring they do not exceed their limit. Students pay back the fees through taxation once their income rises above the minimum repayment threshold.

Students must apply for FEE-HELP at the time of enrolment by the relevant census date, using government procedure. Certified proof of Australian citizenship is required. Persons classified as 'Permanent Residents' are not Australian citizens and therefore not eligible for FEE-HELP.

For further information, including how to apply

- see About FEE-HELP on the ALC website
- contact the ALC Office of Student Records: student.records@alc.edu.au
- go to the Australian Government 'StudyAssist' website at http://studyassist.gov.au for information for students about government assistance for financing tertiary study
- call the FEE-HELP enquiry hotline on 1800 020 108.

Note
Multiple unit failures can impact a student's accessibility to FEE-HELP.

Upfront payment
Tuition fees may be paid upfront, in which case payment for all current semester units must be made. Students with unpaid fees will not be permitted to attend classes, use libraries, receive supervision, receive results or re-enrol. Tax invoices may be downloaded from the University of Divinity database at the end of each semester.

Refund of fees

Students who withdraw before the census date receive a full refund of the unit fee. Those who withdraw after the census date receive no refund.

Students wishing to withdraw from a unit are required to complete and submit the *Unit of Study Amendment Form* (See https://divinity.edu.au/study/enrol-student-forms/). Depending on the unit involved, approval may be required from the appropriate coordinator of studies or the Academic Dean. Details are available in the University's Fees Policy.

Austudy/Youth allowance and Abstudy

Austudy/Youth Allowance and Abstudy are available for students studying accredited courses full time at ALC. (Full time for this purpose means at least 75% of the normal full-time load.) Letters to support application for Austudy/Youth Allowance or Abstudy are available from the Office of Student Records.

Students need to apply at their nearest Centrelink Office and are required to notify that office if their workload falls below the full-time load in any semester.

Financial assistance and scholarships

Various forms of assistance are provided to individual students through the generosity of individuals in the church including some scholarships for domestic students. See https://www.lca.org.au/departments/ministry-support/grants-scholarships/.

Contact the ALC Business Office for further details.

ALC does not have a program of scholarships for overseas students. The scholarships offered for postgraduate study by the Lutheran Church of Australia are currently handled through the LCANZ International Mission. Applications for these scholarships are usually made through the home church of overseas students.

The University of Divinity Student Bursary Fund exists to support students experiencing financial difficulties. For more information refer to the Bursary Policy.

University of Divinity research grants and scholarships

In order to facilitate research by faculty and higher degree by research (HDR) students, the University of Divinity offers a number of internal grants and scholarships. The University of Divinity office also administers external grants and scholarships.

For further information and application forms, see https://divinity.edu.au/study/research-scholarships/.

General information

ALC Code of Practice

ALC seeks to provide the best possible learning environment and opportunities for each student and to meet the various obligations which relate to its status as a college of the University of Divinity.

University of Divinity Code of Conduct

The Code of Conduct is applicable to all members of the University of Divinity, including students and staff. While on University or College premises, using University or College facilities and services, or engaging in activities related to duties or responsibilities as a member of the University, you must

1. *Strive to act with honesty and integrity*
   This includes
   1. refusing to initiate or engage in cheating, plagiarism or fraud
   2. complying with ethical standards in research and academic practice
   3. disclosing conflicts of interest
   4. being willing to report academic misconduct

2. *Promote the responsible exercise of academic freedom and academic judgement*
   This includes
   1. applying structured argument and critical thought
   2. forming an opinion or making a decision on the basis of evidence
   3. respecting the integrity and diversity of theological traditions represented in the Colleges of the University
   4. pursuing excellence

3. *Be courteous towards all persons in my behaviour and communication*
   This includes
   1. complying with reasonable directions issued by responsible persons
   2. respecting the privacy of others and information given in confidence
   3. being willing to engage with views different from my own

4. *Protect from harm myself and others, especially children, young people and vulnerable adults*
   This includes
   1. refraining from and refusing to participate in abuse, harassment, bullying and assault
   2. supporting activities that ensure the University is a safe and healthy environment
   3. being willing to report general misconduct

5. *Use University resources responsibly*
   This includes
   1. making judicious use of staff time, library collections, physical spaces, and technology
   2. supporting activities that promote environmental and economic sustainability

6. *Comply with University policies and procedures and applicable Australian laws*
   This includes
   1. complying with applicable policies and procedures of my home College
   2. complying with any contractual arrangements I have entered into with the University or with one of its Colleges

As a member of the University I have the right
   1. to seek a review of, or to appeal, a decision made by an officer of the University
   2. to make a complaint if I believe in good faith that a breach of this Code of Conduct may have occurred

Student responsibilities

On enrolment, students agree to abide by the University of Divinity's *Code of Conduct* published at https://divinity.edu.au/code-of-conduct/.

Students are expected to meet all of the requirements relating to their course of study as prescribed in this handbook. This includes required attendance, submission of assignments, and participation in field work.

Students are expected to show respect and consideration for all members of the community and to conduct themselves at all times in a manner appropriate to the Christian values of the college community. Students are also required to pay fees and charges in accordance with prescribed conditions, as well as using the correct forms to inform the college of changes of contact details, withdrawal from units and any intention to change their course.

Grievances and complaints
All members of the University, including students and academic staff, must abide by the University of Divinity's Code of Conduct. Included in the Code is the assurance that members of the University and those seeking admission to the University have a right to seek a review of, or to appeal, a decision made by an officer of the University, and to make a complaint if they believe in good faith that a breach of the Code of Conduct may have occurred.

The Appeals Policy details the processes for appealing a decision made by the University. The Complaints Policy details the processes where a member of the University is alleged to be in breach of the Code of Conduct, the Conduct and Misconduct Policy, or associated policies. View more information on Appeals and Complaints.

ALC expects and encourages students and staff to make reasonable attempts to resolve any grievance by private discussion before entering into a formal grievance procedure.

See Appeals and Complaints on the UD website, and https://alc.edu.au/study/higher-education/policies/ on the ALC website.

Student cards

Student ID card
University of Divinity student ID cards for part-or full-time award students are issued upon request to the Office of Student Records.

To request a student ID card, students need to

- have received their confirmation of enrolment email
- have paid fees for the current semester (upfront or via FEE-HELP)
- have supplied a suitable photo (digital passport-style, head and shoulders on white background)
- apply via email to student.records@alc.edu.au

Some bookstores offer a discount on textbooks when students who their ID cards.

Transport card
Full-time on-campus students are also eligible for a separate student ID card which entitles them to travel on public transport in South Australia at concession rates. Contact the Office of Student Records (student.records@alc.edu.au).

Library membership

All ALC students are entitled to membership of the ALC Library and access to the UD Library Hub.

For further information see the *ALC Library* section on page 35 and visit alc.edu.au/library/using-the-library/membership/.

Student support

Support for ALC students is provided at a number of levels. Refer to: https://alc.edu.au/study/higher-education/student-support/. The Academic Dean is available for specific course-related issues and students are invited to speak with the Principal on any matter. Peer support is provided through care groups.

The Overseas Student Support Officer provides support for overseas students e.g. making available the orientation material provided by ALC and being someone the student can talk to about any concerns they have.

Welfare, guidance and support

ALC provides guidance and support for all students. Please find a detailed list below.

Support type	Contact person	Contact details
Academic support including course advice and course planning	Academic Dean and Director of Research	deans.office@alc.edu.au research@alc.edu.au
Teaching staff	Unit lecturer/s	Email as advised by your lecturer/s, or phone to their extension. See https://alc.edu.au/about/alc-staff/
Overseas Student Support Officer	Rev Richard Haar	+61 8 7120 8200 or via email: overseas.support@alc.edu.au
Specific course-related issues	Academic Dean	deans.office@alc.edu.au or phone via the Dean's Administrator
Higher degree by research students	Director of Research	research@alc.edu.au
Serious matters, including complaints, grievances	Principal	principal@alc.edu.au or phone via the Executive Assistant to the Principal
Care groups (pastoral support)	Care group leader	As advised
Disability support	Academic Dean or Course Advisor	deans.office@alc.edu.au
Financial information and advice	Business Manager	business@alc.edu.au
LCA International Mission sponsored students	Assistant to Rev Matt Anker (Assistant to the Bishop – International Mission)	lcaim@lca.org.au Contact Staff / Contact Us – LCA International Mission

Additional support

ALC has arrangements in place with a number of other services—including doctors, dentists, psychologists and psychiatrists—which it can recommend to students. Please enquire to the Academic Dean if you wish to receive information on these services.

Additional services

Full-time students are eligible for a free Microsoft 365 subscription for the duration of their studies with ALC. Request this from the Office of Student Records by emailing student.records@alc.edu.au.

Care group

All students are given the opportunity to join an on-campus or online care group. The goal of the care group is to enable a student to enter a close supportive relationship with a cross-section of other students from the various year levels, facilitated by a senior student leader and/or a teaching staff member.

Chapel/Worship

Worship takes a pivotal place in the daily routine of those on campus at ALC. During semesters, the community gathers in the chapel at 10:40 am on Tuesday, Wednesday and Thursdays. Chapel services are normally livestreamed on Tuesdays and Thursdays (contact ALC for more information). Students, their families, and staff are welcome to attend.

Hebart Hall

Hebart Hall is ALC's main teaching and administration building. Maps and further information can be found at https://alc.edu.au/about/location/.

Visitors

ALC warmly welcomes visitors to its North Adelaide site throughout the year. All visitors are required to sign in upon arrival. Visitors may attend chapel, and one-off classes as negotiated and approved.

ALC Library

Introduction

The ALC Library (also known as the Löhe Memorial Library) serves theological and education students and staff of Australian Lutheran College, and the wider pastoral and academic community of the Lutheran Church of Australia, by providing access to excellent print and digital resources.

The library also serves subscribing external borrowers and libraries throughout Australia and New Zealand, as a member library of the University of Divinity, and through affiliation with the Australian and New Zealand Theological Library Association (ANZTLA).

Contact

P: +61 8 7120 8270
E: library@alc.edu.au
W: https://alc.edu.au/library/

Membership

To apply for membership visit https://alc.edu.au/library/using-the-library/membership/

Access

Opening hours

Summer Semester *(as scheduled)*	Tuesday to Friday	9:00am – 4:00pm
Semesters 1 & 2	Tuesday to Friday	8:30am – 4:30pm
Semester breaks	Tuesday to Friday	9:00am – 4:00pm
Christmas holidays	Closed (Dates as per website)	
Public holidays and summer holidays	Closed as announced	

Resources and facilities

Reading and study space is available throughout the library, including a 24/7 self-study area. Within this area, library members have access to computer resources, the Wi-Fi network, photocopying and scanning facilities and a group study area.

Access to the ALC Library catalogue

The ALC Library Catalogue is available 24/7 as are electronic resources including e-books, e-journals and online databases. Fields available for searching include author, title, subject, keywords and contents. Users may renew their own loans, place a hold, create their own book lists and browse lists of new titles.

Borrowing

The standard borrowing **limit** is twenty items for a one-month period with two renewals. External delivery mode students have longer borrowing periods. See more detail in the ALC Library Use Policy.

Reserve books (identified by a blue spot on the spine) are located next to the Circulation Desk and may be borrowed for a period of four hours during the day, and overnight after 1:00 pm but must be returned by 10:00 am the next day. Short term loans (red spot) are available for seven days.

Periodicals, reference books and rare books are not available for loan but may be used within the library. Borrowed items must be returned or renewed on or before the due date.

Overdue items accrue fines at the rate of 55¢ a day for each item (55¢ an hour for each Reserve item). Bans on borrowing are imposed on persistent defaulters. Overdue notices are delivered by email or post and the library should be notified immediately of changes of address.

The online catalogue enables you to place **holds** online and to **renew loans** before the due date.

Requests for resources to be dispatched by post or for renewal of borrowed items can be directed to the library email address library@alc.edu.au or phone the Circulation Desk on +61 8 7120 8270.

Information services

Reference services
Library staff provide orientation sessions and training on catalogues and databases. Staff at the front desk will assist in locating reference aids and resources.

The library provides personal computers for catalogue and online searching, internet access, word processing and electronic mail.

The library provides user access to a photocopier with a rechargeable card system.

Electronic resources and online databases
E-journals, journal indexes, e-books and full text databases are available via the library web pages. University of Divinity-held digital resources are available via the UD Library Hub tab.

Services for HDR students

Loans
- Extended loans from the loan collections in the library
- Interlibrary loans and document delivery (see https://alc.edu.au/library/using-the-library/library-usage/)
- Reciprocal borrowing from University of Divinity libraries, ATL, Tabor, ACU

Research support
- Bibliographic assistance—tracking relevant literature
- Assistance in locating theses and journal articles
- Capacity to request the purchase of relevant texts not already in the collection
- Support in the use of indexes and electronic databases
- EndNote—downloaded to your personal computer (University of Divinity licence)
- Access to new University of Divinity Resources Hub.
- Library resources on thesis writing and academic research

Off campus students

Extended borrowing and postal loans
Off campus students may avail themselves of extended loan times. Items must be returned by the due date. The library pays the outward postage, students pay the return postage.

Off campus delivery of journal articles
Articles may be supplied as print or electronic copies, if not available online.

Staff support
Staff will provide telephone and email support services.

For more information see alc.edu.au/library/using-the-library/off-campus-students/

Collections

Main library collection
The Main collection is classified according to the Union Theological Seminary Classification system (Pettee). Printed guides are available. Staff will provide additional assistance.

Major subject areas
- Biblical studies
- Church history
- Lutheran history and thought
- Confessional Lutheran theology
- Systematic theology
- Comparative religion
- Missiological studies
- Pastoral and practical theology
- Church worship
- Christian spirituality
- Christian art and architecture
- Education in the Lutheran context

Core areas are biblical studies and Reformation theology. One of the special strengths of the library is the works of Martin Luther. The Weimar edition (the major German publication) and several sets of English language series are held, as well as an online version.

The library includes resources to support higher degree course research work in biblical studies, theology, and education, particularly Christian studies, religious education and leadership in schools.

Periodicals
The library's periodicals collection contains an extensive range of print and digital titles in the major subject areas. For access to digital collections, see the section above on *Electronic resources and online databases*.

Reference
The library holds an extensive collection of reference tools, including encyclopaedias, atlases, directories, dictionaries, lexicons, concordances and multi-volume series such as the English language edition of Luther's Works (55 volumes), and the specialised liturgical resources developed by the Lutheran Church of Australia Commission on Worship. The library continues to expand access to electronic resources, indexes and online databases.

Special collections
Resource Centre
The main collection is supported by the Resource Centre which contains material for congregational bible study, pastoral care and catechesis.

Christian Studies Collection
This collection provides teaching and learning resources to support Christian education and the Christian Studies Curriculum Framework in Lutheran schools.

Media
All non-book formats have been placed in the Media Collection, including CD-ROMs, CDs, DVDs, and kits on many topics.

Rare books
The library holds a significant collection of rare books such as a 1551 imprint of the Luther bible. Access to this collection is limited.

University of Divinity Library Information

- All members of the University are entitled to
  - access the University Library Hub,
  - visiting and borrowing rights at all associated libraries, and
  - receive a University ID Card.
- The **Library Hub** (https://library.divinity.edu.au/) provides access to an extensive range of online resources and a wealth of other library-related information.
- **University ID Cards**
  The same University ID card can be used to borrow from all libraries associated with the University.
  - A Libraries Brochure available online via the Library Hub provides further information about all available libraries.
  - **Students:** A University ID card will be generated for all enrolled students of the University at the point of admission and may be collected from the student's home College.
  - Please note that your card and contact details need to be added to each individual library's management system. This will generally already be done for you at the primary library associated with your home institution.
  - If you wish to access any other library collections, please remember to register at each additional library before you borrow for the first time.
- **UDCat** (https://divinity.on.worldcat.org/discovery)
  This is a combined library catalogue that allows the simultaneous searching of multiple University library catalogues.
- Any enquiries about University-wide library resources and services can be emailed to library@divinity.edu.au

Directory

ALC staff

Principal

Name	Qualifications	ALC position
Winderlich, James	BTh GradDipMin GradDipHR CertIVTAE GCRM	Principal

Education staff

Name	Qualifications	ALC position
Teaching staff		
Graetz, Emma	DipMan CertIVTAE DipTheol GCCFM	Director of VET
Haar, Richard	BTh MTh GradCertCounselling CertIVTAE	Lecturer in Systematics and Pastoral Theology; Coordinator of History and Systematics Studies; Overseas Student Support Officer
Haar, Stephen	BTh BA(Hons) PhD GradDipEd CertIVTAE	Vice Principal; Senior Lecturer
Hultgren, Stephen	BA MDiv PhD	Senior Lecturer in New Testament; Coordinator of Biblical Studies
Pfeiffer, Andrew	BA BTh STM PhD	Lecturer in Pastoral Theology; Coordinator of Pastoral and Ministry Studies; Vicarage Coordinator
Pietsch, Thomas	BCom BA(Hons) BTh BMin STM GCTE	Lecturer in Church History; Field Education Coordinator—PSS
Ruwoldt, Merryn	BA GradDipEd(Sec) GradDipTh(Ed) GradDipBus(Acc) MedSt EdD GradCertEd(HighEd)	Academic Dean; Lecturer in Educational Theology;
Casual academic staff		
Huth, Kerrin	DipT BEd GradDipEd(EC) GradCertEd PgCertEdLead MEd PhD	Casual Academic
Jaensch, Andrew	BTh BEdSt GradCertTESOL MEd GradCertHE	Casual Academic; Emeritus Lecturer
Mueller, Daniel	BEng BInfoTech PhD BTh/BMin MMissionalLeadership	Casual Academic
Nelson, Tania	DipT(Primary) BEd GDThEd BSpEd MEd CertIV TAE EdD GradCertDiv	Casual Academic
Noack, Meg	GradDipArts(Children'sLit) GradDipRE MEd EdD	Casual Academic
Stringer, Tim	BTh/BMin DMin	Casual Academic
Westhorp, Susan	BMus BTh SMASACPEV	Casual Academic
Research		
Eastwood, Michelle	BA(Psych, Hist) GDE(Sec) MEd MA(Theol) PhD	Director of Research
Nürnberger, Anna	BA+MA [equiv.] PhD	Director of Research; LTJ Editor

Emeriti

Name	Qualifications
Albinger, Kenneth	AA BSEd MEdSt EdD
Bartsch, Malcolm	BA DipEd MA(Th&Ed) EdD
Cooper, Marlene	AMusA DipT GradDipTh(Ed) GradDipEd(RE) MEd(RE)
Jaensch, Andrew	BTh BEdSt GradCertTESOL MEd GradCertHE
Kempe, Robert	BTh MTh
Kleinig, John	BA(Hons) MPhil(Cantab) PhD(Cantab) DD
Koch, John	BA MDiv MA(EdAdmin) STM ThD
Leske, Elmore	BA DipEd MA(Cantab) DD
Lockwood, Gregory	BA BEd STM ThD
Lockwood, Peter	BA DipEd BTh ThD
Pfitzner, Victor	BA DTh
Schild, Maurice	BA DTh
Silcock, Jeffrey	BA BTh STM ThD
Wegener, Malcolm	BA DipT(Sec) MEdSt
Zimmermann, Ruth	DipT(Prim) GradDipEd(Lit&Lang) GradDipTh(Ed) PgCertEdLead MEdSt
Zweck, Dean	BA GradDipEd STM DTh

Administration staff (Education Services & Support Services)

Name	Qualifications	ALC position
Baker, Judy	BAcc MBA	Business Manager
Cui, Wen	MPA	Bookkeeper
Darmody, Rosslyn	CertIIBus CertIIIBusAdmin	Dean's Administrator
Kloeden, Karl	BMA BCIS MIT(Net&Sec)	Online Development Officer
Lamnek, Alice	CertIVBus	Executive Assistant to the Principal

Library staff

Name	Qualifications	ALC position
Lancaster, Shaun	BMusHons PGDipLIS MappSc(Lib&InfoMgt) MBA	Director of Library Services
Oestmann, Tim	BTh	Library Assistant

Board of Directors

Name	Qualifications
Bartel, Mrs Cheryl (Chair)	DipT BEd MedTheol
Miller, Rev Peter (Vice Chair and Secretary)	BTh GradDipEd MEdSt
Cook, Ms Sharryn	BEd GradDipEdStudies MEthics&LegStud CertIVTAE CertIVProjMgt
Hughes, Mr Mark	BAppSci GradDipAppSci
Long, Mr Andrew	BA BTh GradDipEd GradCertLaw LLM MACEL
Pietsch, Rev Greg	BTh GradDipMin BEc
TBA	
Smith, Rev Paul, LCANZ Bishop (ex officio)	BTh GradDipMin BEdSt MEd
Consultants	
ALC Principal (ex officio) *Rev James Winderlich*	BTh GradDipMin GradDipHR CertIVTAE

Name	Qualifications
ALC Vice Principal *Rev Dr Stephen Haar*	BTh BA(Hons) PhD GradDipEd CertIVTAE
ALC Academic Dean *Dr Merryn Ruwoldt*	BA GradDipEd(Sec) GradDipTh(Ed) GradDipBus(Acc) MEdSt EdD GradCertEd(HighEd)
ALC Business Manager *Ms Judy Baker*	BAcc MBA

ALC committees

Leadership Team	
Winderlich, James (Chairperson)	Principal
Haar, Stephen	Vice Principal
Ruwoldt, Merryn	Academic Dean
Baker, Judy	Business Manager
Student representative	Elected by ASRA

Academic Committee	
Ruwoldt, Merryn	Academic Dean
Darmody, Rosslyn	Dean's Administrator
Graetz, Emma	Director of VET (as required)
Lancaster, Shaun	Director of Library Services
Haar, Stephen	Vice Principal

Work Health and Safety Committee	
Baker, Judy (Chair)	Management representative
Lancaster, Shaun	Library representative
Mattner, Grant	Maintenance representative
Pietsch, Thomas	Education staff representative
TBA	Administration representative
Winderlich, James	Management representative

Women's Auxiliary	
Mrs Grace Bock	President
Mrs Pam Oster	Secretary
Mrs Faye Pfeiffer	Treasurer
Elizabeth Huckel	
Mrs Ruth Noack	
Student representative	Elected by ASRA
Mr James Winderlich (ex officio)	Principal
Ms Judy Baker (ex officio)	Business Manager
Mr Grant Mattner (ex officio)	Senior Maintenance Officer

Glossary of terms & definitions

ALC definitions

Term	Definition
Academic year	The academic year consists of two semesters: semester 1 and semester 2, each of 12 teaching weeks, a 2-week non-teaching study break, and a further 2-week post-teaching period of study and examinations. Summer and winter semesters are scheduled as required.
Assessment outline	Most ALC scheduled units will also have assessment outlines which contain information additional to unit guides, such as assessment details and recommended resources of the unit.
Asynchronous study	Student work through unit content activities at their own pace (e.g. watching pre-recorded lectures, reading assigned materials).
Coordinator of Studies (CoS)	The lecturer who works with the Academic Dean to ensure the academic integrity of the units within a theological discipline (e.g. Systematics).
Course	A prescribed set of units or particular course requirements, with clearly articulated outcomes, leading to a degree or award. Refer to the University of Divinity Course Policy.
Coursework	Written or practical work done by a student during a course of study, usually assessed in order to count towards a final mark or grade.
Cross-institutional unit	A unit of study being undertaken with one provider (the host provider) as part of a course of study for which the student is enrolled with another provider (the home provider or home institution). For ALC it is generally theological units undertaken at ALC while a student is completing studies at another university or educational institution.
Discipline	A discipline is a specialised area of study within a Field e.g. Old Testament and New Testament are disciplines within Field B, Biblical Studies.
FEE-HELP	Government financial assistance in the form of the fee paying Higher Education Loan Program for eligible students, which is available for all units which are part of an accredited course.
Field	An area of academic interest or specialisation
Full-time student	A student who enrols in a full study load for a course over a semester or the period of an academic year.
Lutheran Strand units	Units which are provided by ALC for students enrolled in teacher education programs, which help to prepare future teachers for their role in the ministry and mission of Lutheran and other Christian schools.
Mode of delivery	'Mode' refers to the method of delivery (or study mode) at unit level.
Off campus	The delivery of units and courses off campus (ALC, North Adelaide campus).
On campus	The delivery of units and courses on campus (ALC, North Adelaide campus).
Part-time student	A student who enrols in less than the full study load of the semester for a course over the period of an academic year.
Postgraduate courses	Postgraduate courses are taken after completing an undergraduate degree and are completed by coursework and/or research.
Post-nominal	Award abbreviation; letters placed after a person's name to indicate education qualifications, title of office, decoration or honour.
Supervised reading unit	Where a unit is not scheduled in a particular academic year, a student may undertake the unit with the permission of the Academic Dean and lecturer as a supervised reading unit working directly with the lecturer.
Synchronous study	Includes unit content delivered with interaction in 'real-time' (e.g. in-person or live-streamed lectures, participation in video-conference discussions).

Term	Definition
Theological stream	Prescribed sequences of study and other requirements through which students prepare for ministry in the LCANZ: Education Studies Stream (ESS); Open Studies Stream (OSS) and Pastoral Studies Stream (PSS).
Unit guide	A unit guide is published in ARK for each scheduled unit, generally in the form of a URL, with essential unit details (e.g. content, learning outcomes and graduate attributes alignment) as well as required texts, assessment tasks and due dates, and links to UD policies and procedures.
Unit of study	A unit is a discrete quantum of study organised around a topic that contributes to a course of study leading to an award of the University. A unit is defined by its Field and Discipline, level of study, and home College.
Unit Management System	This University of Divinity system allows students and staff to view the diverse range of units available across the University and its Colleges. See units.divinity.edu.au and search for all units approved by the University or all units offered in the current year.

Higher Education Student Administration Glossary

The definitions in this glossary are intended to provide a general understanding of key concepts for ALC purposes. Many of these concepts have more precise definitions, which are detailed in the *Higher Education Support Act 2003* (the Act).

Term	Definition
Accreditation	Accreditation is the process for approval by an accrediting authority of a program of learning leading to an Australian Qualifications Framework qualification using the quality assurance standards for the relevant education and training sector.
CAN	Commonwealth Assistance Notice—a notice that contains information about a student's enrolment and use of Commonwealth assistance. Providers must issue a CAN to each of their Commonwealth assisted students within a certain timeframe.
Census date	The date on which a student's enrolment is taken to be finalised. Every unit is assigned a census date. The census date is the final day on which students can withdraw from a unit and receive a refund of tuition fees, and have the unit removed from their academic transcripts. FEE-HELP debts are incurred and SLE is consumed on census dates. Students must make their up-front payments and submit their request/s for Commonwealth assistance by the census date. Students who withdraw from a unit after the census date for that unit will not receive a refund of fees and will have the unit recorded on their academic transcript.
CHESSN	Commonwealth Higher Education Student Support Number—a unique identifier for each student who accesses Commonwealth assistance for higher education.
Compulsory repayments	Repayments that FEE-HELP debtors must make on their FEE-HELP debt once their income exceeds the minimum threshold for compulsory repayments.
Course load	The minimum aggregated EFTSL value of units of study required to complete the course of study.
Course of study	A course of study leading to a higher education award, a recognised combined or double degree leading to one or more higher education awards or an enabling course.
Domestic student	A student who is an Australian citizen, a New Zealand citizen or the holder of a permanent visa.
Equivalent full-time student load (EFTSL)	One EFTSL is a measure of the study load, for a year, of a student undertaking a course of study on a full-time basis.

Term	Definition
FEE-HELP	A loan scheme that assists eligible fee paying students pay all or part of their tuition fees. Note: A student accessing FEE-HELP is NOT a Commonwealth supported student (enrolled in a subsidised higher education place).
FEE-HELP balance	The amount of FEE-HELP that a student may access at a given point in time. The FEE-HELP balance is the FEE-HELP limit minus the amount of FEE-HELP that a student has used up to a certain point in time.
FEE-HELP information booklet	Booklet which must be read by all students applying for FEE-HELP prior to applying for FEE-HELP assistance so they are aware of the obligations involved in accessing the loan.
FEE-HELP limit	The maximum amount of tuition fees (indexed annually from 2005) that a student can receive a FEE-HELP loan for over their lifetime.
Fee paying student	A domestic student who is not Commonwealth supported for a unit of study. Fee-paying students pay tuition fees. Fee-paying students are also known as 'non-Commonwealth supported students'.
HESA	*Higher Education Support Act 2003*
Higher Education Loan Program (HELP)	An Australian Government loan program consisting of a suite of income contingent loans, including FEE-HELP, HECS-HELP and VET Student Loans, to help eligible students pay student tuition fees.
Higher education provider	Universities and higher education institutions listed in subdivision 16-B of HESA and providers as determined by the Minister under section 16-35 of HESA.
Indexation	Annual adjustments made to Commonwealth contributions, maximum student contributions, FEE-HELP debts and repayment thresholds to maintain their real value. Loan fee: a fee that applies to all undergraduate FEE-HELP loans.
Non-award basis	When a student is enrolled in a unit or units that are not as part of an award course of study.
Non-commonwealth supported student	A domestic student who is not Commonwealth supported for a unit of study. Non-Commonwealth supported students, also known as 'fee-paying students', generally pay tuition fees.
Offshore student	An overseas student who remains in their home country for their studies.
Overseas student	Any student who is not a domestic student.
Permanent humanitarian visa holder	A student who holds a visa that is, or has at any time been, defined as a permanent humanitarian visa for the purposes of the regulations made under the *Migration Act 1958*.
Permanent visa holder	A student who holds a permanent visa within the meaning of subsection 30(1) of the *Migration Act 1958*.
Postgraduate course of study	A course of study that leads to the award of a graduate certificate, graduate diploma, master's degree or doctoral degree.
Provider	A higher education provider
Re-crediting	A practice where a student's FEE-HELP balance or SLE is re-credited because of special circumstances. What constitutes 'special circumstances' for the purposes of re-crediting is detailed in the *Higher Education Support Act 2003*.
Remission	A practice whereby a student's FEE-HELP debt in relation to a unit of study is removed because of special circumstances. See Cancelling your HELP debt under 'Special Circumstances'.
Repayment thresholds	The income points beyond which people with a HELP debt must make compulsory repayments.
Request for FEE-HELP assistance	The request form for Commonwealth assistance that a student must complete and lodge in order to receive a FEE-HELP loan.

Term	Definition
Student cohort	All the students commencing a course of study in a particular year with a particular higher education provider.
Study load	Study load means the total number of points a student is enrolled in, usually measured across a particular study period. Study load may be expressed in terms of EFTSL.
Tuition fees	Fees paid by domestic non-Commonwealth supported students.
Undergraduate course of study	A course of study that leads to the award of a diploma, advanced diploma, associate degree, or a bachelor degree (pass, honours or graduate entry).
Upfront payment	Partial or full payment of student contributions or tuition fees made direct to the provider on or before the census date.
Voluntary repayments	HELP repayments made at the ATO that are in excess of compulsory repayments.

Glossary of acronyms, initials and abbreviations

General	
AQF	Australian Qualifications Framework
ATO	Australian Taxation Office
CAN	Commonwealth Assistance Notice
CHESSN	Commonwealth Higher Education Student Support Number
CoE	Confirmation of Enrolment
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
DESE	Department of Education, Skills and Employment
DHA	Department of Home Affairs
EFTSL	Equivalent full-time student load
ESOS	Education Services for Overseas Students
FTE	Full-time equivalent
HDR	Higher degree by research
HEIMS	Higher Education Information Management System
IELTS	International English Language Testing System
ITEP	Initial Teacher Education Program
PRISMS	Provider Registration and International Students Management System
RTO	Registered Training Organisation
SLE	Student Learning Entitlement
TAS	Tuition Assurance Scheme
TEQSA	Tertiary Education Quality and Standards Agency
TFN	Tax File Number
VET	Vocational Education and Training

Lutheran Church abbreviations	
BLEA	Board for Lutheran Education Australia
CoB	College of Bishops
CTICR	Commission on Theology and Inter-Church Relations
GCB	General Church Board
LCA	Lutheran Church of Australia
LCANZ	Lutheran Church of Australia and New Zealand
LEA	Lutheran Education Australia