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UNIVERSITY  
OF DIVINITY

## **2026 Student Handbook**

Higher education

# 2026 Student Handbook

Higher education

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.

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## 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.

From 2025, ALC was pleased to be able to partner with the university to deliver a Bachelor of Counselling in addition to its focus on theological programs.

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 on 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 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, and related, 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. In 2015 the 'specialisation' was removed, enabling UD to deliver any programs it might deem appropriate.

## 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](mailto:enquiries@divinity.edu.au)

W: <https://divinity.edu.au/>

## Schools

### School of Graduate Research

90 Albion Road  
Box Hill VIC 3128, Australia

T: +61 3 9131 4924

E: [skashyap@divinity.edu.au](mailto:skashyap@divinity.edu.au)

<https://divinity.edu.au/university/school-of-graduate-research/>

## 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 the teacher in conjunction with a college and 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.

College contact details can be found at <https://divinity.edu.au/about/colleges/>.

## 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 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. Most units and programs retain the expectation that students will participate in synchronous lectures and/or tutorials. These are live-streamed. Some units have compulsory face-to-face intensives. These may be live-streamed in unusual circumstances.

### Counselling Studies

ALC administers the Bachelor of Counselling on behalf of the University of Divinity. This program is based in Melbourne and contains 20 core units and four elective units. Units are delivered using online webinars. Some units have face-to-face intensives. A team of practicing counsellors are central to the delivery of this program which means it stays current and practical.

See <https://alc.edu.au/study/counselling-programs/>

### Education Studies

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 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.

See further information at <https://alc.edu.au/study/lutheran-strand-for-pre-service-teachers/>

### 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)

Students in the undergraduate Lutheran Strand are enrolled into the Undergraduate Certificate in Divinity and complete four units, 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](#)

Note that students in the Lutheran Strand at undergraduate level must be enrolled concurrently in a Bachelor of Education or equivalent.

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 regarding 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. 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 four units are undertaken as part of the award.

- [BA8740Z Exploring the Old Testament](#) or [BN8012L Introduction to the New Testament](#)
- [CT8012L The Christian Faith Today](#)
- [DE8007L Principles and Context of Lutheran Schooling](#)
- [DR8013L The Practice of Lutheran Education](#)

Students may be able to cross-credit some of the ALC units into their postgraduate teaching degrees. 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**

For teachers and school leaders with an interest in theology, ALC offers postgraduate courses for professional development in 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**

Open Studies 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 can study full-time or part-time. Students can also choose a single unit enrolment, either for credit or audit.

## **Courses**

Students who meet the admission 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, also offers courses in [professional supervision](#), [leadership](#), and [clinical pastoral education](#). Read more on the University of Divinity website: <https://divinity.edu.au/>.

## Pastoral Studies

ALC prepares candidates for ordained pastoral ministry (both General Ministry and Specific Ministry Pastors) in the LCANZ.

### General Ministry Pastors (GMPs)

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 General Ministry pastors of the church is currently four years full-time or equivalent part-time.

Students who are beginning their studies at ALC intending to train as pastors will typically begin their journey by enrolling in a Diploma of Theology and participating in a concurrent program of discernment. This enables them, at this initial stage, to learn, reflect and discern their calling for service, together with the church.

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

### Specific Ministry Pastors (SMPs)

This program trains SMP candidates who have already been asked by their local community to prepare for ordained service, and assumes that they come with substantial prior biblical, theological and pastoral knowledge and skill. This may have been gained during previous formal theological study or as a result of life experience and involvement in Christian community. The SMP program is shorter - generally the equivalent of one-year full time, focussing on Lutheran systematic theology, history and practice.

See <https://alc.edu.au/study/pastoral-studies-program/>

## 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, ministry and counselling. 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.

### **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.

### **Bachelor of Counselling [BCouns]**

The Bachelor of Counselling teaches students to be competent and wise Counselling practitioners, encouraging virtues such as hope, courage, and compassion. In addition, it prepares counsellors for the mid-21st century by including AI in mental health as well as basic business skills.

## 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 study leadership 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 an undergraduate 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 teachers and school leaders with an interest in theology 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.

### 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](mailto: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

139 Frome Street

Adelaide SA 5000

Australia

Email: [enrolments@alc.edu.au](mailto: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](#).

### 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/study/future-research-students/apply-for-admission-into-a-research-degree/>

### Admission and enrolment forms

The application for admission forms for all students are available from the ALC website

<https://alc.edu.au/study/higher-education/enrolments/>

## 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'.

## 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 discussed with, and approved by, the Academic Dean prior to completing the relevant form. To avoid financial penalty, unit withdrawals should occur before the published census date for the semester.

## Overseas students

ALC is no longer a CRICOS provider and hence students wishing to study in Australia on a student visa will need to seek other alternatives.

Students residing overseas (offshore students) may study some courses online from their home country. People already in Australia on a non-student visa which allows study may also study some courses with ALC.

Offshore and non-student visa students who wish 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](#).

For information about completing and submitting an application form, English language proficiency and other entry requirements, and fees please go to the UD website <https://divinity.edu.au/study/overseas-students/>

## 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 (email [research@alc.edu.au](mailto:research@alc.edu.au)) to 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 also responsible for approaching and nominating two appropriate supervisors in the area of study. Final approval of supervisors rests with the UD Research Committee.

Email your completed application form to the School of Graduate Research (SGR) at [sgr-admissions@divinity.edu.au](mailto:sgr-admissions@divinity.edu.au).

## 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 [support for students policy](#) allows for reasonable adjustments necessary to remove barriers to student participation in the University without diminishing the Learning Outcomes, in accordance with the University’s mission and commitments.

Reasonable adjustments are changes to a learning and teaching practice, procedure, or environment as well as the assessment tasks that enable a student with a disclosed disability or mental or health condition to access and participate in the learning and assessment on the same basis as others. All reasonable adjustments must also be proportionate to need without placing an undue burden on the provider of the services. Students who indicate on their application/enrolment form that they have a medical condition or disability which means they may require additional support with their studies will meet with the Academic Dean to discuss their needs and agree on an appropriate support plan.

### General support

Support for ALC students is provided at several 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 regular online forums.

### 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	<a href="mailto:deans.office@alc.edu.au">deans.office@alc.edu.au</a> <a href="mailto:research@alc.edu.au">research@alc.edu.au</a>
Teaching staff	Unit lecturer/s	Email as advised by your lecturer/s, or phone to their extension. See <a href="https://alc.edu.au/about/alc-staff/">https://alc.edu.au/about/alc-staff/</a>
Specific course-related issues	Academic Dean	<a href="mailto:deans.office@alc.edu.au">deans.office@alc.edu.au</a> or phone via the Dean’s Administrator
Higher degree by research students	Director of Research	<a href="mailto:research@alc.edu.au">research@alc.edu.au</a>
Serious matters, including complaints, grievances	Principal	<a href="mailto:principal@alc.edu.au">principal@alc.edu.au</a> or phone via the Executive Assistant to the Principal
Disability support	Academic Dean or Course Advisor	<a href="mailto:deans.office@alc.edu.au">deans.office@alc.edu.au</a>
Financial information and advice	Business Manager	<a href="mailto:business@alc.edu.au">business@alc.edu.au</a>

Support type	Contact person	Contact details
LCA International Mission sponsored students	Erin Kerber	<a href="mailto:lcaim@lca.org.au">lcaim@lca.org.au</a> Contact <a href="#">Staff / Contact Us – LCA International Mission</a>

### Additional support

ALC has arrangements in place with several 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.

### ARK

ARK is the University of Divinity’s open-source learning management system being used to support blended and online units throughout ALC. Each unit has both a ‘Meta’ and a ‘Child’ unit in ARK. Meta units contain all the online content for the unit, while child units contain assessment and submission information. Some ALC units are delivered fully online through ARK; most units are blended and also contain synchronous face-to-face (live-streamed) requirements.

Enrolling students receive ARK login details via the ‘Confirmation of enrolment’ email from the Office of Student Records. Full access to the unit content 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/>  
<https://it.divinity.edu.au/getting-started/login-guide/>

### 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 LCA NZ-endorsed church-to-church arrangements for overseas visitors and/or non-LCA NZ-trained pastors who are required to complete a transition program.

### Bibliographic management

Students may choose a reference management software tool to manage bibliographies and references when writing essays and articles. One of the most common free-ware bibliographic managers is Zotero.

Bibliographic management tools 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.

More information about the Zotero option is available on the [IT@UD | Zotero](#) page.

## Calendars, timetables and schedules

For current calendars, timetables and schedules, consult the ALC website <https://alc.edu.au/study/higher-education/calendars-and-timetables-theology-and-ministry/> and <https://alc.edu.au/study/higher-education/calendars-and-timetables-counselling/>

Calendars and timetables usually become available in early November of the preceding year. For example, 2027 calendars and timetables will be available in November 2026.

## 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 full-time 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 program requirements in addition to course-related units.

Centrelink considers 75% (54 pts) 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 4 x 18 pt (or 3 x 24 pt) units per semester (72 pts in total) constitute a standard full-time load. Students may, however, be required to complete the pertinent ALC program requirements in addition to course-related units.

## 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.

Please contact [student.records@alc.edu.au](mailto:student.records@alc.edu.au) for assistance with credit enquiries.

## 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. **Online – 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.
2. **Online – 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).
3. **Other:** Some units contain face to face intensives or practicums.
  - **Blended:** A combination, or mix, of modes.
  - **Intensive:** Unit content is delivered via a compacted study period. At the discretion of the lecturer, an intensive may have additional webinars throughout the semester.
  - **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).

## Disciplines

The University of Divinity structures its learning, teaching and research around seven broad areas of academic interest or specialisation called Disciplines.

ALC offers units in five of these disciplines:

- BS – Biblical studies
- HS – History
- PT – Practical theology
- TH – Theology
- Cross-disciplinary and Research

## 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:

- BA1001L is undergraduate level 1
- AL2002L is undergraduate level 2
- CH3005L is undergraduate level 3
- CT8002L is level 8 postgraduate unit
- DE9016L 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

Each unit is assigned an unique alpha-numeric code which identifies the discipline and level.

### 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](mailto: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/>.

### 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 every semester or fails the same unit more than once will be considered “at risk of not successfully completing their units of study”.

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 decides at any time that a student is “at risk”, a [student intervention plan](#) will be implemented and the matter will be addressed according to the [support for students policy](#).

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*.

There is also a *Counselling Student essentials* in ARK specifically for Counselling students.

## 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

Students undertaking a vicarage placement as part of their pastoral ministry studies are typically enrolled in one or more STFE units.

### **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.

### **Time limits for completing courses**

The maximum time for completion of a course can be found on the [courses page](#) of the UD website. 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 programs 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; postgraduate units are worth either 18 or 24 points. The total number of points completed assists ALC to calculate course progress and completion.

### **Unit workload (volume of learning)**

The workload for an 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.

The workload for a 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.

### **Video conferencing with Zoom**

Online-synchronous units are delivered using the Zoom video conferencing platform. Information about how to get started with Zoom is available at <https://it.divinity.edu.au/students/video-conferencing/zoom/>.

## **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.

Where a student withdraws from a unit prior to census date, but has already attended an intensive for that unit, ALC will invoice the student for out-of-pocket expenses incurred. Where ALC provided the student with accommodation for the intensive, the student will also be asked to repay accommodation costs.

For further information please refer to the [Tuition fee refund and remission of FEE-HELP debt](#) on the ALC website or the University's <https://divinity.edu.au/documents/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.

### **Grade implications of withdrawal**

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).

## Assessment procedures

Refer to UD [Assessment Policy](#) and [Assessment Procedure](#).

### Generative AI

ALC takes an assignment-by-assignment approach to student's use of AI. The lecturer will indicate the appropriate use of AI for each assignment, so any questions should be directed to them.

**The general principle is very clear. If you submit work for assessment which you did not construct yourself, whether this is copying from the work of another person, or using AI to write, rewrite, or polish material, and you do not identify and acknowledge which products you used and how you used them, this is cheating in the context of academic assessment.** Please ensure that your use of AI does not compromise your assessments.

**Every assignment must include a footnote inserted against the assignment title** for students to declare in general terms which AI products they have used, and how they have been used, for that assignment. If AI has not been used, then the declaration should state that no AI has been used. (Remember that Grammarly and Copilot may be active on your device and hence would need to be acknowledged.) This is in addition to the requirement to reference individual AI sources appropriately throughout the assignment. For further details, refer to page 15 of [Write On!](#) or Section 2.2 of [Write On! for Counselling](#).

### 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](#) or [Write On! for Counselling 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

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%
<b>Additional results</b>		
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	

## 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 meet the Australian Government [eligibility criteria](#) 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.

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](mailto:student.records@alc.edu.au)
- go to the Australian Government 'StudyAssist' website at <https://studyassist.gov.au> for information for students about government assistance for financing tertiary study

### 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](#). 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/>.

ALC has several scholarships and grants available to new and existing domestic students. See <https://alc.edu.au/study/higher-education/scholarships/>. 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:

- refusing to initiate or engage in cheating, plagiarism or fraud
- complying with ethical standards in research and academic practice
- disclosing conflicts of interest
- being willing to report academic misconduct

#### 2. Promote the responsible exercise of academic freedom and academic judgement

This includes:

- applying structured argument and critical thought
- forming an opinion or making a decision on the basis of evidence
- respecting the integrity and diversity of theological traditions represented in the Colleges of the University
- pursuing excellence

#### 3. Be courteous towards all persons in my behaviour and communication

This includes:

- complying with reasonable directions issued by responsible persons
- respecting the privacy of others and information given in confidence
- 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:

- refraining from and refusing to participate in abuse, harassment, bullying and assault
- supporting activities that ensure the University is a safe and healthy environment
- being willing to report general misconduct

#### 5. Use University resources responsibly

This includes:

- making judicious use of staff time, library collections, physical spaces, and technology
- supporting activities that promote environmental and economic sustainability

#### 6. Comply with University policies and procedures and applicable Australian laws

This includes:

- complying with applicable policies and procedures of my home College

- 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**

- to seek a review of, or to appeal, a decision made by an officer of the University
- 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 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 always conduct themselves 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 Policy](#) and [Complaints policy](#).

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 Policy](#) and [Complaints policy](#) on the UD website, and <https://alc.edu.au/study/higher-education/policies/> on the ALC website.

### **Student unit evaluations**

Every student enrolled for credit is given the opportunity anonymously and confidentially to complete a Student Unit Evaluation for each coursework unit of study. This survey data is used by ALC to improve units and their delivery.

For further information see <https://it.divinity.edu.au/student-docs/student-unit-evaluations//>

### **Student 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](mailto:student.records@alc.edu.au)

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

### **MS 365 subscription**

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](mailto:student.records@alc.edu.au).

### **Chapel/Worship**

Worship takes a pivotal place in the weekly routine at ALC. During semesters, the community gathers online on Tuesday mornings. Students, their families, and staff are welcome to attend. Contact [enquiries@alc.edu.au](mailto:enquiries@alc.edu.au) for more information.

# ALC Library

## Introduction

The ALC Library exists to serve the lifelong learning needs of the LCANZ and its regional and global Lutheran partners. It also takes its place as a specialist collection amongst the theological libraries of the University of Divinity and is affiliated with the Australian and New Zealand Theological Library Association (ANZTLA).

## Contact

P: +61 8 7120 8270  
 E: [library@alc.edu.au](mailto: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/>

## Opening hours

Summer Semester <i>(as scheduled)</i>	Tuesday to Friday	9:00am – 4:00pm
Semesters 1 & 2	Tuesday to Friday	8:30am – 4:00pm
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. Library members have access to computer resources, the Wi-Fi network, photocopying and scanning facilities and study areas.

## 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 near 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](mailto: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.

### Electronic resources and online databases

Ejournals, journal indexes, ebooks 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
- Access to new University of Divinity Resources Hub.
- Library resources on thesis writing and academic research

## Off-site users

### Extended borrowing and postal loans

Off -site users may avail themselves of extended loan times. Items must be returned by the due date. The library pays the outward postage, users pay the return postage.

### Off-site delivery of journal articles

Articles may be supplied as electronic copies, if not available online.

### Staff support

Staff will provide telephone and email support services.

For more information see <https://alc.edu.au/library/using-the-library/off-site-users/>.

## Collections

### Main library collection

The Main collection is classified according to the Union Theological Seminary Classification system (Petee). 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

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.
- 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](mailto:library@divinity.edu.au).

## Directory

### ALC staff

#### Principal

Name	Qualifications	ALC position
Stringer, Tim	BTh/BMin DMin	Principal

#### Education staff

Name	Qualifications	ALC position
<b>Teaching staff</b>		
Andersen, John	BA, MA, GrDipPsych, MScMarrFamTherapy, MATH, CertIVTAA, MTh(Hons), PhD	Unit Lead Counselling
Bishop, Matt	B Ec, B Ec (Hons), B Theol, B Min	Lecturer
Brennen, Tom	MEd GradCertEdLead BMus(Hons) BA BEd GAICD	Lecturer Unit Lead Counselling
Graetz, Emma	DipMan CertIVTAE DipTheol GCCFM	Director of Applied Learning; Lecturer in Practical Theology
Hultgren, Stephen	BA MDiv PhD	Senior Lecturer in New Testament
Jackson, Kate	BCouns, Certified AutPlay Therapist	Unit Lead Counselling
Jaensch, Andrew	BTh BEdSt GradCertTESOL MEd GradCertHE	Casual Academic Chaplaincy; Emeritus Lecturer
Mueller, Daniel	BEng BInfoTech PhD BTh/BMin MMissionalLeadership	Casual Academic Apologetics
Nelson, Tania	DipT(Primary) BEd GDThEd BSpEd MEd CertIV TAE EdD GradCertDiv	Casual Academic Missiology, Supervised Theological Field Education
Noack, Meg	GradDipArts(Children'sLit) GradDipRE MEd EdD	Casual Academic Service Learning
Nürnbergger, Anna	BA+MA [equiv.] PhD	Lecturer in Biblical Studies Unit Lead Counselling
Otto, Jennifer	M Psych (Ed & Dev), PhD, PsyBA Supervisor	Unit Lead Counselling
Papoutsis, Liana	LLM (Human Rights & International Law), Cert IV Training and Assessment, Grad Cert FV, DipCouns	Unit Lead Counselling

Name	Qualifications	ALC position
Russell, Linda	BA, BSc (Hons) Psych, MCouns	Unit Lead Counselling
Ruwoldt, Merryn	BA GradDipEd(Sec) GradDipTh(Ed) GradDipBus(Acc) MedSt EdD GradCertEd(HighEd) Cert IV TAE	Academic Dean; Lecturer in Educational Theology;
Schirmer, Jim	BA, BTh, MCouns, PhD (cand.)	Unit Lead Counselling
Stringer, Tim	BTh/BMin DMin	Principal; Lecturer in Practical Theology
Trozzo, Eric	BA MDiv MTheol MPhil PhD	Casual Academic
Westhorp, Susan	BMus BTh SMASACPEV	Casual Academic Pastoral Care and Counselling
<b>Research</b>		
Eastwood, Michelle	BA(Psych, Hist) GDE(Sec) MEd MA(Theol) PhD	Director of Research
Nürnbergger, Anna	BA+MA [equiv.] PhD	Director of Research; LTJ Editor

#### Administration staff (Education Services & Support Services)

Name	Qualifications	ALC position
Dahlenburg, Amy		Marketing and Communications Project Officer
Darmody, Rosslyn	CertIIBus CertIIIBusAdmin Cert IV Allied Health Assistant	Executive Assistant to the Academic Dean
Grigoryeva, Tatiana	Dip Acctg	Bookkeeper
Kloeden, Karl	BMA BCIS MIT(Net&Sec)	Online Development Officer
Kroker, Stephen		Consultant
Lamnek, Alice	CertIVBus	Executive Assistant to the Principal
Pohlner, Julianne	BE Chem (Hons)	Information & Records Manager

#### Library staff

Name	Qualifications	ALC position
Catherine Manning	BA(Hons)	Director of Library Services
Oestmann, Tim	BTh	Library Assistant

## Board of Directors

Name	Qualifications
Long, Mr Andrew (Chair)	BA BTh GradDipEd GradCertLaw LLM MACEL
Goedecke, Mr David	MBA
Haar, Rev Dr Stephen	BTh BA(Hons) PhD GradDipEd CertIVTAE
Hughes, Mr Mark (Vice Chair)	BAppSci GradDipAppSci
Mueller, Ms Jane (Secretary)	BEd PGCert (EdLead) MEd
Smith, Rev Paul (ex officio, LCA NZ Bishop)	BTh GradDipMin BEdSt MEd
Thiel, Ms Ilene	GradCertEd BEd DipEd <b>CertIVTAE</b> <b>CertIVLifeEdSkills(Sec &amp; Prim)</b>
Thiele, Rev Matthew	BTh GradDipMin GradDip(Couns&Psych) <b>CertClinSup</b>
<b>Consultants</b>	
ALC Principal (ex officio) <i>Rev Dr Tim Stringer</i>	BTh/BMin DMin
ALC Vice Principal	
ALC Academic Dean <i>Dr Merryn Ruwoldt</i>	BA GradDipEd(Sec) GradDipTh(Ed) GradDipBus(Acc) MEdSt EdD GradCertEd(HighEd)
<i>Stephen Kroker</i>	

## ALC committees

<b>Leadership Team</b>	
Stringer, Tim (Chairperson)	Principal
Ruwoldt, Merryn	Academic Dean
Kroker, Stephen	Consultant
Graetz, Emma	Director of Applied Learning
Lamnek, Alice	Executive Assistant to the Principal
<b>Academic Committee</b>	
Ruwoldt, Merryn (Chairperson)	Academic Dean
Darmody, Rosslyn	Executive Assistant to the Academic Dean
Eastwood, Michelle	Director of Research
Manning, Catherine	Director of Library Services
Nelson, Tania	Casual Academic

Spiller, Catherine	Academic Dean, Eva Burrows College
Vacant	Counselling Program Director
<b>Scholarship Committee</b>	
Ruwoldt, Merryn (Chairperson)	Academic Dean
Baker, Judy	External member
Kroker, Stephen	Consultant
Puschak, Christopher	Finance, Audit and Risk Committee representative
Pohlner, Julianne	Administrator
<b>Work Health and Safety Committee</b>	
Vacant (Chair)	Management representative
Oestmann, Tim	Library representative
Lamnek, Alice	Administration representative
Manning, Catherine	Director of Library Services
Nuernberger, Anna	Education staff representative
Stringer, Tim	Management representative
Pohlner, Julianne	Minute taker

## 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).
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 <a href="#">Regulation 11 - Awards, Courses and Units</a> .
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 enrolls in at least 75% of 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-site	The delivery of units and courses off-site (ALC, Adelaide location).
Part-time student	A student who enrolls in less than 75% of the full study load of the semester for a course over the period of an academic year.

Term	Definition
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).
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. Units are listed in UMS (see below).
Unit Management System (UMS)	This University of Divinity system allows students and staff to view the diverse range of units available across the University and its Colleges. See <a href="https://units.divinity.edu.au">units.divinity.edu.au</a> 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 <a href="#">Australian Qualifications Framework</a> 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.

Term	Definition
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.
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	<i>Higher Education Support Act 2003</i>

Term	Definition
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 <i>Migration Act 1958</i> .
Permanent visa holder	A student who holds a permanent visa within the meaning of subsection 30(1) of the <i>Migration Act 1958</i> .
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 <i>Higher Education Support Act 2003</i> .
Remission	A practice whereby a student’s FEE-HELP debt in relation to a unit of study is removed because of special circumstances. See <a href="#">Cancelling your HELP debt under ‘Special Circumstances’</a> .
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.
Student cohort	All the students commencing a course of study in a particular year with a particular higher education provider.

Term	Definition
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
CPE	Clinical Pastoral Education
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
SATAC	South Australian Tertiary Admissions Centre
SLE	Student Learning Entitlement
STFE	Supervised Theological Field Education
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
LCANZ	Lutheran Church of Australia and New Zealand
LEA	Lutheran Education Australia