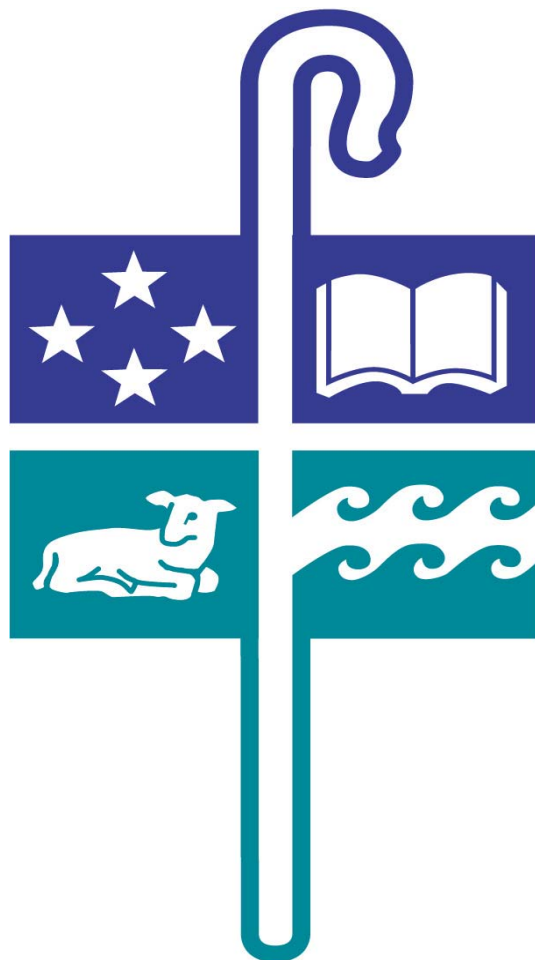
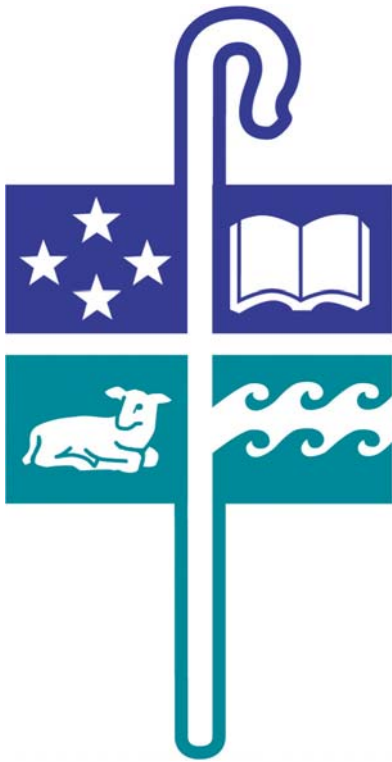


Good Shepherd College - *Te Heparā Pai*



Student Handbook



Good Shepherd College - *Te Heparā Pai*

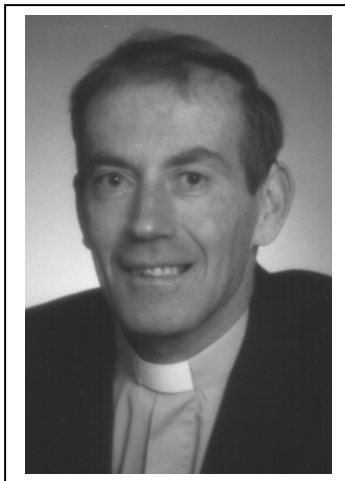
PO Box 3440, Auckland, New Zealand *(postal)*

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Website: www.gsc.ac.nz

July 2008

Welcome



Welcome to Good Shepherd College – *Te Heparā Pai*. We hope your time studying with us is enjoyable and stimulating.

Our College began in 2001, teaching the Bachelor of Theology Degree for the Sydney College of Divinity, through our formal association with the Catholic Institute of Sydney. Our College brings together the personnel and libraries of Holy Cross College and Mount Saint Mary's College.

Theology and its related disciplines are taught and studied to attain a deeper understanding of divine revelation and the treasure of Christian wisdom handed down to us in the Catholic tradition. Our courses are designed to relate to the needs of contemporary men and women so that knowledge and faith may be integrated, and the dialogue of faith, reason and culture may be continued.

We hope that your educational experience at our College is enriching and useful.

Rev Dr Brendan Daly
Principal

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1. Introduction

1.1 Why We Study Theology

Religious faith is the deepest thing in our lives, and to those who have it, the most important. Not everyone studies it. In fact, some of those who have it to a superlative degree never study it. But it is one of the most beautiful and interesting things we can study, trying to get clear on what it is and what it isn't.

Good Shepherd College is part of the Catholic tradition of reflection on religious faith.

Catholicism is, among other things, a way of looking at the world. Good Shepherd College teaches about this view of the world, what it is like to see things through Catholic eyes. It also engages with the criticisms and debates which arise when non-believers look on at this vision and comment on it, asking whether it can be justified.

In all this, the College continues the long, colourful, sometimes quarrelsome tradition of Catholic theology, trying to get clear about this ancient tradition of belief, with its words of faith, hope, love, forgiveness and reconciliation.

If the thought of learning about such things attracts you, Good Shepherd College is the place for you!

1.2 History of Good Shepherd College – *Te Heparā Pai*

Good Shepherd College–*Te Heparā Pai* began teaching in February 2001.

It brings together the resources and traditions of two theological colleges in New Zealand, Holy Cross College, Mosgiel and Mount St Mary's College, Greenmeadows/ Auckland

Holy Cross College was founded in 1900 by Bishop Verdon of Dunedin. Educated in Rome, Bishop Verdon headed seminaries in Ireland and Sydney, with an intervening period as vice-rector of the Irish College in Rome. For 100 years Holy Cross College taught theology to candidates for diocesan priesthood in New Zealand and more recently to a much wider group of students.

Mount St Mary's College began its life in Auckland at the beginning of the 1992 academic year. Its prior history was at Meeanee and Greenmeadows in Hawkes Bay, having been founded in 1890 by French Marists who formed the first faculty of Mount St Mary's College in Hawkes Bay.

Originally established to teach theology to candidates for Marist priesthood and for Brothers in the Society of Mary, Mount St Mary's College, like Holy Cross College, has taught theology to a much wider group of students in recent years.

1.3 Life at Good Shepherd College

Good Shepherd College – *Te Heparā Pai* has been established to provide theological education in the Roman Catholic tradition and has a special focus on the formation of candidates for ordained priesthood in the Catholic Church.

But the college is open to all students who wish to study theology in the Roman Catholic tradition. Students may be Catholic lay people or members of religious congregations, members of other Christian Churches, followers of other religious traditions, or students who have no religious association.

You can study

- for a degree
- for personal understanding
- for personal interest.

You can study

- Canon Law
- Christian Ethics
- Church History
- Humanities
- Liturgy
- Pastoral Theology
- Philosophy
- Scripture
- Spirituality
- Systematic Theology

You can study in the company of

- candidates who are preparing to be priests in the Catholic Church
- people preparing for parish ministries
- teachers wishing to further their religious studies
- people seeking a deeper understanding of their faith.

1.4 Civil Status

Good Shepherd College - *Te Heparā Pai* is registered with the New Zealand Qualifications Authority as a Private Training Establishment.

All course units are 15 NZQA (9 SCD) credit points.

100, 200 & 300 levels = NZQA levels 5, 6 & 7 on the National Qualifications Framework.

1.5 Governance

Good Shepherd College – *Te Heparā Pai* is owned by the Good Shepherd College Charitable Trust which has been established by the New Zealand Catholic Bishops Conference and by the New Zealand Province of the Society of Mary.

The governing body of the College is the Trust Board of Good Shepherd College Charitable Trust. In matters directly concerning theological education, the Trust Board has granted delegated authority to the Senate of the College.

THE GOVERNANCE ROLE AND RESPONSIBILITIES OF THE SENATE OF GOOD SHEPHERD COLLEGE

1. The Senate of Good Shepherd College has overall responsibility to run the College, ensuring good governance, administration and the wellbeing of the College.
2. The Senate in its governance role will work collaboratively with the staff.
3. The Senate recommends to the Trust Board the approval of the annual budget, the appointment, suspension and removal of the Principal and academic staff.
4. The Senate recommends to the Trust Board proposals concerning co-operative arrangements or associations with other educational institutions, the acceptance of trust funds.
5. The Senate recommends to the Trust Board the terms and conditions on which students may be accepted and the removal of students.
6. The Senate appoints special committees for Finance, Appointments, Policies, Grievances etc.
7. The Senate may make recommendations to the Trust Board to change the constitution.
8. The Senate conducts the annual appraisal of the principal.
9. The Senate approves sabbatical leave for the staff.

The Trust Board has also decided to enter into an association with the Catholic Institute of Sydney (CIS), a member college of the Sydney College of Divinity for the purposes of delivering quality theological education.

Good Shepherd College is a campus of the Catholic Institute of Sydney and teaches, as CIS does, for the awards granted by the Sydney College of Divinity.

1.6 Catholic Institute of Sydney

The Catholic Institute of Sydney (CIS) has a long tradition in Catholic Theology. The Institute has its origins in the Faculty established by Cardinal Moran in 1889 for the education of priests in Australia. The beginnings of its library go back even further to the Benedictine foundation in the first half of the nineteenth century.

CIS's theological tradition aims to be both authentic in its articulation of Catholic faith and yet also alive to the needs of contemporary women and men. The courses are designed to explore the conjunction of faith and culture in order to help students develop a deep Catholic faith that can be lived in the contemporary world.

1.7 Sydney College of Divinity

In 1983 the New South Wales Higher Education Board approved the incorporation of the Sydney College of Divinity (SCD), in which Catholic Institute of Sydney (CIS) was one of the founding Member Institutions.

Though its affiliation to CIS, Good Shepherd College is able to offer the SCD Bachelor of Theology degree.

From 2008 onwards Good Shepherd College is offering a Graduate Diploma in Theology.

Some course units in the degree are designed by Good Shepherd College, accepted by CIS and approved by the Sydney College of Divinity.

The learning and teaching at Good Shepherd College is student-centred and includes the New Zealand cultural context and New Zealand content.

1.8 Enrolment

New students should arrange an interview with the Dean of Studies before submitting their application for admission as award or audit only students. This status is confirmed after the student has been admitted.

Registration in Course Units

Application for enrolment can be made from the 12th week of the preceding semester onwards. Registration is completed with payment of fees by the date set down in the academic calendar.

Late fee. A late enrolment fee is charged (contact the College for the amount payable).

1.9 Credits and Exemptions

Credit for work done at other tertiary institutions may be sought, according to CIS Regulations and the structure of the award.

Credit and exemption is decided by the appropriate SCD committee.

Students seeking credit for or exemption from course units apply to the registry within the first two weeks of the semester.

Applicants must provide an authenticated transcript of previous studies, and relevant course unit descriptions. Levy fees may be charged for successful applications.

1.10 Colin Library

Librarian: Carol Wills Email: carol@gsc.ac.nz

Hours during academic year

Consult the College website www.gsc.ac.nz or the Information Booklet for library hours.

Holiday hours (please phone to check)

The library is closed from mid December to the end of January.

The users of Colin Library are first and foremost the lecturers, staff and students of Good Shepherd College. Library facilities then extend to users outside the College either by means of interlibrary loans, subscription membership or by special arrangement.

BOOK BORROWING

Requesting books from Colin Library:

- Day students and local subscription members are to borrow books by visiting the library in person.
- Distance students may do so online via the library OPAC (www.gsc.ac.nz/library.htm). Find the title you want, click on the “Reserve” button along the bottom of the page, type in your borrower/ID number, click OK, then click “Yes” on message that begins with “This title is available now...” If the book you want is out, follow the instructions to either reserve it for yourself when it is returned, or to cancel your request.
- Requests received after 9am will be dealt with the following working day.
- Distance students may borrow in person if they wish.

Returning books to Colin Library:

- Books may be returned by any method preferred by the borrower provided the regulations are met.
- Distance students not returning books personally are responsible for postage/courier costs. The library carries the cost for sending books to the student. Books will be sent in regulation mail plastic bags addressed to the student. These bags can be reused to return books by turning the bag inside out, placing the books inside and sealing the bag with tape. A return address label is already affixed to the inside of the bag for the student’s convenience.

Number of books per person:

- Day students may borrow up to 10 books at a time for two weeks.
- Distance students and subscription members may borrow up to 4 books at a time, for four weeks. The librarian may limit the number of titles that may be borrowed in a particular area of study to allow all students reasonable access to the material.

Librarian recall:

The librarian reserves the right to recall any title at any time even if the initial 2 week (or 4 week) loan period has not been reached.

Loan renewals:

- Books may be renewed *once* for a further two weeks, provided there is no waiting list. Renewals must take place before or on the due date. Books already overdue (even by 1 day) cannot be renewed.
- Books may be renewed in person, by email or by telephone. Please quote your name and the barcode numbers of the books being renewed if leaving a message on the College’s answer phone.

Overdue books:

- Overdue books will attract a fine of \$1.00 per day, weekends included. Books retrieved by the librarian on Monday mornings that were returned sometime during the weekend will not be charged for the immediately preceding Saturday, Sunday or public holiday. For distance students this fee will be calculated according to the postmarked date on the package.
- A statement of overdue costs incurred will be emailed to the distance student who may pay by posting a cheque made out to the College or direct payment to: Good Shepherd College, Colin Library account, BNZ account no. 020200 0299983 02.
- Day students will be charged in the library.
- All accounts for overdue books must be cleared before further borrowing can commence.

Reserved books

Each semester lecturers identify titles that are designated “reserved” for the duration of the semester. These titles relate to the courses being taught and are deemed additional recommended reading to the readings supplied with the course material. They may not be borrowed but are available for use within the library.

Reference Works

Books in the reference collection are not available for general borrowing.

Journals

Colin Library subscribes to a large number of journals that may be read within the library only. No bound copies or single issues may be borrowed at any time. Distance students may request photocopies of specific articles from the librarian at a cost of \$5.00 per article. Very long articles may cost more. Such photocopying of articles is at the discretion of the librarian.

PHOTOCOPYING

Photocopying facilities are available at a cost of 10c per A4 page, and 20c per A3 page. Students are able to run a photocopying account in arrangement with the librarian. All copies made, including duds are to be paid for so ask for assistance if necessary.

Please note that Colin Library vigorously discourages any photocopying activity that breaches the copyright laws.

END OF SEMESTER

Students are expected to return all library material at the end of each semester. Books not returned are subject to a \$1.00 per day fine to a maximum of \$20.00 per book. Books may be borrowed over semester breaks.

FOOD AND DRINK

Only drink bottles with sipper lids are allowed, and no food of any kind is permitted.

FOOTWEAR

Library users are requested to wear footwear at all times.

DAMAGED LIBRARY MATERIAL

Please bring to the attention of the librarian any discovered damaged library material. This includes highlighting of text with fluorescent pens. If a borrower damages library material the matter must be discussed with the librarian, because failure to report even minor damage may result in the borrower paying full replacement costs. Often the damage is easily repairable at little if no cost.

Replacement costs:

Costs for seriously damaged books are calculated at the replacement amount plus a \$10.00 handling and processing fee. A replacement copy of the damaged title supplied by the user may be acceptable, but the \$10.00 handling and processing fee will still apply. Out of print titles are dealt with on a book by book basis.

2. Academic Structures

2.1 General Information

The academic year begins in February and concludes in November. The academic year is divided into 2 semesters, each of 13 teaching weeks and 2 study/ examination weeks. Between the semesters there is a mid-year recess, usually 3 weeks. During each semester there is a mid-semester break of 2 weeks.

Teaching and learning at CIS is organised in terms of *course units, levels of study, subject areas, majors and sub-majors*.

Course units are offered in cycles (annual, biennial, triennial).

Course units are taught at 100, 200 and 300 levels in undergraduate programmes.

All course units are 15 NZQA credit points & equate to 9 SCD credit points.

100, 200 & 300 levels = NZQA levels 5, 6 & 7 on the National Qualifications Framework.

100 level course units are **Pre-requisites** for further study in each subject area.

Both TH217S *The Church* and TH231S *Christology* are pre-requisites for further study in Systematic Theology.

Teaching periods are normally of 1 hour's duration, commencing 9.30am, 10.30am, 11.30am, 1.30pm, 2.30pm and 3.30pm.

Lectures begin 5 minutes after the half-hour and conclude 5 minutes before the half-hour

Some course units may be offered as an evening class, once a week 6.30 - 9.30 pm.

Students should not expect to be able to complete a BTh through evening classes only.

2.2 Demand Hours

Demand hours are the time to which a student is (notionally) committed per semester for each course unit, and include both the teaching period and personal study time.

All course units are 15 NZQA (9 SCD) credit points, and generate 162 demand hours.

Normally 39 hours are allocated to class time, and the rest to personal study, including assessment tasks.

This translates as approximately 10 hours per course unit per week [40 hours per week for a full-time student (4 course units)].

In undergraduate programmes, 12 demand hours are allocated per 1000 words or equivalent of assessment tasks.

2.3 Subject Areas and codes

Course units fall into one of the following subject areas:

AL Humanities

BB Biblical Studies

ET Christian Ethics

HS Church History

LS Liturgical Studies

PT Pastoral Theology & Practice

SP Spirituality

TH Theology
WH Philosophy

Certain course units may be required in a subject area as part of a major or sub-major.

2.4 Majors and Sub-majors

A major consists of 6 course units (90 NZQA / 54 SCD credit points) in a particular subject area. Each subject area has its own prescriptions. (see Programme Requirements below)

A sub-major consists of 4 course units (60 NZQA / 36 SCD credit points) in a particular subject area. Each subject area has its own prescriptions. (see Programme Requirements below)

2.5 Coding of Course Units

Course units have a code. For example, ET351S, or WH222S.

The first 2 letters of a code indicate a subject area. In the first example, the subject area is Christian Ethics, in the second it is Philosophy.

The final letter indicates the Member Institution within the SCD. In both examples, S (= Strathfield) is the letter designating CIS.

The first digit in the code indicates the level at which the course is taught.

The remaining two digits identify each particular course unit according to the listing within subject areas as set out in the SCD central submission document. (see Assignable Course Units below)

Hence, ET351S is a Christian Ethics course unit at CIS at 300 level with the title 'Biomedical Ethics'.

3. SCD Awards & Programme Requirements

Bachelor of Theology is a general degree suitable both for the formation of ministers in the church and for those seeking a broadly based theological education. Students must satisfy certain requirements in various subject areas including Biblical Studies and Theology. The degree comprises three years of full-time study or part-time equivalent.

Graduate Diploma in Theology is available to candidates who have degree level qualifications in, for example Arts, Education, to obtain a degree level qualification in Theology. It can also be added as a further qualification for those who have a BTh.

It maybe studied as a 1-year full-time course, or part-time over several years. It is being offered *on campus* and by *Distance Education* these being concurrent studies.

Starting dates and final dates for each semester are **the same** for *distance* and *on campus* students.

Master of Theology: Negotiations with SCD to allow GSC–THP to award this degree will come later.

3.1 Planning Guide : Bachelor of Theology
Good Shepherd College – Te Heparā Pai

A Bachelor of Theology requires both breadth and depth

	Major ① at least one major	Major or sub-major	Sub-major ② Total of 3 = major + sub-major		
③ 6 course units				④ 4 course units	

	Whole Degree ⑤ 24 course units	
⑥ Not more than 10 at level 100		1
		2
		3
		4
		5
		6
		7
		8
		9
		10
⑦ Not less than 5 at level 300		11
		12
		13
		14
		15
		16
		17
		18
		19
		20
		21
		22
		23
		24

⑧ 4 course units from Ethics-Liturgy-Pastoral-Spirituality

⑨ 1 course unit in Church History

⑩ at least a sub-major in both	Sub-major In one of the areas below:
Biblical Studies	
BB100S	TH188S
BB214S	TH217S
BB254S	TH231S
	Christian Ethics
	Pastoral
BB326S	TH320S
BB329S	TH324S
BB331S	TH325S
	Philosophy
BB364S	TH326S
BB368S	TH328S
	Church History
	TH334S
	TH337S
	Liturgical Studies

BACHELOR OF THEOLOGY

BTh

Programme Requirements

All course units are 15 NZQA credit points & equate to 9 SCD credit points.

The Bachelor of Theology requires the completion of 24 units (360 NZQA/216 SCD credit points). Every program for the award shall include either two majors and one sub-major or one major and two sub-majors.

A major normally requires 90 NZQA (54 SCD) credit points from units assigned to the major including no more than 30 NZQA (18 SCD) credit points at 100-level, and at least 30 NZQA (18 SCD) credit points at 300-level.

A sub-major shall require 60 NZQA (36 SCD) credit points from units assigned to the major including no more than 30 NZQA (18 SCD) credit points at 100-level.

The disciplines and the majors and sub-majors available are:

Disciplines Majors/Submajors

Biblical Studies / Biblical Studies

Christian Ethics / Christian Ethics

Christian Spirituality / Christian Spirituality

Church History / Church History

Humanities / Biblical Languages

Liturgical Studies / Liturgical Studies

Pastoral Theology & Practice / Pastoral Theology & Practice

Philosophy / Philosophy

Theology / Theology

As well, the BTh program includes:

- not more than 120 NZQA (72 SCD) credit points from Philosophy and Humanities;
- at least a sub-major from Biblical Studies;
- at least a sub-major from Theology;
- at least 15 NZQA (9 SCD) credit points from Church History;
- not more than 150 NZQA (90 SCD) credit points taken at 100-level;
- at least 60 NZQA (36 SCD) credit points from the following disciplines: Christian Ethics, Christian Spirituality, Counselling, Liturgical Studies, Pastoral Theology and Practice;
- at least 90 NZQA (54 SCD) credit points at 300-level;
- not more than 30 NZQA (18 SCD) credit points of Independent Guided Study without the approval of the Academic Board;
- not more than 180 NZQA (108 SCD) credit points in Pastoral Theology and Practice;
- credit may be given for previous studies up to 240 NZQA (144 SCD) credit points.

BIBLICAL STUDIES

Specific Requirements

Pre-requisite: BB100 Introduction to Biblical Studies for all other course units.

Submajor

BB100 Introduction to Biblical Studies

BB214 The Pentateuch

BB254 Synoptic Gospels

+ one elective course unit from assignable course units

Major

Fulfillment of sub-major requirements

+ two elective course units at 300 level

Assignable Course Units

BB100	Introduction to Biblical Studies
BB214	The Pentateuch
BB254	Synoptic Gospels
BB326	The Psalms
BB329	Wisdom Literature
BB331	Prophetic Literature
BB364	The Pauline Literature
BB368	The Johannine Literature

CHRISTIAN ETHICS

Specific Requirements

Pre-requisite: ET140 Morality and Christian Discipleship in a Catholic Context for all other course units.

Submajor

ET140 Morality and Christian Discipleship in a Catholic Context
+ three elective course units at 200 or 300 level

Major

Fulfillment of sub-major requirements
+ two elective course units at 300 level

Assignable Course Units

ET116	Fundamental Catholic Moral Theology
ET140	Morality and Christian Discipleship in a Catholic Context
ET202	Moral Discernment and Catholic Tradition
ET272	Environmental Ethics
ET347	Sexuality, Marriage and Family in the Catholic Tradition
ET351	Biomedical Ethics
ET382	Social Ethics and Catholic Social Teaching

CHURCH HISTORY

Specific Requirements

Pre-requisite: HS210 The Early Church for all other course units.

Submajor

HS210 The Early Church
HS240 The Church in the Middle Ages
HS250 The Reformers and the Reformation
+ one elective unit from assignable course units

Major

Fulfillment of sub-major requirements
+ two elective course units at 300 level

Assignable Course Units

HS210	The Early Church
HS240	The Church in the Middle Ages
HS250	The Reformers and the Reformation
HS381	New Zealand Catholics: Their Story

HUMANITIES

Assignable Course Units

AL121	Greek 1
AL132	Ecclesiastical Latin 1
AL151	Māori Culture and Religion

LITURGICAL STUDIES

Specific Requirements

Pre-requisite: Nil

Submajor

LS170 Catholic Liturgical Foundations
+ two elective course units at 200 or 300 level

Major

Fulfillment of sub-major requirements
+ two elective course units at 300 level

Assignable Course Units

LS170 Catholic Liturgical Foundations
LS220 Preaching I
LS371 Catholic Liturgy and Sacraments

Cross Assignable Course Units

BB326 The Psalms
PT367 Canon Law and the Sacraments
TH324 Anointing and Reconciliation
TH325 Baptism and Confirmation
TH326 Eucharist
TH328 The Sacrament of Marriage

PASTORAL THEOLOGY AND PRACTICE

Specific Requirements

Pre-requisite: PT101 Introduction to Pastoral Theology for all other course units.

Submajor

PT101 Introduction to Pastoral Theology
PT282 Supervised Ministry 1
+ one elective course unit from assignable course units

Major

Fulfillment of sub-major requirements
+ two elective course units at 300 level

Assignable Course Units

PT101 Introduction to Pastoral Theology
PT282 Supervised Ministry 1
PT367 Canon Law and the Sacraments
PT368 Selected Themes in Canon Law
PT376 The Psychology of Religious Vocation

Cross-Assignable Course Units

CN249 Human Development and Counselling

PHILOSOPHY

Specific Requirements

Pre-requisite: WH106 The Beginnings of Western Thought and WH209 The Emergence of Modern Thought for all other course units.

Submajor

WH106 Beginnings of Western Thought
WH209 Emergence of Modern Thought
WH222 Moral Philosophy
+ one elective course unit from assignable course units

Major

Fulfillment of sub-major requirements
+ two elective course units at 300 level

Assignable Course Units

WH106	Beginnings of Western Thought
WH209	Emergence of Modern Thought
WH222	Moral Philosophy
WH311	Modern Continental Philosophy
WH331	Being Existence and God
WH332	The Human Person

SPIRITUALITY

Specific Requirements

Pre-requisite: SP101 Spirituality: An Introduction for all other course units

Submajor

SP101	Spirituality: An Introduction
SP208	Spirituality and Religion
SP350	Western Spiritual Classics: Spiritual Wisdom from the West
SP360	Prayer and Prayerfulness

+ one elective course unit from assignable course units

Major

Fulfillment of sub-major requirements
+ two elective course units at 300 level

Assignable Course Units

SP101	Spirituality: An Introduction
SP202	Foundations of Christian Spiritual Formation
SP212	Studies in Historical Spirituality
SP350	Western Spiritual Classics
SP360	Prayer and Prayerfulness

Cross Assignable Course Units

BB326	The Psalms
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THEOLOGY

Specific Requirements

Pre-requisite: TH188 Introduction to Catholic Theology for all other course units.

Submajor

TH188	Introduction to Catholic Theology
TH217	The Church
TH231	Christology

+ one elective course unit at 300 level

Major

Fulfillment of sub-major requirements
+ two elective course units at 300 level

Assignable Course Units

TH188	Introduction to Catholic Theology
TH217	The Church
TH231	Christology
TH320	Ministry in the Church
TH324	Anointing and Reconciliation
TH325	Baptism and Confirmation
TH326	Eucharist
TH328	The Sacrament of Marriage
TH334	The Triune God
TH337	Grace in Catholic Theology

3.2 Graduate Diploma in Theology

GRADUATE DIPLOMA IN THEOLOGY Grad Dip Th

This is available to candidates who have degree level qualifications in, for example Arts, Education, to obtain a degree level qualification in Theology. It can also be added as a further qualification for those who have a BTh.

COURSE REQUIREMENTS:	total number of papers	8	(120 NZQA credits)
	papers at level 7 [300 level]	5	(75 NZQA credits)
	TH188S <i>Introduction to Catholic Theology</i> is a compulsory paper		
	demand hours	150 per paper	
		1200 total	

Component papers: All the papers available for the BTh (#5) may be used for the Grad Dip., but papers used for a BTh cannot be cross-credited to the Grad Dip.
Not all of the listed papers are available in any one year.

4. Policies and Procedures

A copy of Good Shepherd College - *Te Heparā Pai* Policies and Procedures is available at the Library desk

Good Shepherd College provides and maintains a SMOKE-FREE study and work environment.

5. Course Units offered by Good Shepherd College

5.1 Full listing of approved course units at Good Shepherd College

	Code	Title	NZQA level
Systematic Theology	TH188S	Introduction to Catholic Theology	5
	TH217S	The Church	6
	TH231S	Christology	6
	TH320S	Ministry in the Church	7
	TH324S	Anointing and Reconciliation	7
	TH325S	Baptism and Confirmation	7
	TH326S	Eucharist	7
	TH328S	The Sacrament of Marriage	7
	TH334S	The Triune God	7
	TH337S	Grace in Catholic Theology	7
Biblical Studies	BB100S	Introduction to Biblical Studies	5
	BB214S	The Pentateuch	6
	BB254S	Synoptic Gospels	6
	BB326S	The Psalms	7
	BS329S	Wisdom Literature	7
	BB331S	Prophetic Literature	7
	BB364S	The Pauline Literature	7
	BB368S	The Johannine Literature	7
Philosophy	WH106S	The Beginnings of Western Thought	5
	WH209S	The Emergence of Modern Thought	6
	WH222S	Moral Philosophy	6
	WH311S	Modern Continental Philosophy	7
	WH331S	Being, Existence and God: Thomistic Metaphysics	7
	WH332S	The Human Person	7
Christian Ethics	ET140S	Morality and Christian Discipleship in a Catholic Context	5
	ET202S	Moral Discernment and Catholic Tradition	6
	ET347S	Sexuality, Marriage and Family in the Catholic Tradition	7
	ET351S	Biomedical Ethics	7
	ET382S	Social Ethics and Catholic Social Teaching	7
Church History	HS210S	The Early Church	6
	HS240S	The Church in the Middle Ages	6
	HS250S	The Reformers and the Reformation	6
	HS381S	New Zealand Catholics: Their Story	7
Liturgy	LS170S	Catholic Liturgical Foundations	5
	LS220S	Preaching 1	6
	LS371S	Catholic Liturgy and Sacraments	7
Spirituality	SP101S	Spirituality: An Introduction	5
	SP208S	Spirituality and Religion	6
	SP350S	Western Spiritual Classics: Spiritual Wisdom from the West	7
	SP360S	Prayer and prayerfulness	7
Pastoral Studies	PT101S	Introduction to Pastoral Theology	5
	PT282S	Supervised Ministry 1	6
Canon Law	PT367S	Canon Law and the Sacraments	7
	PT368S	Selected Themes in Canon Law	7
Human Development	CN249S	Human Development and Counselling	6
	PT376S	The Psychology of Religious Vocation	7
Humanities	AL132S	Ecclesiastical Latin 1	5
	AL151S	Maori Culture and Religion	5

5.2 Descriptions of Course Units

AL132S ECCLESIASTICAL LATIN I

This course unit introduces the basic grammatical and syntactical knowledge, which will lead to a grasp of Latin ecclesiastical writing.

AL151S MAORI CULTURE AND RELIGION

The Church in New Zealand is a social entity as well as a theological one. This course unit will help students to have an understanding of and empathy with Māori people, their thought patterns and religious motivations so that they can be effective spiritual ministers to one another.

BB100S PRE-REQUISITE INTRODUCTION TO BIBLICAL STUDIES

This course unit introduces the discipline of biblical studies. It examines the context and development of the biblical canon, its structure and contents and the relevant historical, geographical and social background of the biblical world.

Required text:

Bartholomew, Craig G. & Goheen, Michael W. *The Drama of Scripture*. Grand Rapids: Baker, 2004
Bible: *New Revised Standard version* with Apocrypha/ Deuterocanonical Books

BB214S THE PENTATEUCH

This course unit studies the literary forms, dynamic structures and major themes of the books of Genesis, Exodus, Leviticus, Numbers and Deuteronomy. It involves close exegetical study of selections from the books of Genesis, Exodus and Deuteronomy.

BB254S SYNOPTIC GOSPELS

This course unit investigates the principal literary features and theological import of the gospels of Matthew, Mark, and Luke. It addresses one gospel in particular for a closer exegetical study.

BB326S THE PSALMS

This course unit studies the literary forms of the psalms and other prayer-texts in the Old Testament literature, and explores the themes of worship and spirituality as they emerge from these sources. It involves close exegetical study of selected texts.

BB329S WISDOM LITERATURE

This course unit studies the literary forms of one of the major 'historical' works (Deuteronomistic or Chronicler's), their themes and issues. It examines the historical and religious background, and involves close exegetical study of selected texts.

BB331S PROPHETIC LITERATURE

This course unit examines prophecy and prophet in the world of the ancient Middle East and in the literature of the Bible. It surveys the literary forms and structures of selected books of the Old Testament canon, and involves a close exegetical examination of representative texts.

BB364S

THE PAULINE LITERATURE

This course unit studies selected texts from the Pauline and post-Pauline literature. It examines their background and context, and involves close exegetical study of selected texts.

BB368S

THE JOHANNINE LITERATURE

This course unit surveys the literature and community represented by the gospel and letters of John. It examines the structure and forms and themes of the gospel in particular and offers close exegetical study of selected texts.

CN249S

HUMAN DEVELOPMENT AND COUNSELLING

Beginning with the challenges of young adulthood, moving through the changes that come about in middle age and ending with particular issues that arrive with ageing, this course unit allows you to study the adult life cycle and the opportunities that come at different times in our lives. Identity, patterns of sexuality, relationships, marriage, divorce, gender issues, career and gerontology are some of the topics that are explored in a course that integrates developmental psychology and pastoral ministry.

ET140S *PRE-REQUISITE*

MORALITY AND CHRISTIAN DISCIPLESHIP IN A CATHOLIC CONTEXT

This course unit introduces the student to the study and application of the basic concepts of Christian ethics and provides a basis for further study in the subject area.

ET202S *PRE-REQUISITE*

MORAL DISCERNMENT AND CATHOLIC TRADITION

This course unit continues the introduction of the student to the study and application of the basic concepts of Christian ethics. This foundation will enable the student to respond to the complex ethical issues of the contemporary world.

ET347S

SEXUALITY, MARRIAGE AND FAMILY IN THE CATHOLIC TRADITION

This course unit builds on the student's understanding of Christian morality and explores the theological anthropology central to understandings of human embodiment, sexuality, gender and what it means to be man and woman in contemporary society.

ET351S

BIOMEDICAL ETHICS

This course unit introduces the student to the ethical issues involved in modern medicine and health care. It will assist students to be sensitive to a range of ethical dilemmas and will focus on the skills required to apply moral principles to practical issues.

ET382S

SOCIAL ETHICS AND CATHOLIC SOCIAL TEACHING

This course unit addresses the form of the Church's engagement with the public sphere in modern liberal society and the complex moral issues that emerge in such a context.

HS210S *PRE-REQUISITE*

THE EARLY CHURCH

This course unit is designed to provide an accurate understanding of this early period in the history and development of Christianity, seen as formative by all Christian traditions. The evidence derived from primary sources will be fundamental to the course, covering the first seven centuries of Christianity.

HS240S

THE CHURCH IN THE MIDDLE AGES

This course unit provides an understanding of medieval Christendom within its broader social, cultural and political settings. The course unit will cover the seventh to the fifteenth centuries. The use and interpretation of primary sources will be basic to the course unit.

HS250S

THE REFORMERS AND THE REFORMATION

This course unit introduces students to the European Reformations of the sixteenth century as a development in history of universal importance. It also introduces students to the leading figures, theological concerns and key events of the period and helps them to recognise the complexity of interpreting events shaped by differing religious, economic, social and political contexts.

HS381S

NEW ZEALAND CATHOLICS: THEIR STORY

This unit is designed for future church leaders. It will develop their understanding of significant personalities and events, encouraging them to trace their own place in the New Zealand context. The study of past and current issues will provide a foundation for those engaging in further work, especially in theological research and pastoral ministry.

LS170S *PRE-REQUISITE*

CATHOLIC LITURGICAL FOUNDATIONS

Upon completion of this course unit a student will have been introduced to the major stages in the development of liturgical practice in the Roman tradition. As well, he or she will have gained a sense of the rites that make up the Church's liturgical life, and developed an appreciation of the breadth of pastoral concern that underpins the tradition. At the heart of the course is a detailed study of the Eucharistic liturgy.

LS220S

PREACHING 1

How can we make the word a living part of our worship? The aim of this course unit is to enable students to develop their skills in constructing and delivering liturgical homilies. Included is the appreciation of the discipline of homily preparation and delivery, the place of the homily in the ongoing conversion of the community and the homilist, and an understanding of the place of preaching in the liturgy of the word.

LS371S

CATHOLIC LITURGY & SACRAMENTS

The history and theology of worship are given full rein in this course unit. In it are discussed the relationship between liturgy and tradition, along with the interaction between liturgy and culture. Contemporary critical liturgical questions around priestly identity, justice, the experience of women, popular devotions and lay leadership are also canvassed.

PT101S *PRE-REQUISITE*

INTRODUCTION TO PASTORAL THEOLOGY

This course unit provides you with an initial understanding of the meaning and practice of pastoral care. Various forms of pastoral care will be discussed and you will be introduced to particular skills needed for this kind of ministry. The nature and importance of theological reflection upon ministry will be explained and you will investigate the changing contexts in which this takes place.

PT282S

SUPERVISED MINISTRY I

In this course unit you will draw up a learning contract specifying a part-time ministry placement upon which you will be provided with weekly supervision. Growth in self-awareness upon ministry and the ability to practise theological reflection within your pastoral experience will be addressed.

PT367S

CANON LAW AND THE SACRAMENTS

You will study in this course unit the development and application of the Catholic Church's canonical tradition in relation to the celebration of the seven sacraments. The course aims at providing you with an appreciation of the skills needed to apply canon law to sacramental practice within pastoral ministry.

PT368S

SELECTED THEMES IN CANON LAW

This course unit is intended to acquaint you with the canonical tradition in the various aspects of the Catholic Church's life other than the sacramental. Different books of the Code of Canon Law are studied along with commentaries. You will be provided with an understanding of the theological basis for such law and learn how to apply it practically to the life of the Church.

Required text: *1983 Code of Canon Law*, Canon Law Society of America *or* Collins *or* http://www.vatican.va/archive/ENG1104/_INDEX.HTM

PT376S

THE PSYCHOLOGY OF RELIGIOUS VOCATION

This course unit provides the theoretical and practical learning for understanding the dynamics relating to mature commitment and effective ministry as a celibate priest. It encourages the student to integrate conceptual learning concerning the theology of priestly ministry studied in “TH217S The Church” with the psychology of adult life.

SP101S *PRE-REQUISITE*

SPIRITUALITY: AN INTRODUCTION

Spirituality is a term often used in a contemporary context to mean very different things. This course unit explores how the term spirituality has been used in the Christian tradition and how it is currently understood in society. The link between theology, spirituality and mysticism will be a major consideration of the course unit as will questions of methodology in spirituality. Questions of discernment in spirituality will also be introduced along with the skill in reading spiritual text.

SP208S

SPIRITUALITY AND RELIGION

This course unit surveys contemporary approaches to spirituality in the new religious movement as well as in world religions. It seeks to assist Christian students to understand these alternative expressions of spirituality, and identifies opportunities for mission in ways which are both effective and respectful.

SP350S

WESTERN SPIRITUAL CLASSICS: SPIRITUAL WISDOM FROM THE WEST

This course unit introduces students to the use of primary texts in order to enable them to appreciate some of the sources and methods of spiritual formation in the Western tradition. Students will be guided in making connections with their own spirituality.

SP360S

PRAYER AND PRAYERFULNESS

This course unit develops a comprehensive understanding of Christian prayer from both the Western and Eastern traditions. It examines the specific nature of Christian prayer, its theology and its practice.

TH188S *PRE-REQUISITE*
INTRODUCTION TO CATHOLIC THEOLOGY

Christian theology is a human word which attempts to express the mystery of the dynamic interface between what is given by God and what is received by the human subject. It is a word anchored in culture and society and thus always in need of interpretation. This course unit will consider Christian faith in both its dimensions, as subjective experience and as a body of beliefs. It will explore the relationship between faith, revelation and theology.

TH217S *PRE-REQUISITE*
THE CHURCH

This course unit aims to provide a comprehensive introduction to the theology of Church. It will enable students to examine the Church both as a human reality and as the presence in history of the Spirit of the risen Christ. The course will explore the structures of the Church, the relationship between membership of the Church and life in the world, and the possibilities for the future of the Church.

TH231S *PRE-REQUISITE*
CHRISTOLOGY

This course unit is designed to provide students with an understanding of the biblical basis and the historical and modern formulations of the person and work of Jesus Christ, and to explore these in the light of contemporary Christian life and thought.

TH320S
MINISTRY IN THE CHURCH

This course unit enables students to explore what it means to minister in the Church in the modern world. They study ministry with particular reference to the theology of the Church and to the sacraments of baptism and order.

TH324S
ANOINTING AND RECONCILIATION

Sin and forgiveness, sickness and healing are fundamental human experiences. This course unit will consider how they have been incorporated into the Christian mystery through sacramental and liturgical action.

TH325S
BAPTISM AND CONFIRMATION

Baptism is the first Christian sacrament. As sacrament it mediates Christian faith and Christian identity, in Christ and in the Church. This course unit presents an introduction to sacramental theology, taking Baptism as a paradigm. It will explore Baptism as gift of the Holy Spirit and sacrament of salvation, and ask about the consequences of the mutual recognition of Baptism by the different Christian churches and communities. Consideration will also be given to the development of Confirmation as a separate sacrament in the west.

TH326S
EUCCHARIST

The memorial of the action of Jesus at the Last Supper has become the central Christian sacrament, the Eucharist. This course unit studies the various elements that have contributed to the development of the theology of the Eucharist, with a focus on the controversies that helped clarify eucharistic doctrine. The results of this study will be applied to particular pastoral questions such as popular piety and modern ecumenical agreements.

TH328S

THE SACRAMENT OF MARRIAGE

This course unit will develop an appreciation of Christian marriage from the perspective of covenant theology, and show how it truly belongs within the Church's sacramental system. Against this background specific liturgical and pastoral issues will be considered, eg the relationship between personal faith and sacramental marriage, inter-church marriages.

TH334S

THE TRIUNE GOD

This course unit deals with one of the most fundamental, but also one of the most challenging, aspects of the Christian faith. It explores the emergence of the notion of the Trinity, its scriptural foundations, and its development as a doctrine of the Church. This course will also enable students to investigate the implications of trinitarian theology for life as a Christian.

TH337S

GRACE IN CATHOLIC THEOLOGY

This course unit examines the evolution, principal themes, and main debates in the theology of grace in the Catholic tradition.

WH106S *PRE-REQUISITE*

THE BEGINNINGS OF WESTERN THOUGHT

This course unit treats the history of philosophy from Socrates to about 1200, including the transformation of Greek thought by the medieval Christian West. It is an introductory level course and so inducts students into reading philosophy and participating in philosophical discussion.

WH209S

THE EMERGENCE OF MODERN THOUGHT *PRE-REQUISITE*

This course unit treats the thought of significant philosophers from Albert the Great to Kant (1200-1800), with special attention to the transformations that occurred with the rise of modernity. It complements WH106S both in subject matter and in the development of philosophical skills and attitudes.

WH222S

MORAL PHILOSOPHY

This course unit in moral philosophy examines the nature of morality and the chief ethical theories that have been proposed. Special attention is given to the meaning of human action, to the development of moral character, and to the relationship between virtue and moral reasoning.

WH311S

MODERN CONTINENTAL PHILOSOPHY

This course unit introduces students to the major issues and trends in philosophical thinking in the period from Kant and the enlightenment to twentieth century existentialism.

WH331S

BEING, EXISTENCE AND GOD: THOMISTIC METAPHYSICS

This course unit examines the major themes of classical metaphysics with special emphasis on Thomas Aquinas and his Aristotelian and Platonic sources. It situates this discussion historically and within the context of some of the modern criticisms of metaphysics. It is suited particularly to students of speculative bent who have already completed a reasonable amount of philosophy.

WH332S
THE HUMAN PERSON

This course unit examines various philosophical approaches to who and what we are as human beings. Special consideration is given to questions about the mind-body relation, immortality and bodily resurrection, freedom, knowledge and love, and the nature of human personhood.

6. Academic Regulations & Procedures

6.1 Awards Offered at GSC in association with CIS.

- ♦ Bachelor of Theology (BTh)
- ♦ Graduate Diploma in Theology (Grad Dip Th)

6.2 Admission to GSC

Eligibility

A person is eligible to be admitted to Good Shepherd College and to be enrolled as a student if he or she:

- a) has satisfied the requirements for entry to a University in New Zealand [viz. (2005) a minimum of 42 credits in three subjects at Level 3 or higher on the National Qualifications Framework, or equivalent],

or

- b) is granted special admission [Adult Entry]

or

- c) is granted admission based upon study at another tertiary institution in New Zealand or overseas.

- a) *Equivalent:*
- | | |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| UE before 1986 | |
| UB up to 1986 | : 160 in four subjects |
| 1987-92 | : D grade or higher in four subjects (up to 1988 Practical Art= 2 subjects) |
| 1993- | : C grade or higher in three subjects plus HSC/ A or B Bursary |
| UE/UB up to 1992 | : credits in 4 subjects ie 40% in 1986, D grade 1987-92 |
| 1993- | : credits in 3 subjects plus HSC |
| From 2003 | : 13 credits in three different subjects at Level 3 or above on the National Qualifications Framework and Higher School Certificate. |

b) *Special Admission [Adult Entry]*

A person who does not hold a university entrance qualification but who is a New Zealand citizen or permanent resident and has attained the age of 20 years before the first day of the semester in which a proposed course of study is offered may be granted special admission.

c) *Admission from another Institution*

A person from another tertiary institution in New Zealand who wishes to enrol at Good Shepherd College may apply to the Dean of Studies for credit for studies completed at the other tertiary institution.

A person who is not a New Zealand citizen or permanent resident but who has gained appropriate qualifications validated by the New Zealand Qualifications Authority or from an overseas institution may be granted admission to Good Shepherd College:

- a) at entrance level

or

- b) with credit towards an award offered through Good Shepherd College.

Admission

Applications for admission are to include all the required documentation.

- ♦ **Applicants need to arrange an interview with the Dean of Studies** before submitting their application for admission to GSC.
- ♦ GSC reserves the right to refuse admission to any applicant. In certain cases, especially in the case of overseas students, it may require further details from applicants regarding their suitability to undertake studies at GSC.
- ♦ **Applicants for whom English is not their first language** must have qualifications in written and spoken English from an accredited provider. Minimum equivalent 6.0 IELTS.
- ♦ GSC reserves the right to refuse admission to any student who has failed a course twice at another Member Institute of the SCD.

6.3 Categories of Students

6.3.1. Award Students

- ♦ are enrolled in one of the awards offered by GSC;
- ♦ complete all requirements of their approved programme of studies (e.g. registration, attendance, assessment);
- ♦ receive an official transcript of studies, and on completion of all requirements of their approved programme, graduate with the appropriate award.

6.3.2 Credit, Non-award Students

- ♦ are not enrolled in any programme
- ♦ complete all assessment work at appropriate level and are given a grade at the end of the course
- ♦ have their results recorded, and may receive a transcript of their studies, on application.

6.3.3 Audit Students

- ♦ may, with the permission of the relevant lecturer, register in courses designed for award students, on the understanding that such courses are presented at award level;
- ♦ may attend such courses by auditing only;
- ♦ may complete tasks prescribed for award students, without the privilege of assessment;
- ♦ may request a Certificate of Attendance in such courses.

6.4 Enrolment

Students applying for admission to the College must enrol as either award students, non-award students, or audit only students.

Towards the completion of 72 credit points, award students submit to the Dean of Studies a proposed programme of studies which is in accord with the requirements of the award being undertaken. Students should notify the Registrar of any change in their programme.

6.5 Registration

6.5.1 Students are responsible for the completion of their registration in each course, once they have enrolled in an award programme.

6.5.2 Students may register in a course until the end of the second teaching week of the semester in which the course is being offered.

6.5.3 A student may not, without written approval of the Dean of Studies, register in courses totalling more than 90 credit points per year.

6.6 Withdrawal, Leave of Absence

Forms for withdrawal are available from the College Office.

Withdrawal is made without penalty up to the end of the 4th week of the semester.

Procedures for award students

6.6.1 If an award student withdraws from a course unit or programme before the date specified in the Academic Regulations and Procedures of the College, the student is entitled to a full refund of GSC tuition fees and part of the GSC materials fee.

6.6.2 Except in exceptional circumstances no refund of tuition fees or GSC materials fees is payable to an award student who withdraws after the specified date.

6.6.3 In exceptional circumstances, an award student who withdraws from a course unit or programme after the specified date is entitled to a part refund of tuition fees and a part refund of the GSC materials fee.

6.6.4 Exceptional circumstances include: serious illness of the student, serious illness or death of a close family member, a new appointment or a change in responsibilities in a religious congregation or diocese. Normally, these circumstances will have to have arisen after the specified date.

6.6.5 If an award student withdraws from a course unit or programme after the specified date because of serious illness, he or she is normally required to present a medical certificate to the Registrar before a part refund is made.

6.6.6 An award student is entitled to a pro rata refund if he or she withdraws from a course unit or programme after the specified date, because of a complaint arising from academic matters or assessment or administration or misconduct of a GSC staff member or misconduct of another GSC student. In these cases written evidence must be provided to show that the College's Complaints, Grievances and Appeals Procedures for Students have been followed.

6.6.7 *An award student who withdraws from a course unit or programme, either before or after the specified date, is not entitled to a refund of the following fees:*

- Catholic Institute of Sydney (CIS) Annual Fee
- Sydney College of Divinity (SCD) Annual Enrolment Fee
- Sydney College of Divinity (SCD) Credit Point Levy
- Good Shepherd College (GSC) Administration Fees.

Procedures for audit students

The procedures for audit students are the same as for award students. An audit student who withdraws from a course unit or programme, either before or after the specified date is not entitled to a refund of the Good Shepherd College (GSC) Administration Fees.

6.7 Credit for Previous and Concurrent Studies

6.7.1 With the approval of the Academic Board of the SCD, credit is granted for work completed or concurrently being undertaken at other Member Institutions or Associate Member Institutions of the College, provided that this work conforms to the requirements set for the programme.

6.7.2 Credit for work done, at other tertiary institutions is granted, according to the Academic Regulations and the structure of the award. Credit may be granted in undergraduate programmes to a maximum of one third of the requirements for comparable work completed or concurrently being undertaken at an approved level at any recognised tertiary institution outside the SCD.

6.7.3 Students seeking credit for, or exemption from, courses offered by GSC must make special application within the first two weeks of the semester to the Registry.

Applications for credit or for exemption must include:

- a) an authorised transcript of studies undertaken and passed;
- b) the relevant course description from the official handbook;

Credit and exemption is decided by the appropriate SCD Committee.

6.8 Attendances

6.8.1 To satisfy in a course unit a student must attend at least 80% of the prescribed activities for that course unit and fulfil all assessment tasks.

6.8.2 Students are expected to participate in all class sessions, fieldwork and any other activities as prescribed for the course, and satisfy in the assessment work required.

6.8.3 In individual cases, alternative arrangements may be allowed after consultation with the Dean of Studies and the lecturer concerned.

6.8.4 A student may attempt any course only twice.

6.9 General Notes

6.9.1 CLASSES MAY BE RECORDED only with the lecturer's permission.

6.9.2 A course is done in the INDIVIDUAL MODE when a student needs to complete a course unit which is not being offered at the time or when a scheduled class has attracted too few students to be taught normally. The student studies the course under the direction of the regular lecturer.

6.9.3 An INDEPENDENT STUDY is a piece of work on a topic, not offered in the curriculum, but relevant to the aims of the programme. It may be taken by a student who has already completed 108 credit points. Application for an independent study is made to the Dean of Studies. The application is to include the topic, course description, assessment and bibliography. The Dean of Studies appoints a tutor for the independent study. A student may undertake only 1 independent study.

6.9.4 GSC students may take units towards the BTh by DISTANCE MODE also through the Broken Bay Institute at Wahroonga, Sydney, Australia.

6.9.5 Specific conditions and requirements are set down for particular course units. Upon written application by a student, these conditions and requirements may be waived by the Dean of Studies after consultation with the appropriate lecturer.

6.9.6 In accord with the evolving grammatical conventions of current English, students and staff of GSC are expected to use inclusive, non-gender specific language in both speaking and writing.

6.10 Awards

6.10.1 For the award of Bachelor of Theology the Principal recommends to the SCD those students who have satisfactorily completed the requirements as prescribed by the SCD.

6.10.2 In cases where the Council of the Catholic Institute of Sydney judges that a student, in completing all the requirements for an SCD award has also fulfilled all requirements for an ecclesiastical award this fact is noted on the Testamur which will bear the seal and signatures of the relevant authorities of both the Sydney College of Divinity and the Catholic Institute of Sydney.

6.11 Fees

6.11.1 **Registration is completed with the paying of fees.** GSC does not accept money for payment of fees until after the 8th day of lectures. All fees are to be paid before the end of the third week of the semester. A late fee applies after this.

6.11.2 Credit points for courses will be withheld until all fees are paid.

6.11.3 Except in the case of Reg 6.6.1 students who withdraw shall forfeit fees paid.

6.11.4 **Static Trust Account.** The College auditors Murphy Ford and Associates hold a static trust account to protect fees for the duration of the time a student is studying at Good Shepherd College.

6.12 International Students

Good Shepherd College - *Te Heparā Pai* has agreed to observe and be bound by the **Code of Practice for the Pastoral Care of International Students** published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at www.minedu.govt.nz/goto/international

Immigration. Full details of visa and permit requirements, advice on rights to enrolment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service and can be viewed on their website at www.immigration.govt.nz

Eligibility for Health Services Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable

for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health and can be viewed on their website at www.moh.govt.nz

Accident Insurance The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand. But you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz

Medical and Travel Insurance International students must have appropriate and current medical and travel insurance while staying in New Zealand. Good Shepherd College needs to be advised of your insurance arrangements prior to your enrolment.

English Prior to enrolment, international students must have passed year 12 English, or have competency in English as demonstrated by passes at a tertiary level, or have passed an English language proficiency test (minimum requirement 6.0 IELTS)

Address By law, international students are required to notify the Principal of Good Shepherd College of any change of contact details, address or accommodation type while studying at Good Shepherd College.

RESOURCE PERSON Rev Dr Brendan Daly is the resource person for international students if there are any difficulties or issues.

The College has internal grievance procedures, but if your problems are not resolved you can contact

The International Education Appeal Authority

Private Bag 47-911

Ponsonby

phone: (09) 374 5481

e-mail: info.ieaa@minedu.govt.nz

6.13 Library

Upon enrolment in any programme, students are entitled to use the facilities of the Colin Library, including the right to borrow according to the rules laid down.

6.14 Student ID Numbers

Students are issued with an ID number. Thereafter the number is to be used, together with the student's name, on all documents, including essays, assignments, correspondence, applications, etc.

7. Assessment

7.1 Assessment Procedures and Grades

The Assessment Procedures programmes offered by GSC are governed by the Academic Regulations of GSC and CIS. Usually at least two assessment tasks are required, one of which must be written. Because of the different teaching and learning strategies adopted by lecturers in different courses, GSC and CIS recognise the need for flexibility in the way assessment tasks and packages are designed. Assessment tasks include essays, examinations, written assignments, class presentations, verbatims, port folios, etc.

Undergraduate programmes

Notionally, 12 demand hours are allotted per 1000 words or equivalent of assessment tasks.

7.1.1 Assessment of a student's achievement of the outcomes in any course is continuous or progressive and is determined at the end of the semester in which the course is completed. The grade for that course is based on the total marks gained.

7.1.2 Each course is assessed on at least two pieces of evidence, at least one of which is written.

7.1.3 Demand hours are the time to which a student is (notionally) committed during the semester for each course unit, and include both the teaching period and personal study time.

Demand hours for assessment tasks in the undergraduate programmes are notionally allotted on the basis of 12 demand hours per 1000 words.

Demand hours for assessment tasks in postgraduate programmes are notionally allotted on the basis of 12 demand hours per 1500 words.

7.1.4 At the beginning of each semester, the dates are given for the various assessment tasks for each course. In determining these dates, the lecturer will allow a reasonable spread of time for the completion of the various assessment tasks.

7.1.5 Topics for written work or other tasks and any accompanying instructions or information regarding satisfactory completion of a course are to be distributed to the students in writing, normally in the first week of the semester, but no later than the end of the second week.

7.1.6 Unless otherwise specified by the lecturer, written work (**2 copies**) is to be submitted to the College office by 5.00 p.m. on the due date, or uploaded to GSOnline. (**see also 10.1**)

7.1.7 **For a serious reason**, a student, having consulted the lecturer concerned, may seek an **EXTENSION OF TIME** from the Dean of Studies. Such a request should be made in writing on the appropriate form at least 24 hours prior to the date on which the written work is due. The date to which the extension is made will be clearly stated on the form and will not normally exceed one week. No penalty applies for work handed in by the extension date. **WRITTEN WORK WHICH IS HANDED IN LATE** will be accepted up to only one (1) week beyond the due date or the extension date. In such cases, a penalty of 5% of the value of the task will be imposed per day for up to five (5) working days.

7.1.8 Each student is to keep a copy of all written work handed in for assessment.

7.1.9 Lecturers may ask a student to re-present written work that is unsatisfactory in language or presentation.

7.1.10 Lecturers are to return written work, with comments and grades only, to the College office within two weeks of the given date. The second copy will be kept on file for moderation until after the Assessment Review Committee meeting at the end of each semester.

7.1.11 A student who is reported for plagiarism or cheating shall be penalised. Such penalty will be determined by the Assessment Review Committee after considering a report submitted by the lecturer.

7.1.12 **Grades for assessment tasks** are awarded according to the following criteria:

P (Pass, 50-64%): the submission addresses the topic, is of appropriate length, is coherent and structured, shows understanding of the issues, follows appropriate stylistic procedures, uses comprehensible English expression, makes relevant use of quoted texts, shows evidence of necessary reading.

C (Credit, 65-74%): the submission demonstrates capacity to analyse, evaluate, develop the topic, and shows evidence of wider reading.

D (Distinction, 75-84%): the submission demonstrates comprehensive and critical understanding of issues, shows ability to integrate issues and/or apply them to the wider context, demonstrates independent reading.

H (High Distinction, 85-100%): the submission is outstanding in its critical approach, shows evidence of originality or ingenuity.

N (Fail): the submission does not show understanding of the issues, does not address the topic, lacks coherence and overall structure, lacks evidence of basic reading.

7.2 Examinations

7.2.1 Written examinations are supervised. Students will not be excused attendance on the day set for an examination except for a very grave reason. Written permission from the Dean of Studies or the Registrar should be obtained, in advance, if possible.

EXAMINATIONS

Candidates may not enter the examination room after 30 minutes from the start.

Late-comers are not given extra time.

Anyone arriving too late for the examination is to report to the Registrar.

For situations covered by Aegrotat or Compassionate applications, candidates should sit the exam if possible and then contact the Registrar.

No one may leave the examination room within the first 30 minutes.

No one may leave the examination room in the last 15 minutes.

The supervisor will announce the end of the examination. No further writing is permitted after that.

No candidate shall annoy or disturb other students in an examination. Eating, drinking or smoking in an examination room are not permitted.

No candidate shall communicate with another candidate in the examination room.

No candidate shall communicate with the examiner. All communication is to be with the Registrar.

Candidates may enter the examination room 15 minutes before the exam commences. 10 minutes reading time is allowed before the start of the examination. The supervisor will announce when writing may begin.

Recounts and complaints procedures are described in the Student Handbook 8.3.1-3

7.2.2 In the case of deferred and special examinations, a second and different question paper is to be set.

7.2.3 A written report on each student's performance in **oral examinations** is to be submitted by the examiner to the Dean of Studies, together with the usual result sheet. When an oral examination is held, a second lecturer should be present as an observer.

7.2.4 End of semester categories (grade or status) are:

P (Pass 50% - 64%)

This grade is awarded where there is evidence that the student has completed all assessment tasks satisfactorily; has participated in the required number of classes and field exercises; has attained the outcomes of the course (knowledge, understanding, competencies, skills, values) at a basic and satisfactory level.

C Credit 65% - 74%)

This grade is awarded where, in addition to the Pass criteria, there is evidence that the student has attained the outcomes of the course to a deeper, more comprehensive, and more proficient level.

D (Distinction 75% - 84%)

This grade is awarded where, in addition to the Credit criteria, there is evidence that the student has attained the outcomes of the course at an advanced level, reflecting academic achievement of a high quality, and showing a capacity for original and creative work.

H (High Distinction 85% - 100%)

This grade is awarded where, in addition to the Distinction criteria, there is evidence that the student has attained the outcomes of the course at an outstanding level, reflecting academic achievement of the highest quality, and original and creative work of a superior order.

S (Satisfactory)

This grade is awarded where the student has achieved mastery of the course unit; has completed all course unit requirements such as are a prerequisite or condition of passing or continuing a programme of study. This grade is awarded on a pass/fail basis, and no score is normally assigned.

X (extra Work)

This status is granted where, in the judgement of the lecturer, additional work and/or assessment must be undertaken and satisfactorily completed within a specific period. On completion within the specified period, the grade P (Pass) only may be awarded.

E (Extension)

This status is granted where an extension of time for completion of assessment tasks has been obtained under special circumstances (e.g. illness, accident). Assessment tasks must normally be completed within one semester. On completion, any grade may be awarded.

I (Incomplete)

This status is granted where assessment tasks remain incomplete at the end of the semester, but an extension of time is allowed by the Dean of Studies or Assessment Review Committee. On completion within the extension time, the grade P (Pass) only may be awarded, otherwise the grade N (Fail) is recorded.

N (Fail 0 - 49%)

This grade is awarded if a student demonstrates unsatisfactory academic performance in the course unit; has failed to complete all course elements or assessment tasks at an acceptable level, in accordance with course outcomes.

This grade is also awarded where there is evidence of gross errors, plagiarism, or negligence in regard to course requirements.

7.2.5 A result of N (Fail) is liable to be recorded where a student fails to take an examination, or fails to submit written work on the due date without permission to extend, or fails to submit it by the date granted by the extension.

7.2.6 A result of N (Fail) may be recorded in the case of any student whose attendance record for a course unit does not, in the opinion of the Principal, advised by the lecturer, meet the requirements of GSC.

7.2.7 A second assessor is appointed for each course unit. Should a student receive a fail mark, the result of N (Fail) is not given until a second assessor is in agreement. Second assessors are to read all failed papers and all written work which has contributed to the result. They are to furnish a written report in such cases to the Dean of Studies; in cases of disagreement, the matter is referred to the Assessment Review Committee for decision.

7.2.8 In all clauses of 6.6 above, a result of W (Withdrawal) is recorded. Such a result is not to be regarded as any form of academic credit, nor does it prejudice the student's academic record. In all other instances, withdrawal from a course results in the grade of N (Fail) being recorded.

7.2.9 In order to preserve uniformity of standards within GSC, the Assessment Review Committee considers all results and recommends the final grade.

7.2.10 If, in the opinion of the Dean of Studies and the Registrar, a student's academic progress is not considered satisfactory, the student is required to show cause to the Principal why he/she should not be excluded from the College.

7.2.11 Students have the right of having their assessment, both written and oral, conducted in *te reo Maori*. If any student wishes to avail himself/herself of this entitlement, then GSC-THP shall provide the wherewithal to accomplish it, provided that one month's notice has been given to the Registrar.

7.3 Appeals: (see 8.3.2)

7.4 Unavoidable Disruption [Aegrotat or Compassionate Consideration]

- a) Special consideration may be given for examinations in the following cases
 - *Aegrotat consideration for temporary illness or injury*
Temporary illness or injury which prevents a student from sitting an examination or which seriously impairs a student's examination preparation or examination performance can be taken into account if suitable evidence is provided.
 - *Compassionate consideration for unexpected misfortune*
Exceptional circumstances beyond a student's control which prevent a student from sitting a final examination or which seriously impair a student's examination preparation or examination performance can be taken into account if suitable evidence is provided.
- b) For aegrotat consideration a student must see a registered medical doctor, on the day of the examination if possible, but certainly while the student is still unwell. In the case of serious impairment of a student's examination preparation the student is asked to see a registered medical doctor in the fortnight before the examination.
- c) For compassionate consideration the circumstances should be discussed with the Dean of Studies, preferably on the day of the examination if possible.
- d) Application forms are available at the College Office.

8. Code of Conduct, Harassment, Complaints and Appeals

All students and staff of the GSC are expected to respect the rights of all other people to freedom from any form of harassment.

8.1 Student Code of Conduct

Rationale

- 1) the College is faithful to the Gospel of Our Lord Jesus Christ
- 2) the College operates in a manner worthy of its name
- 3) the College's position regarding acceptable and non-acceptable conduct is clearly stated
- 4) students and staff are respected and are treated fairly and justly.

Purposes

The purposes of this Student Code of Conduct are:

- 1) to give guidance to Good Shepherd College students on the standards of conduct expected of them by the College
- 2) to explain the rights of students
- 3) to define breaches of conduct
- 4) to describe the consequences of breaches of conduct.

Student Code of Conduct

1. Students are expected to act honestly, conscientiously, reasonably and in good faith at all times having regard for the Catholic tradition within which Good Shepherd College is established and the welfare of other students and College staff.
2. Students of Good Shepherd College are expected to:
 - 1) comply with College policies and procedures
 - 2) comply with lawful and reasonable requests from College staff
 - 3) respect the privacy of other students and college staff and not divulge confidential information regarding any student or college staff member unless there is a lawful request for this information
 - 4) neither use, nor allow the use of, Good Shepherd College property, resources, or funds for other than authorised purposes

- 5) incur no liability on the part of the Good Shepherd College without proper authorisation
- 6) not be on the college premises or in the college environs under the influence of illicit drugs or alcohol.

PROCEDURES with reference to the STUDENT CODE OF CONDUCT

1 Breaches of the Student Code of Conduct

1. Misconduct involves contravention of the above obligations.
2. If established, misconduct may lead to a reprimand and warning.
3. Serious misconduct involves serious and/or repeated contravention of the above obligations.
4. Serious misconduct, if established through the formal disciplinary procedures of the College, will usually lead to exclusion.
5. Serious misconduct includes, but is not confined to, the examples below:
 - 1) refusing to carry out lawful and reasonable requests from a member of College staff
 - 2) assaulting or threatening to assault any student, staff member, or visitor on Good Shepherd College premises
 - 3) behaving in a manner causing safety risks to students or staff
 - 4) being affected by alcohol or illicit drugs on the College premises or in the College environs
 - 5) having unauthorised possession of, or removing property belonging to Good Shepherd College, another student, a staff member or visitor
 - 6) deliberately or recklessly acting, or failing to act, in a manner resulting in serious damage to Good Shepherd College property
 - 7) Academic misconduct which includes, but is not limited to, the following:
 - **PLAGIARISM:** Plagiarism is the representation of another's works or ideas as one's own; it includes the unacknowledged word for word use or paraphrasing of another person's work, and the inappropriate unacknowledged use of another person's ideas.
 - **CHEATING:** Cheating is the providing or receiving of information during tests and examinations; or providing or using unauthorized assistance at the computer terminal, or on field-work. Cheating would not usually include consultation with others or discussion amongst students about the preparation of assignments unless that was specifically forbidden. It includes unauthorised collusion.
 - **FRAUD:** Academic fraud is the falsification and fabrication of, or dishonesty in reporting research results.
 - **IMPROPER BEHAVIOUR:** Improper behaviour is behaviour that interferes with students or staff in the pursuit of their academic endeavours. It includes disruptive behaviour in class or institutional facilities such as libraries.
 - **MISREPRESENTATION:** Misrepresentation is the giving of false or misleading information in academic matters. It includes falsely claiming credit for past study; falsely stating that thesis material has not been used in another thesis, submitting work undertaken in one course in another course.
 - **UNETHICAL BEHAVIOUR:** Unethical behaviour is behaviour that breaches accepted ethical standards. It includes failing to observe the terms of an ethical approval to conduct research; misuse of confidential information obtained in field education.

2 Disciplinary procedures

1. Formal disciplinary action is not taken lightly.
2. Good Shepherd College's experience has been that students conduct themselves very well and overcome minor problems without the need for formal discipline.
3. Where Good Shepherd College has cause to believe that the Student Code of Conduct has been breached, formal disciplinary procedures are likely to be invoked.

4. The Principal is responsible for invoking the disciplinary procedures and for overseeing the carrying out of these procedures. These procedures will be supervised by the Senate. Disciplinary hearings will take place before the Grievance Committee of the Senate. Decisions are made by the Grievance Committee.
5. Good Shepherd College abides by the following requirements regarding fairness in disciplinary procedures:
 - 1) a student must receive notice of the specific allegation of misconduct and of the likely consequences should the allegation be established
 - 2) there must be a real opportunity for the student to explain or refute the allegation
 - 3) there must be proper and unbiased consideration of the explanation.
6. Unless a matter is so serious as to warrant instant suspension, students are entitled to be warned about disciplinary breaches and told of the manner in which their conduct must improve. Formal warnings may be given by the Principal orally or in writing but Good Shepherd College will confirm any oral warning in writing. It is usually appropriate to give at least two formal warnings although some circumstances may call for one formal warning.
7. Any formal warning will include:
 - 1) a statement of the specific problem
 - 2) a statement of the Good Shepherd College standard or policy that is alleged to have been breached
 - 3) the corrective action required
 - 4) the period within which the corrective action must be taken
 - 5) reference to the meeting(s) with the student and any explanation given by the student
 - 6) the consequences of failure to take the required corrective action or any further breach
 - 7) reference to any prior warnings.

3. Academic Misconduct Procedures

- 1) Academic Misconduct Procedures will be as in the Good Shepherd Policy on Academic Misconduct.
- 2) Records of the making and resolution of a complaint about academic misconduct will be kept in a separate file for each complaint. When a complaint is established, a note recording the nature of the complaint and any penalty imposed will be placed on the person's file. A person's academic transcript will not contain any reference to academic misconduct as the reason for a course result or other record.
- 3) In general, information about established complaints will be kept confidential. The Dean of Studies is authorised to inform another educational institution of an established complaint of academic misconduct, if the Dean of Studies considers it appropriate to do so.
- 4) Nothing in this paragraph prevents the transmission of information within the Sydney College of Divinity for the purpose of giving effect to these procedures.

4. Suspension

The Senate may need to suspend a student from College while the matter of concern is being investigated, e.g. where safety is involved.

5. Exclusion

In the case of exclusion, Good Shepherd College's decision, and the reasons for it, will be confirmed in writing to the student before the exclusion is effected, and only after proper procedures have been exhausted.

6. Rights of students in cases of disciplinary action

- 1) Some student rights are inherent in the foregoing provisions, notably 2.5 and 2.7 immediately above.

- 2) Where Good Shepherd College institutes formal disciplinary action and conducts interviews with a student for that purpose, the student is entitled to bring a friend, a legal representative or other person to any such meeting.
- 3) In some cases, the provisions of The Human Rights Act 1993 and The Race Relations Act 1971 may be relevant for a student.

7. **Audit Students**

- 1) Audit students will be expected to conform to the GSC policy on Code of Conduct for students.
- 2)
 - a) Audit students may participate in classes only at the discretion of the lecturer.
 - b) Audit students are not entitled to submit assignments for a course as of right.

8.2 **Sexual Harassment Policy**

PREAMBLE

Good Shepherd College emphasises the truths and values of Jesus Christ as expressed in the Gospels, especially the truths and values of love and respect for others and oneself, justice, honesty, freedom, forgiveness, compassion and tolerance

Sexual harassment in any form is against these Gospel values.

Good Shepherd College regards any form of sexual harassment involving staff, students or visitors to the college, as unacceptable.

POLICY

1. Good Shepherd College is committed:
 - a) To ensuring that complaints of sexual harassment made by members of the faculty, staff, students or visitors are taken seriously, investigated, and appropriate action taken.
 - b) To ensuring that persons bringing the complaint are treated sympathetically and those responsible for the alleged harassment are dealt with fairly.
 - c) To providing guidelines for dealing with complaints and settling them with justice and in the most appropriate and sensitive way.
2. The principles and standards upon which the college operates are based on:
 - a) Integrity in Ministry: A document of Principles and Standards approved by the New Zealand Catholic Bishops Conference as Official Guidelines on Professional Standards for Clergy and Members of Religious Institutes of Consecrated Life in the Dioceses of New Zealand (2000)
 - b) Te Houhanga Rongo – A Path to Healing: Principles and Procedures in Responding to Complaints of Sexual Abuse by Clergy and Religious of the Catholic Church in New Zealand (1998)
3. The legislative frameworks within which the college operates are:
 - a) The Employment Relations Act 2000, which outlines personal grievance provisions available to a staff member on the grounds of sexual harassment in their workplace.
 - b) The Human Rights Act 1993. The definition of Sexual Harassment is spelled out in Section 62.

INTERPRETATIONS

1. Sexual harassment is conduct which:
 - a) is of a serious and/or persistent nature; and
 - b) is unwelcome and/or inappropriate; and
 - c) may reasonably be perceived as creating a negative psychological and emotional environment for work or study, or as interfering with or affecting employment or academic performance.
2. It does not encompass social interaction or relationships freely entered into.
3. Sexual harassment includes the following:

sexual jokes or innuendo; the public display of offensive material; unnecessary physical contact; offensive gestures including ogling or leering at a person's body; inappropriate intrusive enquiries into the private life of another person, particularly a subordinate or student; persistently and inappropriately inviting out another person particularly a subordinate or student; requesting or demanding sexual favours; and physical sexual assault.

4. Sexual harassment includes conduct of the following kinds:
 - a) an implied or expressed promise of benefit for complying with a sexually oriented request;
 - b) an implied or expressed threat of detriment, or the actual causing of detriment, for refusing to comply with a sexually oriented request;
 - c) an implied or expressed threat of detriment, or the actual causing of detriment, because a person has made, or indicated an intention to make, a complaint of sexual harassment, or has in any other way objected to sexually oriented behaviour.
 - d) misuse of pastoral or counselling situations.
5. Features of sexual harassment are:
 - a) It is verbal or physical (including visual) in nature.
 - b) It is sexual in nature.
 - c) It is unwelcome.
 - d) It is offensive.
 - e) It is serious or persistent.

OPTIONS

1. Self Help
 - a) The student or staff member may:
 - Tell the person, or persons, in private that their behaviour is offensive, and request that it stop.
 - Write to the person, or persons, about their behaviour, sealing and marking the letter 'personal and confidential'.
 - Speak to the person, or persons, in private in the presence of a contact person.
 - b) Since allegations of sexual harassment are serious it is important to keep any information confidential to those directly involved.
2. Informal Intervention

The student or staff member may approach a nominated contact person to intervene. It is the role of the contact person to explain relevant procedures to the complainant, and allow the complainant to choose whether or not to proceed with this option. It should be made clear to the complainant that all investigations are conducted in strictest confidence and according to the procedures laid down.
3. Formal Complaint
 - a. *Complaint to the Principal or to the Chairperson of the Senate.*

If self-help or informal intervention have not worked or if the allegation is serious enough to warrant formal disciplinary action, the student or staff member, with the help of their nominated contact person, should submit a detailed written complaint to the Principal or to the Chairperson of the Senate who will continue with the enquiry, keeping the complainant advised of the process and outcome.
 - b. *Complaint to Employee's Representative.*

As sexual harassment may be grounds for a personal grievance, the complainant may wish to discuss the complaint with his or her representative. The alleged offender may also have representation.

Anyone may discuss any issue relating to sexual harassment, big or small, in confidence with their contact person; supervisor; Principal or Chairperson of the Senate, and will not be victimised for doing so. Victimisation of a complainant (should it occur) will be treated very seriously.

SEXUAL HARASSMENT COMPLAINTS PROCEDURE

General

1. These procedures shall be available to all persons on the premises of Good Shepherd College or who are enrolled in any courses administered by the College. It is expected that all persons on the College premises, ie. students, staff members, academic visitors and those on contract, appointment or secondment, will comply with the requirements of these procedures.
2. The complainant shall present his or her grievance to one of the listed contact persons.
3. When the complaint is made, the contact person will advise the complainant of the procedures that will be followed for dealing with the complaint. These procedures are contained in the *Guidelines for Contact People*. The complainant shall agree to be involved in the procedures.
4. In the case of a complaint against a lecturer or other college staff member, the complaint should be pursued through the college's procedures.
5. These guidelines are in place in case a complaint is pursued beyond these procedures through legal channels.

Specific

1. The complainant, in the first instance, may approach any member of Good Shepherd College staff.
2. The staff member will listen sympathetically, note in writing the details of the alleged harassment, and inform the complainant that she/he (the staff member) will assist the complainant to contact and consult with one of the contact persons within the College.
3. The staff member or contact person within the college will also inform the Principal of the college that a complaint has been made and is being investigated.
4. The contact person will conduct a preliminary inquiry regarding the complaint. If the contact person determines that sexual harassment seems to have occurred, the contact person, with the consent of the complainant will inform the person or persons responsible for the harassment their behaviour is unacceptable and must stop. An apology will be sought. The person will be told that there must be no victimisation of the complainant.
5. If it is decided that further action should be taken, the person(s) responsible for the harassment should be informed by the complainant or the contact person that further action will be pursued through one or more of the following:
 - a) The Professional Standards Committee of the Diocese of Auckland
 - b) The Human Rights Commission
 - c) The New Zealand Qualifications Authority
 - d) The Catholic Institute of Sydney

Nominated contact people within Good Shepherd College are:

Carmel Walsh OP

Mobile phone: 021 705 820

Rev Dr Mervyn Duffy SM

Home phone: 09 623 3397

Nominated contact people outside Good Shepherd College are:

The Professional Standards Committee, Diocese of Auckland

Confidential Phone Line: 09 361 1359

See the New Zealand Catholic Directory, Auckland Diocese, for further details.

8.3 Formal Complaints, Grievances and Appeals Procedures for Students

Preamble

In any community there will be misunderstandings and disagreements from time to time. Most of these misunderstandings and disagreements can be addressed in a face to face conversation between the parties involved. Steps such as those described in Matthew's Gospel 15:15-18 are most appropriate in Good Shepherd College.

In the event, however, that a student judges that a matter is more serious or that it cannot be addressed appropriately in a face to face conversation, he or she is free to make a formal complaint. If a formal complaint is made, the following procedures are to be followed.

8.3.1 Academic Issues

These procedures relate to complaints and grievances arising from *issues concerning classes*.

A. For cases where it is appropriate to approach the lecturer concerned in the first instance:

1. First approach:
 - a) The student shall write to the lecturer within seven days of the cause of complaint or grievance stating fully the matter for concern.
 - b) The lecturer shall reply with a decision, in writing, within seven days of receipt of the letter.
2. For cases where the complainant is not satisfied with the above:
 - a) Within seven days of receipt of the written reply from the lecturer, the student shall write to the Principal, enclosing copies of both the original letter of complaint and the lecturer's response.
 - b) The Principal shall consult appropriately. Both parties shall be informed of the principal's decision in writing, within seven days.
3. Right of Appeal
For cases where the student is not satisfied with the above two procedures:
 - a) If the student is not satisfied with the decision of the principal, the student may then write to the Grievance Committee of the Senate, enclosing copies of all correspondence. The Grievance Committee shall decide upon the complaint and convey its decision to each of the interested parties as soon as possible.
 - b) When ratified by the Senate the decision of the Grievance Committee is final. The Chairperson of the Senate has the authority to act in the name of the Senate to ratify a decision of the Senate Grievance Committee.

B. For cases where it is not appropriate for the complainant to contact the lecturer in the first instance:

1. First Approach:
 - a) The student shall write to the Principal within seven days of the cause of complaint or grievance stating fully the matter of concern.
 - b) The principal shall consult appropriately and shall reply in writing to the student and to the lecturer within seven days of receipt of the letter.
2. Further Possible Action:
 - a) If necessary, Steps 3a and 3b above shall be followed.

8.3.2 Assessment Issues

These procedures relate to complaints and grievances regarding *assessment*.

A. For cases where it is appropriate to approach the lecturer concerned in the first instance:

1. First approach
 - a) The student shall write to the lecturer within seven days of receiving the marked assessment stating fully the matter of concern.
 - b) The lecturer shall write formally within seven days of receipt of the letter from the student with the decision, explaining the criteria for marking and according marks.
2. For cases where the complainant is not satisfied with the above procedures:
 - a) The student shall write to the Dean of Studies within seven days of the receipt of the written reply from the lecturer, enclosing copies of both the original letter of complaint and the lecturer's response.

- b) The Dean of Studies shall mark the assessment task or shall ask another lecturer of the college to do so. The Dean of Studies shall inform the student and the original lecturer of this second assessment.
- 3. For cases where the complainant is not satisfied with the above procedures:
 - a) The student again writes to the Dean of Studies stating reasons for dissatisfaction.
 - b) The Dean of Studies shall ask a moderator external to the college to mark the assessment task. The Dean of Studies shall inform the student and the lecturer of the external moderator's decision.
- 4. Right of Appeal
 - a) For cases where the student is not satisfied with the above, the student may appeal to the Grievance Committee of the Senate, enclosing copies of all correspondence.
 - b) The Grievance Committee shall submit the correspondence and documents to another external moderator and ask the moderator to mark the assessment task. The Grievance Committee shall convey the moderator's assessment to the student and to the Dean of Studies. The assessment of this external moderator is final.

B. For cases where it is not appropriate for the complainant to contact the lecturer concerned in the first instance:

The complainant shall write to the Dean of Studies and steps 2, 3 and 4, shall be followed, if required.

Recount of Examination Marks

Application to the Registrar must be made within 4 weeks of the date of the mailing of the official results. Candidates may make application for recount of marks only for written examinations. A recount covers a careful rechecking of the marks recorded by the examiner and ensures that no answer or part of an answer submitted by a candidate has been overlooked. No information relative to the application will be placed before the examiner.

8.3.3 Administrative Issues

These procedures relate to complaints and grievances arising from *office matters* or *any other administrative related issues*.

A. For cases where it is applicable to approach the staff member concerned in the first instance:

- 1. First Approach
 - a) The student shall write to the member of staff, within seven days of the cause of the grievance, stating the matter.
 - b) The member of staff shall reply with a decision in writing, within seven days of the receipt of the letter.
- 2. For cases where the complainant is not satisfied with the above:
 - a) The student shall write to the Principal, within seven days of receipt of the letter from the member of staff, enclosing both original statements.
 - b) The Principal shall consult appropriately and inform the complainant of the decision, within seven days of the receipt of the letter from the complainant.
- 3. Right of Appeal
 - a) For cases where the student is not satisfied with the above, the student may write to the Grievance Committee of the Senate within seven days of the receipt of the Principal's written decision, enclosing all correspondence.
 - b) The Grievance Committee shall consult appropriately and shall inform the complainant and the staff member of the decision within four weeks of receiving the letter.

B. For cases where it is not appropriate for the complainant to contact the staff member concerned in the first instance:

The complainant shall follow Steps 2 and 3 above, if required.

C. In cases of complaints and grievances against the Dean of Studies:

- 1. First Approach

- a) The student shall write to the Principal stating clearly the reason(s) for the complaint.
- b) The Principal shall consult appropriately and shall write to the complainant and the Dean of Studies within seven days of receipt of the letter.

2. Right of Appeal

If not satisfied with the Principal's reply, the student is entitled to write to the Grievance Committee of the Senate, within seven days of receipt of the Principal's written decision, enclosing copies of all correspondence.

D. In cases of complaints and grievances against the Principal:

The student shall write to the Grievance Committee of the Senate.

The Grievance Committee shall consult appropriately. When ratified by the Senate, the decision of the Grievance Committee shall be conveyed to the student in writing.

The Chairperson of the Senate has the authority to act in the name of the Senate to ratify a decision of the Senate Grievance Committee.

E. In the case where a student is not satisfied with the internal and external procedures at the College, the student is advised to contact the NZQA at:

125 The Terrace,
 PO Box 160, Wellington
 Tel: (04) 802 3000
 Fax: (04) 802 3112

9. Policy on Health & Safety

Rationale

A safe, healthy workplace is important for the well-being of those working in or visiting Good Shepherd College.

Purposes

1. To ensure all staff members are adequately prepared in case of earthquake and/or fire, in accord with College procedures.
2. To provide immediate first aid in case of emergency.
3. To identify potential workplace hazards related to the placement and/or use of office machinery, equipment and furniture.

Guidelines

1. The Principal and Business Manager shall prepare and promulgate earthquake and fire drill procedures and maintain emergency kits in accessible places.
2. The Business Manager shall maintain a fully equipped first aid kit and acquaint all staff with a person trained in first aid procedures.
3. The Principal and Business Manager shall inform all staff and students of the nearest appropriate health and safety services, in case of emergency.
4. The Registrar shall research current industrial safety regulations and literature and provide guidelines for staff, students and visitors on proper safety and ergonomic practices.

Conclusion

All staff members have a role to play in promoting and maintaining safety and health in their workplace. All staff members have a responsibility to inform themselves of correct procedures in this area.

Related Policies: Smoke-Free Working Environment

9.1 Evacuation Procedures

IF YOU DISCOVER A FIRE

Dial 111 immediately

Ask for AUCKLAND Fire Service

Sound the Fire Alarm (Break the glass, push the switch down)

When the Fire Alarm Sounds

- Close any windows in your area
- Walk quickly to the exit
- Check on any work areas that you pass to see that occupants have left
- Exit the building and proceed to the assembly area.

Assembly Area

The Assembly Area is on the footpath on this side of Ponsonby Road, in front of the shops to the left (heading towards the Hopetoun Street corner).

- If you exit the building through the Library or through the western courtyard off the Students' Common Room, come around the block to the Assembly Area, if you can.
- One of the fire wardens will also send someone around to Maidstone Street to check for anyone who is not able to come around the block.

Administration Staff

- Close all filing cabinets
- Pick up all computer backup disks
- If possible, turn off the power switch at the front door
- Exit the building and proceed to the assembly area.

Fire Warden: First Floor

- Check that all rooms are evacuated, including toilets
- Close all doors as you pass them or go through them
- Exit the building and proceed to the assembly area.
- With the other fire warden, take a roll call of the group at the assembly area.
- If necessary, ask one of the group to go around the block to Maidstone Street to check for anyone who has not come to the assembly area.

Fire Warden: Ground Floor

- If possible, check that all rooms are evacuated, including toilets
- Close all doors as you pass them or go through them
- Exit the building and proceed to the assembly area.
- With the other fire warden, take a roll call of the group at the assembly area.
- If necessary, ask one of the group to go around the block to Maidstone Street to check for anyone who has not come to the assembly area.

Lecturers

If you discover a fire or if the alarm sounds during a lecture

- Send students to the assembly area
- Close all doors and windows, if possible
- Proceed to the assembly area
- Assist our fire wardens to take a roll call of the group at the assembly area.

A Note for Lecturers

At the beginning of a semester and after the mid-semester break, remind students of:

- the nearest exit
- the exit route
- the assembly area.

10. Essay Presentation & Assessment

10.1 Guidelines for Written Work

A major part of the assessment of students at GSC takes place by means of written assignments. The following notes are intended to help students present their work as well as possible.

Planning and Writing

A written assignment is expected to show evidence of planning and organisation. This involves careful reading around the topic, making an outline before writing, and redrafting the essay several times. Care should be taken to understand the question or topic fully before writing.

An essay is a unity of many parts.

It has a **title**, which is typed on the top of the first page, and which should correspond both to the contents of the essay and to the topic set. An **introduction** informs the reader clearly about the intent of the essay and provides a stimulus to continue reading. **Section headings**, if used, should be prompted by the outline and show the general drift of the argument which is discussed in the **body** of the essay. A **conclusion** summarises the findings and will sometimes need to justify what has gone on in the essay in relation to the original intention.

The quality of language is important. This involves careful choice of words, accurate grammar, syntax and punctuation. Books are available which help in each of these areas. (For example, Clanchy, John and Ballard, *Brigid Essay Writing for Students* Melbourne: Longman Cheshire, 1991). Often reading the next to final draft aloud will pinpoint awkwardness of expression, unclear formulation, typing mistakes, and even incorrect punctuation. Language that would reasonably be considered to give offence to members of the community because of the way in which it implies or refers to gender is not acceptable.

Presentation

Unless otherwise specified by the lecturer, students are to hand in to the Office two copies of each assignment, under a Good Shepherd College cover sheet (see 10.3). These will be dated by the Office when they are handed in. After being marked, one copy is returned to the student through the Office. The marked assignments will be returned to the students as soon as possible and not later than 2 weeks after the due date. Distance students will upload their assignments to GSOnline.

Assignments at GSC are presented on A4 paper with at least a 3cm left margin and a small right margin. Clearly legible handwriting, penned on alternate lines is accepted, but typing is preferred.

Body text: Times New Roman 12, 1½ line spacing.

Short quotations are placed between inverted commas, but **longer quotations** of more than three lines or of more than one sentence are typed single space without quotation marks, and the whole paragraph is indented four spaces. Quotations, however, should be kept to a minimum. **Foreign words** and the **titles of books** are underlined or italicised. Pages are numbered.

Either **footnotes** or **endnotes** are acceptable. These are used for referencing and for providing the original language text of a quotation translated by the writer. Less frequently they are used for further argument that would not sit easily in the text. As far as possible, footnote or endnote numbers in the text should occur at the end of sentences after the stop to avoid distracting the reader in mid-sentence.

Scripture references are included within brackets in the text.

Assignments are stapled to a GSC coversheet (see 10.3) without any other cover or folder and 2 copies delivered to the Office. They must adhere to the word count set by the lecturer, although footnotes and

bibliography are not included in that count. A variance of up to 10% is acceptable. Other regulations are found in the Academic Regulations under “Assessment” 7.1

Integrity

Integrity in the presentation of assessment tasks demands that students present work that is properly their own. This need not exclude collaborative learning. Work, however, that is substantially that of someone other than the student lacks the integrity expected of a student.

Plagiarism consists in the intentional or unintentional use of somebody else’s words or ideas without proper acknowledgement. In our society and its academic establishments plagiarism is absolutely prohibited. Plagiarism is easily avoided by means of suitable methods of documentation which are discussed below.

Student assignments are usually heavily dependent on other sources, and often a student's major achievement will be associated with the discovery and restatement of somebody else’s ideas. All written assignments must acknowledge these sources. Major essays demand more detailed documentation.

10.2 DOCUMENTATION

Documentation has three purposes: acknowledgement of sources so as to avoid plagiarism; nomination of authorities in support of an argument; assistance to the reader in finding the original sources quickly and easily. It takes two forms. **Citations** which occur in footnotes or endnotes, give detailed information about specific parts of the text. A **Bibliography** lists the major works that are relevant to the essay and to its subject matter and that have been consulted in preparing the essay. The lecturer will indicate whether a bibliography is required and what particular features should be included.

10.2.1 Citations / References

The purpose of giving references is to enable the reader to find the precise text quickly and easily. In references, p., vol., etc., are used only when their omission would cause confusion.

The following examples indicate GSC policy.

A = First Reference to a Work

B = Subsequent references

Books

A.

Walter Kasper, *Theology and Church* (New York: Crossroad, 1989), 129.

B.

Kasper, *Theology and Church*, 75.

A.

Eugene Kennedy and Sara C. Charles, *On Becoming a Counselor*, new ed. (New York: Continuum, 1991), 73.

B.

Kennedy & Charles, *On Becoming a Counselor*, 76.

A.

Edmund Husserl, *Experience and Judgement*, trans. James S. Churchill and Karl Ameriks (Evanston: Northwestern University Press, 1973), 106.

B.

Husserl, *Experience and Judgement*, 48.

A.

Matthew Black, *A New Century Bible Commentary: Romans*, 2nd ed. (Grand Rapids: Eerdmans, 1973), 11.

B.

Black, *Romans*, 52.

A.

Julia Annas, "Aristotle on Pleasure and Goodness", in *Essays on Aristotle's Ethics*, ed. Amelie Oksenberg Rorty (Berkeley: University of California Press, 1980), 289.

B.

Annas, "Aristotle on Pleasure and Goodness", 53.

A.

Meister Eckhardt, *Sermons and Treatises*, trans. and ed. M. O'C. Walshe (London: Watkins, 1981), 2:141.

B.

Eckhardt, *Sermons and Treatises*, 3:69.

A.

Karl Rahner, *Theological Investigations*, vol. 15, Penance in the Early Church, trans. Lionel Swain (New York: Crossroad, 1982), 153.

B.

Rahner, *Theological Investigations* 15, 72

Journal Articles

A.

Stanley Rosen, "Squaring the Hermeneutic Circle", *Review of Metaphysics* 44 (June 1991): 709.

B.

Rosen, "Squaring the Hermeneutic Circle", 600.

A.

Patrick M. Kelly, "Sport in Human Development", *Human Development* 13, no. 3 (Fall 1992): 31.

B.

Kelly, "Sport in Human Development", 601.

Encyclopædia and Dictionary Articles

A.

New Catholic Encyclopædia, s.v. "Eucharist (as Sacrament)", by W.F. Dewan.

B.

New Catholic Encyclopædia, 604, s.v. "Eucharist (as Sacrament)"

A.

Dagobert D. Runes, ed., *Dictionary of Philosophy* (Ottawa: Littlefield, Adams & Co., 1962), s.v. "Form".

B.

Dictionary of Philosophy, s.v. "Form".

Electronic Material

A.

Kevin Hughes, "From Webspace to Cyberspace", 1995, <http://www.eit.com>. Accessed 23 May 1998.

B.

<http://www.eit.com>.

Ancient and Medieval Works

A.

Aristotle, *Metaphysics IX*, 7 (1049a25), in *The Basic Works of Aristotle*, ed. Richard McKeon (New York: Random House, 1941), 828.

B.

Aristotle, *Metaphysics*, 858.

Church Documents

References to Church documents which have a Latin title should use the Latin title.

A.

Lumen Gentium 11, in *The Documents of Vatican II*, ed. Walter M. Abbott (London: Geoffrey Chapman, 1966), 28.

B.

Lumen Gentium, 28.

10.2.2 Bibliography

A bibliography is a list of whole works, and this is reflected in punctuation and word order. Authors' surnames appear first and are arranged alphabetically. Articles are given their full page range.

Standard reference works, bibles, dictionaries and general encyclopaedias are not usually listed in a bibliography unless of special significance to the essay.

The references listed above would occur in the following way in a bibliography.

Abbott, Walter M., ed. *The Documents of Vatican II*. London: Geoffrey Chapman, 1966.

Annas, Julia. "Aristotle on Pleasure and Goodness". In *Essays on Aristotle's Ethics*, edited by Amelie Oksenberg Rorty, 285-299. Berkeley: University of California Press, 1980.

Aristotle. *Metaphysics*. In *The Basic Works of Aristotle*, edited by Richard McKeon. New York: Random House, 1941.

Black, Matthew. *The New Century Bible Commentary. Romans*. 2nd ed. Grand Rapids: Eerdmans, 1973.

Eckhardt, Meister. *Sermons and Treatises*. 2 vols, translated and edited by M. O'C. Walshe. London: Watkins, 1981.

Husserl, Edmund. *Experience and Judgement*. Translated by James S. Churchill and Karl Ameriks. Evanston: Northwestern University Press, 1973.

Kasper, Walter. *Theology and Church*. New York: Crossroad, 1989.

Kelly, Patrick M. "Sport in Human Development". *Human Development* 13, (Fall 1992): 30-33.

Kennedy, Eugene and Sara C. Charles. *On Becoming a Counselor*. New ed. New York: Continuum, 1991.

Rahner, Karl. *Theological Investigations. Vol. 15, Penance in the Early Church*. Translated by Lionel Swain. New York: Crossroad, 1982.

Rosen, Stanley. "Squaring the Hermeneutic Circle". *Review of Metaphysics* 44 (June 1991): 707 - 728.

10.2.3 Scripture

10.2.3.1 Scripture Abbreviations

Gen Ex Lev Num Deut Josh Jgs Rth 1Sam 2Sam 1Kgs 2Kgs 1Chr 2Chr Ezr Neh Tob Jdt Esth 1Mac
2Mac Job Ps(s) Prov Qoh Song Wis Sir Is Jer Lam Bar Ez Dan Hos Joel Amos Obad Jon Mic Nah Hab
Zaph Hag Zech Mal

Mt Mk Lk Jn Acts Rom 1Cor 2Cor Gal Eph Phil Col 1Th 2Th 1Tim 2Tim Tit Philm Heb Jas Pet 2Pet
1Jn 2Jn 3Jn Jude Rev

10.2.3.2 Scripture References – Examples

Gen 49:8 1Sam 22:13 Mk 5:1-20, 35-43, 6:1-6 Rom9:1-10:12

Do not use f. or ff., but include all of the verse numbers. Scripture references can usually be included in brackets within the text.

10.2.4 Acceptable Abbreviations

Anon. Anonymous

c ca. about, approx (dates)

cf. compare

ch.(s) chapter(s)

ed. editor, edition, edited by

e.g. for example

et al. and others (persons and things)

ff. and the following page(s)

ibid. in the same place (refers to the previous note)

i.e. that is

intro. introduction, introduced

MS MSS Manuscript(s)

n. note

n.d. n.n. no date, no number

no(s) number(s)

p. pp. page(s)

passim throughout the work mentioned

q.v. which see (“and look this up too”)

rev. review, reviewed by, reviewed in, revised, revised by

(sic) thus (used to indicate that the text is quoted exactly despite appearances, e.g. with wrong spellings)

s.v. under the word (for encyclopaedia articles)

trans. translation, translated by

viz. namely

vol(s) volume(s)

10.3 Cover sheet for assignments

A **Good Shepherd College coversheet** looks like what is inside the box below

Good Shepherd College - <i>Te Heparā Pai</i>	
A Time When He Was Not? Arianism and its significance for the formulation of the Christological faith in the fourth century	
by Joseph A Student GSC S08555	
Course:	Christology, TH231S
Lecturer:	Rev XXXX XXXXX
2430 words	
5 June 2008 Auckland	
Disclaimer of Plagiarism and Collusion	
I declare that, to the best of my knowledge, no part of this assignment has been copied from any other student's work or from any other source except where due acknowledgement is made in the text.	
I declare that no part of this assignment has been written for me by another person except where such collaboration has been authorised by the lecturer concerned.	
Signature:	

Font
Times New Roman
14 pt centred

Assignment title
18 pt bold
Sub-title
14 pt centred

Your name
14 pt centred
Your ID
14 pt centred

left aligned
tabbed 14 pt

centred
get from word
count function

centred
Arial narrow
14 pt bold

left and right
justify

The Cover Sheet is an ordinary white A4 page with **no lines or boxes**

The box above represents the edge of the page.

Set left margin to 3cm and right margin to 1cm

It does not have a page number and the page that follows is page 1

The title that appears on the cover sheet should also appear at the top of page 1