



Good Shepherd College - *Te Heparā Pai*

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Welcome



Welcome to Good Shepherd College, I hope your time of study here is illuminating and challenging.

There is a long academic tradition in the Catholic Church; many great thinkers across the ages have thought deeply about their faith and the good news that Jesus Christ brought to the world. Here at the College we study and teach the academic disciplines relevant to ministry in the Church and to critical reflection on the structure of beliefs that inspire and guide Christians.

We rejoice in having a group of highly qualified and deeply committed lecturers who will guide you in your studies. In a professional academic setting you are studying with a marvellous group of fellow students. No-one goes into the study of theology and its associated disciplines without a fascination for the things of God and a desire to make the world a better place. At the College we aim to equip you with the skills and ideas to do just that.

May your studies be blessed!

Fr Merv Duffy
Principal

CONTENTS

Welcome	2
1. Introduction	4
1.1 Why We Study Theology	4
1.2 History of Good Shepherd College – <i>Te Heparā Pai</i>	4
1.3 Life at Good Shepherd College	4
1.4 Civil Status	5
1.5 Governance	5
1.6 Catholic Institute of Sydney	6
1.7 Sydney College of Divinity	6
1.8 Enrolment	6
1.9 Credits and Exemptions	6
1.10 Colin Library	7
2. Academic Structures	8
2.1 General Information	8
2.2 Demand Hours	9
2.3 Subject Areas and codes	9
2.4 Majors and Sub-majors	9
2.5 Coding of Course Units	10
3. SCD Awards & Programme Requirements	10
3.1 Planning Guide : Bachelor of Theology	11
3.2 Graduate Diploma in Theology - GradDipTh	12
4. Course Units offered by Good Shepherd College	13
4.1 Full listing of approved course units at Good Shepherd College	13
4.2 Descriptions of Course Units	14
5. Policies and Procedures	19
6. Academic Regulations & Procedures	19
6.1 Awards Offered at GSC in association with CIS.	19
6.2 Admission to GSC	19
6.3 Categories of Students	20
6.4 Registration	21
6.5 Withdrawal, Leave of Absence	21
6.6 Credit for Previous and Concurrent Studies	22
6.7 Attendances	22
6.8 General Notes	22
6.9 Awards	23
6.10 Fees	23
6.11 International Students	23
6.12 Library	24
6.13 Student ID Numbers	24
7. Assessment	24
7.1 Assessment Procedures and Grades	24
7.2 Examinations	25
7.3 Appeals: (see 8.3.2)	28
7.4 Unavoidable Disruption [Aegrotat or Compassionate Consideration]	28
8. Code of Conduct, Harassment, Complaints and Appeals	28
8.1 Student Code of Conduct	28
8.2 Sexual Harassment Policy	31
8.3 Formal Complaints, Grievances and Appeals Procedures for Students	33
9. Policy on Health & Safety	36
9.1 Evacuation Procedures	36
10. Essay Presentation & Assessment	37
10.1 Guidelines for Written Work	37

10.2	Documentation	38
10.3	Cover sheet for assignments	42

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 has offered 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 must arrange an interview with the Dean of Studies before submitting their application for admission. This status is confirmed after the student has been admitted.

Registration in Course Units

Consult the calendar on the website www.gsc.ac.nz for enrolment dates.

There is an enrolment fee which is offset against course fees.

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 until 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 may be inside 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.

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 12 teaching weeks and 2 study / examination weeks. The first Monday of the study weeks is available to catch up on lectures that were missed because of a public holiday. Each

semester there is also an Assignment Study week during which there are no lectures but an emphasis on study related to assignments. This is not a break. 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 T7217 *The Church* and T7231 *The Person and Work of Christ* are pre-requisites for further study in Theology.

Teaching periods are scheduled in 1 hour slots, commencing 9.00am, 10.00am, 11.00am, 12.00pm, 1.00pm, 2.00pm and 3.00pm.

Lectures begin 5 minutes after the hour and conclude 5 minutes before the hour.

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 credit points, and generate approximately 150 demand hours.

CIS allocates 9 credit points for each course unit and calculates 162 demand hours.

Normally 36 hours per course unit are allocated to class time per semester, 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. Assessment tasks will normally total approximately 4500 words or equivalent.

2.3 Subject Areas and codes

Course units fall into one of the following subject areas:

- A** Humanities
- B** Biblical Studies
- E** Christian Ethics
- H** Church History
- L** Liturgical Studies
- P** Pastoral Theology & Practice
- S** Spirituality
- T** Theology
- W** 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, E7350, or W7222.

The first letter of a code indicates a subject area. In the first example, the subject area is Christian Ethics, in the second it is Philosophy.

The first digit in the code indicates that the course is an undergraduate course.

The second 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, E7350 is a BTh Christian Ethics course unit at 300 level with the title '*Christian Anthropology and Bioethics*'.

3. SCD Awards & Programme Requirements

The **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.

The **Graduate Diploma in Theology** is available to candidates who have degree level qualifications in, for example, Arts or 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 may be 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

Structure of Good Shepherd College *Bachelor of Theology*

Main	Sub	Code	Title	TWO MAJORS REQUIRED			
Theology	Theology	T7101	Introduction to Theology	FIRST MAJOR - Compulsory Major in THEOLOGY 1 T7101 ✓ 2 T7217 ✓ 3 T7231 ✓ 4 5 6			24 course units required
		T7217	The Church				
		T7231	The Person and Work of Christ				
		T7324	Baptism and Confirmation				
		T7325	Anointing and Reconciliation				
		T7326	The Eucharist				
		T7327	Marriage				
		T7328	Theology of Priesthood				
		T7333	The Trinity				
T7337	Christian Anthropology and Grace						
Humanities in the Christian Tradition	Church History	H7110	History of the Early Church	SECOND MAJOR - Option A 1 2 3 4 5 6 Do Option A or Do Option B SECOND MAJOR - Option B 1 2 3 4 5 6			1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
		H7240	History of the Church in the Middle Ages				
		H7350	The Reformers and the Reformation				
		H7383	New Zealand Catholics – Their Story				
	Philosophy	W7106	Ancient and Early Medieval Philosophy				
		W7109	Medieval & Early Modern Philosophy				
		W7207	Logic and Critical Thinking				
		W7222	Moral Philosophy				
		W7309	From Descartes to Kant				
		W7310	From Kant to Postmodernism				
		W7331	Metaphysics				
		W7332	The Human Person				
		Christian Life and Ministry	Spirituality				
S7260	Prayer and Prayerfulness						
S7350	Christian Spiritual Wisdom						
Liturgy	L7100		Introduction to Christian Worship				
	L7200		Liturgical Rites				
	L7220		Introduction to Preaching				
Pastoral Theology	C7249		Human Development & Pastoral Counselling				
	P7101		Introduction to Pastoral Theology and Ministry				
	P7235		Maori Pastoral Care				
	P7282		Supervised Ministry 1				
	P7362		Canon Law and the Sacraments				
	P7363		Selected Themes in Canon Law				
	P7376		The Psychology of Religious Vocation				
Christian Ethics	E7100		Sources and Principles of Christian Ethics				
	E7200		Methods in Christian Ethics				
	E7345		Justice, Human Life and Society				
	E7346		Marriage, Family and Sexual Ethics				
	E7350		Christian Anthropology and Bioethics				
Biblical Studies	Biblical Studies		B7110	Introduction to Biblical Studies	SUB-MAJOR Compulsory Biblical Studies 1 B7110 ✓ 2 B7214 ✓ 3 B7254 ✓ 4		
		B7214	Pentateuch				
		B7229	Wisdom Literature				
		B7231	Prophetic Literature				
		B7254	Synoptic Gospels				
		B7326	Psalms				
		B7364	Pauline Literature				
		B7368	Johannine Literature				
A7132	Ecclesiastical Latin						

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 will include:

- A major in Theology (90 points, 6 papers);
- A major in *either* Humanities in the Christian Tradition *or* Christian Life and Ministry (90 points, 6 papers);
- A sub-major in Biblical Studies (60 points, 4 papers);
- At least 15 credit points (1 paper) in Church History;
- At least 60 credit points (4 papers) in Christian Life and Ministry;
- The 3 Theology papers as indicated;
- The 3 Biblical Studies papers as indicated;

A major requires 90 NZQA (54 SCD) credit points (6 papers) including no more than 30 NZQA (18 SCD) credit points (2 papers) at 100-level, and at least 15 NZQA (9 SCD) credit points (1 paper) at 300-level.

A sub-major requires 60 NZQA (36 SCD) credit points (4 papers) including no more than 30 NZQA (18 SCD) credit points (2 papers) at 100-level and at least one 200 (NQF level 6) unit.

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

Disciplines - Majors/Submajors

Theology / Theology

Humanities in the Christian Tradition / Church History, Philosophy

Christian Life and Ministry / Christian Ethics, Pastoral Theology, Liturgy, Spirituality

Biblical Studies / Biblical Studies

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.

3.2 Graduate Diploma in Theology - GradDipTh

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)
	T7101S <i>Introduction to 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. Course Units offered by Good Shepherd College

4.1 Full listing of approved course units at Good Shepherd College

	Code	Title	NZQA level
THEOLOGY	T7101	Introduction to Theology	5
	T7217	The Church	6
	T7231	The Person and Work of Christ	6
	T7324	Baptism and Confirmation	7
	T7325	Anointing and Reconciliation	7
	T7326	The Eucharist	7
	T7327	The Sacrament of Marriage	7
	T7328	Theology of Priesthood	7
	T7333	The Trinity	7
	T7337	Christian Anthropology and Grace	7
HUMANITIES IN THE CHRISTIAN TRADITION	H7110	History of the Early Church	5
	H7240	History of the Church in the Middle Ages	6
	H7350	The Reformers and the Reformation	7
	H7383	New Zealand Catholics: Their Story	7
	W7106	Ancient and Early Medieval Philosophy	5
	W7109	Medieval and Early Modern Philosophy	5
	W7207	Logic and Critical Thinking	6
	W7222	Moral Philosophy	6
	W7309	From Descartes to Kant	7
	W7310	From Kant to Postmodernism	7
	W7331	Metaphysics	7
	W7332	The Human Person	7
CHRISTIAN LIFE AND MINISTRY	S7102	Introduction to Christian Spirituality	5
	S7260	Formation in Prayer and prayerfulness	6
	S7350	Christian Spiritual Wisdom	7
	L7100	Introduction to Christian Worship	5
	L7200	Liturgical Rites	6
	L7220	Introduction to Preaching	6
	C7249	Human Development and Pastoral Counselling	6
	P7101	Introduction to Pastoral Theology and Ministry	5
	P7235	Maori Pastoral Care	6
	P7282	Supervised Ministry 1	6
	P7362	Canon Law and the Sacraments	7
	P7363	Selected Themes in Canon Law	7
	E7100	Sources and Principles of Christian Ethics	5
	E7200	Methods in Christian Ethics	6
	E7345	Justice, Human Life and Society	7
	E7346	Marriage, Family and Sexual Ethics	7
	E7350	Christian Anthropology and Bioethical Ethics	7
	BIBLICAL STUDIES	B7110	Introduction to Biblical Studies
B7214		Pentateuch	6
B7229		Wisdom Literature	6
B7231		Prophetic Literature	6
B7254		Synoptic Gospels	6
B7326		Psalms	7
B7364		Pauline Literature	7
B7368		Johannine Literature	7
	A7132	Ecclesiastical Latin	5

4.2 Descriptions of Course Units

A7132

ECCLESIASTICAL LATIN

This course unit aims to provide the student with the basic grammatical and syntactical knowledge that will lead to a grasp of the Latin ecclesiastical writings.

B7110 *PRE-REQUISITE*

INTRODUCTION TO BIBLICAL STUDIES

This course unit introduces students to the Bible, its content, context and literary genres and to the methodologies of biblical reading, study and interpretation. It provides the basis for further study of the Biblical texts.

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

B7214

PENTATEUCH

This course unit builds on the foundation unit by examining the forms and content of the Pentateuch. It does so in light of its historical, cultural and religious settings and explores the role of the Pentateuch within the canon and the life of Israel.

B7229

WISDOM LITERATURE

This course unit explores the place of wisdom in Ancient Israel and the theological issues it raises within that faith community. Building on the skills developed in previous biblical studies, it develops the critical exegetical and analytical skills of the student through the examination of specific texts from Proverbs, Job or Ecclesiastes.

B7231

PROPHETIC LITERATURE

This course unit builds on the knowledge and skills developed in the prerequisite Biblical Studies units. It examines the literary forms and theological content of Israel's prophetic books, with due consideration of their historical, cultural and religious settings/contexts.

B7254

SYNOPTIC GOSPELS

This course unit builds on any Biblical Studies introductory course unit and contributes towards the sub-major sequence in Biblical Studies. It enables students to develop the ability to research in Biblical Studies through reading the Synoptic Gospels in the light of relevant contemporary scholarly literature.

B7326

PSALMS

This course unit studies Israel's poetic literature and practice of prayer and worship as represented in the Psalter. It provides an opportunity to develop exegetical skills in the analysis of Hebrew poetry.

B7364

PAULINE LITERATURE

This course unit builds on the knowledge and skills developed in the prerequisite Biblical Studies units. It examines the historical context, literary forms and theological content of the New Testament literature associated with Paul.

B7368

JOHANNINE LITERATURE

This course unit builds upon the knowledge and skills learned in the pre-requisite units. It examines the historical context, literary forms and theological content of the Gospel and Letters of John, and their application to a range of spiritual and pastoral concerns.

C7249

HUMAN DEVELOPMENT AND PASTORAL COUNSELLING

This course unit provides for an understanding of the physical, social, psychological and spiritual dimensions of the human life cycle through all the stages from infancy to older age. As such, it provides knowledge of life experiences that can be addressed in pastoral care and counselling.

E7100 *PRE-REQUISITE*

SOURCES AND PRINCIPLES OF CHRISTIAN ETHICS

This unit introduces students to theological reflection on the ethical aspects of Christian life and discipleship.

E7200 *PRE-REQUISITE*

METHODS IN CHRISTIAN ETHICS

This unit introduces students to the methods and principles of Christian ethical reflection and moral theology. It provides a methodological basis for specialised studies in Christian ethics.

E7345

JUSTICE, HUMAN LIFE AND SOCIETY

This unit examines the ethical issues of human community, sociality and globalisation, with special focus on the requirements of social justice.

E7346

MARRIAGE, FAMILY AND SEXUAL ETHICS

This unit explores the human, theological and ecclesial understandings of human sexuality, and their implications for personal relationships and Christian marriage.

E7350

CHRISTIAN ANTHROPOLOGY AND BIOMEDICAL ETHICS

This unit introduces the student to the ethical issues involved in contemporary medicine and health care, with a view to moral decision making in keeping with Christian principles.

H7110

HISTORY OF THE EARLY CHURCH

This course unit is designed to provide students with an overview and general understanding of the early centuries of Christian history.

H7240

HISTORY OF THE CHURCH IN THE MIDDLE AGES

This course unit is designed to provide students with an accurate understanding of the key aspects of medieval Church history within its broader social, cultural and political settings, enabling them to appreciate a wider historical context surrounding their other theological studies.

H7350

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.

H7383

NEW ZEALAND CATHOLICS: THEIR STORY

This course unit provides a survey of the history of the Catholic Church in New Zealand and a context for other theological studies relating to the New Zealand Church.

L7100 *PRE-REQUISITE*

INTRODUCTION TO CHRISTIAN WORSHIP

This course unit introduces students to concepts that provide a foundation for the study of Christian worship.

L7200

LITURGICAL RITES

This course unit builds on the Introduction to Christian Worship with a particular focus on rites other than those of Christian initiation. It enables sacramental and non-sacramental Christian traditions to study the role of rites in their ecclesial life.

L7220

INTRODUCTION TO PREACHING

This course unit seeks to establish a theology of preaching that provides an adequate theoretical foundation to preaching practice and introduces students to the foundational skills needed for the preparation and delivery of homilies / sermons.

P7101 *PRE-REQUISITE*

INTRODUCTION TO PASTORAL THEOLOGY AND MINISTRY

This course unit is an introduction to practical theology for ministry. It is also an opportunity to overview the biblical and theological foundations of ministry. Common aspects of ministry will be considered.

P7235

MAORI PASTORAL CARE

This unit develops the student's knowledge of Māori language, Māori religions and the evangelization of the Māori people. It provides students with an understanding of and an empathy for their culture, thought patterns and religious motivations, so that they can be effective spiritual ministers and provide pastoral ministry to Māori people.

P7282

SUPERVISED MINISTRY I

This course unit incorporates learning experiences at a practical level as well as giving opportunity to reflect on both the practice and theory of ministry. This reflection occurs with both an appointed supervisor and mentor as well as the formal classroom situation. The mentoring would be with experienced ordained pastors or those in recognised specialist ministries.

P7362

CANON LAW AND THE SACRAMENTS

The course unit complements the accompanying unit in Canon Law. It demonstrates how general canonical principles and concepts apply in the area of the sacraments as these are studied in units in Systematic Theology, Liturgy and Pastoral.

P7363

SELECTED THEMES IN CANON LAW

This course unit serves as the primary way of acquainting students with the canonical tradition of the Church in the non-sacramental areas of Church life. As such, it is a particular expression of the theology of Church studied in Systematic and Pastoral Theology.

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

P7376

THE PSYCHOLOGY OF RELIGIOUS VOCATION

This course unit aims to enable the student to understand the psychological underpinnings of an ecclesial vocation by constructing a framework for understanding the processes relating to vocational commitment and effective pastoral ministry.

S7102 *PRE-REQUISITE*

INTRODUCTION TO CHRISTIAN SPIRITUALITY

This course unit develops a comprehensive introduction to, and overview of, the topic of Christian Spirituality focussing on its biblical, theological and historical premises and practice from a denominational perspective.

S7260

FORMATION IN PRAYER AND PRAYERFULNESS

This course unit focuses on the understanding and experience of prayer as a core element within the study of Christian Spirituality in a systematic and comprehensive way from a denominational perspective. The student will be introduced to the classic methods of Christian prayer.

S7350

CHRISTIAN SPIRITUAL WISDOM

This course unit presents a developed and critical survey of the major historical schools of spirituality and prayer within the Western Christian Spiritual Tradition with particular reference to their writers and texts and explores their contribution to their contemporary expression of Christian Spirituality.

T7101 *PRE-REQUISITE*

INTRODUCTION TO THEOLOGY

This course unit introduces students into the nature and tasks of theology and to theological methodology. It provides a foundation for all future theology course units.

T7217 *PRE-REQUISITE*

THE CHURCH

This course unit introduces students to a central theme of theology, viz. that faith is lived within a community of believers. It prepares students for later units in the church's sacraments and ministry.

T7231 *PRE-REQUISITE*

THE PERSON AND WORK OF CHRIST

This course unit is designed to provide students with an understanding of the person and saving work of Jesus Christ. It seeks to explore this understanding in the light of contemporary Christian thought and life.

T7324

BAPTISM AND CONFIRMATION

This course unit shows how Baptism is the first Christian sacrament and how it mediates Christian faith and Christian identity, in Christ and in the Church. It presents an introduction to sacramental theology, taking baptism as a paradigm and considers the development of Confirmation as a separate sacrament.

T7325

ANOINTING AND RECONCILIATION

This course unit applies the themes of sacramentality, a principal aspect of theology in the Christian tradition, to two fundamental areas of human life: sinfulness and sickness.

T7326

THE EUCHARIST

This course unit will help students deepen their appreciation of the connection between the doctrine of the Eucharist, worship and witness in the Christian life. In this sense it will help them integrate various aspects of the undergraduate programme, and develop appropriate attitudes and skills for ministry.

T7327

THE SACRAMENT OF MARRIAGE

This course unit explores marriage principally from the perspective of sacramental theology. It will help students appreciate the interaction between theology, society and the human person, and develop appropriate attitudes and skills for ministry.

T7328

THEOLOGY OF PRIESTHOOD

This course unit explores the history, theology and practice of ministry in the church in the sacrament of Holy Order. With baptism as a starting point the sacrament of Order is considered in relation to the saving ministry of Jesus in the church and the world.

T7333

THE TRINITY

The purpose of this unit is to focus exclusively on, and examine systematically, the Church's teaching on the mystery of the Holy Trinity, a doctrine that stands at the very heart of Christian belief. In so doing it will want to demonstrate the profound soteriological and existential consequences of this doctrine to the way Christians live their life.

T7337

CHRISTIAN ANTHROPOLOGY AND GRACE

This course unit seeks to provide students with a theological understanding of the human person and the ability to relate Christian anthropology to the theology of grace. It enables students to begin to integrate their prior theological learning into a coherent framework based on a Christian vision of human persons and their orientation to the divine life.

Required text: Haigh, Roger *Experience and language of grace*. New York: Paulist Press, 1979
Recommended prior study: S7102 *Introduction to Christian Spirituality*

W7106 PRE-REQUISITE

ANCIENT AND EARLY MEDIEVAL PHILOSOPHY

This course unit provides an introduction to philosophy by considering its origins in Greek philosophy and its encounter with Christian thought during the early Middle Ages. Students will also be introduced to the nature of philosophical inquiry and will examine several philosophical texts, thereby gaining a sense of the history of ideas.

W7109

MEDIEVAL AND EARLY MODERN PHILOSOPHY

This course unit covers the history of thought in the West during the Middle Ages and up to Locke. Students are introduced to several key texts and will learn how and why philosophical enquiry changes during the period.

W7207

LOGIC AND CRITICAL THINKING

This course unit provides structured, practical instruction in the nature of and skills of critical thinking.

W7222

MORAL PHILOSOPHY

Moral philosophy or ethics is one of the major branches of philosophy and part of the foundational submajor in philosophy in the SCD. This unit will introduce students to the basic questions of, and most common approaches to, moral philosophy, with special reference to those ethical issues and approaches that are relevant to Christian Ethics or Moral Theology.

W7309

FROM DESCARTES TO KANT

This course unit covers the history of thought in the West from the time of Descartes (early 17th century) to the time of Kant (end of the 18th century).

W7310

FROM KANT TO POSTMODERNISM

This unit examines the critical tradition of philosophy in the modern period that has largely defined itself over and against religion and authority. This unit provides an important background for the study of modern theology.

W7331

METAPHYSICS

This course unit address the most fundamental questions at stake in our understanding of reality in all its forms, by considering the perennial questions of being and existence, God and the human soul. This unit complements those approaches to theology which are shaped by philosophical concepts and modes of reasoning.

W7332

THE HUMAN PERSON

This course unit examines the philosophical anthropology of major texts and thinkers from the history of philosophy. It takes in classical traditional accounts from a Christian perspective and critical accounts from psychological and other perspectives.

5. 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.

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	:	160 in four subjects
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 21 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 6.5 Academic IELTS, with no band lower than 6.0.
- ♦ GSC reserves the right to refuse admission to any student who has failed two courses for a degree at any tertiary institute. A final decision about admission will be made by the Board of Studies of GSC.

6.2.1 Exclusion from Enrolment

A student may only attempt any unit twice.

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 an award 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.

6.4 Registration

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

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

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

6.5 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 students

6.5.1 If a 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.

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

6.5.3 In exceptional circumstances, a 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.

6.5.4 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.

6.5.5 If a 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.

6.5.6 A 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.

6.5.7 *A 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.

6.5.8 Withdrawal from a programme is sought when the circumstances are such that the candidate cannot study and can anticipate no change in circumstances in the foreseeable future. This provision allows the candidate to withdraw from the programme and to re-enrol when circumstances are more favourable. A student may withdraw without penalty from a course only if notice of withdrawal is submitted in writing to the Registrar of Good Shepherd College by 4.00pm on the date specified in the Academic Calendar. Any unauthorised withdrawal after that date attracts the academic penalty of an "N" grade. Withdrawal without grade penalty is permitted at any time with the approval of the Board of Studies. In such cases a "W" grade will appear on the transcript.

If withdrawal occurs up to 4.00pm on the specified date the tuition fee will be refunded but a withdrawal penalty will be charged to the student and payable immediately. Beyond this time tuition fees will not be refunded.

6.6 Credit for Previous and Concurrent Studies

6.6.1 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.

6.6.2 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.

6.6.3 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.

6.7 Attendances

6.7.1 On-campus students are expected to participate in all class sessions, fieldwork and any other activities as prescribed for the course, and submit satisfactory assessment work as required. A register of attendance is kept.

6.7.2 Distance students are expected to do the online tasks for the week in the week concerned, and submit satisfactory assessment work as required. This constitutes their 'attendance' and is recorded on the attendance register.

6.7.3 To satisfy the NZQA attendance requirement a student must attend at least 80% of a course unit. If you have been absent for more than 7 class-hours of a paper within the semester for whatever reason, you do not qualify as having satisfactorily attended the paper and are liable to automatically fail the course. Your lecturer will inform you when, according to the attendance register, you are in this situation. You may then write to the Dean before the exam week, identifying excused absences and citing evidence that you have compensated for the non-attendance. If your case is accepted your assessment will go ahead as usual and your letter will be attached to the attendance record.

6.7.4 Excused Absence: Sickness and bereavement are grounds for which absence may be excused. Other grounds may be accepted by the Principal or Dean. Students are responsible for providing the evidence for excused absence, and for then making an arrangement with the lecturer as to how they are to make up for the missed work (e.g. by completing the online tasks of that week).

6.7.5 Notification of Absence: For any absence a student must notify the College prior to the class, preferably by way of the Moodle "Absence Notification" link or, failing that, a phone call to the College Office.

6.8 General Notes

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

6.8.2 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.

6.8.3 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.

6.8.4 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.

6.8.5 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.

6.9 Awards

6.9.1 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.

6.9.2 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.

6.10 Fees

6.10.1 An enrolment deposit is required at the time of application.

6.10.2 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.

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

6.10.4 Except in the case of Reg 6.5.1 students who withdraw shall forfeit fees paid.

6.10.5 Static Trust Account. The College holds a static trust account to protect fees for the duration of the time a student is studying at Good Shepherd College.

6.11 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 6.5 Academic IELTS with no band lower than 6.0).

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 submit your complaint on the NZQA website or send an email to qadrisk@nzqa.govt.nz or phone 0800 697296.

If it is a financial complaint contact Fairway Resolution – 0800 774422.

6.12 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.

6.13 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 Assignments are to be uploaded by midnight on the due date to GSOnline or, only with special permission, handed in to the College office (**2 copies**) by 5pm on the due date (**see also 10.1**).

7.1.7 Extensions: It is a requirement of a student's course that all assignments be completed by the due dates set by the lecturer and published in the unit outlines. The following is in accord with the SCD Policy on Extension to Assessment.

7.1.7.1 Late assignments without an approved extension will attract an automatic penalty deduction of 5% of the marks available for the item of assessment for every day (including weekends and holidays, or part thereof, beyond the date and time of submission (or any extension granted). Assignments submitted without an approved extension beyond 10 days after the due date will receive a zero mark and will NOT be annotated by the lecturer.

7.1.7.2 An extension of an assignment's due date may be granted on the following grounds

- Medical illness (certified by Medical Certificate)
- Extreme hardship
- Compassionate grounds

7.1.7.3 In such cases an extension of up to 28 days may be granted without penalty but only if requested before the assignment due date. The student should submit an “Application for Extension” including supporting documentation to the Dean of Studies for authorising and signing prior to the due date. The student will then be informed of the result of the request.

7.1.7.4 In extreme cases, extensions beyond 28 days may be granted. Such extensions must be applied for in writing, including supporting documentation, to the Dean of Studies setting out the extreme circumstances. The CIS Academic Board and/or CIS Assessment Review Committee will consider such an unusual extension and notify the student of the outcome in writing.

7.1.7.5 If the unit assessment includes an examination and an extension is granted arrangements will be made for an alternative examination to be given to the student within the extension period.

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 5 minutes before the start time.

In a written examination a period of 10 minutes reading time will be allowed prior to the commencement of writing. 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%)

The grade is awarded where there is evidence that the student has undertaken the required core work for the topic, has demonstrated sound knowledge, understanding and competencies and skills required for meeting topic outcomes, and has satisfactorily completed essential assessment exercises.

The student would normally have attained a sound knowledge of matter contained in set texts or reading materials, and demonstrated a good general level of familiarity with major academic debates, approaches, methodologies and conceptual tools.

C Credit 65% - 74%)

The grade is awarded where there is evidence that a student has undertaken all of the required core work for the topic and *additional work in wider areas* relevant to the topic, has demonstrated a sound level of knowledge/understanding/competencies/skills required for meeting topic outcomes, and has completed assessment exercises at a proficient standard.

The student would normally have attained a sound knowledge of matter contained in set texts or reading materials and have done *wider reading*, and demonstrated familiarity with and the *ability to apply* a range of major academic debates, approaches, methodologies and conceptual tools.

D (Distinction 75% - 84%)

The grade is awarded where there is evidence that a student has undertaken all of the required core work for the topic at a *high level* and *considerable additional work* in wider areas relevant to the topic, has demonstrated *advanced* knowledge /understanding /competencies and skills required for meeting topic outcomes, and has completed assessment exercises at a high standard.

The student would normally have attained an *advanced* knowledge of matter *beyond* that contained in set texts or reading materials and have done considerable wider reading, and have demonstrated a *broad* familiarity with and *facility* at applying a range of major academic debates, approaches, methodologies and conceptual tools.

The grade should reflect *very high quality work* which shows the student generally works *at a level which is beyond the requirements of the assessment exercise* and is developing a capacity for *original and creative thinking*.

H (High Distinction 85% - 100%)

The grade is awarded where there is evidence that a student has undertaken the required core work for the topic at a high level and considerable additional work in wider areas relevant to the topic, has

demonstrated the *acquisition of an advanced level* of knowledge / understanding / competencies / skills required for meeting topic outcomes and passing the range of topic elements at the *highest level*.

The student would normally have attained an *in-depth* knowledge of matter contained in set texts or reading materials and undertaken *extensive* wider reading beyond that which is required or expected. The student would have consistently demonstrated a high level of *proficiency* at applying a range of major academic debates, approaches, methodologies and conceptual tools and *combining a knowledge of the subject matter of the topic with original and creative thinking*.

The grade is reserved for recognition of the highest level of academic achievement expected of a student at a given topic level.

S (Satisfactory)

The grade is awarded in a topic that is assessed only on a pass or fail basis, where a satisfactory level of performance and participation has been achieved, The grade is awarded where the student has achieved mastery of the topic content, and has satisfactorily completed topic requirements or contractual requirements where these form a prerequisite or condition of passing, or continuing with a programme of study.

E (Extension)

- i may be given under extenuating circumstances, such as illness, accident, misadventure or any other serious problem which make it impossible for the student to complete assignment(s) by the end of the semester;
- ii An overall extension for a unit may be given when the student has completed at least one of the prescribed assessment tasks;
- iii the fact that several pieces of written work for different units are due within a short period is not a valid excuse for the granting of an extension. Students are expected to plan their study, employment and extracurricular activities so that they are able to submit work by the due date;
- iv upon completion of work, can lead to any grade;
- v for the purposes of monitoring, an 'Explanation of Grades' ProForma should be submitted. A student's request for an extension, in writing, should be available to the monitor;
- vi date of completion to be determined by the relevant lecturer, in light of the relevant policy, normally within a month of the commencement of the following semester;
- vii requires a revised final grade to be submitted to the Academic Standards Committee with the results for the following semester.

U (Unavailable)

- i. is given where grades are unavailable at the time of monitoring of results through no fault of the student;
- ii. a covering letter by the MI explaining the reasons for U results must be submitted during the Semester Monitoring of Results.

W (Withdrawal)

The student withdraws from a unit in accordance with the rules governing withdrawal.

N (Fail 0 - 49%)

The grade is awarded if a student is unable to demonstrate satisfactory academic performance in the topic or has failed to complete essential topic elements or required assessment tasks at an acceptable level, in accordance with topic objectives.

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

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.

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

second assessor is appointed for each course unit that attracts the grade N. 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 Academic Registrar; in cases of disagreement, the matter is referred to the Assessment Review Committee for decision.

The status of W (Withdrawal) is recorded in the case of withdrawals without penalty. 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 unit results in the grade of N (Fail) being recorded.

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

7.2.6 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.

7.2.7 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.

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

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 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

Assignments are to be uploaded by midnight on the due date to GSOnline or, only with special permission, handed in to the College office (2 copies) by 5.00 p.m. on the due date. 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.

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. A coversheet (see 10.3) must be used.

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 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 Webspaces 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, T7231S
Lecturer:	Rev XXXX XXXXX

Font
Times New Roman
14 pt

Assignment title
18 pt bold

Sub-title
14 pt

ID

Your name
14 pt centred
Your

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