

TABOR PERTH

2008 STUDENT

HANDBOOK

CONTENTS

THE COLLEGE	2
GENERAL INFORMATION	4
YOUR SPIRITUAL LIFE	4
STUDENT LIFE	6
USING A PERSONAL STUDY DIARY	10
YOUR ACADEMIC LIFE	10
ASSIGNMENT WRITING	14
ASSIGNMENT STYLE	15
BIBLIOGRAPHICAL STYLE	18
PHOTOCOPYING	19
GRIEVANCE PROCEDURES—Academic Matters	20
GRIEVANCE PROCEDURES—Non-Academic Matters	25
CENSUS DATES	29
REVIEW PROCEDURES (Fee-Help)	32
BIOGRAPHICAL & REFERENCE EXAMPLES	34

Tabor College Perth:
3 / 436 Lord Street, Mt Lawley, WA, 6050.
Phone: 08 9328 2500 Fax: 08 9328 4055
Email: perth@tabor.edu.au
Website: www.tabor.edu.au

THE COLLEGE

Welcome to Tabor College, Perth.

May this be a year of true fruitfulness for you. We believe that the time you commit to preparing your life to serve the Lord will bring you joy and reward beyond your greatest expectation.

The following information is compiled with the aim of clarifying your privileges and responsibilities as a student at Tabor.

All information contained in this handbook has been updated for the current year, but of course is still subject to occasional change as necessary. You will be notified of any such changes through the issue of student memos.

MISSION STATEMENT

Tabor College Perth seeks to be a Spirit-filled community that imparts the all-transforming power of the kingdom of God through academic excellence, Christ-centred thinking and the release of the manifold gifts of grace.

COLLEGE OBJECTIVES

We seek to ensure that all our teaching is:

1. Scripture-based

Everything must be tested against God's Word, regardless of our own experience or interests. A servant of God is 'thoroughly equipped' through the Scriptures (2 Timothy 3:16,17).

2. Christ-centred

We dare not lose our vital connection with the Head (Colossians 1:18). In every module, whether biblical, academic or practical, the aim must be to point to Christ, our only Lord and Saviour.

3. Academically sound

Our scholarship must be of the highest standard. We have no fear of the truth - rather we rejoice in it (John 8:32; 16:13).

4. Ministry-oriented

Our thrust is to produce ministry in every area and at whatever level is appropriate. We must continually be in prayer for labourers to enter the harvest (Matthew 9:37,38).

5. Positively expressed

Our emphasis must be positive and faith-filled. We need to be challenged to step out in faith with a God-given vision (Matthew 17:20; Proverbs 29:18).

6. Spiritually empowered

All teaching and learning must be infused by the presence and power of the Holy Spirit. We need both the gifts and the fruit of the Spirit in our lives (1 Corinthians 12:7-11; Galatians 5:22-23).

TABOR NATIONAL

Tabor College functions nationally as four Colleges (Adelaide, Melbourne, Sydney and Perth) and an annex (Hobart) united in fellowship and philosophy. Each state has its own State Board. A group comprised of the state college Principals and one board representative from each state meet each year as the National Executive.

The WA Board is responsible for the vision and policy of the Perth Campus. It provides oversight for the day to day administration and activities of the College program.

The WA Board members are as follows: Dr Ray Dallin (Chair), Rev Warren Ison, Mr Mark Steyn, Mr David Byers, Ps Steve Brett, Mr Peter Richardson and Dr Charles Slack.

STAFF

Academic Staff

Principal & Head of Ministry Studies

Warren Ison, Cert IV in TAA, Dip. Tch., B. Min., M. Min. (candidate).

Head of Counselling Studies

June Stankowski, Cert IV in AWT., B.A. C.C., M.Couns.

Coordinator of Theology, Christian Studies and Curriculum Development

Chris Johnstone, Cert IV in AWT, B.A.(Bib.Languages), B.Theol.(Hons), Grad. Dip. Ed., Ph.D (candidate).

Administrative staff

Registrar

Monique Crabtree, B.Min.

Financial Management

Peter Richardson, B.Comm., B. Th., C.A.

Secretary/Receptionist & Assistant to the Registrar

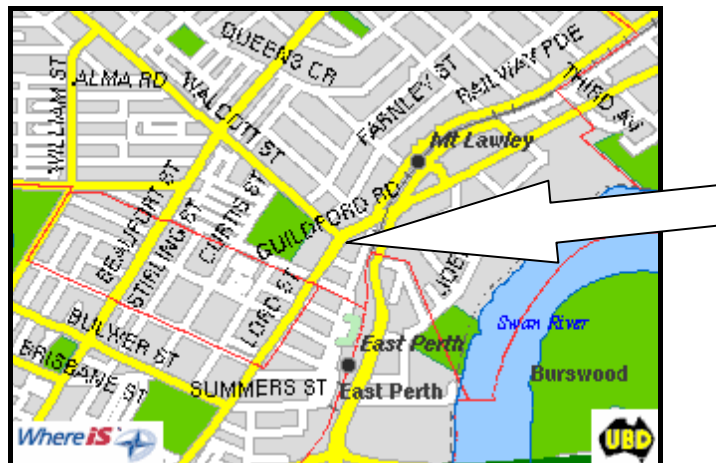
Linda Phillips

Library Co-ordinator

Carolyn Eaton, AssDip Applied Science (Library technology).

PREMISES

We are grateful to God for the provision of a central location adjacent to Koorong Bookstore.



PHILOSOPHY OF MINISTRY

The ethos of Tabor is heavily impacted by the concept of ministry (i.e. service). Tabor has been established to serve the Kingdom of God. The staff and faculty are all committed to serving God, and in doing so, to serving you. Students, who understand and accept the call of God on their lives to be like Jesus, will likewise see service in the College as a privilege and a joy. Our prayer is that this attitude will pervade the College and saturate our lives, releasing God's blessing upon us as a result.

Theologically, Tabor College is Bible-based, evangelical and charismatic. You are not expected to agree with everything, but we do hope that you will consider fully what is taught, even if it is different from what you have believed in the past. In assignments you will sometimes be expected to analyse or discuss a particular view, so that it is clear that you understand it, even if your personal view differs. No attempt will be made to impose doctrines on students - the goal of Tabor is to teach you **how** to think, not to teach you **what** to think!

TABOR PERTH VISION

1. To equip people for Kingdom service in the local church and the community with a focus on mission;
2. To provide every opportunity for personal spiritual growth; and
3. To serve local churches by providing on-site training using customised courses in line with local church vision.

GENERAL INFORMATION

This handbook gives specific instructions regarding College life and has been designed to allow you to maximise the benefit of your time with the College. It is of the utmost importance that you familiarise yourself with its contents so that your time as a student will be as productive and as beneficial as possible. Please take care of your copy as you will need it frequently as a source of reference.

Tabor College is a Christian community and, as such, we strive to create a “family” atmosphere between students and between staff and students. Mutual self-help is a part of any family, therefore should you ever need a listening ear please feel free to speak to one of the other students (in particular the Student Leaders, Student Council and Chaplaincy Team), staff or faculty members.

Because of the complexities of College life and the interdependence of staff, faculty and students; the College requirements in the following pages cover most areas of student activity. Some of these requirements spring from our accreditation conditions, some from the fact that we are a Christ-centred College, and some from the size of the organisation. Taken together, they are intended to maintain the educational and spiritual integrity of the courses and achieve maximum efficiency within the College programme.

At the same time, no guidelines or requirements (no matter how detailed) can substitute for individuals taking personal responsibility for their lives and making choices which will enhance their ability to develop and mature both spiritually and educationally.

In addition to receiving from College life, it is also important to understand that you have something to contribute to College life—to staff and fellow students. Of course, what you get out of the time you spend at Tabor will be directly proportional to what you put in. The Kingdom principle is that we reap what we sow!

YOUR SPIRITUAL LIFE

CHURCH SERVICES

All students are expected to attend church services and to involve themselves in activities organised by their own local church.

COLLEGE CHAPELS

The College Chapels are an integral part of College life and play an important part in every student's development. They serve to:

- Honour God with praise & worship.
- Prepare every student to receive the ministry of God's word.
- Give students an opportunity to learn to be sensitive to the Spirit and respond to his leading.
- Develop facility in song leading, directing worship, preaching and gifts of the Spirit.
- Minister to the needs of students.

Normally, chapel is held in one of the lecture rooms.

You should always attend the worship time linked with your class. It is important for your own spiritual development that you participate, taking part in prayer, praise, the exercise of spiritual gifts, music etc.

Please be early. After worship it is important that students move quickly to the relevant lecture rooms and be seated ready for the commencement of their scheduled lectures.

Combined Chapel

A *combined chapel* service is normally conducted every second Tuesday. This chapel is designed to provide an opportunity for morning and afternoon students to worship together, and to have a larger time slot allowing greater scope for visiting ministry. We have found combined chapel to be a great time of blessing and encouragement in the College. **The student common area & library (etc) will not be available during Combined Chapel**

Combined Chapel will be scheduled in the middle of the day on *non-tutorial* Tuesdays (i.e. weeks 1,3,5,7 of each term). On these days, morning lectures will begin at 9.00am sharp and conclude at 11.15am. The chapel

service will commence at 11.30am and conclude at 12.30pm.. On Combined Chapel days, afternoon lectures will commence at 1.00 pm sharp.

While Combined Chapel is meant to cater for both morning and afternoon students, it is hoped that students who are not at lectures on Tuesdays might also be able to come, giving us something approaching a representative College chapel time together.

Leading Worship

Students will normally be rostered to lead the chapel before each class. If you are rostered to lead, please remember the importance of worship to the life of the College, and spend time in careful and prayerful planning. The roster will also suggest a biblical passage for consideration.

PRIVATE DEVOTIONS

It is a distressing fact that as time goes by there is a tendency for students, owing to the pressure of academic and secular work, to by-pass this most vital part of their daily schedule. Devotions are essential to every Christian's spiritual well-being and failure in this primary area of commitment needs to be carefully guarded against.

PASTORAL CARE

Tabor seeks to serve the local church, so the primary pastoral care of each student belongs with his or her local church. However, we recognise that training for ministry in a community of fellow believers has its own potential for struggles and blessings. God uses the student experience to stretch us. We also enjoy the College experience more if we are walking in Christian fellowship. For these reasons we provide specific pastoral care at Tabor through the College Chaplain and the Chaplaincy team. In addition, every staff member is willing to help when a student has a need.

STUDENT COUNSELLING AND SUPPORT

There is a professional counsellor available (by appointment) should any students desire help for personal issues. Similarly, academic support is available for students who may need further assistance with educational needs. In both cases, appointments can be made through the office.

PRIVACY POLICY

A policy relating to the storage of and access to private information is available on request.

PERSONAL DISCIPLINE

God did not give us a spirit of timidity, but rather a spirit of power and of love and of self-discipline (2 Tim 1:7).

At a number of points throughout the handbook, the expectation is expressed that students will conform to College rules. The nature of Christian liberty is that all such duties should be exercised in recognition of their value in character formation. As the College expects a degree of maturity in its students, this is first and foremost a matter of prayerful self-discipline. Lateness for chapel and lectures in particular, together with sloppiness in approach to academic work, will be dealt with by the College as a spiritual problem in the life of a student, i.e., these students will receive pastoral counselling by a member of staff.

PRACTICAL OUTREACH/MINISTRY TEAMS

There are also opportunities for practical outreach for students. From time to time, ministry teams visit local churches in both city and country areas. These provide opportunity and experience in songleading, testimony sharing, creative ministry, preaching, teaching, counselling, the use of spiritual gifts, etc.

Some of the goals of these outreach teams are:

- Effective service to the body of Christ;
- Development of Christian character, servanthood, and giftings, both natural and supernatural;
- Assisting churches to evangelise, and encouraging the growth of church members in Christ;
- Meeting practical needs of the wider body of Christ;
- Presentation of Tabor as a model of excellence, and the College as a great place to study.

STUDENT LIFE

GENERAL

An attitude of courtesy and cooperation towards all, particularly College staff and lecturers, will give students credibility as ambassadors for the Lord Jesus Christ and commend them as representatives of Tabor College.

ATTENDANCE AT COLLEGE FUNCTIONS

Attendance at College functions is frequently compulsory. However, even when it is not, it should be seen as a part of your relationship with Tabor and as vital to the development of a healthy College community.

ATTITUDE TO FELLOW STUDENTS

A 'brotherly and sisterly' attitude of support and thoughtfulness towards others will be maintained by:

- Keeping faith with rostered duties
- Showing respect for the property of other students
- Resolving interpersonal conflicts in a scriptural manner in going first to the person concerned for reconciliation, and
- Seeking to 'maintain the unity of the Spirit in the bond of peace' will lay the foundation for a harmonious campus.

SOCIAL CONDUCT

A high standard of moral and social conduct is expected of Tabor students in thought, word, and deed, including:

Dress - Students are expected to be clean, neat and tidy while attending College. Apparel should be modest and in good taste. Thongs (and bare feet) are a safety hazard and are prohibited on campus.

Men/women Relationships - College life can tend to abnormally promote interest between the sexes and students need to be aware of this. Romantic interest always demands more of a student's time and energy than is helpful, so exercise wisdom and discretion at all times in this area. Moreover, all relationships out to reflect the Scriptural injunction to submit to one another out of reverence for Christ (Eph 5:21).

Financial Management - Students should live within their means, disciplining themselves in money matters so that they might meet financial obligations to the College and others. Help with budgeting is available for anyone who requests it.

LECTURES

Punctuality for lectures is imperative. Lateness shows a lack of respect for the lecturer and for other students. Questions are encouraged, so present them in the manner indicated by the lecturer concerned. Respect for the lecturer and one's fellow students will ensure that any one individual does not act in a manner which reduces the effectiveness of the learning environment for the rest of the class.

Mobile phones must be switched off during lectures.

STUDENT LEADERS

Student Leaders (male and/or female) are appointed by the academic staff. The Student Leaders' role is:

- To assisting the staff in their pastoral oversight by encouraging other students in their walk with God and in their studies;
- To give leadership to the student body in all areas relating to student activity;
- To exercise responsibilities delegated to them by the staff; and
- To communicate the views of the student body to the staff, where relevant.

STUDENT COUNCIL

A Student Council of at least seven members (including the Student Leaders) is appointed by academic staff each semester or annually. The role of the Student Council is:

- To promote the welfare of the College community at all times;
- To be a decision making body in relation to student activities in the College;
- To make recommendations on aspects of College functions and academic life to the staff;
- To organise activities which enhance the social and spiritual life of the College;
- To seek ways to promote the financial welfare of the College (eg fund-raising for the Library, public relations activities, etc);
- To be a forum for discussion of student needs and desires and a clearing house for student concerns;
- To monitor student rosters and other matters which contribute to the smooth flow of student life; and
- To have jurisdiction over and be accountable for expenditure from the Student Amenities Fund .

GRIEVANCE PROCEDURES

General

Occasionally, students may experience a problem with another student, a lecturer, or a staff member, or, relating to an academic decision such as an RPL decision or an assignment assessment. Issues could vary from relationship conflict to academic disputes or ideological differences, etc.

The procedure for resolving a grievance should always be according to Matthew 18:15-17. **First, go to the person concerned and try to achieve reconciliation privately.** You may need to meet more than once! If the problem is such that it is impossible to resolve between the two of you, then go to a student council member or another faculty/staff member for help. If necessary, a review panel comprising the Principal, a Student Leader, and the student's pastor will be convened.

Some issues may be of such a nature that they require a more formal procedure. See the Grievance Procedures (Academic and Non-Academic) at the back of this handbook.

For overseas students, if resolution of the issue is not achieved by the relevant Grievance Procedure, the Education Conciliator (Tel. 08 9441 1900), appointed by the Chief Executive Officer of the Department of Education Services, will be requested to hear the matter and recommend appropriate action.

Sexual Harassment

If a staff member, visitor or student of the College feels that he/she is being sexually harrassed, the College recommends that the complainant address the problem as soon as possible in one of the following ways:

- ⇒ telling the harasser that the behaviour is objectionable and that he/she does not want it repeated;
- ⇒ discussing the situation with the Principal or another member of the College staff or College Board;
- ⇒ lodging a formal written complaint with the College.
- ⇒ The complainant may seek advice from, or lodge a complaint with, the Equal Opportunity Commission although Tabor College would prefer to deal with complaints internally where possible.

Complainants are advised to keep a written record of incidents involving sexual harassment.

PAYMENT OF FEES—NATIONAL STUDENTS

VET Students (Cert. I to Diploma)

The standard, cash fees-payment option requires an upfront payment of the first semester fees to be paid on Enrolment Day prior to commencement. The following options are also available on request and can be discussed with the Registrar. An administration fee applies for these options.

- ↻ 60% upfront plus 1x 40% payment at the end of the first 8-week term;
- ↻ 40% upfront plus 3x 20% payments at 4-weekly intervals;
- ↻ 20% upfront plus 8x 10% payments at 2-weekly intervals.

Where such arrangements are made with the Registrar, an administration fee of \$20 will be charged where any payment is not made in full on or before the agreed date. Students who default on fee payments may be asked to discontinue their course.

HE Students (Degree & Graduate)

If there is a delay in the College's approval to offer Fee-Help, or if a student chooses not to apply for Fee-Help, the payment options available to VET students apply.

Information brochures on Fee-Help, along with application forms are available from reception. See also the Fee-Help related information provided in the appendix.

Refund Policy—National Students

Tuition Fees

Students who have paid fees for a course/module of study and who withdraw on or before Enrolment Day for that semester will receive a full refund of the fees paid for that course/module. Any fees paid for a course/module of study which is not provided (eg because of inadequate enrolments) will be fully refunded. For full details on the refund policy please see 'Academic and Financial Consequences of Withdrawing from a Module' and 'FEE-HELP Review Procedures' (HE students) in the Appendix.

PAYMENT OF FEES—OVERSEAS STUDENTS

Fees for your first semester must be paid in full before you will be issued a *Confirmation of Enrolment* form. For subsequent semesters, tuition fees are to be paid in full on the enrolment day for that semester.

Refund Policy—Overseas Students

Application Fee

On application to study at Tabor College, overseas students are required to pay \$230 as an Application Fee.

This fee is non-refundable, and is not covered by any refunds referred to below.

Tuition Fees

Any fees paid for a course/module of study which is not provided (eg because of inadequate enrolments) will be fully refunded. If a student withdraws more than four weeks before the commencement of a course, all tuition fees paid will be refunded. A student who withdraws 4 weeks or less before the semester commences will receive a full refund of all tuition fees paid less 15% of the tuition fees for that semester.

Students who commence a semester/course of study and withdraws before the census date will receive a full refund of all tuition fees paid less 40% of the tuition fees for the semester, provided that the Registrar is notified of the withdrawal in writing prior to the census date.

Students withdrawing from a course/module of study after the census date will not receive any refund of fees paid for that semester and will be subject to the above rules in relation to subsequent semesters.

Where extenuating circumstances force students to withdraw, each case will be considered individually. **This policy does not remove the student's right to take further action under Australia's Consumer Protection Laws.**

OPPORTUNITIES FOR SERVICE

The following appointments or rosters as appropriate will give students an opportunity to serve their fellow students and to help the College programme run smoothly.

Roll Monitor:

- To collect the roll from the Class Roll box before each class.
- To complete the roll for each class. **It is very important that this is completed correctly. If you are unable to complete the roll due to absence, you will need to organise somebody to do this for you.**
- Return the completed roll to the Class Roll box.

Lecturer Attendant:

- To attend to the needs of the lecturer. This includes providing water during lectures and any teaching supplies that may be necessary eg: whiteboard markers.
- To introduce, and/or thank guest lecturers as required.
- To remind the lecturer that the lecture hour is finished should he/she go overtime.

Classroom Attendant:

- To **facilitate** the setting up and packing down of the lecture room, and for leaving the room clean, especially PCF.
- To ensure that the building (especially PCF) is locked after each use.
- To ensure that coffee and tea etc is ready for lecture breaks and that supplies are returned afterwards.

Chapel Leader:

Please refer to the Chapel roster for your schedule. It is important that each worship time commence on schedule and finish at least two minutes before the lecture commencement time.

Weekly Cleaning Roster:

The Student Council oversees this function and all students are expected to participate as and when scheduled. See roster and duties on the notice board.

Work Duties:

Full-time students are expected to participate in one working bee (4 hours) on site per semester.

NAME BADGES

It is mandatory that students wear their name badges at all times that they are on campus, and **especially at any other associated lecture sites**. This is important for security reasons, and to allow lecturers, staff, and other students to get to know one another.

INFORMATION & MAIL SYSTEM

A series of file pockets is located in a steel cabinet in the R & R room. A file pocket is allocated to each student. Please check this each time you attend the college. Numerous notices, memos and informational documents are available electronically, so please ensure that the office has your current e-mail address.

FIRST AID KITS

The first aid kit is located in the main office. See the receptionist.

TRAVEL CONCESSION PERMITS

Full-time students who are also Australian residents, are entitled to concessionary fares through Transperth's *SmartRider* system. See the receptionist for information and application forms.

PARKING

Parking is available, preferably on the railway side of West Parade. There is also free parking (limited to 4 hours) available at the College end of the East Perth Railway Station (be sure you read the signs). Under no circumstances are students to park in the laneways or in Koorong's car park (except after hours—in which case it is recommended).

TELEPHONES

There is a telephone available at the front counter for student calls. The charge per call is 50c. **Only local calls are permitted**

FIRE DRILL

In the event of a fire, the following procedures must be strictly observed:

- **FIRST EVACUATE** the building.
- **ASSEMBLE TOGETHER** in Koorong's parking area at the front of the office) and **ACCOUNT** for all students.
- **RING FIRE BRIGADE** (000) after the above has been done.
- **FIGHT THE FIRE** only after all the previous steps have been accomplished and it is judged safe to do so. Make sure you use the **APPROPRIATE FIRE EXTINGUISHER**.

TOILETS

Toilets are cleaned as part of the student cleaning roster. However, it is the responsibility of every student to observe normal hygienic practices and to ensure the toilets are kept clean.

USING A PERSONAL STUDY DIARY

The following will be useful for those who have left disciplined study somewhere behind them in their path through life.

All Students :

- Should have a proper personal study diary with plenty of room to write entries for each day.
- Should have their personal study diary with them in all lectures. Personal Study is an important part of the learning process at College. Insights gained by personal study often mean much more than those shared in lectures.
- Should make entries even if the lecturer doesn't specifically tell them to do so.
- Should enter in the personal study diary
 - ⇒ work to be finished
 - ⇒ notes to be revised, learned for tests
 - ⇒ reading as a follow up to a lecture or pre-reading in preparation for a lecture
 - ⇒ due dates for assignments
 - ⇒ function dates or other days that need to be noted in the calendar.

Your Personal Study Diary :

- Should be kept neat. Efficiency is not possible unless recordings are legible and orderly. Underline important dates, identifying what is suggested or required; e.g., mandatory reading, assignments etc.
- Should diarise 'reminders' eg start dates as well as the due date for assignments. This avoids last minute rushing of study.
- Should schedule revision times for tests. Cramming the night before is not the best way to prepare for a test, so more frequent shorter times of revision should be planned.
- Should give you a free day on SUNDAY. One day a week free from study is wise and this should be the day if at all possible.

YOUR ACADEMIC LIFE

PREFERRED BIBLE TEXT

The preferred texts for this College are the New Revised Standard Version and the New International Version. In all assignments and examinations students are required to quote from one of these texts unless advised otherwise by the lecturer.

For preaching assignments, as in private devotions, students are free to choose which text they use.

ATTENDANCE

Students are expected to be punctual and to attend all scheduled activities unless prior leave of absence is obtained from the College. College accreditation conditions require that a student must have attended at least 75% (80% for overseas students) of all scheduled contact hours in any module to gain a pass in that module. Exceeding this limit will result in an automatic fail for that module. *However, it is expected that students will make every effort to attend all lectures in a genuine spirit of learning and Christian character.*

NB: Students will be marked absent unless present for both lecture hours.

ASSIGNMENTS

There are a large number of very specific requirements relating to the preparation of assignments. Careful study of the section 'Assignment Writing' will ensure that you gain the maximum number of marks for your effort.

Completed assignments are to be submitted with the **Assignment Cover Sheet** stapled to the front (copies are kept in the bottom drawer of the student filing cabinet in the common room) and placed in the 'Assignments' box in the Office **before the lecture on the nominated week**. They will be stamped with the date received, and their receipt recorded. Do not submit assignments directly to lecturers as **unstamped assignments will**

receive no credit.

Late submission of assignments attracts the following penalties

- Up to one week late - loss of 20% of total available marks
- One to two weeks late - loss of 40% of total available marks
- Assignments will not be accepted if over two weeks late.

Except that students may apply for time extensions on genuine compassionate grounds (serious sickness, death of a family member, etc.). Taking too many modules at a time, mistaking the due date or poor time management are not acceptable reasons!

To apply for a time extension a student must complete a *Request for Extension* form (available from the Office) and present it to the Office at least a week before the assignment is due (emergencies excepted). Where appropriate, the Registrar will authorise the extension. The form is to then be presented to the lecturer for countersigning. **Lecturers do not have authority to grant extensions, and authorisations which are not signed by the Registrar will not be accepted.** When an extension has been granted, the late assignment must have the signed *Request for Extension* form as well as the *Assignment Cover Sheet* attached to it when it is submitted.

On a broader scale, students facing crises in their personal lives may apply to the Office for extensions in more than one module in which case a managed program of assignments and course work will be arranged to help the student through.

Assignments are graded according to the scales listed on the back of the official *Tabor Assignment Cover Sheet*. A mark of less than 50% (i.e., an F1 or F2 grade) is a fail. A student may rework and resubmit an assignment which receives an F1 (fail) grade. The resubmission will be eligible for a maximum grade of P2 (50-59%).

Failed late assignments are not eligible for resubmission.

TUTORIALS

The difference between Level 2 and Level 34 contact hours is provided through tutorials. Tutorials are therefore very important in the educational program, and 100% attendance is required of students.

Tutorials may be conducted by module lecturers, coordinators or other invited tutors.

Eight hours of tutorial work per student per semester is required at level three. This would usually mean participation in 8 one-hour tutorial sessions, but other formats might be possible in specific situations with the approval of the Course Coordinator.

Students are expected to prepare for tutorials, e.g., do set reading, write notes, write discussion papers, etc. Written work for tutorials which is required to be handed in (i.e. other than personal notes) should be taken into account in determining the total workload in any given module.

As discussion and interaction is expected in tutorials, tutorial groups should be kept small enough to allow for this. Tutorials should allow the exploration of topics/issues in depth and should not merely be lectures given by students.

Attendance at all tutorials, and fulfilment of the related requirements, is a prerequisite to passing in a module. (NB: A medical certificate may exempt a student from attendance, but not from fulfilment of other requirements.)

In special circumstances, exceptions may be made to the above rule, but these **must** be negotiated beforehand with the lecturer concerned.

PASS REQUIREMENT

In order to pass this module a student must submit all assessment items and attain an overall grade of P2 or higher. (Note: An F1 grade for any assessment item is an invitation for the student to resubmit. Arrangements for this are to be made with the lecturer at the earliest opportunity.)

GRADUATION REQUIREMENTS

To graduate from any Tabor course you must attend at least 75% (80% for overseas students) of the contact hours in each module and complete all the prescribed reading, assignments, tests and examinations. In

addition, students are expected to exhibit evidence of spiritual growth and Christian character. Unresolved character issues involving Christian ethics may jeopardise a student's right to continue the course and/or graduate.

Students who expect to complete their course and graduate in the following February are required to lodge an 'Application for Graduation' form (available from the Office) and make an appointment with the Registrar in term three.

USE OF GENDER INCLUSIVE LANGUAGE

Students are required to use gender inclusive language in all written assignments except where the context demands gender-specific language. Students are also encouraged, as a matter of courtesy, to develop this habit in their oral communication!

CHANGES IN ENROLMENT DETAILS

1. Module Additions and Withdrawals

Forms are available from the Office. Module changes require the approval of the academic staff.

A student may not enrol for an additional module unless approval is obtained before the end of the second week of semester. Full fees will be payable even for late enrolments.

When a student withdraws from a module before commencement, no entry will be made on their academic record. Withdrawal subsequent to commencement and before 60% of the teaching time for the module has elapsed (see *Census Dates*), will be recorded as a WN (Withdrawn). After that time, withdrawal will be recorded as an WF (Withdraw Fail). Information concerning any refunds given is listed under *Academic and Financial Consequences of Withdrawing from a Module* in the current Prospectus..

2. Course Deferment

Deferment of studies will be granted by the College upon application using the appropriate form. Students need to inform the College ahead of time when they are able to resume studies.

3. Change of Course

Forms are available from the Office. Restrictions apply and all changes must be approved by the academic staff.

RECOGNITION OF PRIOR LEARNING

Students are reminded that credit may be given for prior learning. Information regarding RPL may be obtained from the Registrar. If you wish to apply, you will need to complete an application form. Upon receipt of your application, you will be provided with an RPL pack in which you will set out your case for RPL which will then be assessed by the office.

MODULE UPGRADES

Students changing their course enrolment to a higher qualification may be permitted to upgrade modules which they have already passed instead of doing a full repeat at the higher study level. The following conditions apply to all upgrades:

- The student must have gained at least a CR for the module in question at the lower level.
- Although the final grade will be a composite mark obtained from the original pass and the upgrade, the upgrade **MUST** be passed at the higher level.

ALTERATION OR TERMINATION OF TUITION CONTRACTS

Tabor College seeks to encourage students in their personal, Christian and ministry development; and aims to provide the best possible opportunities for all students. Sometimes, however, students may prove unsuited to the academic demands of some of their courses. Occasionally, a student may fail to pay his/her fees, making it necessary for the student's enrolment privileges to be reviewed. In rare instances, a student's conduct may be such that the student is asked to discontinue studies at the College.

Poor Academic Progress

It should be noted that enrolment in any course of study is provisional until a student has demonstrated the ability

to cope with the required level of study. Generally, 6 to 12 months is allowed for a student to demonstrate this ability.

A student who fails to gain a pass in 50% or more of the modules for which he/she is enrolled in any year will be given an opportunity to discuss his/her situation with a Faculty member and, if necessary, to receive counselling. The student's situation will normally be reviewed at a Faculty meeting. Unless the Faculty is convinced that there is adequate reason to believe that the student will do better in the next year, the student is likely to be required to take fewer subjects concurrently, to downgrade to a lower level of study (i.e. level 3 to level 2, level 2 to level 1, or level 1 to audit) or to discontinue his/her studies.

Non-Payment of Fees

A student's enrolment at the College may be cancelled if the student is indebted to the College through the non-payment of fees and, after notification in writing of his/her position, has failed to make satisfactory arrangements for payment.

Misconduct

Students are expected at all times to conduct themselves in a manner that is consistent with biblical principles and standards.

If there is concern or a formal complaint is received about the conduct of a student, the matter will be followed up and addressed by the College Faculty. The student in question will be given the opportunity to explain his/her case and a decision as to what measures should be taken will be made by the Faculty at a meeting convened for this purpose.

The student will normally be offered counselling. In extreme cases of serious misconduct, a student may be expelled from the College, which means the cancellation of enrolment and all rights and privileges of being a student of the College, including the right to be on the College premises. In less extreme cases, a student may be suspended, which means the cancellation, for a specified period of time, of enrolment and all rights and privileges of being a student of the College, including the right to be on the College premises.

OTHER PRACTICAL MATTERS

Students should familiarise themselves with Sect.3 of the green College Handbook (p. 25-31) as this covers a number of matters about which the College is legally required to inform you. In addition, refer to the College Code of Practice found in the Student Admission Handbook and the Policies Handbook which is available in the Library.

COLLEGE LIBRARY RESOURCES

Please respect the books as valuable resources for the whole College.

No books are to be removed from the Library. Tabor Library loan policy currently allows each student to have 10 books on loan at once. Each loan is for 2 weeks at a time. **Fines will apply for each day books are overdue, at 50c per book per day.**

Some books are the property of lecturers and lent to the library only for the duration of a module.

Photocopying of material is available at 10cents per page using the Library photocopier. Please ensure that you are familiar with the photocopying restrictions of Copyright Law which Tabor will strictly enforce. If the photocopier malfunctions in any way, **DO NOT ATTEMPT TO FIX IT YOURSELF, no matter how well qualified you consider yourself to be**, but report it to the Office immediately.

A 'Friends of the Library' group is operational and you are invited to join this committed group of library lovers. Please speak to the Student Council Leader for further details.

Please observe library etiquette by refraining from chatter and from eating or drinking in the library.

Any library item taken off the shelves for study must be placed back on the sorting trolley for the library workers to reshelve. **Do not attempt to re-shelve them yourself** as this creates excessive work for library personnel.

Educational accreditation requires Tabor to acquire some thousands of volumes for our library over the next few years. Theft of, or damage to, books greatly endangers this objective, and will incur severe penalties.

A number of computers are located in the library for the use of students. Students are not to save their documents in these computers but are strongly encouraged to use a USB drive (thumb drive,, memory stick, etc). Remember, computers may crash from time to time and it is wise to regularly save your document.

OTHER LIBRARIES

Students are encouraged to make use of the following extensive libraries available in the city. You can browse and consult reference books at no cost or join any for a fee to take books out on loan.

- BAPTIST THEOLOGICAL COLLEGE - Hayman Road, Bentley.
- BETHANY CHRISTIAN FELLOWSHIP LIBRARY - cnr Wharton & Bronzewing Streets, Huntingdale (open Tues and Thurs am) [Free membership of this 11,000 volume library.]
- CATHOLIC LIBRARY of WA - 50 Ruislip Street, Leederville
- EDITH COWAN UNIVERSITY, Mt Lawley Campus at 2 Bradford Street, Mt Lawley (or other campuses)
- HARVEST WEST BIBLE COLLEGE - Robinson Road, Belmont.
- MURDOCH UNIVERSITY - South Street, Murdoch
- NOTRE DAME THEOLOGICAL LIBRARY - Fremantle
- PERTH BIBLE COLLEGE - 1 College Court, Karrinyup
- WEST AUSTRALIAN BIBLE COLLEGE - Welshpool Road, Wattle Grove

In addition to these resources, don't forget Perth's extensive public library system, especially the State Library (now correctly the Library and Information Service of WA - LISWA) housed in the Alexander Library Building in James Street, Northbridge.

NB: Tabor library can be accessed online though www.tabor.edu.au, Perth campus, library resources. You can only survey our inventory, however; books cannot be borrowed online, nor can you see whether or not a book is on loan.

TAPE RECORDING OF LECTURES

Because of copyright and other considerations students are not permitted to tape lectures except by special arrangement and module to special conditions. A request for permission to tape must be on the appropriate form. **Permission is not effective until the form has been signed by both the lecturer concerned and Administration, and the student has returned a copy to the lecturer.**

PERSONAL COMPUTERS IN LECTURES

Because of disruption to other members of the class, the use of notebook or laptop computers in lectures is not permitted unless permission is granted by the lecturer concerned.

MOBILE PHONES IN LECTURES

Mobile phones must be turned off during lectures. If there is an urgent need to have a phone turned on, the phone must be on silent and approval must be sought from the lecturer.

POLICE CLEARANCE

Students should be aware that enrolment in certain courses (eg field placement) may require you to obtain a police or Working with Children clearance.

ASSIGNMENT WRITING

INTRODUCTION

One of the most important elements in the educational programme of your course is the assignment. The reward for diligent application to fulfilling each assignment will be great. Not only is personal research necessary to develop in-depth understanding on a range of topics, but also many skills and other benefits are gained. Written communication skills, proper research practices and good study habits are but some of these and warrant students giving their very best.

PREPARATION OF ASSIGNMENTS

Before you commence any of your assignments there are two vital steps to be taken.

Schedule Your Work Carefully

At the commencement of the semester you will be given a list of assignments with due dates. **IT IS YOUR RESPONSIBILITY** to ensure that you schedule your work load from all modules in such a way that you will complete each assignment before it is due. Although many students struggle with taking this much responsibility for their own study, to do so provides a vital part of your educational development. Remember that late assignments receive heavy penalties, and that time extensions are only available for relatively few causes.

Understand the Instructions

Before commencing each assignment, be certain what the instructions mean. Do not waste your time doing what is not asked for. Read and re-read the instructions CAREFULLY until you are sure that you have a clear understanding of what is wanted. Do not proceed until it is CLEAR. Ask the LECTURER if you are not sure - not another student no matter how confident he/she may sound.

Also make sure that you understand any requirements given with the assignment; e.g., number of words, date for submission etc.

Many students attempting their first few assignments are very unsure of how to proceed. It is therefore wise in the early part of your course to discuss your proposed approach and/or outline with the lecturer concerned and ask for advice and suggestions.

EXPECTATIONS AND MARKING

The assessment sheet on the back of each *Assignment Cover Sheet* differs from level to level. The different categories for which an assignment is assessed indicate the **key expectations** in relation to a student's approach to, and completion of, the assignment at the appropriate level.

When an assignment is marked, each relevant category is assessed and a final grade is given (note that not all categories are of equal value). Marks will be assigned on a scale from HD to F2. The meaning of the Level 1-2 grades, as given on the assessment sheet, follows as an example:

GRADE	MEANING
HD	- extremely high level of competence.
DN	- high level of competence.
CR	- commendable level of competence.
P1	- adequate level of competence.
P2	- barely adequate level of competence
F1	- inadequate level of competence.
F2	- very inadequate level of competence.
WF	- Withdraw fail

ASSIGNMENT STYLE

INTRODUCTION

The following guidelines are given so that students will be able to present assignments in the required manner. If this format is not followed it is to be expected that marks will be deducted. To assist students with this, the College has provided an Assignment Template. See the office if you have not received the template.

PAPER SIZE AND LAYOUT

Use A4 paper with a 3cm margin on each side of the paper.

Assignment should be typed for submission in 12 point type, using double (2.00) line spacing. When this is totally impracticable, and a student submits handwritten assignments, the writing **must** be doublespaced and the 3cm margins must be strictly observed. If the assignment is not readily legible, it will be returned for typing.

GENERAL PRESENTATION

The following aspects of general presentation are important:

1. Cover sheet

An official Tabor *Assignment Cover Sheet* should be carefully (and completely) filled out, signed, and attached

to the front of the assignment. **It is most important that the Assessment Item No. is correct!**

2. Table of contents

A *Table of Contents* page should be placed at the beginning of assignments of 1000 words or more, listing sections and subsections.

3. Divisions and subdivisions

Where at all possible an assignment should be divided into sections which can have further subdivisions.

4. Bibliography

The last page of your assignment is to be devoted to a bibliography, i.e., a list of resource books consulted or quoted from for the assignment. Each source is to be identified in the manner defined in the *Bibliographical Style Sheet* and the College's *Citation, Bibliographical and Reference Example Sheet* (see page 46). Note that italics can be used instead of underlining whenever the latter is specified.

5. Required reading/research

Where the number of words required is 1000 or greater:

Level 2 students should **give evidence** of having drawn upon at least *three substantial relevant books*, in addition to College notes.

Level 3-4 students should **give evidence** of having drawn upon at least *five substantial relevant books and journal articles*, in addition to College notes.

For smaller assignments, less research would be required.

- Do not include the Bible in your bibliography unless you have made specific use of a particular edition's study notes. It is assumed that you will always be drawing on the Word of God in your preparation.
- Note that, in general, dictionaries, bible dictionaries, encyclopaedias, and similar reference works are very useful for background reading but are rarely if ever adequate as 'substantial' works within the definition of 'required reading'.
- In theological modules, devotional commentaries and books are inadequate reading for assignments. It is necessary to go to theological texts, and exegetical commentaries.

6. Quotations

Relevant quotations within the text of the assignment, used in such a way as to show that you understand the author's intent (whether or not you agree with it), provide the **evidence** of research mentioned above. Care must be taken not to misquote the author, or to use a quote in such a way as to circumvent his intent (a serious offence academically).

Quotations up to two lines in length can be included in the body of the text, indicated by the use of quotation marks (**not italics**). Longer quotations must be indented **one centimetre from each margin** as a separate paragraph. In this case, no quotation marks are used.

If you wish to include extensive material from other sources place this in appendices at the end of your assignment.

7. Number of Words

When you are given a set number of words, you will be penalised for writing less (i.e., <5%), or significantly more (i.e. >10% more) than, the number of words required. Where you are given a range of words (e.g., 1000-1500), you are expected to stay within the limits.

Quotations (other than Bible quotations **which will normally be rare**) are included in the word count but should not exceed 10% of your total number of words.

Note that appendices are not included in the word count.

8. Scripture References

Always give the biblical authority for every major point you make. It is not appropriate to quote bible passages in full **unless there is a specific purpose** in so doing, but you must give the reference.

If you do quote or refer to a specific passage use the following conventions:

- Scripture references are written like this: Romans 3:16-18; 5:12
- If the Scripture reference is part of a sentence, simply put it in the normal position like this: The great truth of John 3:16 is that salvation is God's free gift. **Do not abbreviate** such references.

- When a reference is being added to identify a passage that you have quoted, the reference should be given in brackets after the quotation and before the full-stop like this: 'For God so loved the world that he gave his one and only son' (John 3:16). Always abbreviate such references unless the book name is short, as in this example.
- If it is desired to put the reference at the beginning of a sentence, do not just drop it in there. Introduce it with an explanatory phrase like: Romans 6:4, Paul declares ..., or, James 4:8 reminds us, ... Don't just give the reference and then the words.
- Do not write, In Romans 3:23 it says ... Simply write, Romans 3:23 says .

9. Greek and Hebrew words

Greek and Hebrew words should be italicised or underlined (e.g. ekklesia or *ekklesia*). Do not capitalise or put them in quotation marks.

USING THE WORK OF OTHERS

The more you read, the more you will realise that while there are areas of common knowledge or opinion relating to any specific matter, there are also areas which are the province of the individual writer - perhaps her or his own ideas, interpretation, research data or conclusions, or the like.

Where you are not quoting directly or indirectly, but your thinking is informed by the writing of an individual, you need to give credit to the author concerned. Frequently this will best be done by a reference at the end of the paragraph in which you utilise the material.

Especially when you are studying in a module area with which you are not familiar, it is better to acknowledge your use of other's ideas rather than to assume that the material is part of the common knowledge. Your lecturer is always willing to help and should be consulted if you are at all uncertain about when and where to acknowledge.

Failure to acknowledge the contribution of others to your presentation is a serious offence called plagiarism.

PLAGIARISM

Plagiarism is using other people's work without credit - in biblical terms, stealing; in academic and legal terms, a gross violation of other's rights!

Naturally there are many areas of common knowledge which do not need to be referenced; **but where you are drawing on someone else's research or ideas, just as much as when you are borrowing their wording, you must acknowledge this.**

If you are unsure, it is better to give the acknowledgment. If you are guilty of plagiarism, you can expect an automatic fail for the assignment.

You will be required to sign the following statement with reference to all written work submitted:

I certify that this assignment is my own work in my own words. All sources have been acknowledged and the content has not been previously submitted for assessment to Tabor College or elsewhere.

Where a marker detects plagiarism, he/she will inform the student in writing of the severity of this academic offence and ensure that the student understands the nature of the problem and its implications. A fail grade will result. The student may be granted permission to repeat and resubmit the work, in accordance with resubmission guidelines, but will not be able to score more than a P1 for the resubmission.

A repeated offence can be expected to lead to expulsion from the College. Read examples below carefully:

Examples of what is acceptable and unacceptable:

- Using words, groups of words, phrases, clauses, sentences or even rearranged sentences from someone else's work is plagiarism unless it has quote marks around it—even if you cite it accurately!
- Using someone else's ideas, without citing them, is not acceptable and is plagiarism.
- Learn to put everything you read in your own words, then cite your sources accurately. Use quotes only when necessary, then cite your sources.
- Cite every source whether using ideas or quotes.

DISHONESTY IN EXAMINATION SITUATIONS

Students who seek to gain unfair advantage in examinations, e.g. by taking materials into the examination room which are not allowed, by copying other students' work, or by seeking help from other students in the examination room, will be severely penalised. If detected by the supervisor, they may be dismissed from the examination room. Complaints about dishonesty in examinations are to be forwarded in writing to the Principal who will investigate each case and notify the students concerned, in writing, of the action to be taken. Students who seek to give assistance to other students in the examination room are to be reported in writing to the Principal who will investigate each case and notify the students concerned, in writing, of the action to be taken.

DISHONESTY IN INDEPENDENT STUDY/RESEARCH PROJECTS

Students who present the work of others as if it were their own or who falsify, fabricate or deliberately distort data or other findings can expect a fail grade for the projects concerned.

USE OF INTERNET SITES

Only quality internet sites will be accepted as adequate resources for assignments. Consult your lecturer or one of the staff to confirm that you are using an acceptable site. As a rule of thumb, only use sites that equate with bibliographically acceptable printed texts, such as those you will find in our library and approved in this handbook (see p. 30). All such uses of internet sites must be correctly cited in your assignments. Do not over-use internet resources; a maximum of 30% is acceptable unless otherwise stated in your worksheet.

BIBLIOGRAPHICAL STYLE

A **bibliography** is a list of resource books consulted or quoted from for the assignment. How to present this is defined later in this stylesheet and in the College's *Citation, Bibliographical and Reference Example Sheet* (attached).

A **citation** is a *reference* to a document within the text of an assignment. How this is done is defined in the College stylesheet (attached).

A **style** is a formalised and very specific way of presenting information which ensures consistency across a variety of users.

STYLE MANUAL

The style manual used by the College, published in 1994, was developed in association with the Australian and New Zealand Theological Library Association and the Australian and New Zealand Association of Theological Schools.

A copy of the manual is in the library. **Students are expected to use it.** Bachelor of Arts candidates are expected to have their own copies. The bibliographical data for the manual is as follows:

McIntosh, Lawrence D. 1994. *A style manual for the presentation of papers and theses in religion and theology*. Wagga Wagga, NSW: Centre for information studies.

Students should consult the style manual for the following: any details concerning correct citation of books, articles, magazines or other media; correct forms of abbreviations, capitalisation, punctuation, spelling etc., and related matters.

The manual covers two citation formats; the author-date system and the note-bibliography system. Tabor uses the author-date (or A-D) system (McIntosh 1994:92).

You will find attached to this handbook the College's Citation, Bibliographical and Reference Example Sheet. Students are required to follow the examples in this sheet. *Note particularly the punctuation used in the citations.*

CITATIONS

Be careful to acknowledge your use of other people's **words and/or ideas** carefully and correctly. How you give references for quotations and the use of material from other authors is very important. Be sure to do it in the prescribed way.

In some of the older College notes, we have presented references and bibliographies differently from the way

being prescribed here. These will be amended over a period of time.

Direct quotations

The way to give references in the body of the assignment is to put the author's name, the date of publication and the page concerned (do not put 'p' for the page). Full publishing details will be given in your bibliography. Note the punctuation used in these examples: follow it exactly, e.g., 'To get the job done, we must see a thriving church in every local community on earth' (Cho 1986:131).

Indirect quotations or references

Even if you do not give an exact quotation, you can still use the same reference system, e.g., Cho (1986:131) claims that the world-wide task will only be completed when there is a flourishing local church in every locale. OR According to Cho (1986:131), the world-wide task will only be completed when there is a burgeoning local church in every locale.

General reference

Sometimes a particular idea is not found in just one or two pages but throughout a whole volume. In this case you simply use the author's name and date, e.g., The gospel is both biblical and rational (Lewis 1976).

BIBLIOGRAPHY

The last page of your assignment is to be devoted to a bibliography, i.e., a list of resource books consulted or quoted from for the assignment. Each source is to be identified in the manner defined in the *Bibliographical Style Sheet*. Note that italics can be used instead of underlining whenever the latter is specified.

Overview

For A-D citation, data should be in alphabetical order of authors, with the surname first, followed by the initials (full name if known) and date.

If the author's name is not known it will be replaced by one of the following in order of preference: editor, compiler, institution responsible.

Both capitalisation and punctuation are minimised consistent with clarity and with normal rules for proper nouns etc.

(**Note that** in the examples given in the example sheet, detail concerning each entry [e.g., author] is usually given in the first mention but not every time.)

A bibliography should include the following details:

1. Name of author—surname first, followed by given names and/or initials as shown on the title page of the book
2. Year of publication
3. Full title with minimal capitalisation (in *italics* or underlined)
4. Place of publication
5. Name of publisher

PHOTOCOPYING

As a Christian College, and understanding that breaching these guide-lines is theft, Tabor will rigidly enforce both the letter and the spirit of the law (Copyright Act).

Permitted Copying: For research purposes students may copy:

- The whole or part of an article in a periodical publication
- More than one article in that periodical but only if they relate to the same subject matter
- A 'reasonable portion' of a literary, dramatic, or musical work; where "a reasonable portion" is defined as 10% of the number of pages in that edition, or up to one chapter even if that is more than 10% **and provided that:** the material is copied for the student's own use, and is not circulated!

STUDENTS MUST NOT EXCEED THESE LIMITS!

NB: Students are to use the coin-operated photocopier in the library.

GRIEVANCE PROCEDURES—Academic Matters

Preamble:

The College encourages open discussion between students and their teachers, especially in matters of assessment and marking. It aims to affirm both adult learning values, such as self-directedness and creativity, as well as personal values, such as mutual accountability. However, the College recognises that at times a matter related to assessment will not easily be resolved between student and teacher or assessor, requiring further measures to be taken.

For the purposes of this protocol, **academic matters** relate to student progress, assessment, and curriculum and awards in a course of study.

There shall be no cost levied to the student with respect to the lodgement of a notice of grievance.

Neither complainant nor respondent shall be victimised or discriminated against in any of the stages of this policy, irrespective of the nature or severity of the grievance.

The complainant and/or respondent shall have the right to be accompanied and assisted by a third party if they so desire.

In these guidelines, the following lodgement guidelines apply:

- A *formal notice of grievance* shall be posted to The Registrar, Tabor College Perth, Unit 3, 436 Lord Street, Mt Lawley, WA, 6050 or lodged in person with the Receptionist, Tabor College Perth, Unit 3, 436 Lord Street, Mt Lawley, WA, 6050.
- A *formal review of an investigation* shall be posted to Principal, Tabor College Perth, Unit 3, 436 Lord Street, Mt Lawley, WA, 6050 or lodged in person with the Receptionist, Tabor College Perth, Unit 3, 436 Lord Street, Mt Lawley, WA, 6050.
- A *request for an external review* of a decision shall be posted to:
The Executive Officer, Australian Council for Private Education and Training
PO Box 1645, West Perth, WA 6872
Suite 12, 44 Kings Park Road; (Cnr Ventnor Avenue), West Perth, WA 6005
Tel: 08 6263 4437
Fax: 08 9226 4836

In these guidelines:

- *Complainant* means an enrolled student.
- *Victimise* means to act or omit to act towards a person in a way which is intended to cause disadvantage to that person because they have made a complaint, or may make a complaint, or may be or are subject of a complaint.
- *Registrar* means the person usually occupying that position or, in his/her absence, the person nominated by the Principal to fulfil that role.
- *Principal* means the person usually occupying that position or, in his/her absence, the person nominated by the Board to fulfil that role.
- *Grading Appeals Nominee* means an appropriately qualified person, nominated by the Head of Theology and Christian Studies, Head of Ministry or Head of Counselling, not already involved in the matter under review. The Head of Theology and Christian Studies, head of Ministry or Head of Counselling may act as second marker if he/she has not been involved in the first marking of the paper in dispute.
- *Stream Head* means the head of a particular stream of study, e.g. Theology and Christian Studies, Ministry or Counselling.
- *Academic Staff* means the collective of the permanent teaching staff.
- *Confirmed Module Lecturer* means the lecturer who has primary responsibility for teaching a class.

Publication of grievance procedures:

Students and Intending Students

In order to adequately inform students and intending students, the College's Grievance Procedures are published in the Annual "Tabor College Perth - Prospectus", the Student Handbook and the Tabor College Perth WEB page.

Access to Grievance Procedures:

Tabor College Perth delivers subjects at its Campus location in Mt Lawley and also offers a limited range of external subjects to a small number of students. Students attending classes, undertaking subjects externally or intending students have a right to access the grievance procedures for academic and non-academic matters without disadvantage, regardless of the location of the campus at which the grievance has arisen, the student's place of residence or the mode in which they study.

The College acknowledges it has an obligation to ensure that students are not disadvantaged by the procedures required in the grievance investigation and resolution process. Therefore, students or intending students may request any, or all, of the following additional services:

- Provision of a complete copy of the grievance procedures, posted by regular mail services or emailed to them, if they are not already in possession of a copy and the WEB address at which the procedures are published;
- Reply paid envelope(s) to minimise the cost of lodging notices of grievance, requests for a formal review of an investigation or the submission of information to be considered in the context of the review;
- A personal meeting arranged at the Mt Lawley campus or at another mutually agreed location; or
- Telephone calls or conference arrangements initiated by the College to facilitate information gathering, in lieu of a personal attendance at a meeting.

Records of Grievances- keeping and access:

Records of grievances will be treated as confidential. Therefore:

1. Records of grievances **under investigation** will be compiled in individual, specially endorsed "Confidential Folders", held in the custody of the Registrar and accessed by him/her only, or issued to the Internal Review Officer(s) as required for the purpose of conducting the internal review investigation.
2. Records of grievances **notified in writing, investigated and finalised** will be placed in a sealed envelope, endorsed "CONFIDENTIAL" and "TO BE OPENED BY REGISTRAR ONLY". Such sealed records will be kept in the student or applicant's file for at least five years.

Complainants and respondents who wish to access any records relating to personal grievances, are required to notify the Registrar and arrange an appointment to view them. Access will be provided to any records relating to personal grievances, but the following limitations would apply:

- Access to their records would be supervised, that is, the Registrar would generally be present while the record is being viewed.
- Upon request, photocopies of any documents in their personal grievance records will be provided;
- No documents may be removed from their personal grievance records; however,
- Upon request, incorrect or out of date information in their personal grievance records be removed or updated. The Registrar shall be responsible for taking this action.
- Students who are in dispute with the Registrar over a request to remove or update a personal grievance record shall have the right to request an internal review, and shall have the further right to request an external review, if desired.

At all stages of the process, reasons and a full explanation in writing for decisions and actions taken as part of the procedures will be given if so requested by the complainant and/or respondent.

Dispute notification:

Where a dispute relates to a particular assessment task (whether the conduct of the task or mark awarded for the task) within a subject, the matter should be raised verbally in the first instance with the lecturer or person coordinating that particular subject as identified on the subject worksheet. If the issue cannot be resolved to the satisfaction of the student immediately, he/she is required to lodge a formal notice of grievance, **in writing**, addressed to the **Registrar**. The basis for the dispute should be clearly stated.

The Registrar will determine whether the grievance involves (a) the conduct of an assessment task, (b) the grading of an assessment task or (c) a curriculum or student progress issue. Each issue will be dealt with according to the process appended.

(a) Dispute relating to conduct of assessment task

Where the matter refers to the **conduct of the assessment task**, the Registrar will advise the **Stream Head**

who will ask the lecturer or assessor to provide details of the conditions and conduct of the task. The process of investigation will generally be conducted within twenty-eight (28) days.

If, after examination, the College protocols are determined **to have been correctly followed**, the Registrar and Stream Head will advise the student that:-

- There is no matter to be resolved; and
- The review process available.

If, after examination, the College protocols are determined to **have not been correctly followed**, the Registrar and Stream Head will decide on a course of action. Such course of action may include:

- Allowing the student to attempt the assessment task again;
- Requesting that the task be reassessed (by another marker – see below); or
- Removing the task from that student's requirements, provided that the relevant competencies or outcomes can otherwise be demonstrated.

The Registrar will, within the same twenty-eight (28) day period, prepare a formal report, place a signed copy of the report in the personal file of the student and write a formal letter to both complainant and respondent advising:

- The outcome of the investigation;
- A recommendation to resolve the grievance; and
- The internal review process available; and
- That the actions taken to investigate the matter, and the reason(s) and an explanation of the decision taken as part of the procedures will be provided in writing, if requested.

Internal review process

If, after a formal investigation by the Registrar and Stream Head a student is still aggrieved, a formal review of the investigation and recommendation to resolve the grievance may be requested by the student, **in writing**, within twenty-eight (28) days of the receipt of the formal recommendation. The request for a review must be addressed to the **Principal** (the Review Officer) and must specify the reasons for making the request.

Upon receipt of a request for an internal investigation of a complaint that remains unresolved; the Principal shall acknowledge, in writing, receipt of the request for an internal investigation and inform both complainant and respondent of the following information:

- Who will be responsible for conducting the investigation;
- That he/she has the right to a personal meeting to present his/her case (verbally and/or in writing) and the name, address and telephone number of the person to contact if a personal meeting is required;
- That he/she has the right to submit additional information in writing, should a personal meeting not be desired; and the name and address of the person to whom the additional information should be submitted;
- The timeframe during which the internal investigation will be conducted, generally within twenty-eight (28) days of receiving the request for an investigation

When the Principal makes a decision, a formal letter will be sent to both complainant and respondent advising:

- The outcome of the investigations;
- A recommendation to resolve the grievance;
- The external review process available; and
- That the actions taken to investigate the matter, and the reason(s) and an explanation of the decision taken as part of the procedures will be provided in writing, if requested.

The Principal may confirm the decision of the Registrar and Stream Head, vary the decision, or set aside the decision and substitute a new recommendation.

External review process:

If the Principal advises that the original decision has been upheld, varied, or set aside in favour of a new decision; the student must be advised that he/she has the right to request a further external review and the procedure to be adopted. Details of the appeal authority are provided at the end of this document.

(b) Dispute relating to the grading of an assessment task:

Where the dispute refers to the **grading of the assessment task**, the Registrar will request that the student furnish an unchanged and unmarked copy of the original material submitted, along with a statement specifying the reasons for making the request.

The Registrar will then advise the Stream Head that a re-mark is required, and determine, in consultation with the Stream Head, who should be asked to reassess the task. The process of investigation will generally be conducted within twenty-eight (28) days. In appointing a second marker, the following selection conventions are applied:

1. Where the Stream Head is the initial marker, the Registrar will consult with the Principal (or another person acting for the time as deputy to the Principal, or in any other case another Stream Head) to determine who should be asked to reassess the task.
2. Where the Principal is the initial marker, the Registrar will consult with the relevant Stream Head, or in his/her absence another Stream Head or deputy competent to advise in that subject area.
3. Where a Senior Lecturer, Lecturer or Sessional Lecturer is the initial marker, the Registrar will consult with the relevant Stream Head, or in his/her absence another Stream Head or deputy competent to advise in that subject area.

The Registrar will provide the nominated second marker with the unmarked copy of the task and advise the second marker that no consultation should occur on this matter with the original marker. The re-graded mark becomes the recorded grade. When the re-graded mark become available, the Registrar will write a formal letter to both complainant and respondent advising:

- The re-graded mark;
- The review process available;
- That the actions taken to investigate the matter, and the reason(s) and an explanation of the decision taken as part of the procedures will be provided in writing, if requested.

Internal review process

If, after the re-marking of an assessment task, a student is still aggrieved, a formal review of the re-marking may be requested by the student, in writing, within twenty-eight (28) days of the receipt of the re-graded mark. The request for a review must be addressed to the **Principal** (the Review Officer) and must specify the reasons for making the request.

Upon receipt of a request for an internal investigation of a complaint which remains unresolved; the Principal shall acknowledge, in writing, receipt of the request for an internal investigation and inform both complainant and respondent of the following information:

- Who will be responsible for conducting the investigation;
- That he/she has the right to a personal meeting to present his/her case (verbally and/or in writing) and the name, address and telephone number of the person to contact if a personal meeting is required;
- That he/she has the right to submit addition information in writing, should a personal meeting not be desired; and the name and address of the person to whom the additional information should be submitted;
- The timeframe during which the internal investigation will be conducted, generally within 28 days of receiving the request for an investigation

When the Principal makes a decision, a formal letter will be sent to both complainant and respondent advising:

- The outcome of the investigations;
- A recommendation to resolve the grievance;
- The external review process available; and
- That the actions taken to investigate the matter, and the reason(s) and an explanation of the decision taken as part of the procedures will be provided in writing, if requested.

The Principal may confirm the decision of the Registrar and Stream Head, vary the decision, or set aside the decision and substitute a new recommendation.

External review process:

If the Principal advises that the original decision has been upheld, varied, or set aside in favour of a new

decision; the student must be advised that a further external review may be requested and the procedure to be adopted. Details of the appeal authority are provided at the end of this document.

(c) Dispute notification: curriculum and/or student progress:

Where a dispute relates to a **curriculum and/or student progress** the matter should be raised verbally in the first instance with the Registrar.

If the issue cannot be resolved to the satisfaction of the student immediately, he/she is required to lodge a formal notice of grievance **in writing**, addressed to the Registrar. The basis for the dispute should be clearly stated. The Registrar will immediately refer the matter to the **Stream Head** for investigation and a decision. The process of investigation will generally be conducted within twenty-eight (28) days.

When the Stream Head makes a decision, a formal letter will be sent to the student advising:

- The outcome of the investigations;
- A recommendation to resolve the grievance;
- The external review process available; and
- That the actions taken to investigate the matter, and the reason(s) and an explanation of the decision taken as part of the procedures will be provided in writing, if requested.

Internal review process

If, after a formal investigation by the Stream Head, a student is still aggrieved, a formal review of the investigation and recommendation to resolve the grievance may be requested by the student, **in writing**, within twenty-eight days of the receipt of the formal recommendation. The request for a review must be addressed to the **Principal** (the Review Officer) and must specify the reasons for making the request.

Upon receipt of a request for an internal investigation of a complaint which remains unresolved; the Principal shall acknowledge, in writing, receipt of the request for an internal investigation and inform the student of the following information:

- Who will be responsible for conducting the investigation;
- That he/she has the right to a personal meeting to present his/her case (verbally and/or in writing) and the name, address and telephone number of the person to contact if a personal meeting is required;
- That he/she has the right to submit additional information in writing, should a personal meeting not be desired; and the name and address of the person to whom the additional information should be submitted;
- The timeframe during which the internal investigation will be conducted, generally within twenty-eight (28) days of receiving the request for an investigation

The Principal may consult with the **College Academic Staff** collective (excluding any previously involved in the dispute) for advice and a recommendation. Upon receipt of advice and/or a recommendation from the College Academic Staff collective, the Principal will make a decision and a formal letter will be sent to the student advising:

- The outcome of the investigations;
- A recommendation to resolve the grievance;
- The external review process available; and
- That the actions taken to investigate the matter, and the reason(s) and an explanation of the decision taken as part of the procedures will be provided in writing, if requested.

The College Academic Staff collective may recommend confirmation of the decision of the Stream Head, recommend a variation to the decision, or recommend setting aside the decision and substituting a new decision.

External review process

If the Principal advises that the original decision has been upheld, varied, or set aside in favour of a new decision; the student must be advised that a further external review may be requested and the procedure to be adopted. Details of the appeal authority are provided at the end of this document.

External review process

In all cases of disputes relating to academic matters, a student may request further assistance from the

Australian Council for Private Education and Training (ACPET), after the internal review process has been conducted. ACPET offers an Informal Resolution process without cost. If a re-mark of an assessment task is required, that cost (as determined by standard university examination casual marking rates) will be borne by Tabor College.

A request for an external review shall be lodged at the following address:-

The Executive Officer
Australian Council for Private Education and Training
PO Box 1645, West Perth, WA 6872
Suite 12, 44 Kings Park Road; (Cnr Ventnor Avenue), West Perth, WA 6005
Ph: 08 6263 4437 Fax: 08 9226 4836

1. Informal Resolution:

The Australian Council for Private Education and Training will facilitate a “Round Table Conference” between the student and Tabor College Incorporated within ten (10) working days of receipt of such request. During this mediation, options will be discussed with a view to reaching a resolution of the complaint through conciliation. If, after all appropriate forms of informal resolution have been sought, the complaint remains unresolved, the student can proceed to Formal resolution.

2. Formal Resolution:

The student can request mediation by completing an appropriate “Request for Mediation” form. Tabor College Incorporated can request ACPET to organise an accredited independent professional Mediator.

- A Mediator will be organised within fourteen (14) working days and the outcome of this mediation will be known at the end of the mediation session.
- Tabor College will be responsible for the total cost of two hours of mediation (as advised by ACPET).
- The mediation can be held at ACPET’s office, although ACPET will not take part in the Formal Mediation.
- Both parties will commit to resolving the complaint.
- The Mediator will document all outcomes of mediation.
- At completion of the mediation, both parties must sign an *Agreement* agreeing to the outcomes.

Implementation of Recommendations:

If the Australian Council for Private Education and Training (or its external mediator) makes recommendations in relation to a grievance they have reviewed, this will be forwarded to the Principal of Tabor College Incorporated, who will ensure that the recommendations are implemented with forty-five (45) days.

GRIEVANCE PROCEDURES—Non-Academic Matters

Preamble:

For the purposes of this protocol, a **non-academic matter** includes ANY matters, concerns or complaints which do not relate to student progress, assessment, curriculum and awards in a course of study and includes complaints in relation to personal information that the provider holds in relation to a student or prospective student.

There shall be no cost levied to the student with respect to the lodgement of a notice of grievance.

Neither complainant nor respondent shall be victimised or discriminated against in any of the stages of this policy, irrespective of the nature or severity of the grievance.

The complainant and/or respondent shall have the right to be accompanied and assisted by a third party if they so desire.

In these guidelines, the following lodgement guidelines apply:

- A *formal notice of grievance* shall be posted to The Academic Administrator, Tabor College Perth, Unit 3 / 436 Lord Street, Mount Lawley WA 6050 or lodged in person with the Receptionist.

- A formal review of an investigation shall be posted to The Principal, Tabor College Perth, Unit 3 / 436 Lord Street, Mount Lawley WA 6050 or lodged in person with the Receptionist.
- A request for an external review of a decision shall be posted to The Executive Officer, Australian Council for Private Education and Training, Suite 12, 44 Kings Park Rd, West Perth WA 6872 (PO Box 1645, West Perth WA 6872).

In these guidelines, the following definitions apply:

- *Complainant* means either an enrolled student or an applicant to become a student.
- *Victimise* means to act or omit to act towards a person in a way which is intended to cause disadvantage to that person because they have made a complaint, or may make a complaint, or may be or are subject of a complaint.
- *Registrar* means the person usually occupying that position or, in his/her absence, the person nominated by the Vice Principal to fulfil that role.
- *Principal* means the person usually occupying that position or, in his/her absence, the person nominated by the Principal to fulfil that role.
- *Confirmed Module Lecturer* means the lecturer who has primary responsibility for teaching a class.

Publication of grievance procedures:

In order to adequately inform students and intending students, the College's Grievance Procedures are published in the Annual "College Handbook", the Annual "Student Planner and Information" Booklet and the Tabor College WEB Page. All handbooks, planners and the WEB Page are reviewed and updated annually, for the commencement of each academic year.

Access to Grievance Procedures :

Tabor College delivers subjects at its campus location in Mount Lawley and also offers a limited range of external subjects to a small number of students. Students attending classes, undertaking subjects externally or intending students have a right to access the grievance procedures for academic and non-academic matters without disadvantage, regardless of the location of the campus at which the grievance has arisen, the student's place of residence or the mode in which they study.

The College acknowledges it has an obligation to ensure that students and intending students are not disadvantaged by the procedures required in the grievance investigation and resolution process. Therefore, students or intending students may request any, or all, of the following additional services:

- provision of a complete copy of the grievance procedures, posted by regular mail services or emailed to them, if they are not already in possession of a copy and the WEB address at which the procedures are published;
- reply paid envelope(s) to minimise the cost of lodging notices of grievance, requests for a formal review of an investigation or the submission of information to be considered in the context of the review;
- a personal meeting arranged at the Mount Lawley Campus, as nominated by the student or intending student, or at another mutually agreed location; or
- telephone calls or conference arrangements initiated by the College to facilitate information gathering, in lieu of a personal attendance at a meeting.

Records of Grievances- keeping and access :

Records of grievances will be treated as confidential. Therefore:

1. Records of grievances **under investigation** will be compiled in individual, specially endorsed "Confidential Folders", held in the custody of the Registrar and accessed by him/her only, or issued to the Internal Review Officer(s) as required for the purpose of conducting the internal review investigation.
2. Records of grievances **notified in writing, investigated and finalised** will be placed in a sealed envelope, endorsed "CONFIDENTIAL" and "TO BE OPENED BY REGISTRAR ONLY". Such sealed records will be kept in the student or applicant's file for at least five years.

Complainants or respondents, who wish to access any records relating to personal grievances, are required to notify the Registrar and arrange an appointment to view them. Access will be provided to any records relating to personal grievances, but the following limitations would apply:-

- Access to their records would be supervised, that is, the Registrar would generally be present while the record is being viewed.
- Upon request, photocopies of any documents in their personal grievance records will be provided;
- No documents may be removed from their personal grievance records; however,
- Upon request, incorrect or out of date information in their personal grievance records be removed or updated. The Registrar shall be responsible for taking this action.
- Complainants or respondents, who are in dispute with the Registrar over a request to remove or update a personal grievance record, shall have the right to request an internal review, and shall also have the right to request an external review, if desired.

At all stages of the process, reasons and a full explanation in writing for decisions and actions taken as part of the procedures will be given if so requested by the complainant and/or respondent.

Dispute notification:

A student or applicant to become a student who is aggrieved about a non-academic matter is required to raise the issue verbally in the first instance with the **Registrar**. If the issue cannot be resolved to the satisfaction of the student or applicant immediately, he/she is required to lodge a formal notice of grievance **in writing**, addressed to the Registrar, and specifying the reasons for making the request.

The Registrar will undertake a full investigation of the matter and will prepare a formal report within forty five (45) which:

- describes the grievance and the nature and extent of the investigation undertaken; and
- records a recommendation to resolve the grievance

The Registrar will also, within the same forty five (45) day period, place a signed copy of the report in the individual confidential folder of the student or applicant to become a student (held in the custody of the Registrar) and write a formal letter to him/her advising:

- the outcome of the investigations;
- a recommendation to resolve the grievance;
- the review process available; and
- that the actions taken to investigate the matter, and the reason(s) and an explanation of the decision taken as part of the procedures will be provided, in writing, if requested.

Internal review process:

If, after a formal investigation by the Registrar, a student or applicant to become a student is still aggrieved, a formal internal review of the investigation and recommendation to resolve the grievance may be requested by the student or applicant, **in writing**, within twenty eight (28) days of the receipt of the formal recommendation. The request for a review must be addressed to the **Principal** (the Review Officer) and must specify the reasons for making the request.

Upon receipt of a request for an internal investigation of a complaint, which remains unresolved, the Principal shall acknowledge, in writing, receipt of the request for an internal investigation and inform the student or applicant to become a student of the following information:

- who will be responsible for conducting the investigation;
- that he/she has the right to a personal meeting to present his/her case (verbally and/or in writing) and the name, address and telephone number of the person to contact if a personal meeting is required;
- that he/she has the right to submit additional information in writing, should a personal meeting not be desired; and the name and address of the person to whom the additional information should be submitted;
- the timeframe during which the internal investigation will be conducted, generally within 45 days of receiving the request for an investigation

The Principal may conduct the investigation personally, or nominate an officer or officers of the College not previously involved in the matter to conduct the investigation (for example, Coordinator of Curriculum Development, Head of Counselling or a member of the Board). When the Principal or his/her nominee(s) makes a decision, a formal letter will be sent to the student or applicant to become a student advising:

- the outcome of the investigations;
- a recommendation to resolve the grievance;

- the external review process available; and
- that the actions taken to investigate the matter, and the reason(s) and an explanation of the decision taken as part of the procedures will be provided in writing, if requested.

External review process:

If the Principal or review officer(s) advises the applicant that the original decision has been upheld, varied, or set aside in favour of a new decision; the student or applicant to become a student must be advised that the Australian Council for Private Education and Training (ACPET) provides a relevant mediation service at no charge, and that a request for a further review may be lodged with them at the following address:

The Executive Officer
Australian Council for Private Education and Training
PO Box 1645, West Perth WA 6872
Suite 12, 44 Kings Park Rd (Cnr Ventor Avenue), West Perth WA 6005
Ph: (08) 6263 4437 Fax: (08) 9226 4836

1. Informal Resolution:

The Australian Council for Private Education and Training will facilitate a “Round Table Conference” between the student and Tabor College Incorporated within ten (10) working days of receipt of such request. During this mediation, options will be discussed with a view to reaching a resolution of the complaint through conciliation. If, after all appropriate forms of informal resolution have been sought, the complaint remains unresolved, the student can proceed to Formal resolution.

2. Formal Resolution:

The student can request mediation by completing an appropriate “Request for Mediation” form. Tabor College Incorporated can request ACPET to organise an accredited independent professional Mediator.

- A Mediator will be organised within fourteen (14) working days and the outcome of this mediation will be known at the end of the mediation session.
- Tabor College will be responsible for the total cost of two hours of mediation (as advised by ACPET).
- The mediation can be held at ACPET’s office, although ACPET will not take part in the Formal Mediation.
- Both parties will commit to resolving the complaint.
- The Mediator will document all outcomes of mediation.
- At completion of the mediation, both parties must sign an *Agreement* agreeing to the outcomes.

Implementation of Recommendations:

If the Australian Council for Private Education and Training (or its external mediator) makes recommendations in relation to a grievance they have reviewed, this will be forwarded to the Principal of Tabor College Incorporated, who will ensure that the recommendations are implemented with forty-five (45) days.

Census Dates: Semester One, 2008 — Higher Education Modules

Module No.	Module Name	Start Date	End Date	Census Date	EFTSL Value	Tuition Fee
0001	Study Techniques	12/02/2008	3/03/2008	Not Applicable	0.000	\$80.00
0002	Language Skills A [Term One]	18/02/2008	17/04/2008	Not Applicable	0.000	\$80.00
1101.36	Creative Living 1	21/04/2008	22/08/2008	16/05/2008	0.125	\$870.00
1101.46	Creative Living 1	21/04/2008	22/08/2008	16/05/2008	0.125	\$980.00
1102.36	Old Testament Introduction	22/02/2008	30/06/2008	20/03/2008	0.125	\$870.00
1102.46	Old Testament Introduction	22/02/2008	30/06/2008	20/03/2008	0.125	\$980.00
1107.36	Introduction to Christian Belief	22/02/2008	30/06/2008	20/03/2008	0.125	\$870.00
1107.46	Introduction to Christian Belief	22/02/2008	30/06/2008	20/03/2008	0.125	\$980.00
1109.36	Introduction to Biblical Interpretation	22/02/2008	30/06/2008	20/03/2008	0.125	\$870.00
1109.46	Introduction to Biblical Interpretation	22/02/2008	30/06/2008	20/03/2008	0.125	\$980.00
1206.36	Ministry of the Spirit	22/02/2008	30/06/2008	20/03/2008	0.125	\$870.00
1206.46	Ministry of the Spirit	22/02/2008	30/06/2008	20/03/2008	0.125	\$980.00
1209.36	Theological Foundations	22/02/2008	30/06/2008	20/03/2008	0.125	\$870.00
1209.46	Theological Foundations	22/02/2008	30/06/2008	20/03/2008	0.125	\$980.00
1249.312	New Testament Greek	22/02/2008	30/06/2008	20/03/2008	0.125	\$1,740.00
1306.36	Renewal Theology	22/02/2008	30/06/2008	20/03/2008	0.125	\$870.00
1306.46	Renewal Theology	22/02/2008	30/06/2008	20/03/2008	0.125	\$980.00
2120.36	Counselling Foundations	22/02/2008	30/06/2008	20/03/2008	0.125	\$870.00
2120.46	Counselling Foundations	22/02/2008	30/06/2008	20/03/2008	0.125	\$980.00
2224.36	Counselling Skills 2	22/02/2008	30/06/2008	20/03/2008	0.125	\$870.00
2224.46	Counselling Skills 2	22/02/2008	30/06/2008	20/03/2008	0.125	\$980.00
2226.36	Human Lifespan Development	22/02/2008	30/06/2008	20/03/2008	0.125	\$870.00
2226.46	Human Lifespan Development	22/02/2008	30/06/2008	20/03/2008	0.125	\$980.00
2234.36	Grief and Loss Counselling	22/02/2008	30/06/2008	20/03/2008	0.125	\$870.00
2234.46	Grief and Loss Counselling	22/02/2008	30/06/2008	20/03/2008	0.125	\$980.00
2235.36	School Chaplaincy Theory	22/02/2008	30/06/2008	20/03/2008	0.125	\$870.00
2235.46	School Chaplaincy Theory	22/02/2008	30/06/2008	20/03/2008	0.125	\$980.00
2321.36	Theory and Practice 2	22/02/2008	30/06/2008	20/03/2008	0.125	\$870.00
2321.46	Theory and Practice 2	22/02/2008	30/06/2008	20/03/2008	0.125	\$980.00
2327.36	Marriage and Relationship Counselling	22/02/2008	30/06/2008	20/03/2008	0.125	\$870.00
2327.46	Marriage and Relationship Counselling	22/02/2008	30/06/2008	20/03/2008	0.125	\$980.00
2365.312	Counselling Field Education	22/02/2008	8/12/2008	25/04/2008	0.25	\$1,740.00
2423.412	Counselling Practicum	22/02/2008	8/12/2008	25/04/2008	0.25	\$1,960.00
3110.36	Public Speaking and Preaching	22/02/2008	30/06/2008	20/03/2008	0.125	\$870.00
3110.46	Public Speaking and Preaching	22/02/2008	30/06/2008	20/03/2008	0.125	\$980.00
3241.36	Leadership 1	22/02/2008	30/06/2008	20/03/2008	0.125	\$870.00
3241.46	Leadership 1	22/02/2008	30/06/2008	20/03/2008	0.125	\$980.00
3366.312	Ministry Field Education	22/02/2008	8/12/2008	25/04/2008	0.25	\$1,740.00
3465.46	Ministry Internship	22/02/2008	30/06/2008	20/03/2008	0.125	\$980.00
4270.36	History of the World Christian Movement	22/02/2008	30/06/2008	20/03/2008	0.125	\$870.00
4270.46	History of the World Christian Movement	22/02/2008	30/06/2008	20/03/2008	0.125	\$980.00
4379.36	Cross Cultural Field Education	22/02/2008	30/06/2008	20/03/2008	0.125	\$870.00
4379.312	Cross Cultural Field Education	22/02/2008	8/12/2008	25/04/2008	0.25	\$1,740.00

Census Dates: Semester Two, 2008 — Higher Education Modules

Module No.	Module Name	Start Date	End Date	Census Date	EFTSL Value	Tuition Fee
0001	Study Techniques	22/07/2008	2/09/2008	Not Applicable	0.000	\$80.00
0002	Language Skills A [Term Three]	1/08/2008	19/09/2008	Not Applicable	0.000	\$80.00
0003	Language Skills B [Term Four]	10/10/2008	28/11/2008	Not Applicable	0.000	\$80.00
1103.36	New Testament Introduction	1/08/2008	8/12/2008	28/08/2008	0.125	\$870.00
1103.46	New Testament Introduction	1/08/2008	8/12/2008	28/08/2008	0.125	\$980.00
1105.33	Practical Evangelism	10/10/2008	28/11/2008	23/10/2008	0.0625	\$435.00
1130.36	Christian Formation	1/08/2008	8/12/2008	28/08/2008	0.125	\$870.00
1130.46	Christian Formation	1/08/2008	8/12/2008	28/08/2008	0.125	\$980.00
1205.36	Christology	1/08/2008	8/12/2008	28/08/2008	0.125	\$870.00
1205.46	Christology	1/08/2008	8/12/2008	28/08/2008	0.125	\$980.00
1207.33	Introduction to Ethics	1/08/2008	19/09/2008	11/08/2008	0.0625	\$435.00
1246.36	Exegesis 1 (NT)	1/08/2008	8/12/2008	28/08/2008	0.125	\$870.00
1246.46	Exegesis 1 (NT)	1/08/2008	8/12/2008	28/08/2008	0.125	\$980.00
1251.36	History of Christianity & Civilisations	1/08/2008	8/12/2008	28/08/2008	0.125	\$870.00
1251.46	History of Christianity & Civilisations	1/08/2008	8/12/2008	28/08/2008	0.125	\$980.00
1307.36	Ethics	1/08/2008	8/12/2008	28/08/2008	0.125	\$870.00
1307.46	Ethics	1/08/2008	8/12/2008	28/08/2008	0.125	\$980.00
1308.36	Kingdom of God	1/08/2008	8/12/2008	28/08/2008	0.125	\$870.00
1308.46	Kingdom of God	1/08/2008	8/12/2008	28/08/2008	0.125	\$980.00
2124.36	Counselling Skills 1	1/08/2008	8/12/2008	28/08/2008	0.125	\$870.00
2124.46	Counselling Skills 1	1/08/2008	8/12/2008	28/08/2008	0.125	\$980.00
2221.36	Theory and Practice 1	1/08/2008	8/12/2008	28/08/2008	0.125	\$870.00
2221.46	Theory and Practice 1	1/08/2008	8/12/2008	28/08/2008	0.125	\$980.00
2227.36	Family Counselling	1/08/2008	8/12/2008	28/08/2008	0.125	\$870.00
2227.46	Family Counselling	1/08/2008	8/12/2008	28/08/2008	0.125	\$980.00
2230.36	Introduction to Psychology	1/08/2008	8/12/2008	28/08/2008	0.125	\$870.00
2230.46	Introduction to Psychology	1/08/2008	8/12/2008	28/08/2008	0.125	\$980.00
2233SC.36	Supervision in Counselling	10/07/2008	20/11/2008	7/08/2008	0.125	\$870.00
2233SC.46	Supervision in Counselling	10/07/2008	20/11/2008	7/08/2008	0.125	\$980.00
2306.33	Counsellor Self-Care	10/10/2008	8/12/2008	30/10/2008	0.0625	\$435.00
2306.43	Counsellor Self-Care	10/10/2008	8/12/2008	30/10/2008	0.0625	\$490.00
2335.36	School Chaplaincy Practical	1/08/2008	8/12/2008	28/08/2008	0.125	\$870.00
2335.46	School Chaplaincy Practical	1/08/2008	8/12/2008	28/08/2008	0.125	\$980.00
2365.312	Counselling Field Education	1/08/2008	29/06/2009	25/09/2008	0.25	\$1,740.00
2423.412	Counselling Practicum	1/08/2008	29/06/2009	25/09/2008	0.25	\$1,960.00
3243.36	Homiletics	1/08/2008	8/12/2008	28/08/2008	0.125	\$870.00
3243.46	Homiletics	1/08/2008	8/12/2008	28/08/2008	0.125	\$980.00
3341.36	Leadership 2	1/08/2008	8/12/2008	28/08/2008	0.125	\$870.00
3341.46	Leadership 2	1/08/2008	8/12/2008	28/08/2008	0.125	\$980.00
3366.312	Ministry Field Education	1/08/2008	29/06/2009	25/09/2008	0.25	\$1,740.00
3465.46	Ministry Internship	1/08/2008	8/12/2008	28/08/2008	0.125	\$980.00
4145.36	Global Perspectives	1/08/2008	8/12/2008	28/08/2008	0.125	\$870.00
4145.46	Global Perspectives	1/08/2008	8/12/2008	28/08/2008	0.125	\$980.00
4373.36	World Religions	1/08/2008	8/12/2008	28/08/2008	0.125	\$870.00
4373.46	World Religions	1/08/2008	8/12/2008	28/08/2008	0.125	\$980.00
4379.36	Cross Cultural Field Education	1/08/2008	8/12/2008	28/08/2008	0.125	\$870.00
4379.312	Cross Cultural Field Education	1/08/2008	29/06/2009	25/09/2008	0.25	\$1,740.00

Census Dates: Semester One & Two 2008 — Vocational Education and Training Modules

Semester One		
Module No.	Module Name	Census Date
0001	Study Techniques	Not Applicable
0002	Language Skills A [Term One]	Not Applicable
1101.12	Creative Living	16/05/2008
1101.24	Creative Living	16/05/2008
1102.12	Old Testament Introduction	20/03/2008
1102.24	Old Testament Introduction	20/03/2008
1107.12	Introduction to Christian Belief	20/03/2008
1107.24	Introduction to Christian Belief	20/03/2008
1109.12	Introduction to Biblical Interpretation	20/03/2008
1109.24	Introduction to Biblical Interpretation	20/03/2008
1206.12	Ministry of the Spirit	20/03/2008
1206.24	Ministry of the Spirit	20/03/2008
1249.212	New Testament Greek	20/03/2008
1306.24	Renewal Theology	20/03/2008
2120.12	Counselling Foundations	20/03/2008
2120.24	Counselling Foundations	20/03/2008
2224.24	Counselling Skills 2	20/03/2008
2226.24	Human Lifespan Development	20/03/2008
2234.24	Grief and Loss Counselling	20/03/2008
2321.24	Theory and Practice 2	20/03/2008
2327.24	Marriage and Relationship Counselling	20/03/2008
2235.24	School Chaplaincy Theory	20/03/2008
3110.12	Public Speaking and Preaching	20/03/2008
3110.24	Public Speaking and Preaching	20/03/2008
3241.12	Leadership 1	20/03/2008
3241.24	Leadership 1	20/03/2008
3343.46	Issues in Ministry	20/03/2008
3364.28	Ministry Field Education	25/04/2008
4270.24	History of the world Christian Movement	20/03/2008

Semester Two		
Module No.	Module Name	Census Date
0001	Study Techniques	Not Applicable
0002	Language Skills A [Term Three]	Not Applicable
1103.12	New Testament Introduction	28/08/2008
1103.24	New Testament Introduction	28/08/2008
1105.11	Practical Evangelism	23/10/2008
1105.22	Practical Evangelism	23/10/2008
1130.12	Christian Formation	28/08/2008
1130.24	Christian Formation	28/08/2008
1205.12	Christology	28/08/2008
1205.24	Christology	28/08/2008
1207.11	Introduction to Ethics	11/08/2008
1207.22	Introduction to Ethics	11/08/2008
1246.24	Exegesis 1 (NT)	28/08/2008
1251.12	History of Christianity & Civilisations	28/08/2008
1251.24	History of Christianity & Civilisations	28/08/2008
1307.24	Ethics	28/08/2008
1308.12	Kingdom of God	28/08/2008
1308.24	Kingdom of God	28/08/2008
2124.12	Counselling Skills 1	28/08/2008
2124.24	Counselling Skills 1	28/08/2008
2221.24	Theory and Practice 1	28/08/2008
2227.24	Family Counselling	28/08/2008
2233SC.24	Supervision in Counselling	11/08/2008
2307.22	Professional Ethics (Counselling)	30/10/2008
2335.24	School Chaplaincy Practical	28/08/2008
3243.12	Homiletics	28/08/2008
3243.24	Homiletics	28/08/2008
3341.24	Leadership 2	28/08/2008
3364.28	Ministry Field Education	25/09/2008
4145.12	Global Perspectives	28/08/2008
4145.24	Global Perspectives	28/08/2008
4373.24	World Religions	28/08/2008

REVIEW PROCEDURES: FEE-HELP

(Higher Education Support Act 2003)

Preamble :

In these guidelines, the following lodgement guidelines apply:-

- A Request for FEE-HELP Assistance shall be posted to The Registrar, Tabor College Perth, Unit 3, 436 Lord Street, Mt Lawley, WA, 6050, or lodged in person with the Receptionist, Tabor College Perth, Unit 3, 436 Lord Street, Mt Lawley, WA, 6050.
- A Request to Remove a FEE-HELP Debt shall be posted to The Registrar, Tabor College Perth, Unit 3, 436 Lord Street, Mt Lawley, WA, 6050 or lodged in person with the Receptionist, Tabor College Perth, Unit 3, 436 Lord Street, Mt Lawley, WA, 6050.
- A Request for Review of the Original Decision shall be posted to The Review Officer, C/- The Registrar, Tabor College Perth, Unit 3, 436 Lord Street, Mt Lawley, WA, 6050 or lodged in person with the Receptionist, Tabor College Perth, Unit 3, 436 Lord Street, Mt Lawley, WA, 6050.

The Original Decision

All students who apply to commence a new, eligible course of study with the College or transfer to a new eligible course of study will be provided with a Request for FEE-HELP Assistance form and the FEE-HELP Information Booklet .

All students who are supplied with a Request for FEE-HELP Assistance form and FEE-HELP Information Booklet will be advised of the census dates for all the units of study to be offered for the current year of study. Students will be advised by hard copy and electronically (as WEB architecture is implemented). Students will also be advised that request for FEE-HELP Assistance forms must be lodged before the census dates for the units of study to be undertaken.

Requests for FEE-HELP assistance will be processed by the person occupying the position of Registrar . The Registrar will undertake the following tasks:-

1. ensure that forms have been correctly completed and strictly observe the following protocols:-
 - Copies or facsimiles of the Request for FEE-HELP Assistance form will not be accepted; and
 - Requests for FEE-HELP Assistance, signed by any person other than the applicant (including power of attorney signatories) will not be accepted.
2. acknowledge the receipt of the application in writing;
3. advise the applicant (in the receipt acknowledgement) of his/her right to an internal review by the nominated Review Officer of any FEE-HELP decision, his/her further right to an external review, and the procedure to be adopted in order to request such reviews; and
4. advise the applicant (in the receipt acknowledgement) that the internal review by the nominated Review Officer must be requested, in writing, within 28 days of receiving the original decision, and must specify the reasons for making the request;

The person occupying the position of Registrar will observe the Administration Guidelines requirements relating to:-

- Information Privacy Principles and Student Access to Personal Information;
- The procurement, processing, and safe custody of Students' Tax File numbers; and
- The issue of a Commonwealth Assistance Notice to each student enrolled in a course of study and who has requested FEE-HELP Assistance within 28 days of each census date.

Re-crediting of FEE-HELP balance

A student applying for a re-credit of FEE-HELP balance, must lodge in writing , a request to remove a FEE-HELP debt. A request to remove a FEE-HELP debt must be lodged within 12 months of the date at which a student withdraws from a subject, or if the student has not withdrawn from the subject, within 12 months of the end of the period of study in which the unit was, or was to be, undertaken. The request will be addressed to the Registrar, and will specify the reasons for making the request.

The person occupying the position of Registrar will have the discretion to waive the “12 month requirement” if he/she is satisfied that the application could not be made within the time limit.

The person occupying the position of Registrar will be the officer authorised to remove or not remove a FEE-

HELP debt after the census date, and will take account of any special circumstances which may apply in making his/her decision.

Special circumstances are deemed to be those which are:-

- beyond the person's control;
- do not make their full impact on the person until on, or after, the census date; and
- make it impracticable for the person to complete the requirements for the unit during the period in which the person undertook, or was due to undertake, the unit.

When an application to remove a FEE-HELP debt has been received in writing, the person occupying the position of Registrar will decide the application within five (5) working days and notify the applicant in writing of the outcome. The Registrar will also inform the applicant that:-

1. he/she may request a review of the decision;
2. a request for review must be lodged, in writing, within 28 days of receiving the notice of the original decision;
3. a request for review must specify the reasons for making the request; and
4. the request for review must be addressed to the College Principal (the Review Officer).

Review of the Original Decision

The Review Officer will be the Principal who will undertake the review of an original decision made with respect to FEE-HELP assistance.

When an application to remove a FEE-HELP debt has been disallowed, and the applicant has lodged in writing a request for review of the original decision, the Review Officer shall:-

- acknowledge in writing, receipt of the application for review of the decision; and
- advise the applicant that, if the Review Officer has not advised in writing a decision within 45 days of receiving the application for review, the Review Officer is taken to have confirmed the original decision; and
- advise the applicant, that if the Review Officer has not advised in writing a decision within 45 days of receiving the application for review, (indicating that the Review Officer is taken to have confirmed the original decision), the applicant has a right to a further appeal with the Administrative Appeals Tribunal (AAT) at the address provided at the end of this document.

If the Review Officer makes a decision, the applicant will be notified in writing of the decision and the reason(s) for making the decision. The Review Officer may confirm the decision, vary the decision, or set the decision aside and substitute a new decision.

When the Review Officer advises the applicant that the original decision has been upheld, varied, or set aside in favour of a new decision, the applicant must be advised that a further request for review may be lodged with the Administrative Appeals Tribunal (AAT), at the following address:-

Administrative Appeals Tribunal
Level 8, Quadrant Building
1 William Street
Perth WA 6000
Postal Address: PO Box 9955
Perth WA 6848
Telephone : (08) 9327 7200 (metropolitan area)
1300 366 700 (country areas)
Fax: (08) 9327 7299
TTY: 1800 650 662
Translating and Interpreter Service: 13 14 50

At present the Administrative Appeals Tribunal requires a lodgement fee of \$574.00. If the appellant is able to provide a certified copy of a Health Care Card issued in their name, or is able to demonstrate financial hardship, the lodgement fee may be waived at the discretion of the AAT.

Bibliographical and Reference Example Sheet (Abridged version)

BOOK: One author

White, John. 1986. *Excellence in leadership: the pattern of Nehemiah*. Leicester: IVP.

BOOK: Two authors

Grenz, Stanley J. and Roger E. Olson. 1992. *20th-century theology: God and the world in a transitional age*. Downers Grove, IL: IVP.

BOOK: Edited work

Blacker, John (ed.). 1995. *Healing in the now*. Blackburn South, VIC: Australian Renewal Ministries.

DICTIONARY/ENCYCLOPAEDIA: Article in an edited, multi-volume dictionary or encyclopaedia

Duling, Dennis C. 1992. *Kingdom of God, Kingdom of heaven* in The Anchor Bible dictionary. Edited by David Noel Freedman. New York, NY: Doubleday. Vol 4:49-69.

JOURNAL: Article in a journal/serial numbered by volume and issue

Menzies, Glen. 1998. *Tongues as "the initial physical sign" of Spirit baptism in the thought of D. W. Kerr* in Pneuma: the journal of the Society for Pentecostal Studies, 20.2:175-189.

CD ROM: An item on CD-Rom

Spurgeon, Charles H. [n.d.] 1999. *All of grace* on Christian classics ethereal library 2000. Edited by Harry Plantinga. Wheaton, IL: Wheaton College. [CD-ROM].

NOTES: Tabor Course Notes

Chant, Barry; Rod Lambert and Ken Chant. 1994. *1101 Creative living*. Miranda, NSW: Tabor.

INTERNET: Item is a journal article from the Internet

Carter, Steven S. 2000. *Demon possession and the Christian* in Asian journal of Pentecostal studies, 3.1:19-31. <http://www.aps.edu/ajps/00-1/s-carter.pdf> [accessed 27 January 2000].

No place, no date, no publisher

These are acknowledged by the abbreviations n.pl; n.d. and n.p. respectively.

Important points regarding bibliography

- 1) Titles are either *in italics* or underlined.
- 2) Bibliographical entries are in alphabetical order of author's names.
- 3) Each bibliographical entry is single spaced with 12 points between entries.
- 4) Second line of an entry is hanging.
- 5) Words in the title are only capitalized if they have to be.
- 6) The bibliography should be on a separate page and be the final page.
- 7) A complete list of all possible types of bibliography entries is found in the Library.
- 8) Do not include the Bible in your bibliography unless you have used the study notes.

Bibliography (an example)

Carter, Steven S. 2000. *Demon possession and the Christian* in Asian journal of Pentecostal studies, 3.1:19-31. <http://www.aps.edu/ajps/00-1/s-carter.pdf> [accessed 27 January 2000].

Chant, Barry, Rod Lambert and Ken Chant. 1994. *1101 Creative living*. Miranda, NSW: Tabor.

Duling, Dennis C. 1992. *Kingdom of God, Kingdom of heaven* in The Anchor Bible dictionary. Edited by David Noel Freedman. New York, NY: Doubleday. Vol 4:49-69.

Menzies, Glen. 1998. *Tongues as "the initial physical sign" of Spirit baptism in the thought of D. W. Kerr* in Pneuma: the journal of the Society for Pentecostal Studies, 20.2:175-189.

White, John. 1986. *Excellence in leadership: the pattern of Nehemiah*. Leicester: IVP.

An example of how to use in text referencing1 (NB: the following references are for illustration purposes only. These authors did not actually make these comments.)

In text referencing is used in all Tabor essays to acknowledge the ideas of an author (Grenz and Olson 1992:99). This must be done even if the student is not taking a direct quote from an author. "Notice how the reference is situated inside the sentence and before the full stop" (White 1986:47).

If you are including a longer quotation (more than 2 lines) then do not put in quotation marks but still include a reference.

They should be indented 1cm on each side, single-spaced and can be in a smaller font if you would like but this is not necessary. Quotations should not be in italics (unless the words were italicised in the original) (Cox 2005:75).

If the ideas included in the paragraph are from multiple authors then they can be included in the one bracket at the end of the paragraph, separating the references with semi colons. There is no need to repeat the same reference in the one paragraph. If the same author is used multiple times, then list the different page numbers in one reference at the end of the section (Menzies 1998:25; Carter 2000:21,29f,44).

Koukl (2000) makes it clear that referencing an article from the internet should be done by listing the author not the website. Chant (1994:224ff) also demands that each paragraph have reference. Scripture references must also be included either mid sentence (Jn 14:14) or at the end of the sentence (Rev 20:1).

If you are taking ideas of an author indirectly you must acknowledge this. If Carter makes mention of the work of Menzies then when using the work of Menzies you would write: (Menzies cited in Carter 2000:103f).

1 Footnotes: Footnotes are a useful way of including information that is not directly relevant to the question you are answering. Footnotes are not included in the word count. They are indicated with a superscript as above. Note: 1) Footnotes must be referenced (Cox 2005:18). 2) It is not necessary or useful to use footnotes to write out scripture references in full. 3) It is easiest to refer to footnotes at the bottom of the page than end notes at the end of your essay.