

## **PTC POLICY DOCUMENTS**

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### **Policy on Continuation and Withdrawal**

A student who is admitted to a course, and whose attendance and performance in the course are satisfactory may expect to complete the course according to the regulations and general syllabus outline as they were at the point of entry to the course. The content and assessment of subjects may vary in subsequent years from those outlined in the initial year of a student's course. Where there has been a break of twelve months or more in a student's course, without leave being granted by the Faculty, any change to the curriculum or regulations of an award will apply, and, if applicable, fresh application for cross-credits for previous studies will be considered. The Faculty may grant leave from a course for due cause, in which case the student will continue under the curriculum and regulations which applied prior to the leave. Students who fail to complete a course within the specified time will, if readmitted, be subject to the regulations which apply at the time of readmission.

### **Credit for prior study**

Appropriate recognition will be granted for subjects of an equivalent nature and standard taken elsewhere as part of another course. Credit will normally only be given up to a maximum of 50% of the course. Credit will not normally be granted for study completed over ten years prior to application. Application for credit will be assessed in the first instance by the Registrar, and in the case of any query or dispute, by the Faculty. In the case of candidates for the ministry and deaconess candidates, the College Committee will consider the application for credit towards the requirements for licensing. Where credit is sought for an

award of the Australian College of Theology, the Faculty will forward the application (with its endorsement, where appropriate) to the Australian College of Theology.

## **General Assessment Policy**

All assessment tasks will be fair and appropriate to the level of the course. The general nature and breakup of the assessment tasks for each subject will be advertised in the Handbook, and no additional assessment tasks outside of these guidelines is to be imposed. Where it becomes apparent to the Faculty that a student would be more appropriately placed in a course at a different level (diploma or degree level), advice will be offered, and, if required, the Faculty may decline to continue a student in a course which is at a level beyond the student's capacity. Normally two failures in a subject at the same level will disqualify a student from further enrolment at that level.

## **Disabilities**

Students with disabilities may be given special consideration including, but not limited to, the following areas. Where a student would find physical access to the upper floor of the college campus difficult, arrangements will be made to conduct those classes downstairs.

Students with visual or hearing impairment will have special consideration in such areas as the following.

- lectures may be taped for later transcription, or signing (Auslan). A variable speed tape recorder is available for this purpose;
- large print format notes can be produced, and a large print display screen in the library developed for catalogue inquiries.
- extra time may be granted in examinations, and a scribe provided as appropriate;
- students with speech disorders will be referred to a qualified speech pathologist.

Students with learning disabilities (such as dyslexia) will be encouraged to seek appropriate professional diagnosis and remedial work where appropriate. Special consideration may be given in terms of additional time to read and write exam papers, large print format papers, special coloured papers, etc. as appropriate.

## **Chronic Illness**

Students with chronic illnesses will be granted special consideration in terms of the pace at which they may proceed, and extensions may be granted beyond the normal limit.

### **Additional Help with study**

Students experiencing difficulties with the course are encouraged to discuss these with a member of staff. Where the difficulties may be remedied by additional time outside of set class times with a member of staff in a tutorial situation, within reasonable limits, such assistance may be available.

### **Re-Marking Policy**

A student may make application to the Registrar for the review of a result or academic reassessment of a piece of work.

Before applying for a reassessment, the student must first discuss their performance in the unit with the lecturer/examiner.

If the student still has reason to believe that the mark awarded does not reflect their performance, they may apply, within two weeks of the result being made known, for reassessment.

When seeking a review, a student should specify the nature of their complaint and the grounds for their request.

Requests may be refused where insufficient reasons are put forward.

This procedure is to be followed also for results issued by the ACT.

In the case of ACT results a further avenue of appeal is open, with whatever fee is determined by the Australian College of Theology.

### **Management of Records Policy**

All records are to be properly maintained. It is ultimately the responsibility of the Principal to ensure that this is the case. In particular, current academic records are to be maintained in the Principal's office in a hard copy form. Student archives are to be kept in a secure place in hard copy. An electronic copy of each student's record (present and past students), with personal details, enrolment record and results, is to be maintained by the Registrar, with a backup updated weekly and kept off campus. The Registrar is responsible for this.

Minutes and correspondence files are to be maintained by the secretaries of the Faculty and the TEC in both hard copy and electronic forms where

available. Backups are to be maintained by the relevant secretaries off campus.

Financial records are to be maintained by the bursar in conjunction with the Church Office in accordance with the accounting procedures of the Presbyterian Church Office. The finances of the Theological Education Committee, the governing body of the PTC are to be audited in the June quarter by the official Church Auditor as part of the annual audit of the Presbyterian Church in NSW.

The Overseas Student Account, which is administered directly by the PTC is the responsibility of the bursar to maintain all records, and this account is to be audited in July each year in accordance with the ESOS Act.

Insurances are to be maintained for Public Liability, Property, Workers Compensation and Personal Accident and Illness. It is the responsibility of the bursar to maintain these insurances.

All standard forms are to be maintained by the Principal in conjunction with the office secretary, and only the latest version of each form is to be made accessible, all copies other than archival copies of obsolete forms being destroyed.

March 1999

## **Occupational Health and Safety Policy**

The Presbyterian Theological Centre, Sydney is committed to establishing and maintaining high standards of occupational health and safety to prevent personal injury and provide a safe working and educational environment.

This will be achieved by:

- \* Integrating the management of OHS into the overall management of the centre
- \* Complying with applicable OHS legislation
- \* Applying a preventive approach to risk management
- \* Adopting a consulting approach with employees, students and contract personnel
- \* Providing adequate resources to meet our commitment

The Theological Education Committee is to ensure that effective OHS management systems are in place and to provide adequate resources to achieve this.

Management at all levels are accountable for the health, safety and welfare of all employees, students, contractors and visitors within their area of responsibility. These are positions of authority and carry the responsibility of ensuring that the OHS Policies and Procedures are implemented in the workplace.

All Employees must co-operate and observe OHS Policies and Procedures.

All Contract Personnel must comply with their responsibilities for the health and safety of all persons present at the workplace.

THIS POLICY REFLECTS THE IMPORTANCE WHICH BOTH THE TEC AND I PERSONALLY PLACE ON THE HEALTH AND SAFETY OF ALL EMPLOYEES AND OTHER PERSONS THAT MAY BE PRESENT AT THE WORKPLACE.

Chairman of the TEC

### **Participation in Mission Policy**

The annual PTC Mission is an important activity of the PTC community and participation is expected from all candidates and full-time students expect where a student is granted exemption. A student who has indicated a plan to candidate and who is "treated as a candidate" is expected to participate in mission.

Where candidates are studying part-time they may apply for exemption from year to year, but are expected to attend at least as many missions as the equivalent number of full-time years it would take them to complete the course of training. So a candidate who is studying the whole course of training must complete at least 4 missions, a candidate doing fewer than 13 units must participate in at least 1 mission, a candidate doing 13-20 units must participate in at least 2 missions.

Students studying full-time in distance mode only and full-time postgraduate students are not required to attend. Candidates studying primarily in intensive mode are expected to participate in mission on the same basis.

Exemption from mission is granted by the mission coordinator on application from the student. Apart from exemptions for candidates studying part-time exemptions will usually only be granted for family or health reasons. Ministry commitments and academic load will not usually be the basis for exemption being granted.

Mission is a part of involvement in PTC community and is not part of an academic program, so there is no allowance for 'credit' for missions in other institutions, nor can a student be "failed" for failing to participate in missions, though such a failure would be reported to the Presbytery of a candidate.

Adopted by Faculty June 2007