



ALC Handbook

ALC Handbook

The *ALC Handbook* is published by Australian Lutheran College [ALC] and contains information about schools and courses administered by ALC.

Personal information provided by individuals is collected, used and stored by ALC in accordance with the provisions of the Commonwealth Privacy Act 1998 and the National Privacy Principles prescribed by the Privacy Amendment [Private Sector] Act 2000. The full [ALC Privacy policy](#) is available at www.alc.edu.au/pdf/files/alc_privacy_policy.pdf.

Published by

Australian Lutheran College
104 Jeffcott Street
North Adelaide SA 5006
Australia

Ph: + 61 [0]8 8267 7400
Fax: + 61 [0]8 8267 7350
Email: alc@alc.edu.au
www.alc.edu.au

Copyright © 2007–8 Australian Lutheran College

Information in this publication was correct at time of printing November 2008 Version 08.01.01.

While every effort has been made to ensure content of this handbook is as accurate as possible at the time of publication, ALC reserves the right to update and amend as necessary.

Contents

Handbook Introduction	6
Australian Lutheran College—its nature and purpose	6
Australian Lutheran College—History.....	6
ALC as a Higher Education Provider [HEP].....	7
Theological basis	8
Quality Assurance at ALC	9
General.....	9
Linkages to strategic and operational planning at ALC.....	9
Rationale	9
Quality Assurance Team.....	9
Schools and courses at ALC	10
ALC Schools	11
The School of Educational Theology [SET]	11
The Lutheran Strand [DipTh(Ed)].....	11
Pre-service study for those unable to attend one of the cooperating universities	11
Vocational certificate	11
Promotion for service in Lutheran schools.....	12
Completing the Lutheran Strand at a cooperating university.....	12
The School of Pastoral Theology [SPT]	13
Degrees and awards	13
Special requirements	13
Recommendation for ordination	14
Academic and vocational certificates.....	14
Opportunities for service	14
The School of Theological Studies [STS]	15
Degrees and awards	15
The Lay Ministry strand of STS.....	15
Vocational certificate	16
Placement program	16
School requirements	17
Requirements for the School of Educational Theology.....	17
Requirements for the School of Pastoral Theology and the School of Theological Studies..	17
Postgraduate studies	18
Theology.....	18
Education	18
Nursing.....	18
Course information and further details.....	18
Document Links	19
Course handbook and Information booklets	19
Policies and procedures.....	19
Forms	20
Admission and enrolment procedures	21
Eligibility for admission	21
Overseas student admission and enrolment.....	21
School of Educational Theology [SET].....	21
School of Theological Studies.....	21
School of Pastoral Theology	22
Postgraduate Courses	22
General Course Information	23
Academic probation and grade points.....	23
Class sizes	23
Contact hours [on campus students].....	23
Copyright ©	23
Course load.....	23
Credit points	23

Graduation.....	23
Individual units.....	24
Research electives.....	24
Assessment Policy & Procedure	25
Assessment.....	25
Key to Results	25
Assessment requirements.....	27
Assignments.....	27
Plagiarism Policy & Procedure.....	28
Auditing units.....	29
Articulation and credit transfer	29
Class attendance.....	29
Examinations.....	29
Incomplete units	30
Repeated failures	30
Supervised unit.....	30
Supplementary examinations.....	30
Termination of tuition.....	30
Time limits for completing courses.....	30
Unit enrolment.....	30
Unit workload.....	31
Withdrawal from units.....	31
Calendars, schedules and timetables	32
Calendars	32
Schedules.....	32
Timetables.....	32
Fees and Assistance.....	33
FEE-HELP	33
FEE-HELP review procedures	33
Fee schedule.....	33
Payment of fees	33
Fee exemptions.....	33
Refund of fees	33
Fee protection	33
Austudy/Youth allowance and Abstudy.....	33
Scholarships.....	33
Financial assistance and scholarships.....	34
General information	35
Accommodation.....	35
Boarding fees and rent.....	35
Refectory	35
Parking on campus.....	35
ALC Code of Practice.....	35
Student rights and responsibilities	35
Student support.....	35
Visitors.....	36
Welfare, guidance and support	36
Additional Support Services	37
Löhe Memorial Library.....	38
Contact.....	38
Access	38
Access to catalogue	38
Borrowing	38
Information services	39
Collections.....	39
Directory.....	41
Teaching staff.....	41
General staff.....	42
Board and sub committees	43
Internal committees/working groups	44

External Committees	46
Additional Committees	46
ALC Institution and Course Codes.....	47
ALC institution codes	47
ALC Definitions.....	48
Glossary of acronyms, initials and abbreviations	50
Higher Education Student Administration Glossary	54
Index	57

Handbook Introduction

Australian Lutheran College—its nature and purpose

Australian Lutheran College [ALC] is the tertiary college of the Lutheran Church of Australia. It began to operate under this name as a separate legal entity from 1 January, 2004, and was formerly known as Luther Seminary. The task of ALC is to serve the ministry and mission of the Lutheran Church of Australia through the preparation and ongoing education of men and women for service in the church and for witness to the wider community. This involves the provision of appropriate degree and award courses related to a variety of ministry opportunities, including those of pastors, teachers, faith community nurses and other parish workers. These courses attempt to meet the expanding vision of the church in its mission to an ever-changing, complex and diverse postmodern world.

The courses offered by ALC are inseparably tied to the worship life of the campus community through which students and staff are served and encouraged day by day for their tasks and relationships.

The spiritual and professional formation of students on campus is of primary concern. Pastoral care and field experiences are designed to help students faithfully and creatively to meet the challenges of ministry as they grow in the ability to reflect on their studies and service in the light of the Christian gospel.

The curriculum, worship and communal life of ALC encourages students to be and become:

- joyful in confessing the gospel
- true to the Triune God
- committed to the truth of Scripture as God's word
- faithful to the confessions of the church
- responsive to Christ and the gospel for all life and study
- actively involved in the life of the church
- vigorous in cultivating a devotional life
- regular in public worship
- loyal to the Lutheran Church of Australia
- respectful and loving in relationships
- intent on using knowledge and skills in the service of others
- eager to promote justice for all
- culturally and relationally sensitive to people
- urgent in witnessing to others.

As well as providing courses on the North Adelaide campus, ALC offers courses and units on a number of other tertiary campuses throughout Australia. Through the external delivery mode, some courses and units are available to students in Australia and overseas.

Australian Lutheran College—History

The beginnings of Australian Lutheran College go back to the concern of Lutherans in Australia in the 1840s to educate people for service in the church. The first two pioneer pastors, Kavel and Fritzsche, were responsible for the preparation of both pastors and teachers already in the 1850s.

Continuous theological education began in 1892 when a college was opened at Murtoa, Victoria. It was renamed Concordia College in 1894, and transferred to Adelaide in 1905. Concordia College and Concordia Seminary [when the theological department was separated from the College in 1958] graduated pastors, teachers, deaconesses and lay workers for service in the Evangelical Lutheran Church in Australia.

The second seminary of the two former Lutheran Churches in Australia was opened when the United Evangelical Lutheran Church in Australia came into existence in 1921. Known as Wartburg Seminary, it was situated at Tanunda, South Australia. In 1923 the UELCA purchased the current North Adelaide site [then known as Angas College] and this became Immanuel College and Seminary. In 1946 the College established its own institution, first at Walkerville,

and later at Novar Gardens, and Immanuel Seminary remained in North Adelaide. This institution was concerned mainly with the preparation of pastors but it cooperated with the nearby Church Workers Institute in the preparation of teachers, deaconesses and other lay workers.

The more immediate history of Australian Lutheran College can be dated from 1968 when two institutions, Luther Seminary and Lutheran Teachers College/Lay Training Centre [LTC] came into being with the formation of the Lutheran Church of Australia [LCA] in 1966. The two former Lutheran seminaries, Concordia and Immanuel were merged to form Luther Seminary for the preparation of pastors. LTC had responsibility for theological education for teachers, deaconesses and lay parish workers. In 1990 LTC moved on to the campus of Luther Seminary and three programs were formed under the umbrella of Luther Campus—Luther Seminary, Lutheran Teachers College and Lutheran School of Theology.

In 1998 a new single institution was formed which retained the name 'Luther Seminary'. The name of the institution was changed to Australian Lutheran College at the beginning of 2004 in order to better express the nature of the institution and the breadth of its programs. ALC now operates with three ALC schools for the preparation of pastors, teachers and parish workers. It also provides theological courses at various levels for private students who are not preparing for a particular area of service in the church. Courses are available internally for on campus students through on campus classes, and externally for off campus students via coursework, online, mixed mode including workshops.

ALC as a Higher Education Provider [HEP]

In November 2004, ALC was recognised by the Federal Government as a Higher Education Provider [HEP] from 2005. ALC students can access the FEE-HELP assistance provided by the Commonwealth Government.

FEE-HELP is a loan scheme which assists eligible students to pay their tuition fees. FEE-HELP can cover all or part of the student tuition fee, up to an annually indexed limit. The Australian Government pays the student tuition fee to ALC on behalf of the student and the student repays their FEE-HELP debt to the Australian Government once their income reaches the prescribed annual threshold.

FEE-HELP students may:

- request the FEE-HELP Information booklet;
- complete and return a Request for FEE-HELP Assistance form;
- enrol at ALC and apply for a FEE-HELP loan;
- become entitled to FEE-HELP for any Unit of study undertaken as part of an accredited course which has a census date after the date of ALC's HEP approval;
- pay the full tuition fee upfront for any unit of study without FEE-HELP.
- pay a nominated combination of fees per unit: nominated units upfront and nominated units via FEE-HELP debt.

For detailed information on FEE-HELP visit www.goingtouni.gov.au or contact the Business Office.

Theological basis

Preamble

The purpose for which an educational institution exists is usually defined by the community which the institution serves. ALC, however, has its purpose defined not primarily by the Lutheran Church of Australia which it serves, but by the commission given to the church by God in his word, to which the Lutheran Church of Australia seeks to be faithful. The theological base drawn from God's word defines the task of ALC, determines the character and content of the curriculum, and describes student outcomes in personal and vocational development.

Theological basis

- 1 The holy Scriptures of the Old and New Testaments are God's revealed and authoritative word for all people so that they may be called to faith in Jesus by the Holy Spirit and come to share in the fellowship of God's Son with his heavenly Father. Scripture is the source and norm for faith, doctrine, and life in response to the Triune God.
- 2 The Lutheran confessions, as contained in the Book of Concord of 1580, are normative because they express what God says in Scripture. They point to the central teaching of the Christian faith, namely, the doctrine of justification by grace alone, because of Christ alone, through faith alone, and founded on Scripture alone. In teaching this truth we distinguish between the law as God's word of demand and the gospel as God's word of salvation.
- 3 God saves and sustains people through the preaching of the word, and the administration of the sacraments of Baptism and the Lord's Supper. These are the means by which the Holy Spirit comes to people, bringing salvation, reconciliation with God, and everlasting life. They are thus the marks of the church.
- 4 In public worship the Triune God serves the people of God through word and sacrament. The people in turn respond with adoration, confession, thanksgiving and supplication.
- 5 All Christians are in fellowship through Christ and together form the body of Christ, the church. They are called to use their gifts in service to God, which results in service to each other and the whole world.
- 6 All God's people are called to mission and to participate in the ministry of reconciliation by bringing the gospel to others who come into their lives. Some are called by God to proclaim the word publicly and to administer the sacraments rightly. Others are called to auxiliary service in bringing the gospel to people in word and deed.
- 7 In order that word and sacraments be applied to the lives of people, and law and gospel achieve their purpose, those who bring the message of reconciliation need to understand God's word.
- 8 The church is not simply a communion of contemporary people, but is made up of all God's people past, present, and future. Those in past centuries contribute to the life of those in the present, and those in the present contribute to the life of those in the future.
- 9 The whole world has been created by God, and is still maintained by God in wisdom and justice. God's people are thus called to discover and teach what is true about the world, to pursue social justice in it, and to care for it by respecting its ecological integrity.
- 10 Since all people are unique creatures of God, their creaturely status must be acknowledged and respected in education and in all forms of service carried out by God's people.

Quality Assurance at ALC

General

The ALC Board of Directors, Management Team and staff recognise the importance of continued commitment to Quality assurance and continuous improvement at ALC. The design of the ALC Quality assurance process is influenced by the structure, size, needs, objectives and key purpose of ALC. The ALC aims to meet student, church, internal, organisational and external regulatory requirements within the context of providing excellence in the teaching and learning of theological studies.

The ALC Intranet-based Quality Policy and Procedures Manual [QPPM] has been developed to ensure:

- improved effectiveness of teaching and learning
- increased meeting of student needs and enhanced student satisfaction
- continual improvement on processes based on objective internal and external audits

Linkages to strategic and operational planning at ALC

The ALC Quality plan includes:

- how we plan at ALC
- our strategic goals and objectives [currently under review]
- operational strategies and implementation
- the measures we'll use to monitor and evaluate progress towards achieving our goals and objectives
- how we'll monitor, review and contribute to ongoing quality assurance and continuous improvement

Rationale

Quality at ALC aims to:

- assist with understanding the ALC planning, monitoring and review processes
- help make connections between daily tasks and the implementation of the Quality system
- encourage responsibility for utilising and value adding to the Quality system
- underpin our approach to work
- help give structure, consistency and standards to what we do
- influence our approach to planning, reviewing and modifying what we do
- integrate planning and quality assurance

At ALC we:

- have explicit objectives that we genuinely aim to achieve
- act in ways that demonstrate our aim to achieve our objectives
- periodically check how close we are to achieving our objectives
- act on the findings of these checks
- our objectives are clearly stated and understood [qualitative and quantitative]

Quality Assurance Team

ALC's Quality Assurance Team oversees the planning, implementation, monitoring, review and continuous improvement of the ALC quality system.

Schools and courses at ALC

Theological schools

Since the primary focus of ALC is the preparation of students for various avenues of ministry in the Lutheran Church of Australia, most students of ALC are involved in one of the three theological schools of ALC: the School of Pastoral Theology [SPT], the School of Educational Theology [SET] or the School of Theological Studies [STS].

Through these theological schools, students undertake formal study in award courses. However, if students wish to graduate from the particular school, they must also meet additional requirements. Students who have successfully completed all of the requirements of a particular school are deemed to be suitably prepared for their ministry as pastors, teachers or lay workers in the Lutheran Church of Australia.

Undergraduate courses

ALC offers a range of undergraduate courses which form part of the requirements for the theological schools. These courses are also accessed by students not participating in a formation program of one of the schools but undertaking study for their own development to serve in whatever circumstances they find themselves in the church and society.

Although most students are intending to complete the course of study in which they have enrolled either by full time or part time study, some students enrol in a course to complete only selected units [eg biblical languages] either for their own interest or to supplement studies in another institution.

Postgraduate degrees

ALC also provides theological education at an advanced level to equip leaders in and for the church. As well as serving pastors, teachers, parish nurses and other professionals within the LCA, these advanced degrees are accessed by pastors and lecturers from Lutheran churches in South East Asia and Papua New Guinea.

Lutheran Strand units

By arrangement with various universities, students undertaking preservice education courses may include in their awards Lutheran Strand units in theology and education offered by ALC. These provide the study component for students wishing to access the formation program of the School of Educational Theology [see further under *School of Educational Theology*].

Off Campus study

ALC provides opportunities for students who are unable to access its on campus or Lutheran Strand programs to study flexibly through various modes: Coursework ['C' – study by coursework]; Mixed ['M' – workshop and study by coursework] or Online ['OL' – study online].

Cross-crediting arrangements

Units offered by other accredited tertiary institutions may be accepted towards ALC courses only where transferred units correspond substantially in content and standard to equivalent ALC units and meet currency and validity requirements. [See [Credit transfer and Recognition for Prior Learning \(RPL\)](#)]

ALC Schools

The Lutheran Church of Australia [LCA] has established Australian Lutheran College to provide for the education of pastors, teachers and lay workers for the ministry and mission of the church. For that purpose ALC has developed three schools within the College, the School of Pastoral Theology [SPT], the School of Educational Theology [SET] and the School of Theological Studies [STS]. Within each school students are able to complete the academic and vocational requirements which form and equip them for the specific avenues of ministry in the LCA.

The School of Educational Theology [SET]

The School of Educational Theology [SET] provides a quality professional preparation for students wanting to study for a career in education, for students considering service in church schools, particularly Lutheran schools and for qualified educators seeking to develop their understanding of Christian education. The SET provides the opportunity to develop personal professional reflection, to study theology applied to educational settings, to enrich personal spiritual development and to engage in worship and dialogue with fellow Christian educators. It consists of the Diploma in Theology (Education) [DipTh(Ed)], the Master of Education [MEd] incorporating the Graduate Certificate in Education [GradCertEd] or Graduate Certificate in Religious Education [GradCertRE]; and the Master of Education (Research) [MEd(Research)]. The Graduate Diploma of Theology in Education [GradDipTh(Ed)] has been re-accredited until 31 December 2010 in order to allow students currently enrolled in the course to complete it. No new students will be accepted into the course as from 1 January 2006.

More information on the above courses as they apply to teachers in Lutheran schools can be found in the Course Information section.

For those teachers in Lutheran schools who have not received accreditation through completion of the Lutheran Strand, the following paths are available: MEd incorporating the GradCertEd or GradCertRE; and the MEd(Research). The GradDipTh(Ed) is only available for those who commenced units in 2005 or before. For further information on these courses see the Course Information section.

In this section, information is provided about aspects of the program that can be accessed by undergraduate and postgraduate students still studying at universities throughout Australia.

The Lutheran Strand [DipTh(Ed)]

The Lutheran Strand is run in cooperation with public universities, Flinders University, the University of South Australia and Tabor College in South Australia, University of Southern Queensland in Queensland, Deakin University in Victoria and all campuses of Australian Catholic University [ACU National]. Students at these universities are able to cross credit ALC units [normally four] into their undergraduate BEd or postgraduate BEd degrees. At Flinders and ACU Brisbane [McAuley], Qld, ALC provides a teaching staff member to serve as coordinator of the Lutheran Strand. In the other universities units are done either on campus at ALC or via flexible delivery with the assistance of a lecturer or tutor.

Pre-service study for those unable to attend one of the cooperating universities

Not all students who plan to become teachers in Lutheran schools are able to attend the cooperating universities. However they are able to commence the DipTh(Ed) award from ALC in order to meet the academic requirements for accreditation as a Lutheran teacher, while studying for the BEd. This may be studied flexibly off campus and in some cases credit towards a BEd can be given for completed units.

Vocational certificate

Undergraduates who complete the full requirements of the Lutheran Strand receive a vocational certificate from ALC in addition to the academic degree awarded by their university. This

certificate signifies that, in the opinion of the teaching staff of ALC, they have developed a mature understanding of their vocation and are ready to begin a ministry in church schools.

The Board for Lutheran Education Australia [BLEA] accepts this certificate as a major contributor towards the gaining of accreditation status in Lutheran schools.

Promotion for service in Lutheran schools

Students who complete the academic and vocational components of the Lutheran Strand or who have completed units towards the DipTh(Ed) will be interviewed by district directors for Lutheran Education in their final year and be promoted for employment in Lutheran schools. However, ALC is not in a position to guarantee employment to any student enrolled in the SET. Employment in Lutheran schools rests with school councils, principals, and supporting congregations.

Completing the Lutheran Strand at a cooperating university

Personal vocational formation

The first element of the Lutheran Strand is the vocational formation of each individual. This is achieved within the community of the course cohort. It involves participation in activities with the community of Christian faith and personal commitment to study, prayer and reflection.

Students are expected to be active in congregational worship life. They are encouraged to establish care/prayer groups for mutual support and encouragement. If students are studying in Adelaide or Brisbane they are expected to attend the formation activities arranged by the campus coordinators, which provide useful knowledge and information about Lutheran schools and the people who serve in them. They are required to write a faith-life reflection at least twice during their studies and to discuss this with a teaching staff member of the SET. They are also required to undertake their final field experience in a Lutheran school.

Academic formation

The table below shows the ALC units to be completed by Lutheran Strand students, but the course structure varies between universities.

Cooperating university	Flinders, Tabor, UniSA, USQ, Deakin		ACU	
	Unit code	Unit title	Unit code	Unit title
Core units	BIB1003	The Bible Today	BIB1003	The Bible Today
	THE1002	The Christian Faith	THE1002	The Christian Faith
	EDU1007	Principles and Context of Lutheran Schooling	EDU1008	Lutheran Schooling in Australia
	EDU1012	The Practice of Lutheran Education	EDU1010	Lutheran Education 1
	Field Exp in a Lutheran School		Field Exp in a Lutheran School	

The School of Pastoral Theology [SPT]

Students wishing to prepare for ordination into the pastoral office in the Lutheran Church of Australia apply to enter the School of Pastoral Theology [SPT] of the ALC. These students normally undertake five years of full time study at ALC including eight months of vicarage. This program requires full time student residency. A specialised program is developed for pastors from other denominations transitioning to the Lutheran pastorate. Students who are candidates for pastoral ministry in other denominations are welcome to enrol at ALC.

Degrees and awards

Students in the School of Pastoral Theology normally complete the requirements for the *Bachelor of Theology* and *Bachelor of Ministry* degrees. Details of the requirements for these degrees and awards are provided in the section on Course Information. The two degrees are done by pastoral students as a double degree over five years.

Special requirements

Other activities are designed to develop insights, understandings and skills related to pastoral ministry. Students are involved in field education in congregations of the LCA under the guidance of an experienced pastor and in this way are able to participate in a variety of practical activities in preparation for pastoral ministry.

In the first and third years of the pastoral program, students are encouraged to meet with one of the program advisors to discuss vocational issues that arise for them.

In the second and pre-vicarage years of the pastoral program, students engage in faith-life interviews with members of the Teaching Staff, program advisers and selected peers. These interviews provide opportunities for pastoral ministry candidates to reflect on their learning experiences and serve to monitor students' vocational and theological formation.

These opportunities and experiences are designed to help with the formation of the student as a pastor of the Lutheran Church of Australia.

Year one

In the first year students undertake foundational activities that are designed specifically to assist them as they progress in spiritual formation, and to help them generate a solid theological basis for vocational development towards pastoral ministry.

Students complete a combination of units from the BTh and BMin degrees. Integrated activities include: field education, care group, pastoral formation group, choir [optional], primary school orientation, LCA Safe Place Policy seminar, Rural and Urban Mission Program [optional], and vocational reflection interview [optional].

By the time students have completed their first year, they should have a growing understanding of their task as students of pastoral theology.

Year two

The specific vocational activities undertaken in this year are: field education [including placements in aged care, prison, Aboriginal ministry, community care, or police chaplaincy], care group, pastoral formation group, choir [optional], Rural and Urban Mission Program [optional], and faith-life interview. Students also complete the second year of the BTh and BMin degrees.

By the end of the second year, students should demonstrate growing confidence in their vocation as students of pastoral theology.

Year three

The specific vocational activities which belong to this year are: worship leadership, secondary school orientation, field education, care group, Rural and Urban Mission Program [optional], pastoral formation group, choir [optional], granting of licenses to lead worship and preach in congregations of the LCA under the supervision of its pastors, and vocational reflection interview [optional]. Students also complete the third year of the BTh and BMin degrees.

By the time students have completed their third year, they should demonstrate a growing understanding of the nature and goals of worship leadership and preaching in congregational life, and insights into the goals and purpose of Lutheran schools in the LCA.

Year four

The specific vocational activities undertaken in this year are: preaching in congregations of the LCA, 'Prepare' workshop [optional], Rural and Urban Mission Program [optional], field education, care group, pastoral formation group, choir [optional], and pre-vicarage faith-life interview. Students also complete the fourth year of their BTh and BMin degrees.

By the end of the second trimester, pastoral ministry students should demonstrate developing theological competence, commitment to Lutheran theology and practice, growing vocational identity and readiness for vicarage.

Upon completion of the pre-vicarage academic and vocational requirements, students undertake a full time vicarage in one of the parishes of the LCA from approximately August to April, after which there is a comprehensive debrief and assessment. Students return to the college after vicarage for the second and third trimester of their fifth year to complete their studies.

Year five

In their final year, pastoral students undertake the following specific vocational activities: LCA orientation, 'Enrich' workshop [optional], care group, pastoral formation group, choir [optional], LCA Mandatory Reporting seminar, readiness for ministry statement and interview with Teaching Staff representatives, faith-life statement and interview with the College of Presidents. Students also complete the BTh and BMin degrees.

When pastoral ministry students have completed the requirements of the pastoral program, they should demonstrate a growing ability to integrate theological development and personal and vocational identity.

Recommendation for ordination

At this time, the Teaching Staff evaluates student readiness for ministry and recommends suitable candidates to the LCA College of Presidents for ordination. A joint meeting of the College of Presidents and the Teaching Staff of the School of Pastoral Theology make final recommendations. Ordination to the pastoral ministry of the LCA is dependent upon the offer of a call to service in the church.

Academic and vocational certificates

Students who complete the requirements of the School of Pastoral Theology receive in addition to their BTh and BMin academic degrees a vocational certificate which signifies that, in the opinion of the Teaching Staff of ALC, they demonstrate readiness for pastoral ministry in the church.

Opportunities for service

The church cannot guarantee that all students completing the requirements for pastoral ministry will automatically be called and ordained to serve the church as pastors. Every effort is made to open up opportunities for service for all School of Pastoral Theology graduates.

The School of Theological Studies [STS]

The school [STS] is for a wide range of students, including people who wish to take individual units from the ALC curriculum either on campus or through flexible education, people who wish to complete a degree or award without entering into church service, parish [faith community] nursing candidates, students who enrol in the lay ministry strand of the STS, and people interested in attending evening classes of their choice.

Degrees and awards

Students in the STS may complete the one-year *Diploma in Theology* [also known as 'Stretch and Grow'], the three-year *Bachelor of Theology*, the three-year *Bachelor of Ministry*, or the combined Bachelor of Theology and Bachelor of Ministry. Parish [or faith community] nursing students complete the *Graduate Diploma of Theology in Faith Community Nursing* through flexible education. The *Diploma in Theology* is also available by flexible delivery. Details of these degrees and awards are provided in the Course Information section.

The Lay Ministry strand of STS

The lay ministry strand, with the support of the LCA's Department for Lay Ministry [DLM], aims first and foremost to prepare men and women for a wide range of ministries in our congregations, schools and institutions, as well as in the wider community, as a parish worker, youth worker, chaplain, counsellor, director of Christian education, family ministry coordinator, and the like.

Special requirements

Lay ministry strand students complete one of the undergraduate academic courses as part of their program. In addition, there are also a number of specific requirements designed to prepare women and men for various ministries within the church. The requirements are as follows:

- 1 **Field education** Lay ministry strand students are involved in field education during each year of their enrolment. Field education has a worship component that requires attendance and involvement in a specific congregation [normally of the student's own choice] during each trimester. Additionally each student is expected to complete an average of at least two hours per week of supervised field work in a specific area of ministry chosen in consultation with the STS field education coordinator. Students are encouraged to find placement in a congregation or organisation where they can gain hands-on experience in a field related to that area in which they feel called to serve. Others who are undecided as to the specific areas in which they are gifted to serve are encouraged to use the field education experience to explore various ministry opportunities within the church and the community.
- 2 **Care group** Each student is assigned to a care group in their first trimester at ALC. Each care group has a teaching staff adviser and a senior student leader and meets regularly for support and prayer. If attendance is sometimes difficult because students do not have lectures on that day, students are encouraged to maintain the relationship with their care group. Care groups share a meal together in the refectory once a fortnight and take turns being responsible for leading chapel worship.
- 3 **LCA Safe Place Policy** Lay ministry strand students are required to attend an LCA Safe Place Policy seminar [usually half-day] introducing all potential church workers to the official policy and guidelines of the LCA in regard to sexual abuse and harassment.
- 4 **Faith-life statement** Each lay ministry strand student is expected to participate in one or more interviews [depending upon the length of their course] with the Head of school and to write a brief faith-life statement in preparation for these interviews.
- 5 **Police certificate** Each lay ministry strand student is to provide a police check as a requirement of their application.

Vocational certificate

In addition to their academic award, lay ministry students who complete the requirements of the lay ministry strand receive a vocational certificate. This demonstrates their readiness for accreditation as lay workers in the church.

Placement program

At present there is no formal placement program for lay ministry positions. Although the ALC and the DLM try to put new graduates in touch with congregations and organisations that have positions available, the main initiative for gaining employment rests with graduates.

School requirements

Requirements for the School of Educational Theology

Scripture reading and personal meditation

Students are supplied with reading guides for each year. They are encouraged to regularly read from the Bible during their four years of study and to reflect on their reading in a personal spiritual journal.

Faith-life statement [Year 2 and Year 4]

The purpose of these statements at second and fourth year is to provide students with an opportunity to reflect openly on their understanding of where they are in their preparation for educational ministry, particularly their understanding of the connection between faith and their own professional and personal actions.

Congregational participation

It is assumed that all students will attend worship in a congregational setting during their years of study. It is expected that they identify with a congregation once they have settled where they will be living.

Formation evenings

These evenings provide the opportunity for students in addition to the formal course requirements to gather together for worship, fellowship and discussion. Students are exposed to presentations by a variety of educators on a broad range of topics of current professional interest. Attendance at 5 of these evenings per year is a minimum requirement.

Preparation of professional resume

During the first semester of their final year of study, students work with the Head of the School of Educational Theology to prepare their professional resume and attend interviews with the Executive Director of Lutheran Education Australia [LEA] and District Directors.

Retreat day

A special retreat day is arranged prior to the start of the second half of Semester 1. Students are expected to attend.

Requirements for the School of Pastoral Theology and the School of Theological Studies

These are part of the requirements of the School of Pastoral Theology and the Lay Ministry Strand of the School of Theological Studies for on campus students.

Care group

The goal of the care group is to enable a student to enter a close supportive relationship with a cross-section of other students, from the various year levels facilitated by a senior student leader and a Teaching Staff member.

Choir

Participation in the ALC choir is an act of service to the community. It is an opportunity to share musical gifts with others for the support and encouragement of the worship of the community. It also assists students to broaden their understanding of worship and worship resources and to learn to use their voice to maximum effect in congregational life. Choir members meet weekly and prepare psalms and other musical offerings for both daily chapel worship and special occasions such as valedictory and ordination services.

LCA Safe Place Policy seminar

The goal of the seminar is to sensitise the student to the Safe Place Policy of the LCA so that the student can enter service with awareness and a strong sense of the duty of care principle.

Field education

Field education is required every year for which a student is enrolled in a course. Refer to the field education booklet obtained from the administrator of the specific school.

Faith-life statement

Faith-life statements are prepared in the first and final years of a course for Lay Ministry Strand students of the School of Theological Studies.

Faith-life statements are prepared in the first, fourth and final years for the School of Pastoral Theology

Postgraduate studies

Through postgraduate studies, ALC offers a numbers of courses to more fully equip those who are serving in various areas of ministry within the Lutheran Church of Australia, Lutheran churches overseas [especially those in South East Asia] and in ministries in other Christian denominations. Courses are offered in three disciplines: theology, education and nursing.

Theology

The following courses are offered in theology:

Master of Ministry [MMin]
Master of Theology [MTh]
Doctor of Ministry [DMin]
Doctor of Theology [DTh]

ALC will offer places in the various postgraduate degrees only where appropriate teaching staff and library resources are available.

Education

The following courses are offered in education:

Graduate Certificate in Education [GradCertEd]
Graduate Certificate in Religious Education [GradCertRE]
Master of Education [MEd]
Master of Education (Research) [MEd(Research)]

Graduate Diploma of Theology in Education [GradDipTh(Ed)] – The GradDipTh(Ed) will no longer be accredited from 2011. Since 2006 no new enrolments are being admitted.

Teachers seeking qualifications in order to become an accredited Lutheran teacher should note that the GradDipTh(Ed), GradCertEd, GradCertRE, MEd and the MEd(Research) can also be used for this purpose.

While these education degrees have been developed particularly to meet needs in Lutheran schools, teachers from other schools will also find them valuable in their ministry of teaching.

Nursing

The following course is offered in faith community nursing:

Graduate Diploma of Theology in Faith Community Nursing [GradDipTh(FCN)]

Course information and further details

Details about the various courses are included in the Course Information section. Further information about postgraduate courses can be obtained from the Postgraduate Studies Coordinator or from the Office of the Registrar. The [Postgraduate Degree by Research Information](#) can be found at www.alc.edu.au/pdf/files/PDBRI.pdf.

Document Links

Please note that some document links listed are not yet linked electronically. Please contact ALC for the latest version.

Course handbook and Information booklets

The following Australian Lutheran College documents can be accessed on the ALC website at: www.alc.edu.au/studentInformation/handbooks.asp

- [Course handbook](#) *[Pending website placement]*
- [Overseas Student Information](#)
- [Human Research Policy and Procedures](#)
- [Postgraduate Degree by Research Information](#)
- [Write On!](#)

Policies and procedures

The following documents relating to the policies and procedures of Australian Lutheran College can be accessed on the ALC website at:

www.alc.edu.au/studentInformation/policies-procedures/

- [Access, Equity and Equal Opportunity Policy and Procedures](#)
- [Assessment Policy and Procedure](#)
- [Assignment Submission Procedure](#)
- [Code of Practice – Domestic Students](#)
- [Code of Practice - Overseas Students](#)
- [Course Progress Policy & Procedure - Overseas Students](#) *[Pending website placement]*
- [Credit Transfer and Recognition for Prior Learning \(RPL\)](#) *[Pending website placement]*
- [Critical Incident Policy and Procedure](#)
- [Domestic Student Responsibilities](#)
- [Extension Policy & Procedure](#)
- [Extension Request Form](#)
- [FEE-HELP Review Procedures](#)
- [Grading & Resulting System](#)
- [Graduation Policy & Procedure](#)
- [Grievance Resolution \[academic\] Policy and Procedures](#)
- [Grievance Resolution \[non-academic\] Policy and Procedures](#)
- [ICT Facility Policy/Agreement](#)
- [Late Application Enrolment Penalty](#)
- [Overseas Students Responsibilities](#)

- [Plagiarism Policy & Procedure](#)
 - [Privacy Policy](#)
 - [Statement of Course Assurance for enrolling students](#)
 - [Statement of Reasons for Special/Compassionate or Compelling Circumstances](#)
[Pending website placement]
 - [Student Induction Checklist](#)
 - [Students at Risk Policy & Academic Probation](#) *[Pending website placement]*
 - [Withdrawal Tuition Fee Refund Policy](#)
-

Forms

The following Australian Lutheran College forms can be accessed on the ALC website at:
www.alc.edu.au/studentInformation/forms/

Unit forms for downloading

- [About me \[Word format\]](#)
- [About me \[RTF format\]](#)
- [Assignment Cover Page \[Word format\]](#)
- [Assignment Cover Page \[RTF format\]](#)
- [Extension Request Form \[Word format\]](#)
- [Student Unit Evaluation Form \[Word format\]](#)

Student forms for downloading

- [O Week Evaluation Form \[Word format\]](#)
- [Replacement ID Card \[Word format\]](#)
- [Student and Community Feedback Form \[Word format\]](#)
- [Student Grievance Notification Form \[Word format\]](#)
- [Student Grievance Response Form \[Word format\]](#)

Enrolment forms

Enrolment Variation Form

Admission and enrolment procedures

Enquiries regarding admission and enrolment into courses and units at ALC, including advice on selection and completion of the applicable application for enrolment form, may be made to the pertinent School Administrator. Requests for academic counselling and/or advice may be made to the appropriate Head of School and/or the Dean of Studies.

Unless otherwise indicated, all application for enrolment forms for courses and/or units offered by ALC schools are to be returned together with supporting documentation to:

Office of Registrar
Australian Lutheran College
104 Jeffcott Street
North Adelaide SA 5006
Australia
Email: enrolments@alc.edu.au

Eligibility for admission

Admission to ALC undergraduate courses is normally on the basis of successful completion of secondary education to a standard required for admission to tertiary studies. However, potential students may also be admitted on the basis of appropriate mature age entry which may include the completion of the STAT test [through SATAC] or equivalent and may include life experience and/or recognition of prior learning.

Specific entry requirements for particular degrees and awards are included in the respective course information section.

Overseas student admission and enrolment

Admission to all ALC courses is open to overseas students under the National Code 2007. For specific admission requirements and further information, please refer to the [Overseas Student Information](#) at <http://www.alc.edu.au/pdf/files/OSI.pdf>.

School of Educational Theology [SET]

All enquiries to enter the SET of ALC are made through the office of the Administrator of the SET. The application procedure is as follows:

For all SET applicants

- application for admission to the SET, together with supporting documentation, may be made at any time and students will be enrolled into the next study period as negotiated. All applications should be submitted together with supporting documents, photos and fees as per the Application for enrolment form.
- one digital/electronic passport-style photograph or a block of four passport-size photographs is required [these are used for identification and records].
- acceptance into the SET will be advised upon approval of the submitted entrance requirements.

Additional information for Lutheran Strand students only [undergraduate students studying at other universities]

- applicants wishing to undertake the Lutheran Strand in a cooperating university BEd course must make the usual application to the relevant state tertiary acceptance process. If offered a place in a cooperating university, they should indicate that they will be accessing the Lutheran Strand.
- two referees are to be nominated in the application. One should be the applicant's pastor and one a person who is able to evaluate the applicant's character.
- an admission interview may be conducted by the relevant ALC campus coordinator.

School of Theological Studies

All enquiries to enter the School of Theological Studies [STS] of ALC are made through the office of the Administrator of the STS. The academic requirement for admission is normally the successful completion of the secondary schooling certificate to a standard required for

admission to tertiary studies in the state in which Year 12 studies were completed. Application for admission to the STS may be made at any time and students will be enrolled into the next study period as negotiated. Intending students are asked to follow the Guidelines for completion of the pertinent [Application for enrolment form](http://www.alc.edu.au/enrolments/enrolmentforms/) at www.alc.edu.au/enrolments/enrolmentforms/

Lay ministry strand

In addition, intending students in the *lay ministry strand*

- seek an interview with the Director for Lay Ministry or their district president and ask for a letter of commendation to be forwarded to the administrator of the STS.
- provide a police certificate [As part of its sexual abuse policy and procedures, the LCA now requires that all applications be accompanied by a national police certificate. This may be obtained by approaching your local police station. A copy of the certificate is to be forwarded to the administrator of the STS.]
- attend an admissions interview with the Head of the School of Theological Studies.

School of Pastoral Theology

Initial enquiries to enter the School of Pastoral Theology [SPT] of ALC are to be made through the office of the administrator of the SPT.

Since the application process involves several steps, it is preferable that application for admission be made as early as possible in the year prior to the year of intended entry, and no later than 30 November. Beyond that date applications will be received at the discretion of the Head of the School of Pastoral Theology.

The application form gathers vocational information, with an emphasis on personal and family life, employment experience, church background and faith journey, perceived gifts, abilities, and proposed methods of financing study.

In addition to the application for enrolment form, guidelines will be provided for the completion of admission requirements, including information about letters of reference, academic transcripts, health certificate, photos, police check, taped interview, Taylor-Johnson inventory, and other items of information that are required.

The completed pertinent application for enrolment form with enclosures should be returned to:

The Administrator
School of Pastoral Theology
Australian Lutheran College
104 Jeffcott Street
North Adelaide SA 5006
Australia

Postgraduate Courses

Because of the various admission requirements for the different postgraduate courses, students wishing to apply for admission to one of these courses should contact the Postgraduate Studies Coordinator/Dean of Studies or the pertinent Head of School for details relating to the particular course.

General Course Information

Academic probation and grade points

Students are required to maintain a minimum cumulative grade point average of at least 2.0 while completing their courses. Any student whose grade point average falls below 2.0 at the end of any trimester will be placed on academic probation and will be required during the next two trimesters to return to a minimum cumulative grade point average of at least 2.0. If the student fails to achieve this, the student can no longer continue in the course.

Class sizes

Normally the minimum number of students in a class is six. Where enrolments are less than six, the class may continue at the discretion of the teaching staff.

If a class is cancelled due to lack of numbers, students may be given the option of completing the unit as a 'supervised unit'.

Contact hours [on campus students]

For undergraduate courses a 10 credit point unit usually involves four class hours per week for 10 weeks and another eight hours of required student work per week. This means for each unit students are requested to complete 12 hours per week giving a total of 36 hours per week for a full time student load.

Copyright ©

Please note the copyright regulations as applicable to students. Students may in all cases copy materials for study or research purposes guided by 'fair dealings' as outlined in Copyright Council Information.

Reproduction for research or study factors include: the purpose and character of the use, the nature of the work or other subject-matter, the amount and substantiality of the portion copied, the possibility of obtaining the work within a reasonable time at an ordinary commercial price and the effect on the commercial value of the work or other subject-matter.

The 10% rule applies in the case of fair dealing copying. For the purposes of research or study the Copyright Act specifically provides that it is a fair dealing to make a single copy of a journal article, one chapter or 10% of a book of ten or more pages, or 10% of the number of words in a work that is in electronic form.

ALC does not authorise infringement of copyright using ALC equipment. It is your responsibility to ensure copyright compliance. Please check the website for further up to date information: www.copyright.org.au/publications/infosheets.htm.

Course load

Normally three units per trimester or 4 units per semester constitute a normal load and only under special circumstances and with the special approval of the Head of School can this be exceeded. Students may, however, be required to complete the pertinent school program requirements in addition to course related units.

Note: Full time students seeking casual or part time employment are advised that the maximum number of hours recommended for such employment is ten hours per week.

Credit points

A normal one unit is worth 10 credit points. This involves 40 contact hours and 120 hours of private study and assignments of about 4,500 words.

For flexible delivery modes, units are normally 10 credit points which involves about 150 hours of private study and assignments of about 4,500 words.

Graduation

Intending student graduates are processed once per academic year in October/November and may attend one of two ceremonies in either Adelaide in November/December or Brisbane in the

following April/May. Students unable to attend a ceremony will be awarded their qualification/certificate in absentia at the Adelaide ceremony. An [Application for award/graduation ceremony attendance form](#) at www.alc.edu.au/academiccourses/graduation/AAGCAF.doc is to be completed and normally lodged by the end of October. Conferral of award/certificate is subject to satisfactory course completion by the specified date and contingent upon payment of all outstanding fees.

Individual units

Under normal circumstances students are required to enrol in a course. However, under special circumstances a student may wish to enrol in individual units [for example, Hebrew and/or Greek]. Such students must meet normal admission requirements for the pertinent course.

Research electives

Research electives provide the student with the opportunity to engage in intensive independent research and reading on a specific topic, under the guidance of a lecturer or a person approved by the Dean of Studies. All proposals for research electives must be discussed initially with the Dean of Studies before arrangements are made with individual lecturers. Normally the work required in a research elective is 4,500 – 6,000 words for an undergraduate student and 6,000 – 8,000 words for a postgraduate student.

Assessment Policy & Procedure

Assessment

Assessment is normally undertaken for each unit in a course. In order that assessment be as open, verifiable and uniform as possible, the following procedures are followed:

- assessment criteria include not only theological knowledge content but also the ability to reflect theologically and the ability to apply theology to issues under consideration;
- assessment is generally made on the basis of assignments, class participation and presentations, and examinations;
- the methods of assessment may vary from unit to unit and may be the result of negotiation between student and lecturer;
- since the system of assessment is designed to fit the unit and its presentation, the lecturer may operate with quantitative, statistical, qualitative, or attitudinal criteria in assigning grades;
- the final grade given for a unit is based on the qualitative assessment of a set amount of work: this is normally 4,500 words per 10 credit points;
- students must normally complete all assessment tasks for a unit before they can be given a final grade

Key to Results

1. Results included in Grade Point Average [GPA]

Grade	Description	Percentage	Grade points
HD	High Distinction	85%– 100%	5
DN	Distinction	75%– 84%	4
CR	Credit	65%– 74%	3
P1	Pass	55%– 64%	2
P2	Conceded Pass	50%– 54%	1
FF	Fail	0% – 49%	0

Grade	Description	Brief explanation	Grade points
IF	Incomplete, Fail	Requirements not completed, and therefore failed <i>[Remains on academic record and transcript]</i>	0
WF	Withdrawn, Fail	Withdrew after academic mid point <i>[Remains on academic record and transcript]</i>	0

Sample GPA calculation:

Unit title	Grade	Grade points [GP]	Credit points [CP]
eg Unit A	Credit	3	10
Unit B	Distinction	4	10
Unit C	Pass 1	2	5

The value for the grade achieved for each unit [GP] is multiplied by the number of credit points [CP] (study load or weighting) for that unit. These weighted grade values are totalled and then divided by the total number of credit points.

$$\text{Calculation} = \frac{(GP \times CP) + (GP \times CP) + (GP \times CP)}{(CP + CP + CP)} = \frac{\sum (\text{Weighted grade values})}{\sum (CP)} = \text{GPA}$$

$$\text{Example} = \frac{(3 \times 10) + (4 \times 10) + (2 \times 5)}{10 + 10 + 5} = \frac{30 + 40 + 10}{10 + 10 + 5} = \frac{80}{25} = 3.2 \text{ GPA}$$

2. Results not included in Grade Point Average [GPA]

Notation & symbols	Description	Brief explanation
AU	Audit	Student attends a unit, not for credit purposes
CG	Credit Given	Credit granted for Recognition of Prior Learning [RPL], Recognition of Current Competencies [RCC] and cross crediting
IC	Incomplete	Not yet completed unit; must be completed within required time or an approved extension granted
PX	Pass, no higher grading available	Used for situations such as thesis examination
RP	Results Pending	Assessment tasks completed; final results to be provided
UP	Ungraded Pass	Successful non-graded completion or special circumstance application
WD	Withdrawn, no academic penalty	Withdrew before academic mid-point, or special permission granted
WT	Withdrawn, Transferred	Withdrew and transferred from one scheduled unit to another on or before the census date
XA	Not to be assessed yet	Assessment not yet required

A student will normally be required to achieve a cumulative grade point average of at least 2.00 to be eligible for their award or degree.

The following criteria are used by ALC lecturers to assess the written work of students:

Pass [P1]

Students will have given evidence that they have:

- undertaken the required core work for the unit
- demonstrated at least an adequate level of knowledge/understanding/competencies/skills required for meeting the unit objectives
- satisfactorily completed required assessment exercises
- attained an adequate knowledge of the content of set texts and reading materials
- demonstrated logical argument and clear presentation with the proper use of evidence to support statements and arguments.

Where students have not successfully met all of the above criteria, but still have completed all of the assessment exercises, they may be granted a **Conceded Pass [P2]**. However, this will not happen if there are serious deficiencies in any of the criteria.

Credit [CR]

Students will have met all of the criteria for the P1 level, and in addition they will have:

- undertaken additional work relevant to the unit
- demonstrated a sound level of knowledge/understanding/competencies/skills required for meeting the unit objectives
- completed required assessment exercises at a proficient standard
- attained a sound knowledge of the content of set texts and reading materials and shown evidence of relevant wider reading
- demonstrated well-organised logical argument and well-structured presentation of material.

Distinction [DN]

Students will have met all of the criteria for the CR level, and in addition they will have:

- undertaken considerable additional work in wider areas relevant to the unit
- demonstrated advanced knowledge/understanding/competencies/ skills required for meeting the unit objectives
- completed required assessment exercises at a high standard
- attained an advanced knowledge of the unit area beyond that contained in set texts and reading materials and have done considerable wider reading
- demonstrated high quality work which shows that the student generally works at a level which is beyond the requirements of the assessment exercise and is developing a capacity for original and creative thinking.

High Distinction [HD]

Students will have met all of the criteria for the DN level, and in addition they will have:

- demonstrated an advanced level of knowledge/understanding/ competencies/skills required for meeting the unit objectives
- completed required assessment exercises at the highest level
- undertaken extensive wider reading in the unit area beyond that which is normally required or expected
- consistently demonstrated high quality work which shows that the student is working at the highest level of achievement expected at this unit level and is demonstrating original and creative thinking.

Fail [FF]

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

This result will remain on the student's academic record and transcript even if the unit is repeated and a passing grade is obtained. This means that the grade point average will always include the 'FF' result.

Assessment requirements

The final grade given for a unit is based on the qualitative assessment of a set amount of work: this is normally 4,500 words per 10 credit points.

Where a unit is assessed through a number of assignments, students must normally submit all assignments to receive a final grade for the unit.

Assignments

Assignments should be prepared following the guidelines set down in the ALC style guide '*Write On!*' The following factors should also be noted carefully.

General

The number and nature of the assignments required for assessment vary from unit to unit. These are determined by the lecturer.

Word limit

The number of words in an assignment should normally be within 10% of the number set.

Presentation

Assignments should normally be typed. In special circumstances, hand-written assignments may be accepted. In both cases care must be taken to eliminate spelling errors.

Due date

Handing in an assignment by the due date is an important aspect in the assessment of the assignment. Even when two assignments are due on the same day, students at tertiary level are expected to plan their work to allow for this.

Assignment submission

Emailed to: assignments@alc.edu.au
Posted to: ALC
Attention: Assignments
104 Jeffcott Street
NORTH ADELAIDE SA 5006
Handed in to: ALC Reception
Faxed to: 08 8267 7350

Assignment/unit extensions

The [Extension Policy & Procedure](#) is on the ALC website at www.alc.edu.au/pdffiles/eppa.pdf.

Students may negotiate assignment extension requests of less than one week directly with and at the discretion of the lecturer. An extension of time exceeding a week may be granted if a request is submitted in writing on the [Extension request form](#) at www.alc.edu.au/studentinformation/Forms/AERFAU.doc. Individual assignment extension applications are to be submitted prior to the assignment due date; applications to extend the time to complete the unit are to be submitted 4 weeks/2weeks prior to end of semester/trimester. Such requests must include the reason for the late submission and a proposed extension date. Decisions are made at the discretion of the lecturer, coordinator or Head of School and will be advised as soon as practicable. On campus trimester/semester units may normally be extended for a maximum of 2 weeks, off campus semester units for a maximum of 4 weeks after the final semester end date, and Lutheran Strand units for a maximum of 2 weeks after the semester end date of the appropriate ALC cooperating university. Where 'special/compassionate or compelling circumstances' apply as per the ALC definition, students may apply in writing for longer negotiated periods not exceeding 1 month after the end of the current academic year. For further deferment of studies, normally students will be asked to withdraw from the unit and be deferred from the course for up to one year as agreed with the pertinent Head of School.

Overdue assignments

Overdue assignments for which an extension has not been granted and assignments submitted after the agreed extension will normally attract a penalty of the equivalent of 10% for every overdue day.

Plagiarism Policy & Procedure

Plagiarism [from *plagiarius*, Latin for 'kidnapper'] is the unacknowledged use of material written by other people or an unacknowledged reworking of previous writing of your own. Students often read passages from authors they enjoy and appreciate, and may wonder how they could possibly say anything as well as others. Nevertheless students need to write as much as possible in their own words, no matter how inadequate they may seem. And wherever students use the words of other writers, or the students own words from a previous essay, students are to ensure that credit is given where credit is due.

Accordingly, all sources of information and ideas used in assignments must be referenced. This applies whether the information is from a book, journal article, the Internet, a previous essay, or a friend's assignment.

If a lecturer finds plagiarism in an assignment, he or she will document the plagiarism for the student and return the assignment for reworking and resubmission.

Should the second attempt at the assignment contain any plagiarism, this will result in an automatic fail on that assignment. Moreover, once one incident of plagiarism has been documented in the ALC student records, any further incident in any assignment submitted at ALC will result in an automatic fail of that assignment.

Each student is asked to certify that the assignment submitted is their own work. Students need to use the assignment cover sheet and declaration.

Resubmission of assignments

Units may be resubmitted for grading at the discretion of the lecturer. However, the following regulations apply:

- where a paper does not conform to the assignment requirements in form or content and where the paper has not been graded, a student may resubmit without prejudice;

- where a student resubmits a paper which has been graded and where written comments have been given by a lecturer, [such as in detected plagiarism cases] such a paper can normally receive a maximum grade of 'P1'.

Auditing units

Students may audit an undergraduate unit at the discretion of the lecturer, and with the approval of the Head of School. [Regular class attendance is required.]

Audit definition

When students attending lectures on campus elect to audit a unit, they have the responsibility to attend classes regularly just as if they were doing the unit for credit. They are not, however, expected to complete the required assignments, nor is the lecturer expected to mark assignments that the student may choose to submit. However, a student may participate in class discussion at the discretion of the lecturer. The student cannot build on the audited unit for credit at a later time in the course, but must repeat the unit in its entirety. If a student wishes to discontinue auditing a unit, he/she is to complete and submit the [ALC Enrolment variation form](http://www.alc.edu.au/enrolments/enrolmentforms/enrolment_variations_form.doc) at www.alc.edu.au/enrolments/enrolmentforms/enrolment_variations_form.doc.

Students may audit a workshop. However, if they wish to change to credit status for that unit, they must complete and submit the [ALC Enrolment variation form](http://www.alc.edu.au/enrolments/enrolmentforms/enrolment_variations_form.doc) at www.alc.edu.au/enrolments/enrolmentforms/enrolment_variations_form.doc prior to the end of the workshop.

Articulation and credit transfer

Direct articulation is possible between the various courses offered by ALC. Students may, for example, proceed from the DipTh to the BTh or BMin using units completed for the DipTh. If appropriate, students may surrender their DipTh in lieu of their higher degree. Students undertaking a masters degree may be recommended, because of superior work, to transfer to a doctoral degree.

Agreements exist with the Flinders University of South Australia and the Australian Catholic University which relate to mutual recognition of units in courses offered by these universities and ALC. Other such arrangements are being negotiated. However, since ALC is an accredited Higher Education Provider, credit transfer for ALC units is normally possible with other tertiary providers on the basis of the regulations of those providers.

Students who have completed units at another accredited tertiary institution corresponding substantially in outcomes, content and standard to equivalent ALC units may apply to the Dean of Studies for credit transfer. Evidence of the units completed at another institution will need to be provided. Evidence provided should be relevant, current [10 years or less], reliable, sufficient and authentic. This will normally include a certified copy of a complete academic record, detailed unit outlines, and if possible, samples of work submitted for assessment or assignment. Credit granted for a unit may be full or partial. Normally credit will be granted in such a way that the majority of units, particularly core units, are completed at ALC. For further details on Recognition of Prior Learning, please consult the policy document [Credit transfer and Recognition of Prior Learning \(RPL\)](#).

Class attendance

Students are expected to attend all scheduled classes. Five unexcused absences from a class will jeopardise the student's standing in the unit.

All apologies for non-attendance are to be forwarded to the Student Records Administrator in the Office of the Registrar. If at all possible, this should be done in writing [email is acceptable]. Students should also inform relevant lecturers if they know in advance of an anticipated absence. If students anticipate being absent for a number of days, this should be approved by the Head of School and will be communicated to the lecturers concerned.

Examinations

Written examinations may be held at the end of a trimester at the discretion of the unit lecturer. Methods of assessment are discussed with students at the beginning of each unit.

Normally examination papers are not returned to students after marking. However, individual lecturers may vary this practice. Students may also request to view an examination paper and its grading. Examination papers are normally kept for six months after the completion of the trimester or semester.

Incomplete units

Any unit not completed by the end of a semester/trimester must be completed, with the permission of the lecturer involved, within two weeks of the end of the semester/trimester for those studying on campus at ALC or cooperating university and within four weeks for those studying off campus through flexible education. If a unit is still incomplete after this extension of time, it shall be classified as IF (Incomplete, Fail). Any request for particular consideration in relation to this rule must be made to the Head of School prior to the end of the extension time and it will then be referred to the teaching staff for determination.

Repeated failures

If a student fails the same unit twice, and no supplementary exam is offered, the student is not eligible to enrol in that unit again. In those cases in which the unit involved is a core unit, the student is normally not eligible to continue in the nominated course.

Supervised unit

When a unit is not available on the application for enrolment form, students may seek permission to undertake the unit as a 'supervised unit'. Students wishing to undertake a supervised unit should consult initially with their Head of School. The unit is then arranged by negotiation with the lecturer and is authorised by the Dean of Studies. In this mode, students are not involved in classroom sessions but meet regularly with the lecturer, working through the unit content as outlined in the unit syllabus.

Supplementary examinations

Supplementary examinations or supplementary work may be allowed in case of failure by a student in an individual unit. Normally, this would involve a recommendation by the lecturer in the unit to the teaching staff and the approval of the proposal by the teaching staff. The highest grade for the successful completion of a supplementary program is normally P1. Supplementary examinations are normally taken in the week before the commencement of the new trimester/semester.

Termination of tuition

Tuition may be terminated if students do not attend for at least 80 per cent of the contact hours scheduled for each trimester of the course. Tuition may also be terminated if students do not maintain a satisfactory academic standard during the course or if course requirements are not met.

If termination occurs for overseas students, they must inform DIMA within 28 days and seek to resolve the situation.

Time limits for completing courses

The maximum time for completion of a course is normally ten years. After ten years, the academic standing of the student will be reviewed and the amount of credit which can be carried forward will be determined by the teaching staff on the basis of changes which have been made to the course over the ten year period.

Unit enrolment

Students may complete the Application for enrolment form for the following year available from end October.

New on campus students may enrol during Orientation Week but are encouraged to do so from the preceding October. If students are unable to attend Orientation Week they are to inform the appropriate Head of School prior to the commencement of Orientation Week/Induction.

Further information in relation to enrolment in specific courses and schools is provided under the regulations for those courses and schools.

Unit workload

For on campus students a 10 credit point unit usually involves four contact hours per week and another eight hours of individual student work per week.

For off campus students studying flexibly, units are normally 10 credit points which involves about 150 hours of private study and assignments of about 4,500 words.

Withdrawal from units

Students wishing to withdraw from a unit are required to complete the [ALC Enrolment variation form](http://www.alc.edu.au/enrolments/enrolmentforms/enrolment_variations_form.doc) at www.alc.edu.au/enrolments/enrolmentforms/enrolment_variations_form.doc and submit it to the Office of Registrar. Depending on the unit involved, approval may be required from the appropriate Head of School, or the Dean of Studies.

Withdrawal without financial penalty

Students who withdraw from their unit or course of study on or before the census date in writing on the [ALC Enrolment variation form](http://www.alc.edu.au/enrolments/enrolmentforms/enrolment_variations_form.doc) will avoid financial penalty. The Head of School grants approval of unit withdrawals before or on the census date for that trimester/semester and informs the Business Office [where approval has been granted]. Students who pay upfront are then eligible to receive a full unit tuition fee refund, and those students who have paid via a FEE-HELP loan will receive a remission of their FEE-HELP debt for that unit.

Withdrawals after the census dates will normally incur full financial penalty. Tuition fees will then not be refunded and the FEE-HELP debt will be retained.

For further information please refer to the [ALC Withdrawal from Studies Tuition Fee Refund Policy](http://www.alc.edu.au/pdffiles/withdrawal_fee_refund.pdf) at www.alc.edu.au/pdffiles/withdrawal_fee_refund.pdf.

Withdraw without academic penalty

Students may withdraw from a unit without academic penalty until the mid point in the unit. After that time, the student will normally incur a WF (Withdrawn, Fail) in that unit.

Note: dates for the appropriate withdrawal procedures are included in the [Academic Calendar](http://www.alc.edu.au/pdffiles/2008_academic_calendar.pdf) at www.alc.edu.au/pdffiles/2008_academic_calendar.pdf.

Calendars, schedules and timetables

Please consult the ALC website at www.alc.edu.au/administration/calendar/ for the following:

Calendars

[Trimester/Semester Dates](#)

[Orientation Week Calendar](#)

[ALC Academic Calendar](#)

[ALC Workshop Calendar](#)

Schedules

[Fee Schedule](#)

Timetables

On Campus at ALC

[Trimester 1](#)

[Trimester 2](#)

[Trimester 3](#)

Strand student timetables

[2008 Strand Timetable – ACU Brisbane Campus, Qld](#) *[Pending website placement]*

[2008 Strand Timetable – ALC North Adelaide Campus, SA](#) *[Pending website placement]*

Fees and Assistance

FEE-HELP

Since ALC has been approved as a Higher Education Provider [HEP], students enrolling in accredited courses are able to apply for FEE-HELP to cover tuition costs for units in those courses. Details are available on request from the Business Office or online at www.goingtouni.gov.au.

FEE-HELP review procedures

Students who have issues relating to FEE-HELP and the re-crediting of debt should consult the [FEE-HELP Review Procedures](http://www.alc.edu.au/pdf/files/alc_fee-help_review_procedures.pdf) at www.alc.edu.au/pdf/files/alc_fee-help_review_procedures.pdf.

Fee schedule

The [2008 Fee schedule](http://www.alc.edu.au/pdf/files/fees.pdf) is available on the ALC website at www.alc.edu.au/pdf/files/fees.pdf. Please contact the Business Office at ALC if you have any queries about fees.

Payment of fees

Fees must be paid before the commencement of the scheduled unit. Students have the options of paying tuition fees upfront, via FEE-HELP or by a combination of upfront and FEE-HELP. Details of the policy are available at www.alc.edu.au/fees.asp

Fee exemptions

Fees for auditing a unit may be waived for spouses of students and staff; for staff; for sessional lecturers and emeriti, at the discretion of the Head of School or Dean of Studies. Any unit taken for credit is to be charged the normal fees.

Refund of fees

Students wishing to withdraw from a unit are required to complete and submit the [ALC Enrolment variation form](http://www.alc.edu.au/enrolments/enrolmentforms/enrolment_variations_form.doc) at www.alc.edu.au/enrolments/enrolmentforms/enrolment_variations_form.doc. Depending on the unit involved, approval may be required from the appropriate Head of School, coordinator or the Dean of Studies. Details of the refund policy are available at [ALC Withdrawal from Studies Tuition Fee Refund Policy](http://www.alc.edu.au/pdf/files/withdrawal_fee_refund.pdf) at www.alc.edu.au/pdf/files/withdrawal_fee_refund.pdf.

Fee protection

Where overseas students have paid fees in advance, these are held in trust funds to ensure that refunds to students can be made.

Austudy/Youth allowance and Abstudy

Austudy/Youth Allowance and Abstudy are available for students studying accredited courses full time at ALC. [Full time for this purpose means at least 75% of the normal full time load.] Letters to support application for Austudy/Youth Allowance or Abstudy are available from the Office of Registrar.

Students need to apply at their nearest Centrelink Office and are required to notify that office if their workload falls below the full time load in any semester/trimester.

Scholarships

Various forms of assistance are provided to individual students through the generosity of individuals in the church including some scholarships for domestic students. Please contact the appropriate Head of School for further details.

Members of the LCA may be eligible to apply to the Standing Committee on Scholarships for financial support for courses offered through ALC. Applications for these scholarships are made through the secretary of the committee. For further information please contact the LCA National Office.

ALC does not have a program of scholarships for overseas students. The scholarships offered for postgraduate study by the Lutheran Church of Australia are currently handled through the office of the Board for Mission. Applications for these scholarships are usually made through the home church of overseas students.

Financial assistance and scholarships

Financial assistance [*for other than tuition fees*] or grants may be available for eligible students upon application and will be considered and determined on the basis of a demonstrated genuine need. Application forms for loans or grants can be obtained from the administrator of the particular school of ALC in which the student is enrolled.

A variety of tuition and other support scholarships may be available from time to time as listed in the ALC Scholarships Schedule. Please enquire with the pertinent Head of School or Dean of Studies as to the *availability and conditions* of scholarships for a particular academic year.

General information

Accommodation

Single accommodation with full board may be available on the campus of ALC in Graebner and Hamann Halls and in Melrose House. Application should be made through the Business Office.

Some married and single accommodation [units and flats] also may be available on the ALC campus and in nearby Catharine Court. Application for allocation should be made as early as possible through the Business Office as there is a high demand for this accommodation.

Allocations generally are determined towards the close of the previous year, so students who anticipate they will have a need for accommodation in the following year should advise the Business Office as soon as possible.

Boarding fees and rent

Boarding fees and rental levels are determined on an annual basis. Details on fees and conditions can be obtained from the Business Office.

Refectory

Meals provided to boarding residents also may be purchased by ALC students. Continental breakfasts are available everyday and hot breakfasts are available on Fridays only during timetabled trimesters. Lunches and dinners offer a wide range of choices of hot and cold foods during timetabled trimesters.

The refectory opens for the academic year at the beginning of ALC's Orientation Week, and closes at the end of the week immediately preceding ordination of Pastoral Theology graduates. For further menu enquiries please consult the refectory notices or refectory staff.

Parking on campus

Parking on campus is monitored by the Adelaide City Council. Permanent and/or temporary permits can be obtained through Reception.

ALC Code of Practice

As a registered and accredited Higher Education Provider [HEP], ALC seeks to provide the best possible learning environment and opportunities for each student and to meet the various obligations which relate to the conditions of registration, especially as set out in the [Code of Practice - Domestic](http://www.alc.edu.au/pdffiles/ALC_Standard_Code_Practice.pdf) at www.alc.edu.au/pdffiles/ALC_Standard_Code_Practice.pdf and [Code of Practice - Overseas](http://www.alc.edu.au/pdffiles/ALC_Code_Practice-Overseas.pdf) at www.alc.edu.au/pdffiles/ALC_Code_Practice-Overseas.pdf.

Student rights and responsibilities

Students are expected to meet all of the requirements relating to their course of study as prescribed in this handbook. This includes required attendance, submission of assignments, and participation in field work. Students are also expected to participate in the worship life of the community and the various activities which are part of their responsibility as members of the ALC community.

Students are expected to show respect and consideration for all members of the community and to conduct themselves at all times in a manner appropriate to the Christian values of the college community. Students are also required to pay fees and charges in accordance with prescribed conditions, inform the college of changes of address, and advise any intention to change their course, including withdrawal from units through the [ALC Enrolment variation form](http://www.alc.edu.au/enrolments/enrolmentforms/enrolment_variations_form.doc) at www.alc.edu.au/enrolments/enrolmentforms/enrolment_variations_form.doc.

Student support

Support for on campus students is provided at a number of levels. Advice, care and counselling, both academic and personal, is provided in the first instance through the Head of School. The Care Group Advisor also has a special role in this area. Students are also encouraged to speak with the Principal on any matter and the Dean of Studies is available for specific course related issues. All lecturers are available for support and counselling. A Community Care-giver, who is not a member of staff, is also available on campus. Peer support is provided through the care groups, both in the regular weekly meeting and through other activities.

Support for overseas students is available through the Overseas Student Supervisor [matters relating to accommodation, general academic advice for undergraduate courses, personal counselling support, etc], and also for specific course related matters for postgraduate students through the Postgraduate Studies Coordinator.

Off campus students are also provided with a number of support options. Students may access support from ALC lecturers and local mentors. They may also participate in various group activities providing support and interaction during their studies. Lutheran Stand students receive support from the ALC campus coordinators.

Visitors

ALC warmly welcomes visitors to its North Adelaide site through out the year. Visitors may include visiting theologians, academics, pastors, teachers, lay people, student and staff spouses, and the Lutheran and wider community. Visitors may attend chapel and classes as negotiated and approved.

Casual visitors are required to announce themselves to reception upon arrival.

Welfare, guidance and support

ALC provides guidance and support for all students.

Please find a detailed list below.

Support type	Contact name	Contact details ALC Phone: 08 8267 7400
Admission and pre-enrolment	Office of Registrar and/or Dean of Studies	dean@alc.edu.au registrar@alc.edu.au student.records@alc.edu.au
Academic support	Head of School	set@alc.edu.au or spt@alc.edu.au or sts@alc.edu.au
Teaching Staff	Unit lecturer/s	Email as advised by your lecturer/s
Care groups [pastoral support]	Care group leader	As advised
Disability support	Head of School	set@alc.edu.au or spt@alc.edu.au or sts@alc.edu.au
Community caregiver	Bronwyn Wilkinson	bronwyn.wilkinson@alc.edu.au
Boarders	Chaplain as advised annually	
Boarding house supervisors [for overseas students who board at ALC]	1 female and 1 male student nominated and advised annually	
Financial information and advice	Neil Kirk Business Administrator	kirk.neil@alc.edu.au

Additional Support Services

Service type	Personnel	Contact phone/fax	Contact address/email
Counsellors	Various	08 8223 4144 appointments 08 8223 4566	Relationships Australia 55 Hutt Street ADELAIDE SA 5000
	Rev Dr Phil Carr	08 8271 6817 08 8373 4611	Malvern Centre for Counselling 44 Marlborough Street MALVERN SA 5061 [home] 37 Churchill Avenue CLARENCE PARK SA 5034
	Various	08 8305 9200	Anglicare St Barnabas 18 King William Road NORTH ADELAIDE SA 5006
	Wayne Maddox, Wendy Hampel, Addi Stark [General and marriage counselling]	08 8269 9300	Lutheran Community Care 307 Prospect Rd BLAIR ATHOL SA 5084 PO Box 288 KILBURN SA 5084
Educational/ Learning Difficulties	Ms Joanna Blenkiron BA GradDip(PsychPrac) MA(ClinPsych)	08 8396 7345	
Psychiatrist	Dr Kenneth Fielke	08 8303 1111	Glenside Campus 226 Fullarton Road FULLARTON SA 5063
Psychologists	Richard Branford [psychometric assessment 15PF]	08 8403 3700	Lee, Hecht and Harrison Career Management Specialists 1-5 Wakefield Street ADELAIDE SA 5000
	Mr John Hunt BA(Hons) (Adel) 1970, M AppPsych (Adel), DipEd, MA	08 8361 9411	64 Palmer Street NORTH ADELAIDE SA 5006
	Mr Matthew Swift [16PF and CAQ Clergy stress & burnout]	0401 665 877	matthew.c.swift@gmail.com
	Dr Paul Whetham [Clergy health and wellbeing]		Lecturer in counselling UniSA, City East Campus North Terrace ADELAIDE SA 5000
General Medical Practitioner	Dr C K Bennett	Ph 8267 1061 Fax 8267 5034	6/147 Ward Street NORTH ADELAIDE SA 5006
Physiotherapist	Penny Hannam		6/147 Ward Street NORTH ADELAIDE SA 5006

Löhe Memorial Library

Löhe Memorial Library was established primarily to support ALC schools and courses but also supports the work of the Lutheran Church of Australia, pastors, church workers and Lutheran congregations and schools.

The library also serves subscribing external borrowers and libraries throughout Australia and New Zealand.

Contact

Ph: +61 [0]8 8267 7376
Fax: +61 [0]8 8267 7384
Email: library@alc.edu.au
Web address: www.alc.edu.au/library/

Access

Opening Hours

Monday to Friday 9:00am – 5:00pm
Saturday 2:00pm – 5:00pm during ALC trimesters

Reading and study space is available throughout the library.

Requests for resources to be dispatched by post or for renewal of borrowed items can be directed to the library email address library@alc.edu.au or by phoning the Circulation Desk on [08] 8267 7376.

Access to catalogue

The library catalogue is available for searching through the library website. The address is www.alc.edu.au/library/Catalogue/. Fields available for searching include author, title, subject, keywords and contents. Users may place their own hold, create their own book lists and browse lists of new acquisitions.

The library staff undertake the backup of the database from 8:30am to 9:30am CST Monday to Friday so the catalogue is not available at this time.

Borrowing

The standard borrowing limit is twenty items for a one month period with two renewals. External delivery mode students have longer borrowing periods.

Reserve books [identified by a blue spot on the spine] are located next to the Circulation Desk and may be borrowed for a period of four hours during the day, and overnight after 1:00pm but must be returned by 10:00am the next day. Short term loans [red spot] are available for seven days with two renewals.

Periodicals, reference books and rare books are not available for loan but may be used within the library. Borrowed items must be returned or renewed on or before the due date. Fines are imposed at the rate of 55¢ a day for overdue items [55¢ an hour for Reserve items]. Bans on borrowing are imposed on persistent defaulters. Overdue notices are delivered by post or email and the library should be notified immediately of changes of address.

The online catalogue enables you to place holds online. Requests for resources to be dispatched by post or for renewal of borrowed items can be directed to the library email address library@alc.edu.au or by phoning the Circulation Desk on [08] 8267 7376.

Information services

Reference services

Library staff provide orientation sessions and training on catalogues and databases. Staff at the front desk will assist in locating reference aids and resources.

The library provides personal computers for catalogue and CD-ROM searching, internet access, word processing and electronic mail.

The library provides user access to a photocopier with a rechargeable card system.

Online databases

Journal indexes and full text databases are available via the library web pages

Collections

Main library collection

The Main collection is classified according to the Union Theological Seminary [Petree] classification. Printed guides are available. Staff will provide additional assistance.

Major subject areas

- Biblical studies
- Patristics
- Church history
- Reformation studies
- Lutheranism
- Systematic theology
- Comparative religion
- Missiological studies
- Pastoral and practical theology
- Christian art and architecture
- Education

Pastoral and practical theology holdings are extensive, with resources in a number of formats, with supplementary collections in psychology, counselling, homiletics and spirituality. A new area of collection development is faith community nursing.

Missiology and evangelism resources have been developed with a particular focus upon Melanesia and aboriginal church work. A substantial collection of worship and liturgical resources is being expanded to support developments in this area particularly with software, recordings and other non-book liturgical resources.

The library contains an extensive reference collection of major series in both German and English. One of the special strengths of the library is the works of Martin Luther. The Weimar edition [the major German publication] and several sets of English language series are held, as well as the CD-ROM version.

The library includes resources to support higher degree course research work in education, particularly Christian studies, religious education and leadership in schools.

Periodicals

The library's periodicals collection contains an extensive range of titles in the major subject areas.

The library offers electronic access to some titles and to full text databases.

Reference

The library holds an extensive collection of reference tools, including encyclopedias, atlases, directories, dictionaries, lexicons, concordances and multi-volume series such as the English language edition of Luther's Works [55 volumes], and the specialised liturgical resources developed by the Lutheran Church of Australia Commission on Worship. In addition a large

number of CD-ROMs are used for research purposes and the library continues to expand access to electronic indexes and abstracting services.

Special collections

Resource Centre

The main collection is supported by the Resource Centre which contains material for congregational bible study, pastoral care and catechesis.

Christian Studies Collection

This collection provides teaching and learning resources to support Christian education and LIFE curriculum in Lutheran schools. The strength of the collection has been holdings suitable for work with preschool, junior primary and middle primary children. The collecting focus has shifted in recent times to support work with middle school, adolescents and young people, and these resources can be used in a variety of settings [e.g. church youth groups, church camps, Christian studies in schools, Sunday schools and small groups].

Media

All non-book formats have been placed in the Media Collection, including sets of audio-tapes, CD's, DVD's, video cassettes and kits on many topics.

Rare books

One of the highlights of the library holdings is the collection of pre-1800 imprints, dating back to 1521. These items support research into Reformation studies, biblical theology and liturgics. Some items are also held which relate to the early development of the Lutheran churches in Australia. In addition the special collections contain significant aboriginal studies material. Access to these collections is limited.

Luther Medallions and Numismatic Collection

The numismatic collection is another treasure of this library, with Luther medals and medallions displayed in cabinets on the first floor. The oldest medals/medallions date back to 1521.

Directory

Teaching staff

Full time teaching staff		
Name	Qualifications/Awards/Professional Associations	ALC position
Bartsch Malcolm	BA DipEd MA(Th&Ed) EdD <i>MACEL</i>	Head of School of Educational Theology
Haar Stephen	BTh BAHons GradDipEd PhD	Academic Dean
Hassold Michael	BTh GradDipRE MTh(Hons) DD <i>MACE</i>	Principal
Jaensch Andrew	BTh BEdSt GradCertTESOL	Campus Coordinator ACU Qld
Jennings Meryl	BA(Hons) DipT(SecGen) GradDipReadingEd GradDipTh(Ed) MEdSt <i>MACE</i>	Head of School of Theological Studies; Lutheran Strand Coordinator, Flinders University
Kleinig John	BA(Hons) MPh(Cantab) PhD(Cantab) DD	Dean of Chapel
Lockwood Gregory	BA BEd STM ThD	Vicarage Coordinator
Lockwood Peter	BA DipEd ThD	Editor, Lutheran Theological Journal
Pfeiffer Andrew	BA BTh STM PhD	Head of School of Pastoral Theology
Pietsch Stephen	BTh	Lecturer
Silcock Jeffrey	BA BTh STM ThD	Postgraduate Research Coordinator
Zweck Dean	BA GradDipEd STM DTh	Vice Principal, Field Education Coordinator [lay ministry strand students] and Overseas Student Supervisor
Consultants		
Franck Ursula	BEd MEd(TESOL) DipFrontlineMgmt DipTrng&AssessSyst DipBusAdmin	Executive Dean
MacDonagh Blan	BA(Hons) DipEd DipLib GradCertTheol GradCertTESOL	Library Manager

Casual part time lecturer

Kempe Robert	BTh MTh
--------------	---------

Approved sessional lecturers

Albrecht Paul	<i>AM Ordination certificate</i>
Anker Matthew	BEd BTh GradDipMin
Close Peter	BScHons BTh PhD
Cooper Adam	BTh GradDipMin PhD
Ernst Allie	BSc BTh
Guilfoyle John	BBA MDiv
Hunter Roger	CertEd BEd MEd(Hons) EdD <i>FACE</i>
Jansons Linards	BTh GradDipMin DipT DipLEd
Jericho Adrienne	BA DipEd GradDipHealthEd MAEd(Admin) EdD <i>FACE</i>
Kitson Adrian	BA(Youth Work) BTh GradDipMin
Marks Ian	BTech GradDipT MEd(Admin) GradDipTh(Ed) PhD <i>MACE</i>
Mayer Michael	BSc(Hons) BTh GradDipRE
McLean Andrew	BTh GradDipMin

Approved sessional lecturers	
Pearce Fraser	BA MA BTh GradDipMin
Schultz Stephen	BA BTh GradDipMin
Sellers Robert	BA BSc GradDipEd MLitt
Stiller Keith	<i>Ordination certificate</i>
van Loon Antonia	DipAppSc BNurse MNurse PhD

Emeriti	
Albinger Kenneth	AA BSEd MEdSt EdD <i>MACE AMACEL</i>
Cooper Marlene	AMusA DipT GradDipTh(Ed) GradDipEd(RE) MEd(RE)
Koch John	BA MDiv MA(EdAdmin) STM ThD
Leske Elmore	BA DipEd MA(Cantab) DD
Mayer Rolph	BA DipEd STM
Pfitzner Victor	BA DTh
Renner Erich	BA DipEd DTh
Schild Maurice	BA DTh
Strelan John	ThD
Wegener Malcolm	BA DipT(Sec) MEdSt
Weiss Noel	DipREd TheoSchol STM

General staff

Administration staff		
Blacker Bruce	<i>MCSE ASE</i>	Information Technology Officer
Franck Ursula	BEd MEd(TE SOL) DipFrontlineMgmt DipTrng&AssessSyst DipBusAdmin	Executive Dean
Fournier Janise		Executive Assistant to Principal
Goegan Ines	DipOfficeManagement	School of Educational Theology Administrator
Kirk Neil	BBus(Acc) AASA	Business Administrator
Lieschke Juanita		Registrar
Moss Rosemary		Receptionist
Simpanen Paula		Business Office Assistant
Wallent Jan	BA	Quality & Information Coordinator
Whybrow Nicole		Assistant Registrar
Wurst Joy		School of Pastoral Theology and School of Theological Studies Administrator
		Deans' Administrator
		Quality Information & Web Administrator

Library staff		
Cooper Chris		Library Assistant (voluntary)
Gent Lavinia	BA(Lib&Inf Mgt)	Liaison Librarian
MacDonagh Blan	BA(Hons) DipEd DipLib GradCertTheol GradCertTESOL	Library Manager
Schaefer Trevor	BA(Hons) DipEd BTh	Circulation Services Librarian
Zweck-Silcock Pam	DipLibInfServ DipTh(Counsel)	Acquisitions Librarian

Support services staff
Cleaning staff
Pickett Marilyn
Rowland Carol
Maintenance staff
Jenke Roger [Maintenance Coordinator]
Richmond John
Refectory staff
Bihet Diane
Richmond Roz
Sander Carolyn
Wegner Monika [Refectory Manager]

*All ALC position descriptions are published internally on the Quality at ALC Staff Intranet.

Board and sub committees

Board executive	
Leslie Peter [Chair]	MBBS, MHA, FRACMA, AFACHSA
Altus David [Secretary]	BTh
Jaensch Timothy [Vice chair]	<i>Ordination certificate</i>
Pedler Ruth	
Principal [Consultant]	
<i>Fournier Janise [Minute Secretary]</i>	

Board of Directors	
Leslie Peter [Chair]	MBBS, MHA, FRACMA, AFACHSA
Altus David [Secretary]	BTh
Gogoll David	BTh
Hunter Roger	CertEd BEd MEd(Hons) EdD <i>FACE</i>
Jaensch Timothy [Vice chair]	<i>Ordination certificate</i>
Kloeden Sue	DipT BEd GradDipThEd MEdS MEd AAIM AACEL
Pedler Ruth	BAcc
Nivala David	BComm BE(Mech) CPA CPEng
Stuart-Adams Melinda	BA LLB
Principal [Consultant]	
Semmler Mike	
<i>Fournier Janise [Minute Secretary]</i>	

Management team executive	
Hassold Michael [Chair]	Principal
Franck Ursula	Executive Dean
Kirk Neil	Business Administrator
Zweck Dean	Vice Principal, Field Education Coordinator [lay ministry strand students] and Overseas Student Supervisor
<i>Fournier Janise [Minute Secretary]</i>	

Management team	
Hassold Michael [Chair]	Principal
Franck Ursula	Executive Dean
Jennings Meryl	Head of School of Theological Studies; Lutheran Strand Coordinator, Flinders University
Kirk Neil	Business Administrator
MacDonagh Blan	Library Manager
Pfeiffer Andrew	Head of School of Pastoral Theology
Zweck Dean	Vice Principal, Field Education Coordinator [lay ministry strand students] and Overseas Student Supervisor
Bartsch Malcolm	Head of School of Educational Theology
Student representative	Elected annually
<i>Fournier Janise [Minute Secretary]</i>	

Internal committees/working groups

Academic Administration Group	
Franck Ursula	Executive Dean
Goegan Ines	School of Educational Theology Administrator
Lieschke Juanita	Registrar
Wallent Jan	Quality & Information Coordinator
Whybrow Nicole	Assistant Registrar
Wurst Joy	School of Pastoral Theology and School of Theological Studies Administrator
tba	Deans' Administrator
tba	Quality Information & Web Administrator

Administration Working Group	
Fournier Janise	Executive Assistant to Principal
Franck Ursula	Executive Dean
Goegan Ines	School of Educational Theology Administrator
Lieschke Juanita	Registrar
Moss Rosemary	Receptionist
Simpanen Paula	Business Office Assistant
Wallent Jan	Quality & Information Coordinator
Whybrow Nicole	Assistant Registrar
Wurst Joy	School of Pastoral Theology and School of Theological Studies Administrator
tba	Deans' Administrator
tba	Quality Information & Web Administrator

ICT working group	
Franck Ursula [Chair]	Executive Dean
Blacker Bruce	Information Technology Officer
Kirk Neil	Business Administrator
Lieschke Juanita	ParadigmEMS Administrator
MacDonagh Blan	Library Manager
Silcock Jeffrey	Postgraduate Research Coordinator

ICT working group	
Wallent Jan	Quality & Information Coordinator
Student representative	Elected annually
tba	Quality Information & Web Administrator

Learning and Teaching Committee	
Bartsch Malcolm [Chair]	Head of School of Educational Theology
Franck Ursula	Executive Dean
Haar Stephen	Academic Dean
Kempe Robert	Lecturer
Jennings Meryl	Head of School of Theological Studies; Lutheran Strand Coordinator, Flinders University
Kleinig John	Dean of Chapel
Student representative	Elected annually

Library committee	
Silcock Jeffrey [Chair]	Teaching Staff representative
Burger Pauline	Professional representative
Hassold Michael	Principal
Kirk Neil	Business Administrator
Lockwood Gregory	Vicarage Coordinator
MacDonagh Blan	Library Manager
Schaefer Trevor	Library Staff representative
Bartsch Malcolm	Head of Department representative
Student representative	Elected annually

Lutheran theological journal editorial committee	
Lockwood Peter	Editor
Jennings Meryl	
Lockwood Gregory	
Zweck Dean	

Occupational health, safety and welfare committee	
Kirk Neil [Chair]	Business Administrator
tba	
tba	
tba	

Postgraduate course committee	
Silcock Jeffrey [Chair]	Postgraduate Course Coordinator, Head of Theological Department
Franck Ursula	Executive Dean
Haar Stephen	Academic Dean
Bartsch Malcolm	Head of Education Department
Kleinig John	Head of Biblical Department
Pfeiffer Andrew	Head of Pastoral Department
Student representative	Elected annually

Quality Assurance Team [core implementation group]	
Franck Ursula [Chair]	Registrar
Blacker Bruce	Information Technology Officer
Fournier Janise	Executive Assistant to Principal
Lieschke Juanita	Registrar
Wallent Jan	Quality & Information Coordinator
tba	Quality Information & Web Administrator
Student representative	Elected annually

External Committees

Academic Standards Advisory Committee	
van Wageningen Brian [Chair]	Higher Education representative
Downs Stephen	University representative
Mickan Peter	University representative
Elected annually	Student representative
Haar Stephen [Consultant]	Academic Dean
Franck Ursula [Consultant]	Executive Dean
<i>Lieschke Juanita [Minute Secretary]</i>	

Ethics & Human Research Committee	
Silcock Jeffrey [Chair]	Internal Academic representative
Franck Ursula	Internal Academic representative
Haar Stephen	Academic Dean
Hoffman Kay	Solicitor representative
Lindner John	Lay representative
Lockwood Gregory	Minister of Religion
Mickan Peter	Research representative
Pfitzner Lois	Lay representative
Pollnitz Robert	Medical representative
Student representative	Elected annually
<i>Lieschke Juanita [Minute Secretary]</i>	

Additional Committees

Women's Auxiliary	
Teusner Shirley [President]	
Allen Val [Secretary]	
Hall Melva	
Helbig Chris	
Pfeiffer Faye [Treasurer]	
Wedding Desma [Vice President]	
Student representative	
Principal [Consultant]	
Business Administrator [Consultant]	
Facilities Maintenance Coordinator [Consultant]	

**All ALC Committee Terms of Reference are published internally on the Quality at ALC Staff Intranet.*

ALC Institution and Course Codes

ALC issues accredited courses under authority of the Training and Skills Development Act 2003 are recognised within the Australian Qualifications Framework.

80 credit points [CP] is a standard full time load for one year of study based on 8 x 10 credit point units.

Undergraduate courses

Course	Course ID	CRICOS code	Current Accreditation Period
Diploma in Theology [DipTh]	39967	056451K	01/01/2006 - 31/12/2010
Diploma in Theology (Counselling) [DipTh(Counsel)]	40678	056453G	01/01/2006 – 31/12/2010
Diploma in Theology (Education) [DipTh(Ed)]	40677	056452J	01/01/2006 – 31/12/2010
Bachelor of Ministry [BMin]	36735	050844G	01/01/2004 – 31/12/2008
Bachelor of Theology [BTh]	36732	006924G	01/01/2004 – 31/12/2008
Bachelor of Theology (Honours) [BTh(Hons)]	36733	036399G	01/01/2004 – 31/12/2008
Bachelor of Theology and Bachelor of Ministry [BTh/BMin] (combined degree)	36734	050929C	01/01/2004 – 31/12/2008

Course	Course ID	CRICOS code	Current Accreditation Period
Graduate Certificate in Education [GradCertEd] EFTSL = 6 months	40679	056458C	01/01/2006 – 31/12/2010
Graduate Certificate in Religious Education [GradCertRE] EFTSL = 6 months	40680	056459B	01/01/2006 – 31/12/2010
Graduate Diploma of Theology in Education [GradDipTh(Ed)]	39966	056455F	01/01/2006 – 31/12/2010
Graduate Diploma of Theology in Faith Community Nursing [GradDipTh(FCN)]	39965	056454G	01/01/2006 – 31/12/2010
Master of Education [MEd]	39968	056456E	01/01/2006 – 31/12/2010
Master of Education (Research) [MEd(Research)]	40675	056457D	01/01/2006 – 31/12/2010
Master of Ministry [MMin]	36737	036402G	01/01/2004 – 31/12/2008
Master of Theology [MTh]	36736	007838G	01/01/2004 – 31/12/2008
Doctor of Ministry [DMin]	36739	036400J	01/01/2004 – 31/12/2008
Doctor of Theology [DTh]	36738	036401G	01/01/2004 – 31/12/2008

ALC institution codes

RTO code : 90032 National code : 2287CRICOS Provider No : 00707J DEST/HEP code : 4342

ALC Definitions

Academic year – off campus	The academic year for the off campus students consists of two semesters. Normally students commence semesters in February and/or July as per the academic calendar.
Academic year – on campus	The academic year for the on campus delivery mode consists of three trimesters of approximately twelve weeks each. The Orientation Week is normally the first week of February with lectures beginning in the second week of February as per the scheduled unit commencement dates. The final week of the academic year is normally the last week of November with Graduation normally occurring at the end of that week.
Candidate	A student who has met all of the entry requirements of the school and has been accepted by the appropriate Head of School through the admissions and application for enrolment process.
Concurrent studies	Theological units undertaken at ALC while a student is completing studies at another university or educational institution.
Course	A prescribed set of units [the Course Requirements] normally leading to a degree or award.
FEE-HELP	Government financial assistance in the form of the Fee Paying Higher Education Loan Program for students, which is available for all units which are part of an accredited course.
Full time student	A student who enrolls in 75% or more of the semester or 66% or more of the trimester for a course over the period of an academic year.
Head of Department [HoD]	The lecturer responsible for course content and unit curriculum content
Head of School [HoS]	The lecturer responsible for the school and for general academic, vocational and administrative oversight of the particular course of studies and the students in that school.
Higher Education Provider [HEP]	A Higher Education Provider is an educational institution recognised by the Commonwealth as having met all the standards and requirements under the Higher Education Support Act [HESA] 2003 to be eligible to make FEE-HELP available to its students.
Lutheran Strand units	Units which are provided by ALC as part of the initial teacher education programs of other cooperating universities
Mode of delivery	'Mode' refers to the method of delivery at unit level. Units are currently available on campus [OC]; Coursework [C]; Online [OL], Mixed [M], Supervised [S]. Some units may also be undertaken as 'supervised units' or 'research electives'.
Non Award student	Non Award student status is normally granted to students who audit a unit/s and do not study any units for credit.
Off campus [External delivery mode]	The delivery of units and courses off campus [ALC, North Adelaide Campus].
On campus [Internal delivery mode]	The delivery of units and courses on campus [ALC, North Adelaide campus].
Part time student	A student who enrolls in less than 75% of the semester or less than 66% of the trimester for a course over the period of an academic year
Postgraduate courses	Postgraduate courses are taken after completing an undergraduate degree and are completed by course work and/or research. ALC offers the GradCertEd, GradCertRE, GradDipTh(Ed), GradDipTh(FCN), MEd, MEd(Research), MMin, MTh, DMin and DTh postgraduate degrees.

Supervised unit	Where a unit is not scheduled for the particular academic year required, a student may undertake the unit with the permission of the lecturer as a supervised unit working directly with the lecturer.
Theological schools	One of the three prescribed sequences of study and other requirements through which students prepare for ministry in the LCA: School of Pastoral Theology [SPT], School of Educational Theology [SET], School of Theological Studies [STS].
Theological schools curriculum	All of the requirements which must be completed for a student to be deemed eligible to graduate from the particular school and to enter the service of the LCA as a pastor, teacher or lay worker.
Unit of study	A subject or unit that a person may undertake as part of a course of study normally leading to a higher education award.

Glossary of acronyms, initials and abbreviations

General	
AFCC	Assurance Fund Contributions Criteria
AIP	Approved information for providers
AP	Additional Premium [ESOS]
AQF	Australian Qualifications Framework
AQTF	Australian Quality Training Framework
ARC	Annual Registration Charge
ARF	Australian Recognition Framework
ATO	Australian Taxation Office
AUQA	Australian Universities Quality Agency
BP	Base Premium [ESOS]
CAN	Commonwealth Assistance Notice
CHESSN	Commonwealth Higher Education Student Support Number
CoE	Confirmation of Enrolment
CoD	College of Directors [Education]
COPHE	Council of Private Higher Education Inc
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
CRP	Contributions Review Panel
DEST	Department of Education, Science and Training [Commonwealth]
DESTPAC	Department of Education, Science and Training Package [for submission of DEST data]
DFEEST	Department of Further Education Employment Science and Technology [State]
DIAC	Department of Immigration and Citizenship
ECAF File	Electronic Commonwealth Assistance Form File
EMS [ParadigmEMS]	Educational Management System [for student records; web-based]
EFTSL	Equivalent full time student load
EN	Entitlement Number
ESOS	Education Services for Overseas Students
FEE-HELP	Fee Higher Education Loan Program
FTE	Full time equivalent
HEIMS	Higher Education Information Management System
HEP	Higher Education Provider
HESA	Higher Education Support Act
ITEP	Initial Teacher Education Program
IELTS	International English Language Testing System
JCHE	Joint Committee on Higher Education
MCEETYA	Ministerial Council on Education, Employment, Training and Youth Affairs
ME	Ministerial Exemption
PAM	Primary Assurance Mechanism
PEO	Principal Executive Officer
PRISMS	Provider Registration and International Students Management System
RFI	Request for Information
RTO	Registered Training Organisation
SLE	Student Learning Entitlement

TAC	Tertiary Admissions Centre
TAS	Tuition Assurance Scheme
TFN	Tax File Number
VET	Vocational Education and Training

Lutheran Church acronyms	
BfM	Board for Mission
BLEA	Board for Lutheran Education Australia
CTICR	Commission on Theology and Inter-Church Relations
CoP	College of Presidents
DLM	Department of Lay Ministry
DWM	Department of World Mission
GCC	General Church Council
LCA	Lutheran Church of Australia
LEA	Lutheran Education Australia

Degree and Award abbreviations [ALC]	
BMin	Bachelor of Ministry
BTh	Bachelor of Theology
BTh/BMin	Bachelor of Theology and Bachelor of Ministry
BTh(Hons)	Bachelor of Theology (Honours)
DipTh	Diploma in Theology
DipTh(Counsel)	Diploma in Theology (Counselling)
DipTh(Ed)	Diploma in Theology (Education)
DMin	Doctor of Ministry
DTh	Doctor of Theology
GradCertEd	Graduate Certificate in Education
GradCertRE	Graduate Certificate in Religious Education
GradDipTh(Ed)	Graduate Diploma of Theology in Education
GradDipTh(FCN)	Graduate Diploma of Theology in Faith Community Nursing
MEd	Master of Education
MEd(Research)	Master of Education (Research)
MMin	Master of Ministry
MTh	Master of Theology
<i>For abbreviations used to record grades, please consult Assessment Policy & Procedure section.</i>	

Abbreviations for ALC Staff, Offices and Roles	
AA	Administrative Assistant
ACL	Aged Care Liaison
AD	Anglican – Lutheran Dialogue
ALC	Australian Lutheran College
AL	Acquisitions Librarian
AML	Aboriginal Ministry Liaison
AK	Architriklinos
BTD	Biblical Theology Department
BA	Business Administrator
BIB	Biblical

BO	Business Office
BOA	Business Office Assistant
BOS	Business Office Supervisor
Board	Board of Directors ALC
BSPM	Board of Support for Pastoral Ministry
CAA	Coffee Addicts of ALC
CITEPQ	Coordinator Initial Teacher Education Program Qld
CITEPSA	Coordinator Initial Teacher Education Program SA
CITEPV	Coordinator Initial Teacher Education Program Vic
CCJSA	Counsel of Christians & Jews SA
DFESET	Director Field Education SET
DFESPT	Director Field Education SPT
DFESTS	Director Field Education STS
DoS	Dean of Studies
DVP	Deputy Vice Principal
DoV	Director of Vicarage
EAP	Executive Assistant to the Principal
EDU	Educational
ELTJ	Editor Lutheran Theological Journal
ETD	Educational Theology Department
FE	Flexible Education
FEA	Flexible Education Administrator
HIS	History
HoD	Head of Department
HoDB	Head of Department Biblical [BIB; LAN; RES]
HoDE	Head of Department Educational [EDU; RES]
HoDP	Head of Department Pastoral [PAS; NUR; RES]
HoDT	Head of Department Theological [THE; HIS; RES]
HoS	Head of School
HSTD	History and Systematic Theology Department
ITO	Information Technology Officer
L	Library
LAN	Language
LL	Liaison Librarian
LM	Library Manager
LTJ	Lutheran Theological Journal
MC	Maintenance Coordinator
MT	Management Team
MTE	Management Team Executive
NUR	Nursing
OD	Orthodox – Lutheran Dialogue [LWF]
OR	Office of Registrar
OP	Office of Principal
OSS	Overseas Student Supervisor
P	Principal
PAS	Pastoral
PCC	Postgraduate Course Committee
PTD	Pastoral Theology Department

PSC	Postgraduate Studies Coordinator
QAT	Quality Assurance Team
QATCIG	Quality Assurance Team Core Implementation Group
R/Reg	Registrar
RES	Research
RC	Retreat Coordinator
Rec	Receptionist
RM	Refectory Manager
RCD	Roman Catholic – Lutheran Dialogue
SO	Serials Officer
SET	School of Educational Theology
SETA	School of Educational Theology Administrator
SMILE	Students Majoring In Lutheran Education
SPT	School of Pastoral Theology
SPT&STSA	School of Pastoral Theology & School of Theological Studies Administrator
STS	School of Theological Studies
SRA	Student Records Administrator
TD	Theological Department
THE	Theological
TS	Teaching Staff
UCD	Uniting Church – Lutheran Dialogue
VC	Vicarage Coordinator
VP	Vice Principal

Higher Education Student Administration Glossary

The definitions in this glossary are intended to provide a general understanding of key concepts for ALC purposes. Many of these concepts have more precise definitions, which are detailed in the Act, HESA guidelines or the *Administrative information for providers* [AIP].

Term	Definition
Accreditation	Formal recognition of a course by a State or Territory body in line with the <u>Standards for State and Territory Registering/Course Accrediting Bodies</u> . Accreditation is the process by which a course or training program is officially recognised and approved under the Australian Quality Training Framework. Course accreditation in South Australia is carried out in accordance with the accreditation guidelines as approved by the Training and Skills Commission. All ALC award courses are accredited.
Act [the Act]	The Higher Education Support Act 2003.
AIP [<i>Administrative information for providers</i>]	A reference manual that helps providers interpret and implement requirements of the Act and associated guidelines.
Bonus	A part of the person's debt that is cleared when a student pays their outstanding debt in full or makes a voluntary repayment of \$500 or more to the Tax Office [47.2].
Bridging course for overseas-trained professionals	A course for overseas-trained professionals who are seeking to meet the formal requirements for entry into their profession in Australia [44.5].
Census date	The date on which a student's enrolment is taken to be finalised [9]. FEE-HELP debts are incurred and SLE is consumed on census dates. Students must make their up-front payments and submit their request/s for Commonwealth assistance by the census date.
Commonwealth Assistance Notice [CAN]	A notice that contains information about a student's enrolment and use of Commonwealth assistance. Providers must issue a CAN to each of their Commonwealth assisted students within a certain timeframe [12].
Commonwealth Higher Education Student Support Number [CHESSN]	A unique identifier for each student that accesses Commonwealth assistance for higher education [51.1].
Compulsory repayments	Repayments that FEE-HELP debtors must make on their FEE-HELP debt once their income exceeds the minimum threshold for compulsory repayments [47.1].
Course load	The minimum aggregated EFTSL value of units of study required to complete the course of study [1.5.1 of the SLE guidelines].
Course of study	A course of study leading to a higher education award, a recognised combined or double degree leading to one or more higher education awards or an enabling course [6.1].
Cross institutional program	A program of study comprising a unit or a set of units of study being undertaken with one provider [the host provider] as part of a course of study for which the student is enrolled with another provider [the home provider]. There are a number of other criteria that must be met for a programme to be considered cross-institutional [17.1].
Domestic student	A student who is an Australian citizen, a New Zealand citizen or the holder of a permanent visa [5.1].
Equivalent full time student load [EFTSL]	One EFTSL is a measure of the study load, for a year, of a student undertaking a course of study on a full time basis [10.1].
FEE-HELP	A loan scheme to help eligible non-Commonwealth supported students pay their tuition fees [44.1].

FEE-HELP balance	The amount of FEE-HELP that a student may access at a given point in time. The FEE-HELP balance is the FEE-HELP limit minus the amount of FEE-HELP that a student has used up to a certain point in time [44.6].
FEE-HELP limit	The maximum amount of tuition fees [indexed annually from 2005] that a student can receive a FEE-HELP loan for over their lifetime [44.6].
Fee paying student	A domestic student who is not Commonwealth supported for a unit of study. Fee-paying students pay tuition fees. Fee-paying students are also known as 'non-Commonwealth supported students' [33].
HESA	Higher Education Support Act 2003.
Higher Education Information Management System [HEIMS]	An electronic information system that will provide students and higher education providers with a range of relevant information, such as the availability and usage of Commonwealth assistance by students and information on programme management reporting [56].
Higher Education Loan Program	A loan program to help eligible students pay student tuition fees FEE-HELP [42].
Higher education provider	Universities and higher education institutions listed in subdivision 16-B of HESA and providers as determined by the Minister under section 16-35 of HESA.
Higher Education Student Collection	A statistical data collection that contains data on the characteristics of higher education students in Australia. Providers submit data on their students to DEST, which is responsible for the specification, collection, collation, validation and interrogation of the data [48].
Incidental fees	Fees that are additional to student contributions or tuition fees and are for goods or services that are related to studies [20].
Indexation	Annual adjustments made to Commonwealth contributions, maximum student contributions, FEE-HELP debts and repayment thresholds to maintain their real value. Loan fee: a fee that applies to all undergraduate FEE-HELP loans [44.9].
Non award basis	When a student is enrolled in a unit or units that are not as part of an award course of study [8.1].
Non commonwealth supported student	A domestic student who is not Commonwealth supported for a unit of study. Non-Commonwealth supported students generally pay tuition fees. Non-Commonwealth supported students are also known as 'fee-paying students' [33].
Overseas student	Any student who is not a domestic student [38].
Permanent humanitarian visa holder	A student who holds a visa of one of the subclasses listed in Table 1 of Appendix I of the <i>AIP</i> .
Permanent visa holder	A student who holds a visa of one of the subclasses listed in Table 2 Appendix I of the <i>AIP</i> .
Postgraduate course of study	A course of study that leads to the award of a graduate certificate, graduate diploma, masters degree or doctorate.
Provider	A higher education provider.
Recrediting	A practice where a student's FEE-HELP balance or SLE is re-credited because of special circumstances [64]. What constitutes 'special circumstances' for the purposes of re-crediting is detailed in the Act [65.4].

Registration	<p>Higher education provider approval under HESA compliance. All training organisations [including HEPs] that issue nationally recognised qualifications and statements of attainment must be registered by a State or Territory recognition authority. The Department of Further Education, Employment, Science and Technology [DFEEST] is responsible for granting registration to training organisations in South Australia.</p> <p>Only Registered Training Organisations [RTOs]:</p> <ul style="list-style-type: none"> can issue qualifications and statements of attainment that are recognised nationally can use the Nationally Recognised Training logo are listed on the National Training Information Service [NTIS] database can be approved to provide courses to overseas students studying in Australia and listed on the Commonwealth Register of Institutions and Courses for Overseas Students [CRICOS] are eligible to tender for public funding for vocational education and training
Remission	A practice whereby a student's FEE-HELP is removed because of special circumstances [62]. What constitutes 'special circumstances' for the purposes of remission is detailed in the Act of the re-crediting of their FEE-HELP balance. [63.4].
Repayment thresholds	The income points beyond which people with a HELP debt must make compulsory repayments [47.1].
Request for FEE-HELP assistance	The request for Commonwealth assistance that a student must complete and lodge in order to receive a FEE-HELP loan [44.10].
Student cohort	All the students commencing a course of study in a particular year with a particular higher education provider [13.1].
Student contribution amount	The student contribution that a given Commonwealth supported student pays for a given unit of study [26.5].
Student contributions	Contributions that Commonwealth supported students make towards the cost of their education [26].
Student Learning Entitlement [SLE]	An entitlement that gives eligible students access to a Commonwealth supported place. There are three types of SLE: ordinary SLE, additional SLE and lifelong SLE [28.1].
Third party arrangement	Where a provider enters into an arrangement with another entity to deliver all or part of a course to students [41].
Tuition fees	Fees paid by domestic non-Commonwealth supported students [34.1].
Undergraduate course of study	A course of study that leads to the award of a diploma, advanced diploma, associate degree or a bachelor degree [pass, honours or graduate entry].
Upfront payment	Partial or full payment of student contributions or tuition fees made direct to the provider on or before the census date [43.5].
Voluntary repayments	HELP repayments made at the ATO that are in excess of compulsory repayments [47.2]

Index

A		D	
Abstudy	33	Definitions	48
Academic and vocational certificates [SPT]	14	Degrees and awards [SPT]	13
Academic formation [SET]	12	Degrees and awards [STS]	15
Academic Grievance Resolution Policy and Procedures	19	Directory	41
Academic probation	23	Document Links	19
Academic Probation	20	Domestic Student Responsibilities	19
Access, Equity and Equal Opportunity Policy and Procedures	19	E	
Accommodation	35	Eligibility for admission	21
Acronyms, initials and abbreviations	50	Emeriti	42
Admission and enrolment procedures	21	Employment—recommended hours	23
ALC as a Higher Education Provider	7	Enrolment [unit]	30
ALC Institution and Course Codes	47	Equal Opportunity Policy and Procedures	19
ALC—History	6	Equity and Equal Opportunity Policy and Procedures	19
ALC—its nature and purpose	6	Examinations	29
Articulation	29	Examinations [supplementary]	30
Assessment	25	Extension Policy & Procedure	19
Assessment Policy & Procedure	25	Extension Request Form	19
Assessment Policy and Procedure	19	F	
Assessment requirements	27	Failures [repeated]	30
Assignment Submission Procedure	19	Fee exemptions	33
Assignments	27	Fee protection	33
Assignments [resubmission]	28	Fee refunds	33
Audit definition	29	FEE-HELP	33
Auditing units	29	FEE-HELP review procedures	33
Austudy	33	FEE-HELP Review Procedures	19
B		Fees	33
Board and sub committees	43	Fees and Assistance	33
Boarding fees and rent	35	Financial assistance and scholarships	34
C		Financial Penalty	19
Calendars	32	G	
Census dates	32	General Course Information	23
Class attendance	29	General information	35
Class sizes	23	Grade points	23
Code of Practice – Domestic Students	19	Grading & Resulting System	25
Code of Practice - Overseas Students	19	Grading & Resulting System	19
Code of Practice - Standard	19	Graduation	23
Code of Practice [ALC]	35	Grievance Resolution [academic] Policy and Procedures	19
Committees [External]	46	Grievance Resolution [non-academic] Policy and Procedures	19
Committees [Internal]	44	Guidance	36
Contact hours	23	H	
Copyright ©	23	Higher Education Student Administration	
Course handbook	19	Glossary	54
Course load	23	Human Research Policy and Procedures	19
Course Progress policy & procedure - overseas students	19, 20	I	
Credit points	23	ICT Facility Policy/Agreement	19
Credit transfer	19, 29	Incomplete units	30
Critical Incident Policy and Procedure	19		
Cross-crediting arrangements	10		

Individual units	24	Research electives	24
Introduction	6	RPL	19
L		S	
Late Application Enrolment Penalty	19	Schedules	32
Lay Ministry strand	15	Scholarships	33, 34
Lecturer [Casual part time]	41	School of Educational Theology	11
Löhe Memorial Library	38	School of Pastoral Theology	13
Lutheran Strand	11	School of Theological Studies	15
Lutheran Strand units	10	School requirements	17
N		Schools [ALC]	11
Non-academic Grievance Resolution Policy and Procedures	19	Schools and courses at ALC	10
O		Sessional lecturers [Approved]	41
Off Campus study	10	Staff	42
Opportunities for service [SPT]	14	Statement of Course Assurance for enrolling students	20
Ordination [Recommendation for]	14	Strategic and operational planning	9
Overseas student admission and enrolment	21	Student Induction Checklist	20
Overseas Student Information	19	Student rights and responsibilities	35
Overseas Students responsibilities	19	Student support	35
P		Students at Risk policy & Academic Probation	20
Parking on campus	35	Supervised unit	30
Payment of fees	33	Support	36
Personal vocational formation [SET]	12	Support Services [Additional]	37
Placement program [STS]	16	T	
Plagiarism Policy & Procedure	20	Teaching staff	41
Policies and procedures	19	Termination of tuition	30
Postgraduate Degree by Research Information	19	Theological basis	8
Postgraduate degrees	10	Theological schools	10
Postgraduate studies	18	Time limits for completing courses	30
Preamble	8	Timetables	32
Privacy Policy	20	U	
Promotion for service in Lutheran schools [SET]	12	Undergraduate courses	10
Q		Unit workload	31
Quality Assurance at ALC	9	V	
Quality Assurance Team	9	Visitors	36
R		Vocational certificate [SET]	11
Recognition of Prior Learning	19	Vocational certificate [STS]	16
Refectory	35	W	
Refunds – Fees	33	Welfare, guidance and support	36
Rent	35	Withdrawal from units	31
Requirements [SET]	17	Withdrawal Tuition Fee Refund Policy	20
Requirements [SPT & STS]	17	Write On!	19
S		Y	
T		Youth allowance	33