



LAIDLAW
COLLEGE

TE WANANGA AMORANGI

2018

General
Information
and
Regulations

ENCOUNTER LOVE EQUIP LEAD

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1 INTRODUCTION

The purpose of the General Information and Regulations is to provide a definitive source for all formally approved academic regulations at Laidlaw College. It should provide students and staff with a useful and comprehensive reference point for policies, regulations and procedures that are applicable to all programmes of study.

The information contained in this handbook, as well as the school handbooks, the Fees Schedule and other associated documents, is correct at the time of publication. While all reasonable efforts have been made to ensure information is up to date, some changes may occur. The regulations contained in this handbook apply to all Laidlaw College students, unless noted.

Students are responsible for knowing and understanding the current academic regulations outlined in this handbook. Ignorance of a policy is not a valid reason for requesting an exception to any regulation. Any programme or graduation requirement, when amended, is not made retroactive unless the amendment is to the student's advantage.

Laidlaw College reserves the right to withdraw a programme of study or impose limitations on enrolment should circumstances require this.

2 STUDYING AT LAIDLAW

2.1 ACADEMIC YEAR

The academic year of Laidlaw spans a total of 39 weeks divided into two semesters. Each semester covers a period of 16 teaching week, including one intensives week.

There is a total of seven break weeks during the academic year.

The academic year for Bachelor of Teaching [Primary] students is 39 for year one and two students and 41 weeks for year three students.

Semester 1 commences in February with a period of orientation that provides study skills training for all students. There is a three week break between semesters 1 and 2 during which assignment and examination marking is completed and students are notified of results.

The Semester 2 intake of new students also begins with a period of Orientation.

After the conclusion of Semester 2 there is a 12 week Summer Semester during which a selection of Distance Learning and postgraduate courses are available.

2.2 APPLICATIONS

All prospective students must complete the full application process and nominate two referees. The application must be completed online via the Laidlaw website (www.laidlaw.ac.nz) where students will also find application closing dates. Application help and information is available by calling 0800 999 777 or emailing admissions@laidlaw.ac.nz.

Applicants may be required to attend an interview as part of the application process. If so they will be informed of this and an appropriate time arranged. The application will be considered once all procedures have been completed. The applicant will be advised in writing of the outcome.

2.3 RE-APPLICATIONS

If a student has not been enrolled at Laidlaw College in the previous two years they must re-apply to study with a shorter version of the application form. If a student has not studied at Laidlaw for more than five years, a full application must be completed. Normal admission requirements and application processes apply for all re-applying students.

2.4 ADMISSION REQUIREMENTS

Entry requirements vary from programme to programme. Entry requirements are as follows:

2.4.1 GENERAL

2.4.1.1 CERTIFICATE IN STUDY AND CAREER PREPARATION (CERTPREP)

General Admission Requirements

- No secondary schooling or NCEA level 1 attainment or equivalent: Entry assessment required
- NCEA level 2 attainment or equivalent: Open entry

NCEA Equivalence can include:

- NZ School Certificate
- Sixth Form Certificate
- Overseas equivalent qualifications, including IB and CIE
- Other NZQA level 1 or 2 certificates in relevant disciplines to Laidlaw programmes
- The following may be accepted as equivalent at our discretion and the applicant may need to sit assessment for entry:
 - Reference/support/documentation from employer
 - Evidence of level of academic achievement or a portfolio of work for home-schooled students

All equivalences must be documented.

Entry Assessment includes a literacy test. Dates for assessment will be advised.

English Language Requirements

Applicants must meet both the Academic and English language requirements for this programme. In addition to the requirements outlined above applicants for whom English is not their first language must use one of the following methods to demonstrate that they have the required level of English proficiency to study in New Zealand:

- gained NCEA level 3 and met New Zealand University Entrance requirements; or
- holds a Bachelor's degree of at least three years from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America; or
- achieved a Certificate in English Language Teaching to Adults (CELTA); or

- achieved the required score, as indicated in the following subsections, in one of the following internationally recognised English proficiency tests, within the preceding two years:
 - International English Language Testing System (IELTS)
 - University of Cambridge Certificate in Advanced English (CAE)
 - University of Cambridge Certificate of Proficiency in English (CPE)
 - University of Cambridge First Certificate in English (FCE)
 - International English for Speakers of Other Languages qualifications by City and Guilds (IESOL)
 - Pearson Test of English (Academic) (PTOE)
 - New Zealand Certificate in English Language (NZCEL)
 - Testing of English as a Foreign Language (TOEFL).

The requirement for this programme is:

- IELTS 5.5 with a minimum of 5.0 in reading and writing OR
- Pearson Test of English (Academic) score of 42 OR
- equivalent (see <http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/the-table/>).

A waiver for the English language test may be granted:

- For those applicants who have an undergraduate or higher qualification gained from; New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America.
- For those who have studied in NZ for a minimum of two years at secondary school and gained either a) eight, level 2 NCEA University Entrance literacy credits (4 credits in reading and 4 credits in writing) gained prior to 2014 or b) ten, level 2 NCEA University Entrance Literacy credits (5 credits in reading and 5 credits in writing).
- For long-term residents (10+ years) in New Zealand, or another English-speaking country, who are able to demonstrate English language competency appropriate to the desired level of study. Competency must be documented.

2.4.2 SCHOOL OF SOCIAL PRACTICE – COUNSELLING

2.4.2.1 DIPLOMA IN CHRISTIAN STUDIES (RELATIONAL) (DIPCS(R))

General admission requirements

NCEA Level 3:

- Three subjects at Level 3 made up of 14 credits each in three approved subjects
- Literacy: 10 credits at Level 2 or above, made up of:
 - 5 credits in reading
 - 5 credits in writing
- Numeracy: 10 credits at Level 1 or above, made up of:

- Achievement standards: specified achievement standards available through a range of subjects, or
- Unit standards: package of three numeracy unit standards (26623, 26626, 26627 – all three required).

NCEA equivalence can include:

- University Entrance, A or B Bursary
- Overseas equivalent qualifications, including IB and CIE, or HSC (Australia)
- Other NZQA level 3 certificates in relevant disciplines to Laidlaw programmes
- Other NZQA level 4 certificate in a different discipline.
- The following may be accepted as equivalent at our discretion and the applicant may need to sit assessment for entry:
 - Reference/support/documentation from employer
 - Evidence of level of academic achievement or a portfolio of work for home-schooled students

Minimum Age

- All applicants must be at least 20 years of age on or before the first day of semester in which the proposed programme of study is offered.

Special Admission

For applicants who do not meet the above requirements, an Entry Assessment may be required. Possible study options can arise depending on the assessment result:

- An offer of entry to a level 4 programme
- Entry to Diploma in Christian Studies (Relational)

The Entry Assessment includes a literacy test. Dates for assessment will be advised.

English Language Requirements

Applicants must meet both the Academic and English language requirements for this programme. In addition to the requirements outlined above applicants for whom English is not their first language must use one of the following methods to demonstrate that they have the required level of English proficiency to study in New Zealand:

- gained NCEA level 3 and met New Zealand University Entrance requirements; or
- holds a Bachelor's degree of at least three years from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America; or
- achieved a Certificate in English Language Teaching to Adults (CELTA); or
- achieved the required score, as indicated in the following subsections, in one of the following internationally recognised English proficiency tests, within the preceding two years:
 - International English Language Testing System (IELTS)
 - University of Cambridge Certificate in Advanced English (CAE)

- University of Cambridge Certificate of Proficiency in English (CPE)
- University of Cambridge First Certificate in English (FCE)
- International English for Speakers of Other Languages qualifications by City and Guilds (IESOL)
- Pearson Test of English (Academic) (PToE)
- New Zealand Certificate in English Language (NZCEL)
- Testing of English as a Foreign Language (TOEFL).

The requirement for this programme is:

- IELTS 6.0 with a minimum of 6.0 in writing, reading, speaking, listening OR
- Pearson Test of English (Academic) score of 58 OR
- equivalent (see <http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/the-table/>).

A waiver for the English language test may be granted:

- For those applicants who have an undergraduate or higher qualification gained from; New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America.
- For those who have studied in NZ for a minimum of two years at secondary school and gained either a) eight, level 2 NCEA University Entrance literacy credits (4 credits in reading and 4 credits in writing) gained prior to 2014 or b) ten, level 2 NCEA University Entrance Literacy credits (5 credits in reading and 5 credits in writing).
- For long-term residents (10+ years) in New Zealand, or another English speaking country, who are able to demonstrate English language competency appropriate to the desired level of study. Competency must be documented.

Police Clearance

It is a condition of enrolment that students complete a Police Vetting Service Request and Consent form as part of their application. International applicants for the DipRS must provide a police clearance certificate from their country of citizenship AND for any country in which they have lived for more than a 12-month period in the last 10 years. This police clearance should be less than 6 months old and be presented at the time of application.

Selection Interview

All applicants who have successfully completed the first stage of the application process will provisionally be accepted into the programme and invited to attend a group interview and, if required, a further interview by a panel of two selectors.

Entry to the Bachelor of Counselling

In order to apply to enter the Bachelor of Counselling after completing the DipRS, a student will be required to fulfil satisfactorily the following criteria:

1. Satisfactory completion of all DipRS requirements, including:
 - 10 hours of personal counselling.
 - At least 75 credits of counselling theory and practice courses (which must include
 - 900.515 Foundations of Relational Practice A and 901.515 Foundations of Relational Practice B (with at least a B- in the Video and Lecturer Interview assessment), and
 - 30 credits of theological foundations.
2. Assessment in an interview, as being capable of successfully completing all components of the BCouns programme.
3. A Police check successfully completed with satisfactory results.
4. Current or potential access to a supervisor who meets the requirements as outlined in the practicum booklet.
5. Satisfactorily fulfil the English language requirements for the BCouns.

Students must be able to demonstrate during their assessment interview that they have been developing in areas of personal growth, including the following:

- Communication skills;
- Willingness to learn and receive personal feedback in a non-defensive manner;
- Attitudes of empathy, positive regard and genuineness;
- Integrated personal maturity appropriate for someone practicing as a counsellor;
- Ability to challenge clients within the context of a caring and respectful relationship;
- Respect for individual gender, socio-economic and ethnic differences.

Note: Students may be requested to repeat courses, undertake additional counselling, or complete other courses at the request of Laidlaw College if required to ensure personal, professional and academic readiness.

2.4.2.2 BACHELOR OF COUNSELLING (BCOUNS)

General Admission Requirements

NCEA Level 3:

- Three subjects at Level 3, made up of 14 credits each in three approved subjects
- Literacy: 10 credits at Level 2 or above, made up of:
 - 5 credits in reading
 - 5 credits in writing
- Numeracy: 10 credits at Level 1 or above, made up of:
 - Achievement standards: specified achievement standards available through a range of subjects, or
 - Unit standards: package of three numeracy unit standards (26623, 26626, 26627 – all three required).

NCEA Equivalence can include:

- University Entrance, A or B Bursary
- Overseas equivalent qualifications, including IB and CIE, or HSC (Australia)
- Other NZQA level 3 certificates in relevant disciplines
- The following may be accepted as equivalent at our discretion and the applicant may need to sit assessment for entry:
 - Reference/support/documentation from employer
 - Evidence of level of academic achievement or a portfolio of work for home-schooled students

Minimum Age

All applicants must be at least 20 years of age on or before the first day of semester in which the proposed programme of study is offered.

Special Admission

For applicants who do not meet the above requirements, and are aged 20 years or older, an Entry Assessment will be required. Possible study options can arise depending on the assessment result:

- An offer of entry to a level 4 programme
- An offer of entry to the Diploma of Christian Studies (Relational)
- Entry to Bachelor of Counselling

Entry Assessment includes a literacy test. Dates for assessment will be advised.

English Language Requirements

Applicants must meet both the Academic and English language requirements for this programme. In addition to the requirements outlined above applicants for whom English is not their first language must use one of the following methods to demonstrate that they have the required level of English proficiency to study in New Zealand:

- gained NCEA level 3 and met New Zealand University Entrance requirements; or
- holds a Bachelor's degree of at least three years from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America; or
- achieved a Certificate in English Language Teaching to Adults (CELTA); or
- achieved the required score, as indicated in the following subsections, in one of the following internationally recognised English proficiency tests, within the preceding two years:
 - International English Language Testing System (IELTS)
 - University of Cambridge Certificate in Advanced English (CAE)
 - University of Cambridge Certificate of Proficiency in English (CPE)
 - University of Cambridge First Certificate in English (FCE)
 - International English for Speakers of Other Languages qualifications by City and Guilds (IESOL)

- Pearson Test of English (Academic) (PToE)
- New Zealand Certificate in English Language (NZCEL)
- Testing of English as a Foreign Language (TOEFL).

The requirement for this programme is:

- IELTS (academic) higher than 6.5 with a minimum of 6.0 in all individual bands OR
- Pearson Test of English (Academic) score of 58 OR
- equivalent (see <http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/the-table/>).

A waiver for the English language test may be granted:

- For those applicants who have an undergraduate or higher qualification gained from; New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America.
- For those who have studied in NZ for a minimum of two years at secondary school and gained either a) eight, level 2 NCEA University Entrance literacy credits (4 credits in reading and 4 credits in writing) gained prior to 2014 or b) ten, level 2 NCEA University Entrance Literacy credits (5 credits in reading and 5 credits in writing).
- For long-term residents (10+ years) in New Zealand, or another English speaking country, who are able to demonstrate English language competency appropriate to the desired level of study. Competency must be documented.

Police Clearance

It is a condition of enrolment that students complete a Police Vetting Service Request and Consent form as part of their application. International applicants for the BCouns must provide a police clearance certificate from their country of citizenship AND for any country in which they have lived for more than a 12 month period in the last 10 years. This police clearance should be less than 6 months old and be presented at the time of application.

Selection Interview

All applicants who have successfully completed the first stage of the application process will provisionally be accepted into the programme and invited to attend a group interview and, if required, a further interview by a panel of two selectors.

Reselection procedure for entry into Year Two of the BCouns

In order to complete Year One of the BCouns and successfully transition into Year Two of the BCouns programme, a student will be required to satisfactorily fulfil the following criteria:

1. Satisfactory completion of all Year One requirements, including:
 - 10 hours of personal counselling.
 - At least 75 credits of counselling theory and practice courses (which must include

- 900.515 Foundations of Relational Practice A and 901.515 Foundations of Relational Practice B (with at least a B- in the Video and Lecturer Interview assessment), and
 - 30 credits of theological foundations.
2. Assessment in an interview, as being capable of successfully completing all components of the BCouns programme.
 3. A police check successfully completed with satisfactory results.
 4. Current or potential access to a supervisor who meets the requirements as outlined in the practicum booklet.

Students must be able to demonstrate during their assessment interview that they have been developing in areas of personal growth, including the following:

- Communication skills;
- Willingness to learn and receive personal feedback in a non-defensive manner;
- Attitudes of empathy, positive regard and genuineness;
- Integrated personal maturity appropriate for someone practicing as a counsellor;
- Ability to challenge clients within the context of a caring and respectful relationship;
- Respect for individual gender, socio-economic and ethnic differences.

Note: Students may be requested to repeat courses, undertake additional counselling, or complete other courses at the request of Laidlaw College if required to ensure personal, professional and academic readiness.

2.4.3 SCHOOL OF SOCIAL PRACTICE – TEACHER EDUCATION

2.4.3.1 DIPLOMA IN CHRISTIAN EDUCATION (DIPCED) (PRIMARY EDUCATION, CHILDREN'S MINISTRY OR YOUTH MINISTRY TRACKS)

General Admission Requirements

NCEA Level 3:

- Three subjects at Level 3, made up of 14 credits each, in three approved subjects
- Literacy: 10 credits at Level 2 or above, made up of:
 - 5 credits in reading
 - 5 credits in writing
- Numeracy: 10 credits at Level 1 or above, made up of:
 - Achievement standards: specified achievement standards available through a range of subjects, or
 - Unit standards: package of three numeracy unit standards (26623, 26626, 26627 – all three required).

NCEA Equivalence can include:

- University Entrance, A or B Bursary
- Overseas equivalent qualifications, including IB and CIE, or HSC (Australia)

- Other NZQA level 3 certificates in relevant disciplines to Laidlaw programmes
- Other NZQA level 4 certificate in a different discipline.
- The following may be accepted as equivalent at our discretion and the applicant may need to sit assessment for entry:
 - Reference/support/documentation from employer
 - Evidence of level of academic achievement or a portfolio of work for homeschooled students

Entrance Test Requirements

All applicants are required to have a selection interview and sit an entrance exam that focuses on literacy and numeracy skills. Applicants must indicate suitability for the course.

Special Admission

For applicants who do not meet the above requirements, possible study options can arise depending on the assessment and interview result:

- An offer of entry to a level 4 programme
- An offer of entry into an alternative level 5 programme

English Language Requirements

Applicants must meet both the Academic and English language requirements for this programme. In addition to the requirements outlined above applicants for whom English is not their first language must use one of the following methods to demonstrate that they have the required level of English proficiency to study in New Zealand:

- gained NCEA level 3 and met New Zealand University Entrance requirements; or
- holds a Bachelor's degree of at least three years from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America; or
- achieved a Certificate in English Language Teaching to Adults (CELTA); or
- achieved the required score, as indicated in the following subsections, in one of the following internationally recognised English proficiency tests, within the preceding two years:
 - International English Language Testing System (IELTS)
 - University of Cambridge Certificate in Advanced English (CAE)
 - University of Cambridge Certificate of Proficiency in English (CPE)
 - University of Cambridge First Certificate in English (FCE)
 - International English for Speakers of Other Languages qualifications by City and Guilds (IESOL)
 - Pearson Test of English (Academic) (PTOE)
 - New Zealand Certificate in English Language (NZCEL)
 - Testing of English as a Foreign Language (TOEFL).

The requirement for this programme is:

- IELTS 6.0 with a minimum of 6.0 in writing, reading, speaking, listening OR
- Pearson Test of English (Academic) score of 58 OR
- equivalent (see <http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/the-table/>)

A waiver for the English language test may be granted:

- For those applicants who have an undergraduate or higher qualification gained from; New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America.
- For those who have studied in NZ for a minimum of two years at secondary school and gained either a) eight, level 2 NCEA University Entrance literacy credits (4 credits in reading and 4 credits in writing) gained prior to 2014 or b) ten, level 2 NCEA University Entrance Literacy credits (5 credits in reading and 5 credits in writing).
- For long-term residents (10+ years) in New Zealand, or another English speaking country, who are able to demonstrate English language competency appropriate to the desired level of study. Competency must be documented.

Police Clearance

It is a condition of enrolment that students complete a Police Vetting Service Request and Consent form as part of their application. International applicants for the DipCEd must provide a police clearance certificate from their country of citizenship (if other than New Zealand) AND for any country in which they have lived for more than a 12 month period in the last 10 years. This police clearance should be less than 6 months old and be presented at the time of application. This is a requirement of the Vulnerable Children Act 2014.

Should a candidate to the programme have a criminal conviction an assessment of risk is made based on the severity, recency, age of offending and pattern of offending. This assessment is conducted by a panel consisting of the Practicum Co-ordinator, the Head of School Social Practice (Teaching), the Student Dean, and the Academic Services Manager. Only candidates who are judged to pose 'no risk' as non-core children's workers and potentially eligible to register as teachers in New Zealand are admitted to the programme. Any candidate with an offence specified in Schedule 2 of the Vulnerable Children Act is immediately declined (the Act can be found here www.legislation.govt.nz/act/public/2014/0040/latest/DLM5501618.html).

Charged with an offence

Any Laidlaw College student teacher charged with an offence must disclose the charge in writing to the Head of Programme within 3 working days.

Entry in the Bachelor of Teaching [Primary]

In order to apply to enter the Bachelor of Teaching [Primary] after completing the DipCEd (Primary Education Track) the College must be satisfied the student meets all other requirements for the BTeach programme including satisfactorily fulfilling the English language requirements for the BTeach.

2.4.3.2 BACHELOR OF TEACHING [PRIMARY] (BTEACH)

General Admission Requirements

- Entry to the Laidlaw College *Bachelor of Teaching (Primary)* degree is New Zealand University Entrance.
- Equivalence for students under the age of 20 applying to the BTeach is sought through an application for exceptional academic entry from the Education Council of Aotearoa New Zealand
- Students 20 years or older must meet comparable literacy and numeracy requirements as those entering with UE. This will usually be assessed by the entrance test.

Minimum Age

All applicants must be at least 18 years old at the time of entry.

Entrance Test Requirements

All applicants are required to have a selection interview and sit an entrance exam that focuses on literacy and numeracy skills.

Candidates must score step 4 in literacy (reading and writing) and step 5 in numeracy for full entry into the course. Lower grades may receive provisional entry but any candidate allowed into the programme with a English language competency literacy assessment score lower than 4 and a numeracy assessment score lower than 5 must re-sit the test at the end of their first year to be certain that they meet the Laidlaw College entry levels (English language competency literacy assessment score of at least 4 and a numeracy assessment score of at least 5) prior to enrolling in year two of the degree.

Special Admission Requirements

For applicants who do not meet the above requirements, possible study options can arise depending on the assessment and interview result:

- An offer of entry to a level 4 programme
- An offer of entry to Diploma In Christian Education

English Language Requirements

Applicants must meet both the academic and English language requirements for this programme. In addition to the requirements outlined above applicants for whom English is not their first language must provide evidence of:

- IELTS 7.0 with a minimum of 7.0 in all individual bands

A waiver for the IELTS may be granted to:

- Applicants whose medium of instruction was fully in English in a New Zealand or Australian tertiary education organisation (TEO-university, institute of technology, polytechnic, wānanga or PTE) **and** who studied in a campus model of delivery in each year of the degree **and** who are

graduates at degree level (7) or higher, would **not be required** to meet an additional English language requirement.

- Applicants who had studied in New Zealand for a minimum of two years at secondary school, **and who had eight, Level 2 NCEA University Entrance literacy credits (4 credits in reading and 4 credits in writing) gained prior to 2014** would be exempted from the requirement to meet an IELTS assessment.
- For applicants who gained their NCEA credits from 2014 onwards, the exemption requirement is ten level 2 NCEA University Entrance literacy credits (5 credits in reading and 5 credits in writing).

The above exemptions may be granted if Laidlaw College does not hold concerns about the applicants English Language competency.

Police Clearance

It is a condition of enrolment that students complete a Police Vetting Service Request and Consent form as part of their application. International applicants for the Bachelor of Teaching must provide a police clearance certificate from their country of citizenship (if other than New Zealand) AND for any country in which they have lived for more than a 12-month period in the last 10 years. This Police clearance should be less than 6 months old and be presented at the time of application. This is a requirement of the Vulnerable Children Act 2014.

Should a candidate to the programme have a criminal conviction an assessment of risk is made based on the severity, recency, age of offending and pattern of offending. This assessment is conducted by a panel consisting of the Practicum Co-ordinator, the Head of School Social Practice (Teaching), the Student Dean, and the Academic Services Manager. Only candidates who are judged to pose 'no risk' as non-core children's workers and potentially eligible to register as teachers in New Zealand are admitted to the programme. Any candidate with an offence specified in Schedule 2 of the Vulnerable Children Act is immediately declined (the Act can be found here www.legislation.govt.nz/act/public/2014/0040/latest/DLM5501618.html).

Charged with an offence

Any Laidlaw College student teacher charged with an offence must disclose the charge in writing to the Head of Programme within 3 working days.

2.4.4 SCHOOL OF THEOLOGY

2.4.4.1 CERTIFICATE OF CHRISTIAN MINISTRY (CERTCM) (INTERNSHIP TRACK)

General Admission Requirements

- No secondary schooling or NCEA level 1 attainment or equivalent: Entry assessment required
- NCEA level 2 attainment or equivalent: open entry

NCEA Equivalence can include:

- NZ School Certificate
- Sixth Form Certificate
- Overseas equivalent qualifications, including IB and CIE

- Other NZQA level 1 or 2 certificates in relevant disciplines to Laidlaw programmes
- The following may be accepted as equivalent at our discretion and the applicant may need to sit assessment for entry:
 - Reference/support/documentation from employer
 - Evidence of level of academic achievement or a portfolio of work for home-schooled students

All equivalences must be documented.

Entry Assessment includes a literacy test. Dates for assessment will be advised.

English Language Requirements

Applicants must meet both the Academic and English language requirements for this programme. In addition to the requirements outlined above applicants for whom English is not their first language must use one of the following methods to demonstrate that they have the required level of English proficiency to study in New Zealand:

- gained NCEA level 3 and met New Zealand University Entrance requirements; or
- holds a Bachelor's degree of at least three years from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America; or
- achieved a Certificate in English Language Teaching to Adults (CELTA); or
- achieved the required score, as indicated in the following subsections, in one of the following internationally recognised English proficiency tests, within the preceding two years:
 - International English Language Testing System (IELTS)
 - University of Cambridge Certificate in Advanced English (CAE)
 - University of Cambridge Certificate of Proficiency in English (CPE)
 - University of Cambridge First Certificate in English (FCE)
 - International English for Speakers of Other Languages qualifications by City and Guilds (IESOL)
 - Pearson Test of English (Academic) (PTE)
 - New Zealand Certificate in English Language (NZCEL)
 - Testing of English as a Foreign Language (TOEFL).

The requirement for this programme is:

- IELTS 5.5 with a minimum of 5.0 in reading and writing OR
- Pearson Test of English (Academic) score of 42 OR
- equivalent (see <http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/the-table/>).

A waiver for the English language test may be granted:

- For those applicants who have an undergraduate or higher qualification gained from; New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America.

- For those who have studied in NZ for a minimum of two years at secondary school and gained either a) eight, level 2 NCEA University Entrance literacy credits (4 credits in reading and 4 credits in writing) gained prior to 2014 or b) ten, level 2 NCEA University Entrance Literacy credits (5 credits in reading and 5 credits in writing).
- For long-term residents (10+ years) in New Zealand, or another English speaking country, who are able to demonstrate English language competency appropriate to the desired level of study. Competency must be documented.

Police Clearance

It is a condition of enrolment in the CertCM (Internship Track) that students complete a Police Vetting Service Request and Consent form as part of their application. International applicants must provide a police clearance certificate from their country of citizenship AND for any country in which they have lived for more than a 12 month period in the last 10 years. This police clearance should be less than 6 months old and be presented at the time of application.

2.4.4.2 DIPLOMA IN CHRISTIAN STUDIES (DIPCS) (CHRISTIAN LEADERSHIP AND THEOLOGICAL STUDIES TRACKS)

2.4.4.3 BACHELOR OF MINISTRIES (BMIN)

2.4.4.4 BACHELOR OF THEOLOGY (BTHEOL)

General Admission Requirements

NCEA Level 3:

- Three subjects at Level 3, made up of 14 credits each, in three approved subjects
- Literacy: 10 credits at Level 2 or above, made up of:
 - 5 credits in reading
 - 5 credits in writing
- Numeracy: 10 credits at Level 1 or above, made up of:
 - Achievement standards: specified achievement standards available through a range of subjects, or
 - Unit standards: package of three numeracy unit standards (26623, 26626, 26627 – all three required).

NCEA Equivalence can include:

- University Entrance, A or B Bursary
- Overseas equivalent qualifications, including IB and CIE, or HSC (Australia)
- Other NZQA level 3 certificates in relevant disciplines to Laidlaw programmes
- Other NZQA level 4 certificate in a different discipline.
- The following may be accepted as equivalent at our discretion and the applicant may need to sit assessment for entry:
 - Reference/support/documentation from employer

- Evidence of level of academic achievement or a portfolio of work for home-schooled students

Special Admission

For applicants who do not meet the above requirements, an Entry Assessment may be required. Possible study options can arise depending on the assessment result:

- An offer to the Certificate of Career and Study Preparation
- An offer to the Certificate of Christian Ministry programme
- Entry to the Diploma in Christian Studies programme
- An offer of entry to the Diploma of Christian Studies if the BMin or BTheol was applied for
- Entry to the BMin or BTheol

Entry Assessment includes a literacy test. Dates for assessment will be advised.

English Language Requirements

Applicants must meet both the Academic and English language requirements for this programme. In addition to the requirements outlined above applicants for whom English is not their first language must use one of the following methods to demonstrate that they have the required level of English proficiency to study in New Zealand:

- gained NCEA level 3 and met New Zealand University Entrance requirements; or
- holds a Bachelor's degree of at least three years from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America; or
- achieved a Certificate in English Language Teaching to Adults (CELTA); or
- achieved the required score, as indicated in the following subsections, in one of the following internationally recognised English proficiency tests, within the preceding two years:
 - International English Language Testing System (IELTS)
 - University of Cambridge Certificate in Advanced English (CAE)
 - University of Cambridge Certificate of Proficiency in English (CPE)
 - University of Cambridge First Certificate in English (FCE)
 - International English for Speakers of Other Languages qualifications by City and Guilds (IESOL)
 - Pearson Test of English (Academic) (PToE)
 - New Zealand Certificate in English Language (NZCEL)
 - Testing of English as a Foreign Language (TOEFL).

The requirement for this programme is:

- IELTS 6.0 with a minimum of 6.0 in writing, reading, speaking, listening OR
- Pearson Test of English (Academic) score of 58 OR
- equivalent (see <http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/the-table/>)

A waiver for the English language test may be granted:

- For those applicants who have an undergraduate or higher qualification gained from; New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America.
- For those who have studied in NZ for a minimum of two years at secondary school and gained either a) eight, level 2 NCEA University Entrance literacy credits (4 credits in reading and 4 credits in writing) gained prior to 2014 or b) ten, level 2 NCEA University Entrance Literacy credits (5 credits in reading and 5 credits in writing).
- For long-term residents (10+ years) in New Zealand, or another English speaking country, who are able to demonstrate English language competency appropriate to the desired level of study. Competency must be documented.

Police Clearance

It is a condition of enrolment in the DipCS (Christian Leadership Track), BMin and that students complete a Police Vetting Service Request and Consent form as part of their application, or for those including an Internship course in another programme, before course enrolment can be approved. International applicants must provide a police clearance certificate from their country of citizenship AND for any country in which they have lived for more than a 12 month period in the last 10 years. This police clearance should be less than 6 months old and be presented at the time of application.

2.4.4.5 GRADUATE CERTIFICATE IN THEOLOGY (GRADCERTTH)

2.4.4.6 GRADUATE DIPLOMA IN THEOLOGY (GRADDIPTH)

General Admission Requirements

The normal requirement for admission into the GradCertTh and GradDipTh programmes is a completed undergraduate degree, or higher qualification, as defined in the National Qualifications Framework of the NZQA.

Special Admission Requirements

Serious consideration will be given to those who have a combination of relevant experience and non-degree qualifications. This is particularly relevant for those whose qualifications are at a level that, in the current New Zealand environment, is likely to be regarded as having been gained at degree level. Each application will, however, be considered in light of the applicant's overall background and ability to benefit from the programme. The onus is on the applicant to provide details of all qualifications and experience relevant to the application procedure.

English Language Requirements

Applicants must meet both the Academic and English language requirements for this programme. In addition to the requirements outlined above applicants for whom English is not their first language must use one of the following methods to demonstrate that they have the required level of English proficiency to study in New Zealand:

- gained NCEA level 3 and met New Zealand University Entrance requirements; or

- holds a Bachelor's degree of at least three years from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America; or
- achieved a Certificate in English Language Teaching to Adults (CELTA); or
- achieved the required score, as indicated in the following subsections, in one of the following internationally recognised English proficiency tests, within the preceding two years:
 - International English Language Testing System (IELTS)
 - University of Cambridge Certificate in Advanced English (CAE)
 - University of Cambridge Certificate of Proficiency in English (CPE)
 - University of Cambridge First Certificate in English (FCE)
 - International English for Speakers of Other Languages qualifications by City and Guilds (IESOL)
 - Pearson Test of English (Academic) (PToE)
 - New Zealand Certificate in English Language (NZCEL)
 - Testing of English as a Foreign Language (TOEFL).

The requirement for this programme is:

- IELTS 6.5 with a minimum of 6.0 in writing, reading, speaking, listening OR
- Pearson Test of English (Academic) score of 58 OR
- equivalent (see <http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/the-table/>)

A waiver for the English language test may be granted:

- For those applicants who have an undergraduate or higher qualification gained from; New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America.
- For those who have studied in NZ for a minimum of two years at secondary school and gained either a) eight, level 2 NCEA University Entrance literacy credits (4 credits in reading and 4 credits in writing) gained prior to 2014 or b) ten, level 2 NCEA University Entrance Literacy credits (5 credits in reading and 5 credits in writing).
- For long-term residents (10+ years) in New Zealand, or another English speaking country, who are able to demonstrate English language competency appropriate to the desired level of study. Competency must be documented.

Police Clearance

It is a condition of enrolment into Internship or Clinical Pastoral Education (CPE) courses that students complete a Police Vetting Service Request and Consent form as part of their application. International applicants for the BCouns must provide a police clearance certificate from their country of citizenship AND for any country in which they have lived for more than a 12 month period in the last 10 years. This police clearance should be less than 6 months old and be presented at the time of application.

2.4.4.7 POSTGRADUATE DIPLOMA IN THEOLOGY (PGDIPTh)

2.4.4.8 MASTER OF THEOLOGY (MTh)

General Admission Requirements

The normal requirement for admission into the PGDipTh and MTh programmes is a completed undergraduate degree, or higher qualification, as defined in the National Qualifications Framework of the NZQA, in an appropriate discipline. The following options are available:

- Completed Bachelors qualification in theology or Christian ministry OR
- Applicants who hold a recognised Bachelor's level degree in a discipline other than theology may be accepted for study towards the PGDipTh or MTh following successful completion of a bridging programme of theological study such as those provided by Laidlaw or as approved by the Postgraduate Committee. Bridging requirements may be satisfied wholly or partly by credit transfer and/or recognition of prior learning.

A grade average of 7.0 or higher in papers of the qualifying undergraduate programme equivalent to NZQA levels 6 and 7 is required.

Special Admission Requirements

Serious consideration will be given to those that hold qualifications of an equivalent standard. In exceptional circumstances the Postgraduate Committee may allow applicants who do not meet these requirements, or who do not have qualifications of an equivalent standard, to be granted provisional candidature into the PGDipTh. Candidature in the MTh shall be confirmed after the satisfactory completion of the PGDipTh.

Each application will, however, be considered in light of the applicant's overall background and ability to benefit from the programme. The onus is on the student to provide details of all qualifications and experience relevant to the application procedure.

English Language Requirements

Applicants must meet both the Academic and English language requirements for this programme. In addition to the requirements outlined above applicants for whom English is not their first language must use one of the following methods to demonstrate that they have the required level of English proficiency to study in New Zealand:

- gained NCEA level 3 and met New Zealand University Entrance requirements; or
- holds a Bachelor's degree of at least three years from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America; or
- achieved a Certificate in English Language Teaching to Adults (CELTA); or
- achieved the required score, as indicated in the following subsections, in one of the following internationally recognised English proficiency tests, within the preceding two years:
 - International English Language Testing System (IELTS)
 - University of Cambridge Certificate in Advanced English (CAE)
 - University of Cambridge Certificate of Proficiency in English (CPE)
 - University of Cambridge First Certificate in English (FCE)

- International English for Speakers of Other Languages qualifications by City and Guilds (IESOL)
- Pearson Test of English (Academic) (PToE)
- New Zealand Certificate in English Language (NZCEL)
- Testing of English as a Foreign Language (TOEFL).

The requirement for this programme is:

- IELTS 7.0 with minimum of 7.0 in writing OR
- Pearson's Test of English (Academic) score of 65 or higher OR
- equivalent (see <http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/the-table/>)

A waiver for the English language test may be granted:

- For those applicants who have an undergraduate or higher qualification gained from; New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America.
- For those who have studied in NZ for a minimum of two years at secondary school and gained either a) eight, level 2 NCEA University Entrance literacy credits (4 credits in reading and 4 credits in writing) gained prior to 2014 or b) ten, level 2 NCEA University Entrance Literacy credits (5 credits in reading and 5 credits in writing).
- For long-term residents (10+ years) in New Zealand, or another English speaking country, who are able to demonstrate English language competency appropriate to the desired level of study. Competency must be documented.

2.5 FEES AND FINANCIAL INFORMATION

Please refer to the Laidlaw College Fees Schedule 2018 for the latest information on tuition and tuition related fees. This document can be found on the Laidlaw website www.laidlaw.ac.nz/fees.

2.5.1 ADDITIONAL COSTS

In addition to the Laidlaw College Tuition Fees, all students should allow for the following additional costs if applicable to their personal requirements:

- Basic textbooks: a limited quantity of required books are available in the Deane Memorial Library for reference. Student may be required to purchase prescribed texts and should allow \$500 to \$800 per year for full time study.
- Computer requirements: It is expected that all students have access to a computer to prepare and submit assignments. The minimum requirements are:
 - Windows PC: Windows 7 or later, Apple Mac: OS 10.4 or later, or equivalent.
 - Microsoft Word 2013, or equivalent software that can save documents into Word format.
- Internet access with a modern browser such as Chrome or Firefox. Broadband access is highly recommended.

- Additional course related costs: some courses require additional costs to be paid, for specific materials, activities and software. These are noted in the handbook of the applicable school, or the specific Course Assessment and Delivery Outline. Students should select their courses with an awareness of this.
- Personal Expenses: travel, phone calls, postage, personal contents insurance, snacks, photocopying, stationery, and other personal needs.
- Childcare: early childhood education is available at Olive Shoots Early Childhood Centre situated at the Henderson campus. Further information is available by calling 09 836 7838 or emailing oliveshoots@laidlaw.ac.nz.
- Medical and Travel Insurance: international students must have appropriate and current medical and travel insurance that complies with the Code of Practice for International Students while studying in New Zealand. It is recommended this be purchased through Laidlaw College for the full length of the programme at the time of acceptance. The cost per year is approximately NZD580 per person or NZD1520 per family. These amounts are outside the control of Laidlaw College and subject to change. For further information please contact the Student Recruitment Coordinator. Proof of medical and travel insurance will be required before an offer of place is given.
- English Language Proficiency Test (academic): all applicants whose first language is not English are required to take a recognised English language proficiency test (academic version) during their application process and achieve a test score appropriate to their desired programme of study. The cost of this test in NZ is approximately \$385.

2.5.2 STUDENT LOANS AND ALLOWANCES

Most Laidlaw College programmes qualify for student loans and allowances. Full and part-time domestic students may access loans (providing all criteria are met). Allowances are usually only available to students who are enrolled in at least 48 credits per semester or 96 credits per year. Courses at Laidlaw are 15 or 30 credits therefore Laidlaw students will need to be enrolled in at least 60 credits per semester or 105 credits per year. Students enrolled in the Master of Theology are not eligible for allowances, and students enrolled in the Certificate of Proficiency (COP) are not eligible for loans or allowances.

Student loans and allowances are processed and administered directly by StudyLink, a service of the Ministry of Social Development. To ensure commencement of study is not hindered, students are highly recommended to start the application process with StudyLink before orientation week.

Students who are eligible for free fees must indicate at the time of application and adhere to the rules and regulations as advised by the Tertiary Education Commission.

For information or to apply contact StudyLink directly on 0800 88 99 00 or online at www.studylink.govt.nz.

2.5.3 SCHOLARSHIPS

Laidlaw College provides access to a number of scholarships and funds for students studying in New Zealand. All scholarships are annual unless otherwise stated. Scholarship award decisions will be made on the basis of a completed application form by the Laidlaw College Senior Leadership Team or nominee. Applications for the following year must be received by the 1st day of December each year.

Completing an application does not guarantee a scholarship. Decisions regarding the awarding of scholarships are affected by available funds, quality of applications and number of applicants in a given year.

Further information and the scholarship application forms can be accessed on the Laidlaw website here: www.laidlaw.ac.nz/scholarships-and-funds.

2.5.4 FEE PAYMENT TERMS

Fees should be paid either at a Laidlaw campus or by internet banking on or before the due date. Fee payment dates must be strictly observed as penalties for late payments apply.

In signing the enrolment contract the student undertakes to pay all fees as they become due and to meet any late fees and collection charges associated with debt recovery.

Please refer to the Laidlaw Fees Schedule on the Laidlaw website for further details.

Laidlaw College meets the fee protection requirements of the Education Act 1989 by ensuring all fees are paid direct to Public Trust for allocation to Laidlaw College in accordance with the Act. See below for further details.

The right of any student to continue their study (attend lectures, have assignments marked, sit exams, access library resources, access Moodle, etc.) or to commence a new semester of study may be withdrawn if:

- fees are not paid in accordance with the Fee Payment Terms; or
- other financial obligations to Laidlaw College are in default; or
- enrolment documentation (including student loan and fee protection) is not complete.

Where a student has not fulfilled their student loan or fee protection or financial obligations (tuition or any other debt) to Laidlaw College the following shall apply:

- the person's academic results will be withheld;
- the person shall not be re-enrolled as a student at Laidlaw College;
- the person will not be entitled to receive a copy of their academic record;
- the person will not be entitled to have their record transferred to any other academic institution;
- the person's course assessments will not be marked or returned;
- the person will not be entitled to graduate;
- the person will not be entitled to receive a letter of completion.

Payment default and account collection

Payment default and account collection regulations are detailed in the Fees Schedule. The Fees Schedule and its regulations are an integral part of the academic regulations.

2.5.5 FEES PROTECTION

The New Zealand Government requires all Private Training Establishments (PTEs) registered with the New Zealand Qualifications Authority (NZQA) to protect all student fees paid to them.

We have appointed the Public Trust to manage this obligation, and use their Fee Protect service. Public Trust is a government owned trustee company that has been in existence for over 135 years and all fees deposited with Public Trust have an unsecured capital guarantee from the New Zealand Government.

Students' fees are deposited into a trust account at Public Trust and paid to Laidlaw College over the duration of their study in accordance with an agreed payments schedule. This ensures that at any time sufficient money is available to refund the unused portion of student fees in the unlikely event that Laidlaw College is unable to complete the delivery of a course, for example due to closure, insolvency or loss of NZQA accreditation.

For more information, visit Public Trust's website (www.publictrust.co.nz/fee-protect/information-for-students) or contact Public Trust on 0800 494 733.

In addition to the above protection, mechanisms are in place to provide for recognition of Laidlaw College learning by other providers, should it fail financially. Details are available on request from the Finance Manager.

2.6 ENROLMENT

2.6.1 LIMIT ON STUDY LOAD

Students may not undertake more than 60 credits per semester without applying and receiving permission, in writing, from the Head of School.

In the interests of a student's academic success, Laidlaw College reserves the right to limit the number of courses a student may take in any given semester. Students need to be aware that access to student loans and allowances may be compromised by such a restriction. It is the student's responsibility to be aware of these implications.

2.6.2 ATTENDANCE REQUIREMENTS FOR ON-CAMPUS COURSES

Full attendance at lectures, tutorials, seminars and other forms of designated classwork is expected. Unsatisfactory attendance (less than 80%) is grounds for failure of a course. Unsatisfactory attendance of all courses may lead to withdrawal of the study contract by Laidlaw. A pattern of late arrival at class or early departure will also be considered as absence, and in such cases the Academic Registrar will consider appropriate disciplinary measures.

Students on a student visa/permit should note that their attendance will be monitored with special vigilance and international students are expected to be in class at all times as required by Laidlaw. Students in danger of failing to meet the 80% attendance requirement will be informed. If attendance falls below 80% their Offer of Place may be withdrawn and Immigration New Zealand informed.

If a student is absent for reasons of ill-health and informs the lecturer that s/he is unable to attend, it is considered an 'explained absence'. If a student is away from classes for reasons of illness for more than three consecutive days a medical certificate should be provided to support the explained absence.

Explained absences are not taken into account when the total absences are calculated, only those days that the student is absent from class without informing the lecturer, or other appropriate Laidlaw staff member, before the start of class.

2.6.3 CROSS CREDITS

Laidlaw College recognises learning that takes place in a variety of different ways and in different places. Some of this learning takes place in a formal setting such as a school, college or university where students receive a certificate or award to indicate that the learning has occurred. Some learning takes place more informally through work and life experiences. Laidlaw College recognises both formal and informal learning to help students achieve the qualification that they are working towards.

2.6.3.1 EXTERNAL CROSS CREDITING

Cross crediting allows students to gain credit for tertiary level studies undertaken at another institution. Cross crediting will be done on the basis of matching course outlines, learning outcomes and assessments passed against those of the courses appropriate for the programme enrolled in.

Where there is not a direct match between courses, a minimum 80% match is acceptable. Full documentation must be provided to validate the claim for cross crediting of courses.

Cross credits may be specified or unspecified.

- Specified Cross Credit is where a student has completed a course equivalent to a Laidlaw College course. The content, level and learning outcomes must be the same or very similar to the Laidlaw course.
- Unspecified Cross Credit is where the student has completed an unrelated course at another recognised tertiary institution.

2.6.3.2 RECOGNITION OF PRIOR LEARNING (RPL)

(RPL) is the formal recognition of non-credentialed prior learning. RPL is where a student has validated experiential learning that is equivalent to a Laidlaw course. All applications for RPL must be related to an identifiable course. RPL gives students the opportunity to reduce the amount of time required to achieve a qualification by recognizing learning that has not been taken towards a formal qualification. Examples are Christian ministry experience or achievement in a related profession.

RPL will be awarded on the basis of matching the prior learning outcomes and assessments, levels and credits against those of the Laidlaw College programme in which the student is enrolled. Documentation presented must provide all necessary requirements regarding learning outcomes and assessment methods in courses passed.

The work completed must be equivalent to and at the same level as the Laidlaw College programme enrolled and should normally have been completed in the past eight years. The number of credits granted shall not exceed one third of the qualification and no RPL will be awarded for the final year of a programme.

For the **Bachelor of Teaching** a full range of practicum experiences must be completed where required (inclusive of school year groups and school decile ratings). Details on how all RPL is credited and the process by which it is determined will be given to the student to provide when they apply for teacher registration.

2.6.3.3 INTERNAL CREDIT TRANSFER

Internal credit transfer refers to the transfer of courses and credits from one Laidlaw programme into another. These will be considered on a case by case basis. All applications for internal credit transfer should be made to the Head of School after discussion with a programme advisor.

2.6.3.4 MAXIMUM CREDITS POSSIBLE THROUGH CROSS CREDITS AND/OR RECOGNITION OF PRIOR LEARNING

To ensure that the qualifications gained reflect the ethos and distinctives of Laidlaw College, two thirds of any qualifications must be completed at Laidlaw College. The maximum credits possible through cross crediting and/or recognition of prior learning is up to one third of the qualification being sought. All requirements of the qualification being sought must be fulfilled.

Credit towards a programme of study can be approved for recognition of prior learning or for courses completed outside of Laidlaw. Applications must be submitted to the Academic Registrar for approval by the Head of School.

2.6.4 CHANGING PROGRAMME ENROLMENT

Students who find that they have enrolled in a programme that is not suited to their needs or academic ability should discuss this with a programme advisor. To change the programme enrolled in the student must complete a Change of Enrolment form and submit it to the Academic Registrar. Conversely, the review of academic results following each semester, may result in requiring a student to change his or her programme. Such changes should normally be made at the end of the first semester of a student's programme in consultation with a programme advisor.

2.6.4.1 CHANGES TO COURSES WITHIN A PROGRAMME OF STUDY

Adding or Changing a Course

Students wishing to add or change courses must submit a Change of Enrolment form. This must be approved and signed by a programme advisor. Please see the table below for details of final dates for adding or changing courses and the applicable fees. The Head of School must approve an application for additional courses where the approved credit limit for undergraduate programmes (60 credits per semester) has been exceeded.

Withdrawing from a course

A student wishing to withdraw from a course or courses must submit a Change of Enrolment form. This must be approved and signed by a programme advisor. Please see the table below for details of withdrawal dates, applicable fees and academic penalties.

For the purposes of withdrawals from block and intensive courses, students should note that the official start time of a block courses is the first day of the semester, regardless of the timing of any intensive teaching period. If a student withdraws from the programme of study within 2 weeks of the day when the semester officially starts a full refund of fees paid will be given less 10% or \$500, whichever the lesser.

Withdrawals after any intensive teaching period has commenced will not receive any refund of tuition for that course.

Substituted courses

Where Laidlaw has cancelled a course, students may be directed to withdraw from the cancelled course and substitute another course of the same level and credit value. The student must still submit the appropriate form however, in this case, the administration fee will be waived. The cancelled course will be deleted from the student's academic record.

If a suitable course is not available in the same semester due to timetabling constraints, the student may substitute a course in the following semester without incurring the administration fee. If a suitable course is not available until the following year, or the course is not required for the completion of the study programme, the student will receive a full refund of fees for that course.

If a student chooses to take up a course with a higher credit value in substitution of the cancelled course, he/she will be required to pay the difference in fees between the courses. The administration fee will be waived.

2.6.4.2 FINAL DATES FOR COURSE CHANGES

Course Changes

Final Semester Dates	Adding a course		Deleting a course			
	<i>Allowed</i>	<i>Fee*</i>	<i>Allowed</i>	<i>Refund</i>	<i>Fee*</i>	<i>Academic penalty</i>
Friday of the 1st teaching week	Yes	No	Yes	Yes	No	No – course is removed from academic record
Friday of the 2nd teaching week	Only with HoS approval	Yes	Yes	Yes	Yes	No – course is removed from academic record
After the Friday of the 2nd teaching week but before the Friday of the 6th teaching week	No	N/A	Yes	No	No	Course is shown as Withdrawn (WDN) on academic record
After the Friday of the 6th teaching week	No	N/A	No	No	No	Course will be shown as Did Not Complete (DNC) on academic record

*Please see the Laidlaw Fees Schedule

2.6.4.3 CHANGE TO MODE OF STUDY

A student can withdraw from a course or programme in both on campus and distance learning mode up until the end of the second week of study but a distance learning course cannot be added during the second week of study without approval by the Head of School.

2.6.4.4 DEFERRAL OF STUDY

If a student wishes to take a break from their studies but intends to recommence in the future, they must apply to defer their studies by completing a Change of Enrolment form. When a student is considering deferring their studies they should discuss this with the appropriate Head of School or a programme advisor. This consultation should occur at the earliest possible date to ensure that

implications of the student's personal study programme, Laidlaw community, financial obligations, student allowances, and church relationships, etc., are clarified.

The following deferment regulations apply for certificate and diploma programmes:

- Students can defer their studies for one semester at a time;
- Students can defer their studies for up to two semesters in total.

The following deferment regulations apply for degree programmes:

- Students can defer their studies for up to two consecutive semesters;
- Students can defer their studies for up to four semesters in total.

2.6.4.5 WITHDRAWAL FROM A PROGRAMME OF STUDY

When a student is considering withdrawal from Laidlaw they should first discuss their concerns with the appropriate Head of School or a programme advisor. This consultation should occur at the earliest possible date to ensure that implications of the student's personal study programme, Laidlaw community, financial obligations, student allowances, and church relationships etc., are clarified.

Students wishing to withdraw must complete a Change of Enrolment form. The effective date of withdrawal cannot be earlier than the date on which this completed form is received by Laidlaw.

Refunds when withdrawing from a programme of study

If a student withdraws from their programme of study within two weeks after the start of the semester (by the Friday of the second week when lectures/teaching officially starts) a refund of fees will be given less 10% or \$500, whichever is the lesser.

Students who withdraw from their programme after two weeks from the start of the semester, but before any block or intensive teaching period can apply in writing to the Academic Registrar for a refund of up to 50% of that course's fees. Each application will be considered in relation to its respective circumstances.

Withdrawals after this time will not receive any refund of tuition for that semester.

2.7 TIME ALLOWED TO COMPLETE A PROGRAMME OF STUDY

All programmes have a maximum number of semesters or years in which you have to complete your programme. You will need to complete your programme within these time limits or have a deferral or extension approved. Deferrals and extensions may be approved if you are unable to complete because of exceptional circumstances beyond your control.

Unless otherwise specified in the regulations for a particular programme the standard time limits given below apply:

Programme	Credits	Full-time	Part-time
Certificate	60	1 semester	2 years
Certificate	120	1 year/2 semesters	4 years
Diploma	120	1 year/2 semesters	4 years

Bachelor's Degree	360	3 years	8 years*
Graduate Certificate	60	1 semester	2 years
Graduate Diploma	120	1 year/2 semesters	4 years
Postgraduate Diploma	120	1 year/2 semesters	3 years
Master's Degree	180	1.5 years/3 semesters	4 years
	240	2 years	6 years*

*Including the time taken to complete internal credits transferred.

The opportunity to continue beyond these time limits will be considered on a case by case basis and with approval of the Head of School.

In exceptional circumstances, the Head of School may approve a personal programme of study which does not conform to the above requirements, however the total number of credits required for the completion of the programme cannot be adjusted.

3 LIBRARY AND INFORMATION SERVICES

3.1 LIBRARY SERVICES

All enrolled students have access to Laidlaw's library services. Each campus has its own well-resourced library, with both print and electronic resources available. Distance Learning students, as well as those at the Manukau Campus and Partner Colleges, have access to a borrowing system where books are reserved online and couriered to students' addresses.

The library homepage (www.laidlaw.ac.nz/library/) is the gateway to information and resources for study and research, including access to One Stop Search and the Library Catalogue. Library hours and help guides are also available via the library homepage.

3.1.1 BORROWING PROCEDURES

Only persons currently enrolled in a study programme and carrying their student ID card are able to borrow items from the library. Students need to familiarize themselves with the lending policies at the campus at which they are studying. In general:

- Books in the Main Collection are issued for four weeks at a time for campus students, and six weeks at a time for Distance Learning students. They can be renewed once.
- Desk Copies can be used in the library for up to two hours. These need to be issued and returned directly to the library desk. Distance Learning students can request for a chapter of these books to be scanned and emailed to them.
- Short Loan books are issued for seven days and cannot be renewed. For campus students, these need to be issued and returned directly to the library desk.
- Fines may be charged for items that are not returned by the due date. Overdue Short Loan material that is not returned by the due date will incur an immediate \$5.00 charge.

3.1.1.1 LOAN PERIODS

Undergraduate students may borrow up to 12 books from the Main Collection, one from the Short Loan Collection and one from the Desk Copy Collection at any one time.

Postgraduate students may borrow up to 30 books from the Main Collection, two from the Short Loan Collection and two from the Desk Copy Collection at any one time.

3.1.1.2 RECALLS

Books may be recalled at any time by library staff for any reason. Once recalled, the due date is reduced to three days from the date of the notice and fines will be incurred if the book is not returned within this period.

3.1.2 STUDY SPACES

Henderson and Christchurch libraries have individual study spaces within the library, as well as group study rooms, which need to be booked at the library desk. Free WiFi access is available for students.

3.1.3 PHOTOCOPYING

ID card-operated facilities are available at Henderson and Christchurch libraries. Charges are as follows:

- 10c per black and white A4 page
- 50c per colour A4 page

Note: A3 is not available.

3.1.4 COPYRIGHT COMPLIANCE

Strict compliance with copyright legislation is expected of every person making use of the copying facilities within Laidlaw libraries. Students are advised that a copyright owner is entitled to take legal action against a person who infringes their copyright. In the regard, library users are referred to the Copyright Act 1994, which deals with such issues as copying for 'Research or private study', and 'Copying for educational purposes of literary, dramatic, musical or artistic works or typographical arrangements.'

For further information concerning this issue, please consult Laidlaw library staff for a reference copy of the Copyright Act, and copyright notices placed near each photocopier.

3.2 INFORMATION SERVICES

3.2.1 EMAIL

All enrolled students will be issued with an official student email address in the form studentID@student.laidlaw.ac.nz. These student email addresses will be used by Laidlaw to communicate electronically with students. Please note that all email correspondence will be sent to this address once the account has been created. This will be the main mode of communication of written information to all students. It is the student's responsibility to ensure that they regularly check their email, and all communications forwarded to a student's email address will be considered to have been received by them.

Instructions for accessing the student email address will be provided to students when their enrolment is confirmed. It is possible to forward emails from the student email account to a personal email address; instructions for this will be provided to students with their email account details.

The privacy of student email account holders will be maintained in accordance with privacy law. Laidlaw College will share student email addresses with other students in the same course for the purpose of facilitating learning. IT personnel may be required to access student accounts if:

- Email is no longer accepted by a studentID@student.laidlaw.ac.nz account;
- Required to by law;
- To resolve email related technical issues;
- The College has reason to suspect irresponsible use of a studentID@student.laidlaw.ac.nz mail account.

Student email accounts are valid only during a student's course of study. On completion of study or following a leave of absence from study they are subject to deletion.

3.2.2 INTERNET

This policy clarifies acceptable use of the internet by Laidlaw College students while using college owned or leased equipment, facilities, internet addresses, and email addresses or domain names registered to Laidlaw College or associated entities.

3.2.2.1 RIGHTS AND RESPONSIBILITIES

Laidlaw College will provide internet access to students when on campus to enable them to access information that can aid them in their studies. In return, every internet user has the responsibility to respect and protect the rights of every other user in the Laidlaw community and on the internet.

Students are expected to act in a responsible, ethical and legal manner in accordance with the Laidlaw College Standards of Conduct (see 5.6), the missions and purposes of the other networks they use on the internet, and the laws of New Zealand.

3.2.2.2 INTERNET CODE OF CONDUCT

The Internet Code of Conduct applies to all users of Laidlaw provided internet access. It reads: “I will strive to act in all situations with honesty, integrity and respect for the rights of others and to help others to behave in a similar fashion. I will use the internet appropriately and responsibly.”

Usage Guidelines

Every user is held responsible for his/her actions and activity within his/her account. Unacceptable uses of the network will result in the suspension or revoking of these privileges, and also may result in misconduct proceedings.

The following uses of the internet, using Laidlaw College equipment or facilities, are not allowed:

- Sharing password or login details with anyone else;
- Using the network for any illegal activity, including violation of copyright or other contracts, or any other activities which would in any way bring discredit on Laidlaw or associated entities;
- Using the network to access, retrieve, or print text and/or graphics information that exceed the bounds of generally accepted standards of good taste and ethics, and/or is outside of Laidlaw College Standards of Conduct. Laidlaw College may use software to track the usage of individuals and monitor viewing of pornographic and other unethical material. Abuse of this nature will result in termination of right of usage and possible misconduct proceedings;
- Using the network to engage in any personal commercial activities on the internet, including offering services or merchandise for sale or ordering services or merchandise from online vendors;
- Engaging in any fundraising activity, endorsing any product or services;
- Participating in any lobbying activity including distribution of chain emails, or engaging in any active political activity;
- Degrading or disrupting equipment, software or system performance;
- Vandalizing the data of another user, commercial entity or other group;
- Gaining unauthorized access to resources or entities;

- Invading the privacy of individuals, commercial entities or other groups;
- Using an account belonging to another user;
- Posting personal communications without the original author's consent;
- Posting anonymous messages;
- Engaging in any activity which would compromise the security of any Laidlaw College computer or server, such as downloading, exchanging, storing or printing unauthorized software, files or messages that are profane, obscene, or that use language that offends or tends to degrade others.

User Responsibilities

Users are responsible for:

- Following existing security policies and procedures in their use of internet services and refraining from any practices which might jeopardise Laidlaw's computer systems and data files when downloading files from the internet, including, but not limited to, virus or worm attacks, "spyware", "adware", other software identifiable as "malware", usage tracking "cookies" or scripts, port scanning, packet capturing or password or access-key capturing;
- Learning about internet etiquette, customs, and courtesies, including those procedures and guidelines to be followed when using remote computer services and transferring files to or from other computers;
- Familiarizing themselves with any special requirements for accessing, protecting, and utilising data, including materials or information limited by the Privacy Act, copyrighted materials, and procurement of sensitive data;
- Conducting themselves in a way that reflects positively on Laidlaw and associated entities even though they may be using the internet for personal reasons;
- Being aware how much internet usage they are allowed;
- Not storing excessive amounts of data on Laidlaw's servers or network.

Monitoring Rights

Laidlaw College may, for security and business related reasons, monitor all use of its computer and internet facilities which are provided for study related purposes. Because of Laidlaw's need to monitor usage users should not have any expectation of privacy when they use these tools.

Breach of Responsibilities and Guidelines

Any breach of these policies and guidelines may be investigated. Any student found to be in breach of the Internet Code of Conduct may be subject to disciplinary action, including misconduct proceedings.

Student Files and Data

Students are responsible for ensuring that their personal data is secure and adequately backed up. Laidlaw is not responsible for lost or corrupt files and cannot provide services to recover these files.

4.1 SUBMISSION OF ASSESSMENTS

Most coursework assignments are submitted and returned electronically. This is facilitated through Laidlaw's online learning management system, Moodle (<http://learn.laidlaw.ac.nz>). All students are issued with a Moodle account, and every course will have a course area set up in Moodle. Course information will be included in this course area as well as the facility to submit assignments. Further instructions on using Moodle and student email, on uploading assignments, online discussion and using online databases are available in the IT Handbook. Students must ensure they retain a copy of their assignments.

All Laidlaw College assignments and examinations will be appropriate to the nature and level of the course and award for which they are set. Style and format are important elements of academic writing. Careful attention should be given to spelling, grammar, and punctuation. Spelling should conform to the Concise Oxford Dictionary. All abbreviations, references and bibliographic format must be in conformity with the requirements laid down in the Guidelines for Written Assignments which is available on Moodle.

Moodle records the time and date assignments are received to ensure that assignments are received by the due date. All assignments are automatically submitted to Turnitin, an online plagiarism detector, for checking.

Students using Greek and Hebrew text need to note the following: the standard fonts for Greek and Hebrew are the Tyndale fonts. These fonts are Unicode, which allows all computers to display them properly regardless of which fonts are installed on their computer. Students can download the fonts from www.tyndalehouse.com/fonts. All assignments must be submitted in Microsoft Word or PDF format.

Hardcopy submission is only allowed in special circumstances (approved by the lecturer) such as display work and 3D model work.

4.1.1 REQUEST FOR EXTENSION OF ASSIGNMENT DUE DATES

Extensions to assessments may be granted by the Academic Registrar:

- If the extension is applied for no later than the assessment due date and time;
- Only for reasons of ill-health, extraordinary circumstances or on compassionate grounds; work and life pressures that could be planned for are not valid grounds for extension requests;
- For no longer than three days for reasons of ill health without a medical certificate as evidence of ill health;
- For up to two weeks but will not be granted past the end of the semester unless approved by the Head of School or as part of an Individual Learning Plan (ILP).

4.1.1.1 THESIS EXTENSIONS

A postgraduate student may apply for a thesis extension beyond the end of the semester to the Postgraduate Committee along with a recommendation from the student's supervisor. An extension may not be granted for more than one semester's duration at a time. An extension of one semester will be granted in cases where a thesis has been examined and has not been passed but given opportunity to be rewritten and resubmitted for examination.

Please refer to the Laidlaw Fees Schedule for related fees.

4.2 EXAMINATIONS (ON CAMPUS)

Students should arrive at the scheduled room 15 minutes before the start time of the examination. All books and papers not approved for use in the examination, along with bags and other personal belongings, must be left in a part of the examination room designated by the Supervisor. Any valuables may be handed to the Supervisor for safekeeping prior to the commencement of the reading time. All electronic devices such as cell phones, laptops and tablets must be switched off and may not be kept on the desk or accessed or looked at during the exam.

Students must bring their Laidlaw Student ID card with them to the examination room and place it on the desk before commencing the examination. Students who arrive without their ID card will need to have their identity checked by the Academic Registrar before they can commence the examination. This may delay the student's commencement of the examination and extra time will not be allowed.

The instructions on the examination paper define the work that needs to be completed and the time allowed for the examination. These instructions must be followed in all circumstances. Ten minutes is allowed for reading the examination paper before starting written work, but students may not begin writing until the Supervisor announces they may do so. Examination answers should be written in the official examination answer booklet provided unless otherwise directed by the examiners.

Students should bring their own pens. They must not have any books, written material or notes of any kind with them during the examination, except in 'open book' examinations. If required, students will be supplied with an appropriate Bible. Students for whom English is not their first language, are permitted to use approved unmarked copies of English/First Language dictionaries in all examinations and unmarked Bibles written in their own language (not diglots or reference editions) in addition to an English Bible, when a Bible is prescribed.

No student will be allowed to:

- enter the examination room later than 30 minutes after the stated start time;
- leave the room for a toilet break without first informing the Supervisor;
- leave the room for any other reason without first obtaining the permission of the Supervisor;
- leave the examination room until 45 minutes has elapsed from the stated commencement time;
- leave the room during the final 15 minutes of the examination.

On completion of the examination time, the Supervisor will instruct the students to stop writing. When this instruction is given the students shall:

- complete the sentence in progress, but must not begin a fresh sentence;
- complete the cover sheet on the script booklet;
- wait until the Supervisor has collected the script before leaving the room;
- hand all paper used during the examination to the Supervisor.

4.2.1 SPECIAL ASSISTANCE FOR STUDENTS WITH A DISABILITY

Students who provide appropriate evidence from a suitable professional may be granted special examination support such as reader or writer assistance or allowed to use a laptop computer. The

request for such assistance must be made to the Academic Registrar at least four weeks prior to the examination date. The final decision as to the level of support granted will rest with the Academic Registrar.

4.2.2 RESCHEDULED EXAMINATIONS

Where a candidate has a clash on the examination timetable, or they will be sitting the exam at an unsuitable time in a different time zone, an alternative time will be arranged for him/her to sit the exam. The candidate must apply for a rescheduled time on the form available at least 4 weeks before the commencement of exam week. Changes to examination times will not be made for any other reasons, unless discussed with the Academic Registrar. All students are responsible for their own external commitments (including work, family and church) during the examination period. They should therefore ensure these commitments do not interfere with their examination schedule.

4.2.3 SPECIAL EXAMINATIONS

Students, who are unable to sit examinations due to illness, on formal written application, will be granted special examinations upon production of a medical certificate from a registered medical practitioner. Special examinations will be similar in content and form, but different from the original examination.

Students who are unable to sit examinations due to extenuating circumstances (e.g. bereavement, serious illness in the family, etc.), on application will be granted special examinations. In such cases students must make application to the Academic Registrar in advance, or if circumstances make this impossible, no later than the final day of examination week.

Students, who are unable to sit examinations or feel their performance in examinations has been severely impaired, due to stressful circumstances beyond their control, may apply for a special examination. In such cases students must make application to the Academic Registrar in advance, or if circumstances make this impossible, no later than the final day of examination week.

Students granted special examinations under the special conditions are graded as normal. Special examinations do incur an administration fee.

Special examinations must be sat at the time set by the Academic Registrar or Campus Director. After this time, the offer of the special examination will be considered to have expired, and the course failed.

4.3 LAIDLAW GRADUATE SCHOOL MTH THESIS

MTh theses and dissertations are examined by one internal and one external examiner. In the event that the examiners disagree on the grade to be awarded the following will occur:

- The Postgraduate Committee will ask the examiners to exchange reports and attempt to reach agreement on the grade to be awarded. If the examiners cannot agree but the difference is within 2 points the Postgraduate Committee will make a decision.
- If the examiners cannot agree to within 2 grade points an external moderator will be appointed to consider the reports and recommend a grade to the Committee. The Postgraduate Committee (or the Head of School as representative) will then make a decision based on the recommendations.

- If one examiner recommends failing the thesis or dissertation and the other recommends a pass, a third examiner will be appointed. The Postgraduate Committee (or the Head of School as representative) will then make a decision based on the recommendations.

4.4 ASSESSMENT AND GRADING

4.4.1 GRADING CRITERIA

All assignments and examinations will be assessed according to the criteria stated in the Course Assessment and Delivery Outline (CADO). When assessing an assignment or examination, the lecturer will indicate the level of competence attained in the stated criteria, in his/her opinion, using a grade expressed as a percentage, or using a grading rubric that maps to a percentage. Any re-grading done at a later stage (e.g., relating to performance across a range of assignments, or in applying penalties), which results in grades being overridden, will be stated as a possibility in the Course Assessment and Delivery Outline or in this document.

4.4.2 ASSESSMENT REQUIREMENTS

All pieces of assessment must be seriously attempted. Students who fail to meet this requirement will receive a final overall fail grade of DNC (Did Not Complete). Those assessments that alone test specific learning outcomes must achieve a minimum grade of 50%. These items will be clearly identified in the CADO. Students who fail to meet this requirement will receive a final overall fail grade for the course, regardless of the overall average grade calculation for the course.

4.4.3 PENALTIES FOR LATE ASSIGNMENTS

Work submitted after the due date and time, including after an extension due date and time, is considered late and is graded as follows:

- An assessment is considered late immediately after the due date and time has past;
- An assessment submitted 0-7 days (0-168 hours) late will incur a penalty of 10% off the grade received. The numeric grade assigned by the lecturer will be multiplied by 0.9 to determine the final grade for the assessment;
 - An assessment that initially receives a pass grade will be given a grade of no less than 50% after the late penalty has been applied;
 - If an assessment receives a fail grade, and it has been seriously attempted, the student will be permitted to apply to resubmit the assessment;
- An assessment submitted 8-14 days late will be graded as either a pass (a grade of 50%) or a fail (a grade of 0%);
 - If an assessment receives a fail grade, and it has been seriously attempted, the student will be permitted to apply to resubmit the assessment;
- An assessment submitted later than 14 days after the due date or 14 days after a previously granted extension date will not be graded;
- Assessments cannot be submitted after the last day of the semester.

4.4.4 INDIVIDUAL LEARNING PLANS

An Individual Learning Plan (ILP) is a personalised agreement that enables a reasonable adjustment to be made to a student's assignment due dates and may stipulate other conditions required.

An ILP will be considered for a student who cannot meet the assignment due dates in one or more courses. A student may be eligible for an ILP on the grounds of ill health, a declared disability, or extenuating circumstances outside the student's control and who can provide appropriate evidence.

An ILP will be developed for a student by a Student Support Advisor, in conjunction with the Academic Support Coordinator, and the relevant School or Campus as necessary. Once an ILP is approved by the Academic Support Coordinator the student will follow the dates determined by that plan.

The Academic Registrar will facilitate the adjustment of assignment due dates on receipt of the approved ILP and teachers for all courses affected will be informed of the ILP and agreed assignment due dates.

The following regulations apply:

- An ILP needs to be agreed to and put into place by the 14th day after the due date of the non-submitted assignment;
- Assignments submitted after the due date and time, including after a new assignment due date and time, are considered late and will be graded according to the assessment and grading criteria as stipulated in 4.4.3 Penalties for Late Assignments;
- An ILP extending past the final day of the semester must be agreed to by the relevant Head of School;
- If a new due date extends past the end of the semester then the new due date is final and assignments will not be accepted after that due date;
- An ILP that extends past the end of the semester may impact the student's ongoing enrolment. A student on an ILP that extends past the end of the semester cannot enrol in the following semester until all assignments have been submitted.

4.4.5 RETURNING ASSESSMENTS

Assignments have a formative as well as assessment significance, as such it is Laidlaw's goal that all assessments will be marked and returned to students within three weeks of the assignment due date. However, students who hand in assessments significantly late cannot necessarily expect to receive their work back in the same timeframe.

When marking assessments, the marker will provide a grading comment on which is given:

- an indication of the extent to which the criteria have been met;
- the overall grade (0-100%) for the assessment.

Comments, corrections or indications where improvements could be made will be given on the assignment feedback file, on the script or through Moodle. It is expected that written feedback will be provided by lecturers for each piece of assessment other than short answer tests.

4.4.6 ASSESSMENT RESUBMISSION

Students who submit and fail an assessment may apply to resubmit the assessment, which allows them to reattempt the assessment. The following regulations apply:

- Students must apply for an assessment resubmission by completing the appropriate form within two weeks of being notified of their grade for that assessment;
- If an assessment is graded “F” (below 40%) the application to resubmit must be approved by the Head of School;
- A maximum grade of 50% will be awarded for an assessment resubmission;
- A final course grade of SUP will be indicated until every “supplementary” (resubmitted) assessment is to be completed, or the date for resubmission has passed, and a final grade can be awarded.

4.4.7 SUPPLEMENTARY EXAMINATIONS

Students who fail an examination are eligible for a supplementary examination, which allows them to sit an alternative examination. The following regulations apply:

- Students eligible for a supplementary examination will be offered this opportunity by Student Services;
- The offer of a supplementary examination must be accepted by the date specified in the supplementary examination offer, if the offer is not accepted then a fail grade will be awarded;
- A maximum grade of 50% will be awarded for a supplementary examination;
- A final course grade will not be awarded until every supplementary assessment has been completed.

4.4.8 FINAL GRADES

A final grade will be awarded for each student formerly enrolled in a course.

Final grades will be calculated from assignment and examination grades, with each assessment grade contributing to the final grade using the weighting assigned in the Course Assessment and Delivery Outline. On this basis, a final grade will be awarded in accordance with the table below:

Percentage	Letter Grade
90-100	A+
85-89.99	A
80-84.99	A-
75-79.99	B+
70-74.99	B
65-69.99	B-
60-64.99	C+

55-59.99	C
50-54.99	C-
40-49.99	D
Below 40	F

Other Designations:

Grade	Grade Name	Description
AUD	Audit	Interest only attendance
AEG	Aegrotat Pass	Aegrotat Pass (as defined below)
CC	Cross Credit	Cross Credit: from recognized courses, either external or internal.
CP	Conceded Pass	Conceded Pass (as defined below)
DNC	Did Not Complete	Did Not Complete: student failed to complete the course
IP	In Progress	In Progress: Temporary designation which indicates that a student's course work has been extended past the end of the semester
SUP	Supplementary	Supplementary: Temporary designation indicating a supplementary assessment has been offered (including resubmissions)
UP	Ungraded Pass	Ungraded Pass
UF	Ungraded Fail	Ungraded Fail
WDN	Withdrawn	Withdrawn: Withdrawal from a course past the stated final date.

A final course grade of D or F is a fail without the option of any supplementary assessment. Courses failed in one year will remain as 'fails' on a student's transcript, even if the course is repeated in a subsequent year, in order that a true record of the student's progress is kept. Grades for failed courses will not be counted toward the Grade Point Average.

Students will be advised of these final results for the course with a transcript after all checking has been completed.

4.4.9 REPEAT COURSES

Students repeating a course must repeat all requirements of the course including class attendance. Students may choose to resubmit assessments from previous attempts of the course in consultation with the lecturer. A fee reduction will apply, see the Laidlaw Fees Schedule for details.

A student may only enrol in the same course a maximum of three times. If the course is compulsory for the programme the student's enrolment in the programme will need to be reviewed by the Head of School.

4.4.10 AEGROTAT PASS

Students who by exceptional circumstances beyond their control, such as illness, injury or bereavement, have been prevented from sitting an examination, or from completing an assignment, or who consider that their performance in any course has been seriously impaired, may, on application to the Head of School through the Academic Registrar, be awarded an aegrotat grade.

No aegrotat grade will be granted unless the student has made an application in writing to the Academic Registrar within one week of the conclusion of Laidlaw examinations, or of the final date for completion of assessments as appropriate. The application must be accompanied by appropriate medical or other documentary evidence which, in the opinion of the Head of School, is sufficient to support an application for compassionate consideration.

In deciding whether to award an aegrotat grade the Head of School will take into consideration such factors as:

- Completion of other assessments within that course;
- Attendance at lectures.

A decision on the academic merit of a request for an aegrotat will be based on an assessment by the Head of School of the probability that the student would have passed the assignment or examination had the student been in a position to complete it in normal circumstances, together with the grades the student received for other assessments, all of which must have been completed.

The performance of the student in other courses will also be taken into account. An aegrotat cannot be granted for more than 12.5% of the total credits of the programme of study.

Where there is a request for aegrotat grades in excess of 12.5% of the credits of the programme of study, or for more than one level 7 course, the student may complete supplementary assessments provided other criteria for obtaining a grade are also met (other assessments and attendance).

Should the Head of School decide that there are not sufficient grounds for awarding an aegrotat grade, the student may be granted the opportunity to complete a supplementary assessment or complete a supplementary assignment within a given time frame.

4.4.11 CONCEDED PASSES

Conceded passes apply only to a student in their final year of study towards an approved Diploma or Bachelor's award. A student who has failed a major assessment in one course only, but who has gained an overall grade of at least 50% in that course and who would otherwise have completed a diploma or degree is eligible to be considered for a conceded pass.

A student is allowed only one conceded pass during their entire period of study at Laidlaw. Application for consideration of a conceded pass should be made in writing to the Academic Registrar for consideration by the Head of School.

4.4.12 NON-COMPLETION OF PROGRAMMES

Students who do not complete a full programme of study for an award will, on request, be given a certified transcript of their results indicating the years of study and the level at which this was undertaken.

4.5 SATISFACTORY ACADEMIC PROGRESS

4.5.1 GOOD ACADEMIC STANDING

Students must maintain good academic standing throughout their study. To maintain good academic standing, students must successfully complete 75% of the courses in which they enrol in any given semester. Student progress is reviewed by the at the end of each semester by the Head of School, other school faculty and administrative staff, Student Support staff and the Academic Services Manager. A student who does not maintain the required standard will be notified in writing and will be counselled towards re-establishment of good academic standing.

4.5.1.1 ACADEMIC PROBATION

If the required standard is not achieved during the semester following such advice, the student will be placed on Academic Probation. All students are on probation during their first semester of study at Laidlaw.

4.5.1.2 ACADEMIC SUSPENSION

If low course completion continues for a further semester, the student may be asked to terminate their programme of study. Students may appeal this decision by presenting a written submission to the Academic Registrar.

4.5.2 PLAGIARISM

Plagiarism is copying or using work without acknowledging the source. Students are required to submit written assessments (such as an essay, portfolio or online examination) electronically through Laidlaw's online learning portal, Moodle. In submitting an assignment for grading, a student is declaring that the work is his/her own. Upon submission of an assignment, the student must agree with the declaration disclaiming plagiarism and collusion. All assignments are then checked for plagiarism through Turnitin.

All words that are copied from another piece of writing, or recording, must be enclosed in quotation marks (" ") and the source referenced according to an accepted system of referencing. Where significant ideas are borrowed from other sources, these too must be acknowledged, including any previous work done by the student that has been submitted for grading.

If this is not done, the lecturer or marker will, on the first occasion, issue a verbal warning and require the student to resubmit the assessment. The Academic Registrar will be notified and will note the offence on the student's file and the plagiarism register.

If there is a subsequent occasion, student will be required to resubmit the assessment to be graded on a pass/fail basis (maximum grade of 50%). The Academic Registrar will issue a warning letter to the student, as well as note the offence on the student's file and the plagiarism register.

Further instances of plagiarism will result in an immediate course fail, be regarded as serious misconduct, and may result in further disciplinary action (see the Disciplinary Procedures section).

If an online examination is failed due to plagiarism then the opportunity to sit a supplementary examination may be offered, if it is failed a second time then a fail grade must be recorded for the examination.

4.5.3 POLICY FOR USE OF TE REO MAORI IN ASSESSMENT

In recognition of Maori as an official language of New Zealand, Laidlaw upholds the right of Maori-speaking students to apply to use Te Reo Maori as the language of assessment in Laidlaw's NZQA approved programmes. The following guidelines set out the procedures for applying to use Te Reo Maori in assessment for Laidlaw courses:

- Students may apply in writing to the Academic Registrar for permission to be assessed in Te Reo Maori either for specified assessment activities or for all assessment activities within a particular course of Laidlaw.
- The application must be made at least 3 weeks before the particular assessment is due or examination is taken.
- The application must carry the signed endorsement of both the lecturer responsible for the course and Laidlaw's Tumuaki/Kaiwhakahaere.
- The Academic Registrar after any necessary consultation with the National Academic Committee and Te Runanga O Te Wananga Amorangi, will give written confirmation within 10 working days of receiving the appropriately endorsed written request that the assessment may be submitted in Te Reo Maori.
- The Laidlaw College administration will work with Te Runanga to identify and access appropriate assessors for the subject and disciplines concerned, and to set moderation procedures in place to ensure Te Reo Maori assessment is just and equivalent to that for students using English for the same assessment activity. Te Runanga will also arrange translation services if such are necessary to ensure equivalence.
- Laidlaw College reserves the right to insist that a proportion of the assessment of a particular subject includes the use of English language where English proficiency is an inherent and necessary aspect of particular learning outcomes for the course.
- Where a student has concerns about the outcome of their application to use Te Reo Maori for an assessment activity, they should appeal to the Head of School who will address the concern through the National Academic Committee of Laidlaw in consultation with the Tumuaki/Kaiwhakahaere. Any unresolved appeal would be submitted to the Principal in consultation with Te Runanga for final decision.

5 GUIDELINES FOR WRITTEN ASSIGNMENTS

5.1 SUBMISSION OF ASSIGNMENTS

Laidlaw College requires the electronic submission of assignments (by upload to the Moodle online system) **except** in the case of assignments that are designed to be submitted manually (e.g. portfolios of work, tests, exams, assignments where it is impractical to upload them electronically). In such cases the relevant lecturer will advise students when manual submission is to be undertaken.

5.1.1 ELECTRONIC SUBMISSION OF ASSIGNMENTS

Instructions for uploading assignments into Laidlaw's online learning management system, Moodle, are available from Moodle, <http://learn.laidlaw.ac.nz>. Support is also available from the IT Helpdesk. It is the student's own responsibility to ensure that assignment work is not lost. Students must save all their assignments and back them up: either on the cloud, or on a flash drive, or with some other method, in case of computer malfunction or the loss of the assignment. We recommend also that they retain a hard copy (a print out) of the assignment for themselves.

Note that all uploaded assignments are automatically checked for plagiarism (copying) through the Turnitin.com service (see also section 2 below).

5.1.2 ASSIGNMENT DUE DATES

Assignments handed in past their due dates, without properly granted extensions, will result in grade penalties. Extensions may be applied for using the online form on the relevant course Moodle page. Please see the "General Information and Regulations" on the penalties for lateness and for details on applying for extensions.

5.2 PLAGIARISM

Students are expected to acknowledge the source of ideas and expressions used in their written work (using the appropriate citation conventions, see section 5.3.4. This is not only an indication of academic honesty but also a courtesy enabling the marker to consult sources with ease. Deliberate failure to do so may constitute plagiarism, and will be dealt with as outlined in the "General Information and Regulations".

In submitting an assignment for evaluation, a student is declaring that:

- The work is his/her own, and that it has not been previously submitted at Laidlaw College or another institution in NZ or overseas.
- Four or more words that are copied from another piece of writing, including published material, websites and the work of other students, must be enclosed in quotation marks (" ") and the source noted appropriately. Where significant ideas are borrowed from other sources, these too must be acknowledged. If you are in doubt as to whether material needs acknowledgement, consult your lecturer, the library staff, or academic support staff.

All online submission points contain the following declaration which students must agree to before submitting the assignment:

5.2.1 DISCLAIMERS OF PLAGIARISM AND COLLUSION

This assignment is my own work, except where I have acknowledged the use of the works of other people, or where collaboration has been authorised by the course teacher.

I have not sought prior knowledge of the contents of time-limited assignment questions (e.g. exams) and will not share details of such assignments with others.

5.3 LENGTH AND PRESENTATION

Style and format are important elements of the assignment. In addition, careful attention should be given to spelling, grammar and punctuation.

5.3.1 LENGTH

For all assignments, the length of the assignment has been chosen with care and should be adhered to by the student. Any variation in length of more or less than 10% will incur a penalty in the grading of the format criteria. An assignment whose word-length is considerably outside these margins may be returned for re-submission. In calculating the number of words in an assignment, the bibliography and footnotes should be excluded, but in-text citations and appendices should be included. However, for undergraduate students, footnotes should not exceed 25% of the number of words in the text.

5.3.2 PAGE LAYOUT

Unless you are otherwise instructed by your lecturer or tutor or by specific assignment instructions, written assignments should be presented in Microsoft Word format, in a black 11 or 12-point standard font. Set up pages as portrait A4.

School of Theology students: You should use 1.5-line spacing. Your assignments should have a heading stating your name, student ID number, and your assignment name. If you are using Hebrew or Greek script, use the Cardo font for it.

5.3.3 ADDITIONAL STYLE REQUIREMENTS FOR SCHOOL OF SOCIAL PRACTICE STUDENTS

The School of Social Practice follows the style guide standards set by the American Psychological Association (APA) for all assignments, research, and published materials. APA is a commonly accepted formatting style for the Social Sciences (e.g. Counselling), and it provides a global uniform style for reading and for presenting one's work.

All assignments should have a header stating your name, student ID number, and the finished word count. Give your assignment a title, and remember to include an introduction and conclusion.

For the **body of your assignment:**

- Double space the entire document (including the reference page).
- Indent the first line of each new paragraph
- Align the text to the left-hand margin, leaving a 'ragged' right margin, and have margins of 1" or 2cm.

- If you use headings within your paper:
 - Level 1 is centred, boldface, and title case (upper case at the start of each word and lower case for the rest)
 - Level 2 is flush left, boldface, and title case
 - Level 3 is indented within the text, boldface, title case, and ends with a full stop

Other notes

- The title of your paper is placed at the top of the page where your text begins, and is centred. It is not a Level 1 heading, therefore it is not in boldface.
- The introduction does NOT need a heading.
- The title for your reference page is placed at the top of the page where your references begin, and is centred. It is not a Level 1 heading, therefore it is not in boldface.

5.3.4 REFERENCING

The reason we reference (= cite) sources is because it honours people's voices and their work; it gives credit to the originator of ideas we use in our work. Referencing positions us in the conversation or discussion. It shows that we have researched and used sources to create a solid argument in our work. Referencing also allows for the facts (or thoughts) we have presented to be checked by our readers because it leads our readers back to the sources we used. It also avoids plagiarism.

Students enrolled in School of Social Practice qualifications should use the APA Referencing system detailed in section 5.5.

Students enrolled in School of Theology qualifications should use the 'Turabian' system for footnotes and bibliography, detailed in section 5.3.9, which is a summary of the more detailed:

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed. Chicago: University of Chicago Press, 2013.

or

Collins, Billie Jean. *The SBL Handbook of Style: For Biblical Studies and Related Disciplines*, 2nd ed. Atlanta, Georgia: SBL Press, 2014.

However, note that Theology students need not follow the strict formatting given in the handbooks above for the formatting of the *body* of their essay.

5.3.5 QUOTATIONS

All quotations must be cited using the appropriate bibliographic style.

Quotations of five or more lines should be a separate, indented paragraph. Such quotations should be single-spaced, without quotation marks.

Quotations appearing within the body of the essay should appear within double quotation marks ("..."), and quotations within quotations should appear in single quotation marks ('...').

All quotations should be accurately reproduced, including original spelling, punctuation and abbreviations. Retain the emphasis (italics, bold, underline) of the original. If this is altered, the student must indicate this in the referencing, e.g., (Italics mine).

A quote may be modified to fit into your sentence in various ways. You may add a final full stop or a final comma as required without comment. For textual studies, if you need to capitalise or make lower case, enclose the changed letter in square brackets; for other quotations it is not necessary. Indicate using square brackets where a quotation has been modified to give context or make the quote fit grammatically into the essay. For example:

“For what I [Paul] received I passed on to you as of first importance” (1 Cor 15:3).

If it is desirable to omit several words from the original text (normally to shorten the quote), such an omission is indicated by three dots that are separated, preceded and followed by single spaces. If the omission misses out sentence endings, add an extra dot. If it includes the end of a sentence, but not immediately after it, add a full stop with no gap after the first sentence. The remaining words must both make sense and be true to the intent of the original.

For example:

“Beyond question, evangelical intellectual life is being strengthened by developments in these six areas. Yet when assessing the current situation, realism is also required, as well as precision about what is actually taking place.”

could become:

“[E]vangelical intellectual life is being strengthened by developments in these six areas. . . . [But] realism is also required.”

If the original quote is misspelled and the misspelling reveals something of your source or is useful for your argument (not simply a typography error, which you can correct without comment), you can include *sic* in square brackets after the misspelling. For example:

“I warn’t [*sic*] too drunk to get there.”

5.3.6 NON-DISCRIMINATORY LANGUAGE

Languages are constantly changing and developing, so it is important to be alert to forms of speech that have acquired exclusive or discriminatory meanings or connotations. Make an effort in both written and oral presentations to use inclusive and non-discriminatory terms.

For example, the terms "man", "men", "mankind", and the masculine pronoun "he", are no longer acceptable as *generic* terms (i.e., terms for people irrespective of gender). These terms now carry exclusive (i.e., male-only) connotations for many. Inclusive substitutes, such as "human being", "human", "humanity", "humankind", "people", "person", etc., should therefore be used. Alternatives to "he" include the use of both gender pronouns together ("he/she", "s/he", "his/her", "himself/herself"), recasting the sentence in the plural ("they", "their"), use of the formal impersonal pronoun ("one/one's"), or use of the passive voice.

In direct quotations from other sources, the exact language of the source should still be quoted verbatim (exactly as written), even if discriminatory. For example,

“I warn’t too drunk to get there; but when they told me there was a State in this country where they’d let that nigger vote, I drew out.”

5.3.7 ABBREVIATIONS

5.3.7.1 COMMON GENERAL ABBREVIATIONS

Essays should not include contractions such as: don't, won't, shouldn't, can't, aren't, etc., replacing them with the full: do not, will not, should not, cannot, are not.

Contractions should not be followed by a full stop, unless they end a sentence:

Mr Mrs Ms Dr Rev 2nd 3rd PhD

The full stop is normally omitted in references to widely used terms, such as:

NT OT MT IVP RSV NIV *TDNT*

5.3.7.2 BIBLICAL BOOKS

Citations of Biblical books beginning a sentence and without chapter and verse references should be spelled out fully. Those with chapter and verse should be abbreviated as below. This is required regardless of whether the citations occur in the text body or footnotes, in the sentence structure or in parentheses. For example:

Isaiah states that it is “the vision of Isaiah son of Amoz” (Isa 1:1), but Isa 1:2 says to its audience, “Hear...”.

OT	Old Testament	NT	New Testament
Gen	Genesis	Matt	Matthew
Exod	Exodus	Mark	Mark
Lev	Leviticus	Luke	Luke
Num	Numbers	John	John
Deut	Deuteronomy	Acts	Acts
Josh	Joshua	Rom	Romans
Judg	Judges	1-2 Cor	1-2 Corinthians
Ruth	Ruth	Gal	Galatians
1-2 Sam	1-2 Samuel	Eph	Ephesians
1- 2 Kgs	1-2 Kings	Phil	Philippians
1-2 Chr	1-2 Chronicles	Col	Colossians
Ezra	Ezra	1-2 Thess	1-2 Thessalonians
Neh	Nehemiah	1-2 Tim	1-2 Timothy
Esth	Esther	Titus	Titus

Job	Job	Phlm	Philemon
Ps/Pss	Psalms	Heb	Hebrews
Prov	Proverbs	Jas	James
Eccl (or Qoh)	Ecclesiastes (or Qoheleth)	1-2 Pet	1-2 Peter
Song (or Cant)	Song of Songs (or Canticles)	1-2-3 John	1-2-3 John
Isa	Isaiah	Jude	Jude
Jer	Jeremiah	Rev	Revelation
Lam	Lamentations		
Ezek	Ezekiel		
Dan	Daniel		
Hos	Hosea		
Joel	Joel		
Amos	Amos		
Obad	Obadiah		
Jonah	Jonah		
Mic	Micah		
Nah	Nahum		
Hab	Habakkuk		
Zeph	Zephaniah		
Hag	Haggai		
Zech	Zechariah		
Mal	Malachi		

Other notes about using Biblical references

- There is no full stop after the book abbreviation.
- Single references should remain in-text, strings of references should be put in a footnote.
- There is no space after the colon: Rom 3:15 (not Rom 3: 15).
- There is a space after the book number: 1 Cor (not 1Cor).
- Strings of references are separated with commas within the same chapter, or semicolons otherwise and ending in a full stop: Gen 1:1-2, 6; 2:1; Ps 8:4; John 1:1, 15.
- Chapter or verse number referenced without the book in the immediate context should have 'chapter' or 'verse' spelled out. E.g. "In chapter 3 we see that..."

5.3.8 NUMBERS

5.3.8.1 GENERAL RULE

If you use only a few isolated numbers:

- Spell out numbers in words from one through one hundred, and use numerals thereafter, e.g. forty-five; 4,567.
- Use numerals for percentages and decimals, but spell out 'percent', e.g. 0.2 or 20 percent.
- Spell out numbers if they begin a sentence, even long numbers. In this latter case, leave out 'and': e.g. instead of 520, write "Five hundred twenty..."
- Spell out round numbers (hundred, thousand ...) e.g. three million. Here numerals and round numbers can be mixed, e.g. 52 million.
- Spell out currency when the number is spelled out, otherwise not, e.g. five dollars, \$245 trillion.

For several numbers in one sentence, or if you are presenting numerical data, use numerals, with currency and percentage signs.

E.g. "About 20% of the growth came from \$3.4b of US foreign aid."

5.3.8.2 LINE, VERSE, PAGE, CHAPTER AND SECTION REFERENCES

These are presented using numerals without commas, e.g. chapter 21, section 5, page 1356.

For citing inclusive references, either of the following is acceptable:

a) Use all digits, e.g. 3-10, 71-72, 96-117, 1115-1123.

b) The second number can be changed only in the part it differs from the first number, e.g. 123-5, 601-13, 1922-33. Except use all digits for when:

- The numbers are less than 100, e.g. 45-48.
- The first number is in multiples of 100, e.g. 200-204.
- Three digits change in a four digit number, e.g. 1391-1572.

5.3.9 GREEK AND HEBREW FONTS

The Tyndale Unicode font kit is recommended by the College for typing Greek and Hebrew characters and accents. This free installation kit includes a Greek and Hebrew keyboard mapping, and the Cardo font. For Hebrew, these allow vowel pointing and Masoretic punctuation; for Greek they allow breathing marks, accents and ancient forms. The installation kit can be accessed from the Tyndale website: (<http://www.tyndale.cam.ac.uk/greek-hebrew-fonts>). Please note that the Right to Left language feature needs to be activated before the Hebrew font is installed. Full instructions can be found on the Tyndale website.

English transliterations of Greek and Hebrew words should be typed in *italics*, in the same way as other foreign language terms.

5.4 TURABIAN FOOTNOTE AND BIBLIOGRAPHIC STYLE

The Turabian bibliographic style is required for footnotes and other references used in essays by School of Theology students.

For an online version of this guide, with quick access links to relevant examples, please go to: <http://learn.laidlaw.ac.nz/mod/page/view.php?id=85841>. (From Moodle, access this using the menu option “Information / Rules and Regulations”).

5.4.1 FOOTNOTES

References to sourced material, whether of quotations or ideas, are footnoted in the body of the text. Use should be made of writing app features such as “Insert Footnote” under the “References” menu or ribbon in Microsoft Word.

The number of the footnote reference will be represented by a superscript number (raised above the line of writing), with the associated citation reference appearing at the bottom of the page, e.g.

Miller claims that Israel is destined to experience failure.¹

Footnote references are to be placed outside punctuation (normally after the full stop), and at the end of the sentence or quotation, e.g.

McClaren affirms “I have experienced the love of God through Jesus, and as the old hymn says, ‘love so amazing, so divine, demands my heart, my life, my all.’”⁶

Several notes can appear in one sentence, and may be to references and/or comments, e.g.

Particularly significant here is its usage to convey the entrusting of something into the care of another²² and the granting of authority²³—senses which imply the authority of the giver over the receiver.²⁴

5.4.2 BIBLIOGRAPHY (= PAGE OF REFERENCES)

Bibliographies are placed at the end of the work, starting on a new page, and entitled ‘Bibliography’. For example:

BIBLIOGRAPHY

Fleming, Don. *Bridge Bible Commentary*. Brisbane: Bridgeway, 1994.

Gaebelein, Frank E, ed. *The Expositor’s Bible Commentary*. Vol. 5. Grand Rapids: Zondervan, 1991.

Keck, Leander E., ed. *The New Interpreter’s Bible*. Vol. IV. Nashville: Abingdon, 1996.

Kidner, Derek. *Psalms*. Leicester: Inter-Varsity Press, 1973.

¹ J. Gary Millar, *Now Choose Life: Theology and Ethics in Deuteronomy* (Leicester: Apollos, 1998), 161.

Bibliographies are arranged in alphabetical order, hence the author's surname appears first in bibliographical format. Titles should be in 'capitals and small letters' format wherever possible, following general usage (see examples below). When referring to publishers, use only the publisher's distinctive name, not the fact that it is a press or publishing house. The exception to this is university presses, for example: The University of Chicago Press, Oxford University Press or Cambridge University Press.

The particular state in the United States (e.g. Indiana) should be used if indicated in the book's title page information, using the state's abbreviation (e.g. Ind.). If it is not in the book's title page information then it is not necessary (but it is not wrong either). For example:

Waltke, Bruce K. and M. O'Connor. *An Introduction to Biblical Hebrew Syntax*. Winona Lake, Ind.: Eisenbrauns, 1990.

If the bibliography includes articles obtained with search engines such as EBSCO or Proquest, any details of the online access tool and the date of access should be removed.

5.4.3 EXAMPLES OF FOOTNOTE AND BIBLIOGRAPHY ENTRIES

In the examples that follow, **N** refers to formatting of items in the footnotes. **B** refers to formatting in the bibliography.

5.4.3.1 WHOLE BOOKS

Book

One author

Not in a series

- N ⁵ J. Gary Millar, *Now Choose Life: Theology and Ethics in Deuteronomy* (Leicester: Apollos, 1998), 161.
- B Millar, J. Gary. *Now Choose Life: Theology and Ethics in Deuteronomy*. Leicester: Apollos, 1998.

For **Kindle and ebook versions**, if a page number is used the following format should be used:

- N ⁹ J. Gary Millar, *Now Choose Life: Theology and Ethics in Deuteronomy* (Leicester: Apollos, 1998), Kindle edition: 322.
- B Millar, J. Gary. *Now Choose Life: Theology and Ethics in Deuteronomy*. Leicester: Apollos, 1998. Kindle edition.

Note however, that instead of page numbers, you will often need to specify section names or chapters:

- N ² J. Gary Millar, *Now Choose Life: Theology and Ethics in Deuteronomy* (Leicester: Apollos, 1998), Kindle edition: Chapter 4.
- B Millar, J. Gary. *Now Choose Life: Theology and Ethics in Deuteronomy*. Leicester: Apollos, 1998. Kindle edition.

Book**One author****In a series**

- N ⁷ R. T. France, *The Gospel of Mark: A Commentary on the Greek Text*, New International Greek Testament Commentary (Grand Rapids, MI; Carlisle: W.B. Eerdmans; Paternoster Press, 2002), 444.
- B France, R. T. *The Gospel of Mark: A Commentary on the Greek Text*. New International Greek Testament Commentary. Grand Rapids, MI; Carlisle: W.B. Eerdmans; Paternoster Press, 2002.

Multivolume book**One author****In a series**

- N ⁵ N. T. Wright, "The Letter to the Romans," vol. 10 in *The New Interpreters Bible: A Commentary in Twelve Volumes* (Nashville: Abingdon Press, 2002), 82.
- B Wright, N. T. "The Letter to the Romans." Vol. 10. Pages 393-771 in *The New Interpreters Bible: A Commentary in Twelve Volumes*. Nashville: Abingdon Press, 2002.

Secondary quotation**In a book****Not in a series**

- N ²⁹ Clark H. Pinnock, *A Defence of Biblical Infallibility* (Philadelphia, PA: Presbyterian & Reformed, 1967), 372, quoted in Avery Dulles, *Models of Revelation* (Garden City, NY: Doubleday & Co., 1983), 45.
- B Pinnock, Clark H. *A Defence of Biblical Infallibility*. Philadelphia, PA: Presbyterian & Reformed, 1967, 372. Quoted in Avery Dulles, *Models of Revelation*. Garden City, NY: Doubleday & Co., 1983, 45.

Book**Two [or three] authors****Not in a series**

- N ³ Bruce K. Waltke and M. O'Connor, *An Introduction to Biblical Hebrew Syntax* (Winona Lake, Ind.: Eisenbrauns, 1990), 343-50.
- B Waltke, Bruce K. and M. O'Connor. *An Introduction to Biblical Hebrew Syntax*. Winona Lake, Ind.: Eisenbrauns, 1990.

Note that in bibliographical references the second (and third) author's initials or first names are given first.

Book**More than three authors****Not in a series**

- N ⁶ Bernard Brandon Scott et al., *Reading New Testament Greek* (Peabody, Mass.: Hendrickson, 1993), 53.
- B Scott, Bernard Brandon, Margaret Dean, Kristen Sparks, and Frances LaZar. *Reading New Testament Greek*. Peabody, Mass.: Hendrickson, 1993.

Book**One editor****Not in a series**

- N ⁸ Bernhard Lang, ed., *Anthropological Approaches to the Old Testament* (Philadelphia: Fortress, 1985), 1-20.
- B Lang, Bernhard, ed. *Anthropological Approaches to the Old Testament*. Philadelphia: Fortress, 1985.

Book**Multiple editors****Not in a series**

More than one editor follows a similar pattern to those of authors, above.

5.4.3.2 SUBSEQUENT REFERENCES IN FOOTNOTES

Normally subsequent references will be author plus shortened title. For a book:

N ²⁸ Miller, *Now Choose Life*, 161.

For an article, essay or chapter:

N ²⁹ Jackson, "Running," 180.

It is also possible to use the terms *ibid.* to refer to subsequent references when these follow with no intervening references. In this case, *ibid.* is used in place of as much of the succeeding material as is identical. Indeed, it may be thought of as the academic equivalent to a 'ditto' mark, functioning in a similar way. For example, if we had:

N ²² Richard Jackson, "Running down the Up-Escalator: Regional Inequality in Papua New Guinea," *Australian Geographer* 14 (May 1979): 180.

Then when the next reference is to the same page of the same work and page number:

N ²³ *Ibid.*

And when the following reference to the work is to a different page:

N ²³ *Ibid.*, 178.

5.4.3.3 ARTICLES, ESSAYS AND CHAPTERS

Essay

In a book

N ⁴ Stanley E. Porter, "How Can Biblical Discourse Be Analyzed?: A Response to Several Attempts," in *Discourse Analysis and Other Topics in Biblical Greek*, eds. Stanley E. Porter and D. A. Carson, Journal for the Study of the New Testament Supplement Series 113 (Sheffield: Sheffield Academic Press, 1995), 22.

B Porter, Stanley E. "How Can Biblical Discourse Be Analyzed?: A Response to Several Attempts." Pages 107-16 in *Discourse Analysis and Other Topics in Biblical Greek*. Vol. 113. Edited by Stanley E. Porter and D. A. Carson. Journal for the Study of the New Testament Supplement Series. Sheffield: Sheffield Academic Press, 1995.

One chapter**In multivolume work
with a general title and
editor(s)**

- N ²² Terence Fretheim, "The Book of Genesis," in *The New Interpreters Bible Commentary*, ed. Leander E. Keck, et. al. Vol. 1, (Nashville: Abingdon, 1994), 349.
- B Fretheim, Terence. "The Book of Genesis." In *The New Interpreters Bible. Commentary*, ed. Leander E. Keck, et. al. Vol. 1. Nashville: Abingdon, 1994.

Article**In a dictionary or
encyclopedia**

- N ⁹ Duane A. Garrett, "Type, Typology," in *Evangelical Dictionary of Biblical Theology*, ed. Walter A. Elwell (Grand Rapids: Baker, 1996), 786.
- B Garrett, Duane A. "Type, Typology," in *Evangelical Dictionary of Biblical Theology*. Edited by Walter A. Elwell. Grand Rapids: Baker, 1996, 785-790.

Article**In a journal**

- N ²² Craig A. Smith, "A Study of 2 Timothy 4:1-8," *Tyndale Bulletin* 57/1 (2006): 153.
- B Smith, Craig A. "A Study of 2 Timothy 4:1-8." *Tyndale Bulletin* 57/1 (2006): 151-15.

Book review**In a journal**

- N ¹⁴ Francille M. Firebaugh, "Review of The Academic Kitchen: A Social History of Gender Stratification at the University of California, Berkeley," by Maresi Nerad, *Isis* 92 (March 2001): 237.
- B Firebaugh, Francille M. "Review of The Academic Kitchen: A Social History of Gender Stratification at the University of California, Berkeley," by Maresi Nerad. *Isis* 92 (March 2001): 236 - 237.

**Internet publication (with
no printed counterpart)**

- N ¹⁵ Edna Erez, "Domestic Violence and the Criminal Justice System: An Overview," *Online Journal of Issues in Nursing* 7, no 1 (January 2002), n.p. Online: http://www.nursingworld.org/ojin/topic17/toc17_3.htm (accessed 22 March, 2004).
- B Erez, Edna. "Domestic Violence and the Criminal Justice System: An Overview." *Online Journal of Issues in Nursing* 7, no 1 (January 2002), No pages. Online: http://www.nursingworld.org/ojin/topic17/toc17_3.htm (accessed 22 March, 2004).

5.4.3.4 UNPUBLISHED TEXTS**Unpublished lecture**

- N ⁹² Julia Jones, "Squeezing Life" (lecture, Laidlaw College, Christchurch, NZ, October 2016), www.laidlaw.ac.nz/news/2016/smith-2016 (accessed November 2016).
- B Jones, Julia. "Squeezing Life." Lecture, Laidlaw College, Christchurch, NZ, October 2016. www.laidlaw.ac.nz/news/2016/smith-2016 (accessed November 2016).

Unpublished lecture notes, essay, blog, website etc.

N ²¹ Peter Smith, "Relationality" (Laidlaw College course 561.615, 16th July 2014), 15, <http://tinyurl/ofwzpwE9lZQ> (accessed November 2016).

B Smith, Peter. "Relationality." Laidlaw College course 561.615, 16th July 2014. <http://tinyurl/ofwzpwE9lZQ> (accessed November 2016).

Include as many details as possible of: author, purpose, type, date, source; this latter will preferably be accessible by the grader. Include when you accessed it. If page numbers are present, use these, otherwise use section headings. Wording that can be used:

- Assignment submitted for...
- Lecture notes ...
- Personal communication...

5.4.3.5 UNTRANSLATED TEXTS

Untranslated books and articles should be cited in their original language (handwritten if non-romanised font cannot be electronically inserted) with an English translation in parenthesis.

5.5 APA NOTE AND BIBLIOGRAPHIC STYLE

This bibliographic style is required for School of Social Practice students.

5.5.1 IN-TEXT CITATIONS

In-text citations consist of the surname(s) of the author(s) and the year of publication in brackets. If the author's name has been used in the body of the text, just insert the year in brackets. If it is a direct quote, insert "p." and the page number in brackets. For example:

Volf (2005) writes that giving and forgiving "are a particular sort of lens" (p. 235) through which we might view our faith.

If there is no author, use the title as italicised in the reference list (or a short form of the title) instead. If there is no date, use "n.d." (without quotation marks).

5.5.2 REFERENCE PAGE

Most of your assignments will have a reference page. If you have questions about how many sources to reference, check with your lecturer. You will reference all material. These include books, journals, electronic resources, web pages, and non-print sources.

Please note that the reference page begins as a new page after the last page of text. The title for this page is References (NOT Reference List, Reference Page, or Bibliography). All citations used in the body of the assignment (except the Bible and personal communication) are listed on the reference page in alphabetical order by the author's (or first author) surname. A hanging indent is used for all references.

References

Broom, B. (2007). *Meaning-full disease: How personal experience and meanings cause and maintain physical illness*. London, United Kingdom: Karnac.

Engel, G. L. (1977). *The need for a new medical model: A challenge for biomedicine*. *Science*, 196(4286), 129-136.

Hui, E. C. (2002). *At the beginning of life: Dilemmas in theological bioethics*. Downers Grove, IL: InterVarsity Press.

5.5.3 PUBLISHER INFORMATION

If the publisher is located in the United States, include both the city and the state. Example: Grand Rapids, MI, or Belmont, California. If the publisher is located outside of the United States, include the city and country name. Example: Wellington, New Zealand, or London, United Kingdom.

5.5.4 CLASS MATERIAL

If you cite material from a lecturer's PowerPoint presentation, which is located on Moodle, cite the presentation the same as you would a website. However, if you wish to quote a presenter, cite this as you would a personal communication. Class hand-outs or your own work not located online are cited as personal communication.

5.5.5 USING REFERENCES FOR REFLECTIVE ESSAYS

It is helpful to acknowledge how someone else's ideas have influenced your work. It demonstrates how you have been informed. Therefore it is advisable to reference the work of others in your reflective essays. If you have questions about how many sources to reference, check with your lecturer.

5.5.6 REFERENCING PERSONAL COMMUNICATION

Personal communication includes information that your readers may not be able to retrieve directly, such as: conversations, presentations, social media (e.g. Twitter, Facebook), and emails.

5.5.7 EXAMPLES

For an online easily navigable guide please go to:

<https://owl.english.purdue.edu/owl/resource/560/01/> (From Moodle, access this using the menu option "Information / Rules and Regulations".)

Or for a page listing multiple resources, use:

<http://www.waikato.ac.nz/library/study/referencing/styles/apa>

6 GENERAL REGULATIONS

6.1 AWARDS OF THE COLLEGE

Every recipient of an award receives a certificate, in appropriate form, under the common seal of the Laidlaw College, stating that his or her degree, diploma or certificate has been conferred.

6.1.1 TRANSCRIPTS

One transcript (not certified) will be supplied to all students at the end of each semester and an official certified transcript will be supplied to all graduating students. Students may request additional copies, but these will incur a fee as detailed in the Laidlaw Fees Schedule.

6.1.2 GRADUATION

Graduation ceremonies are held in Auckland and Christchurch, and in collaboration with partner colleges, each year at which the awards of the previous year's graduands are conferred. Students must apply by the advertised date to graduate. Students who attend the ceremony will be required to arrange and pay for the hire of the appropriate academic dress.

Postgraduate students realistically need to allow two to three months for examination of a thesis or dissertation, and final grading. Therefore, in the ordinary course of events, final transcripts for theses or dissertations submitted before the date of graduation may not be available by the date of the graduation ceremony in that same year. Normally graduands will attend the ceremony in the year following the submission of their final research.

6.1.3 ACADEMIC DRESS

Formal academic dress is worn at the graduation ceremonies. Each Laidlaw award is allocated a distinctive hood and gown. The hood for every degree is the size and shape for Cambridge Master of Arts and is designed as follows:

Award	Hood
Master of Theology (MTh)	Red inside and out with a black edging and a white stripe inside
Postgraduate Diploma in Theology (PGDipTh)	Red on the outside, with a white edging and full black lining
Graduate Diploma in Theology (GradDipTh)	Black inside and out, with a white edging and a royal blue stripe
Graduate Certificate in Theology (GradCertTh)	
Bachelor of Ministries (BMin)	Black on the outside, with a white edging and full red lining
Bachelor of Theology (BTheol)	Black on the outside, with a white edging and full royal blue lining

Bachelor of Counselling (BCouns)	Black on the outside, with a white edging and full pale blue lining
Bachelor of Teaching [Primary] (BTeach)	Black on the outside, emerald green lining with white fur edge
Diploma in Christian Studies (DipCS)	Black inside and out, with a white edging and a red stripe
Diploma of Christian Studies (Relational) (DipCS(R))	Black inside and out with pale blue edging
Diploma of Christian Education (DipCEd)	Black inside and out with emerald green lining

Certificate students do not wear formal academic dress but should be dressed in formal attire for the graduation ceremony.

6.2 BIBLE VERSIONS

Students are encouraged to interact with a range of Bible translations in the course of their studies. However, Laidlaw College requires that students use either the 2011 New International Version (NIV-2011) or the New Revised Standard Version (NRSV) text of the Bible in their assignment work. These will be the Bible translations that students will use in their examinations. Therefore, Laidlaw students at all campuses will need to own or be able to access a physical copy of either one or both of these two Bible translations.

6.3 ETHICS APPROVAL

All staff and students of Laidlaw College undertaking research that involves human participation are required to ensure that their research complies with the highest ethical standards. This includes research that may be undertaken within a taught course. To this end, approval of any research that involves human participants must be submitted to the Laidlaw Ethics Committee for approval. Ethics Committee approval must be granted before any such research commences. Undergraduate research involving human participation will only be approved in exceptional circumstances.

The Ethics Committee will consist of at least five members, drawn from the academic staff with relevant research experience including a minimum of one external member. The Ethics Committee's concern will be to ensure that human rights issues are properly addressed, any potential harm is minimized and managed, informed consent has been obtained, confidentiality and anonymity will be maintained, and that all the necessary documentation to support this is in place.

It is the responsibility of both the supervisor and the researcher to be aware that certain research may need Ethics Committee approval. All documentary evidence required from the researcher, must be in place, and the approval of the ethics committee obtained before investigative procedures involving human subjects and the resultant gathering and storage of information may begin.

For further information see the Human Research Ethics Protocol by contacting the Postgraduate Administrator.

6.3.1.1 STATEMENT OF PRINCIPLES AND POLICIES ON HUMAN RESEARCH ETHICS

Applicants for Ethics Committee approval for research should complete the required forms and submit them to the chair of the Ethics Committee through the Postgraduate Administrator. Final approval of any proposal is subject to an Ethics Committee recommendation.

Any teaching and research proposals that require ethical approval must evidence:

- research or teaching merit;
- participants' informed consent which is given free from any form of coercion;
- respect for participants' rights of privacy and confidentiality;
- minimisation of the risk of harm to participants;
- special care for vulnerable participants;
- limitation of, and justification for, any use of methods involving lack of full disclosure such as 'blind' groups, 'double blind' groups, or control groups;
- appropriately qualified supervision;
- avoidance of any conflict of interest;
- respect for societies and cultures of participants;
- freedom to publish the results of research, while maintaining the anonymity of individuals;
- compliance with other standards where appropriate;
- appropriateness of remuneration where applicable.

For guidance on these issues and for an Ethics Protocol form, contact the Postgraduate Administrator.

6.4 POSTGRADUATE APPEALS

If a postgraduate student or their supervisor feels that he or she is not able to establish an effective working relationship, either party may petition the Postgraduate Committee for the appointment of a new supervisor. If either the student or the supervisor feels that the student's work is not proceeding satisfactorily for reasons outside of their control, either party may, after consultation with the other, approach the Postgraduate Committee, for assistance.

If the student considers the assessment process has been inadequate or unfair, he or she may apply to the Head of School through the Postgraduate Committee for a review of the process. If that is not satisfactory, an appeal to the Principal may be sought. In such cases, the relevant school will ensure that the issues of concern are addressed expeditiously to avoid significant loss of time in regard to the student's research or funding.

6.5 INFORMATION PRIVACY

Laidlaw College collects and stores information to comply with the requirements of:

- the Ministry of Education (student statistical returns);
- New Zealand Qualifications Authority (NZQA) (Record of Learning registration and Unit Standard outcomes);
- Tertiary Education Commission (TEC (Single Data Returns and funding requirements);

- Industry Training Organisations (funding and academic outcomes);
- Ministry of Social Development (confirmation of enrolment and academic outcomes);
- Inland Revenue Department (IRD) (student loan interest rebate);
- Department of Immigration (regarding students who are not New Zealand citizens or permanent residents); and
- Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards).

Information collected on the application form may be supplied to, and sought from, other educational organisations for the purpose of verifying academic records. The information is also used to select students for programmes, to manage internal administrative processes, and for internal reporting, or to foster and enhance community life within the Laidlaw community. The Laidlaw community is defined as being students and their families, staff, board members, and support workers.

Laidlaw College collects and stores information from this form to:

- manage the business of Laidlaw College (including internal reporting, administrative processes and selection of scholarship and prize winners);
- comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of records;
- supply information to government agencies and other organisations as set out below.

6.5.1 SUPPLY OF INFORMATION TO GOVERNMENT AGENCIES AND OTHER ORGANISATIONS

The student's personal details (name, date of birth and residency) as entered on the application form will be included in the National Student Index and may be used in an authorized information matching programme with the New Zealand Birth Register.

In handling data supplied by the student on the application form, the government agencies are required to comply with the provisions of the Privacy Act 1993 which came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires Laidlaw College to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act, see www.privacy.org.nz/privacy-act.

Laidlaw College supplies data collected on the application form to government agencies, including:

- Ministry of Education (MoE)
- New Zealand Qualifications Authority (NZQA)
- Tertiary Education Commission (TEC)
- Ministry of Social Development (MSD) (in relation to student loans and allowances) and Inland Revenue (IRD) (student loans)
- New Zealand Police
- Department of Justice
- Accident Compensation Corporation (ACC)
- Immigration New Zealand (INZ) and the Ministry of Business, Innovation and Employment (MBIE) (for those who are not New Zealand citizens or permanent residents)

- Agencies who support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

These agencies use the data collected from tertiary education organisations to:

- administer the tertiary education system, including allocating funding;
- develop policy advice for government;
- conduct statistical analysis and research.

The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

In signing the enrolment form, students authorize such disclosure on the understanding that Laidlaw College will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. Students may see any information held about them and amend any errors in that information. To do so, contact Student Services.

6.6 DISCIPLINARY PROCEDURES AND STANDARDS OF CONDUCT

In signing the enrolment contract, the student undertakes to comply with the published rules and policies of Laidlaw College with regard to attendance, academic integrity and progress, conduct and use of information systems.

If, for any reason, at any point during their study, students are found unsuited to a particular programme, then they will be counselled into an appropriate programme or may be asked to cease their studies at Laidlaw.

Discipline or suspension may result from any of the following:

6.6.1 ACADEMIC MISCONDUCT

May include:

- plagiarism offences such as submitting work for an assessment knowing it to be the work of another person, or failing to acknowledge the source of material in an assessment or research essay/project or thesis;
- failing to abide by the rules of the library, especially with respect to the issue of books, journals etc.;
- taking unauthorized materials into an examination, improperly obtaining knowledge of an examination paper and using that knowledge in the examination or arranging for another person to sit an examination or prepare a piece of work for submission in the place of a student.

The Academic Registrar, in consultation with the Head of School, will consider incidents of academic misconduct. Students may appeal decisions made by presenting a written submission to the Head of School, through the Academic Registrar.

6.6.2 MISCONDUCT AND SERIOUS MISCONDUCT

Misconduct is defined as failure to maintain proper standards of integrity, or conduct that is a threat to the security, safety or wellbeing of students or staff of Laidlaw or its stakeholder community.

Serious misconduct may include, but is not limited to harassment, abusive behaviour, assault, theft, fraud, misappropriation, willful negligence, willful disobedience or willful misconduct. The finding of serious misconduct will result in immediate suspension.

Misconduct and serious misconduct is monitored by the Student Dean at the Henderson or Campus Directors at any other location, in consultation with the Head of School or Principal as necessary.

Laidlaw reserves the right to refuse further enrolment of students suspended under these provisions. Students may appeal decisions made by this committee by presenting a written submission to the Senior Leadership Team, through the Academic Registrar.

6.6.2.1 SERIOUS MISCONDUCT FOR STUDENTS IN THE BACHELOR OF TEACHER (PRIMARY) OR DIPLOMA OF CHRISTIAN EDUCATION

Student teachers are required to adhere to the Education Council Aotearoa Code of Ethics at all times during their programme. Furthermore, Laidlaw College student teachers are required to immediately disclose in writing immediately to the Head of Programme (Education) anything that may affect their suitability and fitness to work with children during their course of study. Any convictions gained during study are required to be disclosed in writing immediately to the Head of Programme (Education).

Should any student be found to breach the standards of conduct listed in the Laidlaw College Teacher Education Handbook and Laidlaw General Information and Regulations 2017, the student will be subject to review. This review will be conducted by the Head of School, Head of Programme (Education), Practicum Coordinator and the Student Review Committee (as set out in the Laidlaw Academic Policies Manual). The student's eligibility to continue in the programme will be detailed in a recommendation to the Academic Leadership Team for approval. Students may appeal this decision as per the guidelines under 5.6.2 Misconduct and Serious Misconduct.

6.6.2.2 SERIOUS MISCONDUCT FOR STUDENTS IN THE BACHELOR OF COUNSELLING OR DIPLOMA OF CHRISTIAN STUDIES (RELATIONAL)

Counselling students are required to adhere to the New Zealand Association of Counsellors Code of Ethics at all times during their programme. Furthermore, Laidlaw College counselling students are required to immediately disclose in writing immediately to the Head of Programme (Counselling) anything that may affect their suitability and fitness to work with children during their course of study. Any convictions gained during study are required to be disclosed in writing immediately to the Head of Programme (Counselling).

Should any student be found to breach the standards of conduct listed in the Laidlaw College Counselling Handbook and Laidlaw General Information and Regulations 2017, the student will be subject to review. This review will be conducted by the Head of School, Head of Programme (Counselling), Practicum Coordinator and the Student Review Committee (as set out in the Laidlaw Academic Policies Manual). The student's eligibility to continue in the programme will be detailed in a recommendation to the Academic Leadership Team for approval. Students may appeal this decision as per the guidelines under 5.6.2 Misconduct and Serious Misconduct.

6.7 GRIEVANCE PROCEDURES

Laidlaw is committed to providing an environment which is safe, and which is free from harassment and discrimination. Safety issues may include something that should be occurring and is not, or something not up to standard.

Harassment and discrimination may be offensive behaviour or unwanted attention. It may involve an abuse of power to disadvantage, discriminatory behaviour, or insult. Any kind of harassment is unacceptable – sexual, racial, academic, religious, or any other form of discrimination.

Structures are therefore provided within Laidlaw to address complaints from students or other interested parties.

6.7.1 ACADEMIC COMPLAINTS

For course related concerns, including teaching, grading and examinations:

- If a student has a concern relating to just one course, they should speak to the lecturer or tutor involved. If the matter remains unresolved, or if the issues relate to more than one course, the student should refer it to the Head of School.
- If this proves unsatisfactory the matter should be referred to the National Academic Committee through the Student Representative on the Committee.
- If all these procedures do not result in a satisfactory resolution of the concern, the matter may be referred to the Principal.
- If all these procedures do not result in a satisfactory resolution of the concern, the matter may be referred to NZQA (see below).
- If the complaint concerns an AUT qualification, information on the disputes resolution policy is available at: www.aut.ac.nz/_media/intranet/pdfs/services-and-operations/academic-quality-office/academic-calendar-2016/GAR-Part-6_Academic-Calendar-2016.pdf. Further, students may refer their concerns to the Dean of Postgraduate Studies who may be contacted at:

University Postgraduate Centre
Level 5, WU Building
Room WU501
46 Wakefield Street
Auckland Central
Phone: +64 9 921 9907
Fax: +64 9 921 9902
postgraduate@aut.ac.nz

- If the complaint concerns an ACT qualification, information on the disputes resolution policy of ACT is available at: www.actheology.edu.au/policies. Further, students may refer their concerns to the Dean of ACT, who may be contacted at:

Level 10, 257 Clarence Street
Sydney NSW 2000,
AUSTRALIA
Phone: 00 612 9262 7890
info@actheology.edu.au

6.7.2 GENERAL COMPLAINTS

If the complaint relates to personal, pastoral, or community matters, they should be referred in the first instance to the Student Dean (Henderson and Distance) or the Campus Director.

If this does not resolve the matter, the student should refer the matter to the Head of School.

If the above avenues do not result in satisfactory resolution, students may refer their concerns to the Principal, through the Principal's Executive Assistant.

If all these procedures do not result in a satisfactory resolution of the concern, the matter may be referred to the Chairperson of the National Governing Council (see the Principal's Executive Assistant for contact details). The NGC will arrange mutually agreed moderation if necessary.

6.7.3 UNRESOLVED COMPLAINTS

Failing all the above, a student may make a formal complaint to NZQA by:

- Downloading the formal complaint form on the NZQA website here: www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/, and along with any supporting evidence, email it to gadrisk@nzqa.govt.nz or post it to:

The Complaints Officer
Quality Assurance Division
PO Box 160
Wellington 6140

- Or by contacting NZQA on 0800 697 296.

International students can seek assistance regarding a contractual and/or financial dispute by:

- Making a complaint through iStudent Complaints <http://www.istudent.org.nz/>;
- Or by calling the Disputes Resolution Scheme operator iStudent Complaints on 0800 00 66 75.

6.8 STUDENT HANDBOOKS

The Henderson, Manukau and Christchurch campuses provide orientation handbooks for students. These contain information about student life and regulations governing the campus community. These handbooks are a product of regular consultation between staff and students and are issued to students when beginning their study Laidlaw.

The following academic handbooks are available for all students:

- School of Theology
- School of Social Practice (Counselling)
- School of Social Practice (Education)
- Laidlaw Graduate School Student Guide

These can be found on the Laidlaw website here: www.laidlaw.ac.nz/prospectus/.

In addition, the most up to date version of this handbook will be made available on the website and on Moodle.

7 INTERNATIONAL STUDENTS' INFORMATION AND REGULATIONS

The term 'International Student' as defined by the Ministry of Education is any foreign (non-domestic) student, i.e. a student studying on a student visa.

7.1 INTERNATIONAL STUDENT COORDINATOR

Laidlaw has appointed an International Student Coordinator to ensure that the distinctive needs of international students are catered for. The Coordinator is responsible for ensuring that Laidlaw fulfils its responsibilities under the 'Code of Practice for the Pastoral Care of International Students'. Each Laidlaw Campus has designated staff available on request to guide international students with proof reading academic work or with difficulties encountered in adjusting to living in a new country.

7.2 ADMISSIONS

International applicants should contact the Student Recruitment Coordinator for all enquiries regarding study at Laidlaw College as an international student. Those contemplating study are required to complete the full application process online.

Applicants will be requested to nominate referees who may be asked to complete confidential reports. As soon as all procedures are completed, the application will be considered by the Student Services department, after which the applicant is advised in writing of its decision.

For the recommended minimum age for acceptance and other admissions regulations for each programme please see the section 2.4 Admissions Requirements.

7.2.1 INTERNATIONAL APPLICATION CLOSING DATES

International applicants should submit their application, including all documentation, before the closing dates stated on the Laidlaw website: www.laidlaw.ac.nz/apply/. These dates are set in order to allow time for visa processing once accepted.

7.2.2 STUDENT VISA

The New Zealand Government requires that an international student must:

- study full-time in an approved programme;
- obtain a student visa through the nearest New Zealand embassy or consulate or through an INZ office in New Zealand before he/she can be enrolled to study at Laidlaw. This must be presented to Student Services to complete the enrolment process (before the start of each semester).

To fulfil visa requirements, international students may not undertake less than 60 credits in any semester unless they are completing a programme and are in their final semester of study. Those wishing to study part-time on a work visa must first obtain a Variation of Condition through an INZ office in New Zealand. Further details about student visas are available from the Student Recruitment Coordinator.

7.2.3 FEES AND FINANCIAL INFORMATION

For further information on fees and other financial information, please refer to the Laidlaw Fees Schedule.

7.2.4 ENGLISH LANGUAGE REQUIREMENTS

As most tuition is given in English, applicants need to be proficient in understanding, reading, writing and speaking English. Therefore, applicants whose first language is not English are required to take an internationally recognised English language proficiency test. Laidlaw College recommends the IELTS test. Applicants must provide a copy of their test results to Laidlaw College.

7.2.5 IMMIGRATION

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website: www.immigration.govt.nz.

7.3 PREPARING TO STUDY IN NEW ZEALAND

7.3.1 ELIGIBILITY FOR HEALTH SERVICES

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health and can be viewed on their website: www.health.govt.nz.

7.3.2 MEDICAL AND TRAVEL INSURANCE

International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand. Laidlaw College has made arrangements with Uni-Care for a Group Scheme to provide cover for overseas students. More information can be found on their website: www.uni-care.org.

7.3.3 ACCIDENT INSURANCE

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

7.4 CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

This code of practice was introduced in 2002 (and revised in 2010 and 2016) by the New Zealand Government. The most current Code of Practice came into force on 1 July 2016. The purpose of the Code of Practice is to provide a framework for educational providers for the pastoral care of international students. The Code is established under Section 238F of the Education Act 1989. The Act requires that a provider must be a signatory to the Code to enrol international students.

Laidlaw College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from New Zealand Qualifications Authority website www.nzqa.govt.nz/providers-partners/education-code-of-practice/.

8 GOVERNANCE AND MANAGEMENT

8.1 SENIOR LEADERSHIP TEAM

The Senior Leadership Team (SLT) provides leadership and direction to the College as a whole, including the implementation of the strategic priorities of the College. Academic matters are brought to the SLT to ensure that developments, particularly in teaching and learning are implemented in a fashion which is fully resourced and integrated with other plans. National Governing Council (NGC) and SLT have for the College and environment.

8.2 NATIONAL GOVERNING COUNCIL

The National Governing Council (NGC) is the governing body of Laidlaw College. It is comprised of people committed to the vision, mission and values of Laidlaw, appointed for their stature as professionals and leaders in the fields for which Laidlaw is equipping students. The National Principal/CEO attends meetings without the power to vote. The NGC also includes a staff and a student representative, with power to vote. The NGC sets the vision of Laidlaw, guards its ethos, makes recommendations on the policies of the College, and appoints the National Principal. It meets at least four times a year.

The NGC ensures its accountability by reporting to and consulting with the following:

- Members of Laidlaw College Inc., people with an interest in and commitment to the ministry of Laidlaw;
- The Runanga (Maori Council), a group of Maori supporters of Laidlaw who advise on servicing Maori educational needs and incorporating Maori awareness in Laidlaw life;
- The Academic Advisory Board (AAB) has an external Chair and draws its membership from bodies such as theological seminaries, universities and polytechnics.

8.3 ACADEMIC ADVISORY BOARD

The AAB provides advice to the NGC and SLT on the academic programme and its outcomes. It advises on the academic quality of Laidlaw programmes and provides a sounding board for its user groups. The AAB advises on the effectiveness of Laidlaw's quality management systems and monitors qualifications approved by the NZQA.

8.4 NATIONAL ACADEMIC COMMITTEE

The National Academic Committee (NAC) is accountable to SLT. It is responsible for:

- the planning and formulation of academic policies and procedures for achieving Laidlaw teaching programmes;
- the formulation, implementation and assessment of learning outcomes, both for particular courses and for the various programmes offered;
- the functioning of Heads of Schools who are responsible to implement the academic policies;
- reporting to teaching staff and the Academic Advisory Board on academic performance and quality control;
- It fulfils its role within the collegial context of the Academic Staff.

8.5 PASIFIKA COUNCIL

A Pasifika caucus advising on strategic direction, pathways, programmes; and supporting the development of Laidlaw Pasifika initiatives in the wider community and across the Pacific region.

9 EXTERNAL RELATIONSHIPS

9.1 ACADEMIC BODY MEMBERSHIPS

Laidlaw College is a full member of the following academic bodies:

- The New Zealand Association of Theological Schools (NZATS) - This body brings together Christian agencies that offer degree-level theological education. NZATS is, in turn, a chapter of the Australia and New Zealand Association of Theological Schools.
- The South Pacific Association of Evangelical Colleges (SPAEC) - This association, founded in 1969, links together Colleges in the region for more effective ministry in the fulfilment of common goals.
- Christian Theological and Ministries Education Sector (CTMES) - This incorporated society serves as an industry training organisation, representing the sector on matters of mutual interest.
- The Australian College of Theology (ACT) - Since 1978, Laidlaw has prepared students for awards of the Australian College of Theology (ACT). These awards currently include the Doctor of Theology and Doctor of Ministry. These awards are accredited by the Government of New South Wales.
- International Council for Evangelical Theological Education (ICETE).
- The Jerusalem University College (formerly the Institute of Holy Land Studies) - This confers certain advantages on Laidlaw academic staff and students who apply to study at the Jerusalem University College. Credits earned at the Institute may be credited, if applicable, to Laidlaw programmes.
- Quality Tertiary Institutions (QTI) - a group of leading NZ tertiary education providers, committed to innovation and excellence.
- The Deane Memorial Library is a corporate member of the Library and Information Association of New Zealand Aotearoa (LIANZA) and the Australian and New Zealand Theological Library Association (ANZTLA). It is a contributing member of New Zealand Bibliographical Network Te Puna.
- The Council for Christian Colleges and Universities in Washington DC (CCCU).
- TEFANZ, ECANZ, NZAC, NZCCA
- NZAC, NZCCA

9.2 KEY RELATIONSHIPS

Laidlaw College has established key partnerships with:

- Bishopdale Theological College as an approved site for delivery of Laidlaw courses and programmes.
- Booth College of Mission as an approved site for delivery of Laidlaw courses and programmes.
- Equippers College via an agreement whereby Equippers College supports the distance delivery of Laidlaw courses and programmes.
- Clinical Pastoral Education via an agreement whereby CPE supports the distance delivery of Laidlaw courses and programmes.
- Arise Church via an agreement whereby Arise supports the distance delivery of Laidlaw courses and programmes.

10 CONTACT DETAILS

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10.3 MANUKAU CAMPUS

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11 STATEMENT OF FAITH

11.1 ENGLISH

Laidlaw College shall uphold the truths of the historic Christian faith, including the following items of belief:

1. There is one true God, infinite and all powerful, eternally existing in three persons, the Father, the Son and the Holy Spirit.
2. God is loving and merciful, holy and just and is the creator and sustainer of all things.
3. God has revealed himself in the Scriptures of the Old and New Testaments. All Scripture is uniquely inspired by God and is therefore wholly trustworthy and of supreme and final authority in faith and life.
4. Jesus Christ is God's only Son and God incarnate. He was conceived by the Holy Spirit, born of the Virgin Mary and lived a perfect and sinless human life. He was sent to reveal God, to proclaim the reign of God in the power of the Holy Spirit, and to accomplish God's saving purposes.
5. Christ died on the cross for our sins as our representative and substitute. God raised him from the dead through the power of the Spirit and he is exalted at the right hand of the Father, having received all authority in heaven and on earth.
6. Human beings are made in the image of God. They are created to love, worship and enjoy fellowship with God and have been entrusted with the stewardship of God's creation.
7. Through human disobedience to God, sin and death entered the world. All have sinned and are therefore guilty before God and under God's judgement. Sin separates people from God; it also brings brokenness to human relationships, disrupts the created order and distorts humanity's relationship with creation.
8. Salvation is the gift of God's grace through the death of Jesus Christ, and is available to all who repent of their sins and by faith receive him as Saviour and Lord. They are born again by the Holy Spirit, thereby becoming children of God.
9. Through the Spirit's indwelling, God's people are enabled to live holy lives and are equipped, in the fellowship of the Church, to witness and work for Christ and to glorify God in the world.
10. The Church is the community of all Christian believers, who have been formed by the Holy Spirit into one body of which the Lord Jesus Christ is the Head.
11. The Church is commissioned by Christ to bear witness to the gospel to all peoples through word, deed and sign.
12. Christ will return in power and glory to consummate God's kingdom. He will gather his people, judge the world in righteousness, and renew creation. Those outside of Christ will be raised to eternal judgement; those who belong to Christ will be raised to enjoy eternal life in God's presence.

11.2 MAORI

Te Wananga Amorangi e u ana ki te pupuri I nga kaupapa whakapono karaitiana o nehe mai ra ano tae noa mai ki nga whakaritenga o te whakapono.

1. E kotahi ano Atua pono, e kore e taea te mehua tona ahua a wahanga katoa, tino kaharawa, oramutungakore la te tokotoru Tapu te Matua, te Tama me te Wairua Tapu.
2. He arohanoa te Atua, nui hoki tona atawhai, he tapu la, me te tika, te kaihanganga me te kaiwhaka u i nga mea katoa.
3. Kua whakaatumania a te Atua i a la i roto i nga Karaipiture o te Kawenata Tawhito me te Kawenata Hou. Nga Karaipiture katoa e tino atahuarawa, he whakaaturanga na te Atua, koia nei te tino whakatuturutanga me te tino rangatira ara te whakaotitanga o te kaharawa i roto i te whakapono me te ora.
4. A Ihu Karaiti te Tama kotahi a te Atua ko te Atua ano la i whakatinanakikokikotia, i hapu mai i te Wairua Tapu Whanau ana mai i te wahina nei i a Meri, ko Ihu Karaiti la i noho i runga i te ngakau tapatahi a harakore hoki. I haere mai la ki te whakaatu mai i te kiingitanga me te kaha o te Atua i roto ano i te kaha o te Wairua Tapu na ki te whakatutuki i nga kaupapa whakaora a te Atua.
5. I mate te Karaiti i runga i te ripeka mo o tatou hara ko la hoki to tatou rangatira – takawaenga. Kua whakaaranga mai la e te Atua mai i te mate na te Kaha o te Wairua Tapu, a whakanuingia ana i te ringa matau o te Atua, kua whiwhi nei la i nga mana kaha katoa o te rangi o te whenua hoki.
6. Me hanga te tangata kia rite ki te a hua o te Atua, I hanga te tangata kia aroha, kia whaka moemiti a kia hari-koa i roto i te huihuitanga ki te Atua a kua hoatu ki a ia te tikanga hei kaitiaki i nga mea katoa i hanga e te Atua.
7. Na te kore whakarongo o te tangata ki te Atua ka uru mai te hara me te mate ki te Ao nei, Kua hara katoa a kua whai hara hoki i mua i te aroaro o te Atua, kua tau hoki ki raro i te whakawaa a te Atua. Na te hara ka wehea te tangata i te Atua taenoa mai ki te wawahi i te whakawhanaungatanga o tetahi ki tetahi ahakoa te ahuatanga e pa mai ana ki nga mea i hanga.
8. He taonga homai noa mai te whakaoranga a te Atua na tona arohanoa mai i roto i te mate o Ihu Karaiti e tukua mai ana kia te katoa e ripeneta ana mo o ratou hara, a ma te whakapono ka whiwhi ia i te Ariki Kaiwhakaora. Kua whanau hou ratou ra roto mai i te Wairua Tapu Koia nei ka meinga ratou he tamariki na te Atua.
9. Na te nohoroto o te Wairua ki roto i te Iwi a te Atua kua whakataungia kia noho i runga i te ora tonu Tapu a kua whakahaungia i roto i te huinga o te Hahi hei kaiwhakaatu, hei kaimahi ma te Ariki kia whakakororiatia te Atua i te Ao nei.
10. Te Hahi ko te huinga a – iwi o nga Karaitiana whakapono kua oti te hanga na te Wairua Tapu hei tinana kotahi ko te Ariki a Ihu Karaiti ko la te Upoko.
11. Kua oti te whakahau te Hahi e te Karaiti kia haere ki te whakaatu i te Rongopai ki nga tangata katoa i roto i te Kupu me nga mahi me nga tohu.
12. Ka hoki mai ano a te Karaiti i roto i te kaha me te kororia ki te whakau me te whakatutuki i te kororia ki te whakau me te whakatutuki i te rangatiratanga o te Atua, karangatia ana tana Iwi hei kaiwhakawa i te Ao i runga i te tika a ki te whakahou i te mea kua hang Ko nga mea kei waho i te Karaiti ka whakaaranga mo te whakaw a mutungakore e ngari ko nga mea na te Karaiti ka whakaaranga ake i roto i te hari-koa a i roto hoki i te ora mutungakore i mua ano i te aroaro te Atua.

11.3 SAMOAN

O le a taofi mau pea e le Kolisi Tusi Paia a Niu Sila aoaoga moni tumau a le faatuatuaga Kerisiano e pei ona i ai i ona po anamua, faatasi ai ma nisi nei o talitonuga:

1. E toatasi le Atua moni, e leai sona gataaga, e malosi aoao, e soifua pea e faavavau i ona peresona e tolu, o le Atua le Tama, le Alo ma le Agaga Paia.
2. E alofa mutimutivale le Atua, e paia ma amiotonu, na la faia mea uma lava ma o la lava na te faatumauiina.
3. Ua faaalua mai e le Atua o la lava e ala mai i le Feagaiga Tuai ma le Feagaiga Fou. O le Atua lava na ia manavaina mai Lana Tusi Paia atoa uma, ma ua matua faatuatuaina e avea ma pule aoao i le faatuatua ma le ola atoa uma.
4. Iesu Keriso o le Alo e toatasi o le Atua na liu tino tagata mai. Na fanau mai o la e ala i le taupou o Maria na to i le mana i le Agaga Paia, sa aunoa foi o la ma se agasala, na atoatoa lelei Lona soifuaga faale-tagata. Na auina mai o la a faaalua mai le Atua, ina ia folafolaina le pule aoao a le Atua i le mana o le Agaga Paia, ma ia faataunuaina le alofa faaola o le Atua.
5. Na maliu Iesu Keriso i le satauro ona o a tatou agasala, ina ia faia o la ma puluvaga ma avea ma o tatou sui. Na toe faatuina mai o la e le Atua i le mana o le Agaga Paia, ma ua siitia o la i le itu taumatau o le Tama, ina ua tuuina atu uma ia te la le pule aoao i le lagi ma le lalolagi.
6. Na faia tagata uma i le faatusa o le Atua. Na faia i latou ina ia alolofa, tapuai ma ia fiafia i se mafutaga mafana ma le Atua, ma na tuuina atu foi ia te latou le vaaia lelei o mea uma na faia e le Atua.
7. Ina ua le usiusitai le tagata i le Atua, na oo mai ai loa le agasala ma le oti i le lalolagi. Ua agasala tagata uma lava ma ua nofo sala i luma o le Atua ma Lana faamasinoga. Ua vavae ese mai le tagata mai le Atua ona o le agasala; ma ua faatamaia ai foi ma le nofo faalofani o tagata, ua faaleagaina ai foi le sologa lelei o mea uma na faia e le Atua, ma ua soona faataugaina ai e le tagata mea uma na faia e le Atua.
8. le ola faavavau o le mea alofa mai le alofa tunoa o le Atua, i le maliu o Iesu Keriso, ma ua avanoa lava lea mo soo se tasi e salamo moni mai ana agasala ma lona taliaina o Iesu Keriso i lona loto i le faatuatua.
9. le faatumuina o le tagata i le mana o le Agaga Paia, e mafai ai ona ola faapaiaina, tumu i le agavaa mo galuega lelei i le Ekalesia, ina ia molimau ma galue mo Keriso, ma ia viia ai le Atua i le lalolagi.
10. le Ekalesia o le mafutaga lea mo le au Kerisiano uma, o e alolofa faamaoni ia Iesu Keriso, ua tuu faatasia e le Agaga Paia e avea o se tino e tasi, ma ua aeva ai Iesu Keriso le Ao o le Ekalesia.
11. Ua faatonuina le Ekalesia ia avea ma molimau o le Tala Lelei i tagata uma o le lalolagi, e ala atu i le folafolaina o le Upu Moni, atoa ai ma galuega ma faailoga.
12. le a toe afio mai Keriso i Lona mana malosi ma Lona mamalu e faatuina Lona malo. O le a la tuu faatasia uma Ona tagata, faamasinoina le lalolagi ma le amiotonu, ma toe faafouina mea uma. O e uma e leia Keriso o le a toe tutu mai i le fanoga e faavavau; a o e uma o ia Keriso o le a toe tutu mai i le olioli o le ola e faavavau i luma o le Atua soifua.

11.4 TONGAN

Kuopau ki he Kolisi Tohitapu 'o Nu'usila ke pukepuke 'a e ngaahi mo'oni e hisitolia 'o e faka-Kalisitiane, kau ai mo e ngaahi me'a ko eni 'o e tui.

1. 'Oku taha tofu pe 'a e 'Otua Mo'oni, 'oku ta'efakangatangata pea aoniu Hono malohi, 'oku ta'engata 'Ene mo'ui 'i he pesona 'e tolu, ko e Tamai, 'Alo mo e Laumalie Ma'oni'oni.
2. Ko e 'Otua 'oku 'alo'ofa mo fai meesi, ma'oni'oni mo angalelei, pea ko la 'a e Fakatupu mo e Poupou 'o e me'a kotoa pe.
3. Kuo 'osi fakahaa'i 'e he 'Otua la 'i he Potu Folofola kotoa pe kuo tohi 'i he Fuakava Motu'a mo e Fuakava Fo'ou. Ko e Folofola kotoa pe 'oku fakamanava'i tokotaha pe 'e he 'Otua pea ko ia ai, 'oku matu'aki falala'anga mo ma'olunga pea ko e mafai aofangatuku ia 'i he Tui mo e Mo'ui.
4. Ko Sisu Kalaisi ko e 'Alo Tofutaha la 'o e 'Otua, pea hoko ai 'a e 'Otua 'o tangata. Na'e tuituia ia 'i he Laumalie Ma'oni'oni, pea 'alo'i la 'e he Taupo'ou ko Mele, pea Ne nofo 'i he mo'ui fakaetangata 'oku haohaoa mo ta'eangahala'ia. Na'e fekau'i mai la ke Ne fakahaa'i 'a e 'Otua, ke Ne tala 'a e Pule 'a e 'Otua 'i he mafai 'o e Laumalie Ma'oni'oni, pea ke fakakakato 'a e ngaahi taumu'a fakamo'ui 'a e 'Otua.
5. Na'e pekia 'a Kalaisi he kolosi koe'uhi ko 'etau ngaahi angahala 'o Ne hoko ai ko hotau fakafofonga mo hotau fetongi. Na'e fokotu'u la 'e he 'Otua mei he mate 'i he ivi 'o e Laumalie pea 'oku Ne 'afio 'i he nima to'omata'u 'o e Tamai, 'o Ne ma'u ai 'a e mafai kotoa pe 'i Hevani mo mamani.
6. Ko e tangata kotoa pe na'e ngaohi ia 'i he 'Imisi 'o e 'Otua. Na'e ngaohi kinautolu ke nau 'ofa, lotu mo nau fiefia he feohi mo e 'Otua pea kuo tuku falala mai kiate kinautolu ke nau tokanga'i 'a e ngaahi me'a fakatupu 'a e 'Otua.
7. Tu'unga 'i he talangata'a 'a e tangata ki he 'Otua, na'e hu mai ai 'a e angahala mo e mate ki mamani. Kuo tau fai angahala kotoa pe pea ko ia ai, kuo tau halaia 'i he 'Ao 'o e 'Otua 'o tau kau ai 'i he Fakamaau 'a e 'Otua. 'Oku hanga 'e he angahala 'o fakamavahe'i 'a e kakai mei he 'Otua; 'oku ne 'omi foki 'a e maumau ki he 'uu vaa fakaetangata, 'oku ne veuki ha me'a na'e fakatupu ke maaui pea ne motuhi 'a e fe'ofa'aki 'a e fa'ahinga 'o e tangata mo e me'a fakatupu.
8. Ko e fakamo'ui ko e me'a'ofa ia 'o e Kelesi 'a e 'Otua tu'unga 'i he Pekia 'a Sisu Kalaisi, pea 'oku 'ataa ia ki he taha kotoa pe 'oku nau fakatomala mei he'enu ngaahi angahala, pea 'i he 'enu tui, 'o nau ma'u la ko honau 'Eiki mo Fakamo'ui. 'Oku fanau'i fo'ou kinautolu 'e he Laumalie Ma'oni'oni, pea nau hoko ai ko e fanau 'a e 'Otua.
9. Tu'unga 'i he nofo'ia kinautolu 'e he Laumalie Ma'oni'oni, 'oku fakaivia ai 'a e kakai 'a e 'Otua ke nau nofo 'o mo'ui ma'oni'oni pea fakanaunau'i kinautolu, 'i he feohi'anga 'o e Siasi, ke nau fakamo'oni mo ngaue ma'a Kalaisi pea fakalangilangi'i 'a e 'Otua 'i mamani.
10. Ko e Siasi ko e Fakataha'anga ia 'o e kau Kalisitiane tui kotoa pe, kuo fokotu'u ia 'e he Laumalie Ma'oni'oni ki he sino pe 'e taha, 'a ia ko e 'Eiki ko Sisu Kalaisi 'a e 'Ulu.
11. 'Oku fakamafai'i 'a e Siasi 'e Kalaisi ke hoko ko e fakamo'oni ki he Kosipeli, ki he kakai kotoa pe 'i he lea, ngaue mo e faka'ilonga.
12. 'E toe foki mai 'a Kalaisi 'i he malohi mo e kololia ke fakakakato 'a e Pule'anga 'o e 'Otua. Te Ne fakatahataha'i Hono kakai, fakamaau'i 'a mamani ki he ma'oni'oni, pea fakafo'ou honau ngaohi. Ko kinautolu 'oku 'ikai 'o Kalaisi kinautolu, 'e tauhi kinautolu ki he fakamaau ta'engata; ko kinautolu 'oku nau kau mo Kalaisi, 'e tauhi kinautolu ke nau fiefia 'i he Mo'ui Ta'engata 'i he lotolotonga 'o e 'Otua.

믿음 신조

뉴질랜드 바이블 칼리지는 아래의 믿음의 사실들을 포함한 전통기독교 믿음의 진리를 지지한다.

1. 하나님은 오직 한분으로 전능하시고 무한하시며 성부 성자 성령의 삼위로 영원히 존재하신다.
2. 하나님은 사랑과 자비 그리고 거룩과 공의로우신 창조자이시고 모든 것들을 운행하신다.
3. 하나님은 스스로 구약과 신약에 계시되어 있으시다. 모든 성경은 유일하게 하나님의 감동으로 지어졌으므로 모두 믿음만 하며 믿음과 생활에 최고의 권위를 갖는다.
4. 예수 그리스도는 하나님의 독생자시며 육신으로 오신 하나님이시다. 그는 성령으로 잉태하여 동정녀 마리아에게서 태어나셨으며 죄가 없으신 완전한 인간의 삶을 사셨다. 그는 성령의 능력으로 하나님의 통치를 선포하고 하나님의 구원의 목적을 성취하기 위하여 보내신 하나님의 나타나심이다.
5. 그리스도는 우리의 죄를 위하여 모범과 대속으로 십자가에서 죽으셨다. 하나님께서 성령의 능력으로 그를 죽음에서 살리사 하나님의 우편에 앉히시고 하늘과 땅의 모든 권세를 갖게 하셨다.
6. 인간은 하나님의 형상을 따라 지음을 받았다. 그들은 하나님을 섬기고 사랑하고 교제하도록 지어졌으며 하나님의 창조물을 관리하도록 위임 받았다.
7. 인간의 하나님에 대한 불순종으로 죄와 죽음이 세상에 들어왔다. 모두가 죄인이므로 하나님앞에 유죄이고 그 심판 아래 있다. 죄는 사람들을 하나님으로 부터 분리하고 또한 사람들 사이의 관계도 깨어지게 하였으며 창조의 질서를 깨고 창조물과 인간과의 관계도 파괴되게 하였다.
8. 구원은 예수그리스도의 죽음을 통해 주어진 하나님의 은혜의 선물이며 그를 자신의 구원자와 주로 믿음으로서 받아들이고 자신들의 죄에서 회개하는 모든자에게 가능하다. 그들은 성령으로 거듭나므로 하나님의 자녀가 된다.
9. 성령의 임재함을 통하여 거룩한 삶을 살수 있으며 세상속에서 하나님을 영화롭게 하고 그리스도를 위해 일하고 증거하며 성도의 교제를 할수 있는 준비를 갖추게 된다.
10. 교회는 성령에 의하여 예수 그리스도를 머리로 하는 한몸을 이루는 신도들의 공동체이다.
11. 교회는 모든 사람들에게 말과 행동과 증거로 복음을 증거하기 위하여 그리스도에 의해 파송되었다.
12. 그리스도는 영광과 능력으로 하나님의 나라를 완성하기 위하여 다시오실 것이다. 그는 그의 백성을 모으시고 의로 세상을 심판하시고 창조물을 새롭게 하실 것이다. 그리스도 밖에 있는 자들은 영원한 심판앞에 서게 될 것이며 그리스도에게 속한 자들은 하나님과 함께 영원한 생명을 누리게 될것이다.



AOTON ZDHE EREXONTES
SINCE 1922

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