



LAIDLAW
COLLEGE

TE WANANGA AMORANGI

2017

General
Information
and
Regulations

ENCOUNTER

LOVE

EQUIP

LEAD

www.laidlaw.ac.nz



TABLE OF CONTENTS

1	Introduction	4
2	Studying at Laidlaw	4
2.1	Academic Year	4
2.2	Applications	4
2.3	Re-Applications.....	4
2.4	Admission Requirements.....	5
2.4.1	<i>Centre for Teaching and Learning</i>	<i>5</i>
2.4.2	<i>School of Social Practice – Counselling.....</i>	<i>6</i>
2.4.3	<i>School of Social Practice – Teacher Education</i>	<i>12</i>
2.4.4	<i>School of Theology.....</i>	<i>16</i>
2.5	Fees and Financial Information	23
2.5.1	<i>Additional Costs.....</i>	<i>23</i>
2.5.2	<i>Student Loans and Allowances.....</i>	<i>24</i>
2.5.3	<i>Scholarships.....</i>	<i>24</i>
2.5.4	<i>Fee Payment Terms</i>	<i>24</i>
2.5.5	<i>Fees Protection</i>	<i>25</i>
2.6	Enrolment	26
2.6.1	<i>Limit on Study Load</i>	<i>26</i>
2.6.2	<i>Attendance Requirements for On-Campus Courses</i>	<i>26</i>
2.6.3	<i>Recognition of Prior Learning (RPL) and Cross Credits.....</i>	<i>26</i>
2.6.4	<i>Changing Programme Enrolment.....</i>	<i>27</i>
3	Library and Information Services	30
3.1	Library Services.....	30
3.1.1	<i>Borrowing Procedures</i>	<i>30</i>
3.1.2	<i>Study Spaces.....</i>	<i>30</i>
3.1.3	<i>Photocopying.....</i>	<i>31</i>
3.1.4	<i>Copyright Compliance.....</i>	<i>31</i>
3.2	Information Services.....	31
3.2.1	<i>Email.....</i>	<i>31</i>
3.2.2	<i>Internet.....</i>	<i>32</i>
4	Assessment	34
4.1	Submission of Coursework	34
4.1.1	<i>Request for Extension of Assignment Due Dates</i>	<i>34</i>
4.2	Examinations	35
4.2.1	<i>Special Assistance for Students with a Disability</i>	<i>35</i>
4.2.2	<i>Rescheduled Examinations.....</i>	<i>36</i>
4.2.3	<i>Special Examinations.....</i>	<i>36</i>
4.3	Laidlaw Graduate School MTh Thesis.....	36
4.4	Assessment and Grading	37
4.4.1	<i>Grading Criteria</i>	<i>37</i>
4.4.2	<i>Assessment requirements.....</i>	<i>37</i>
4.4.3	<i>Penalties for Late Assignments.....</i>	<i>37</i>
4.4.4	<i>Returning Assessments.....</i>	<i>38</i>
4.4.5	<i>Assessment resubmission.....</i>	<i>38</i>
4.4.6	<i>Supplementary Examinations.....</i>	<i>38</i>
4.4.7	<i>Final Grades.....</i>	<i>38</i>
4.4.8	<i>Repeat Courses</i>	<i>39</i>
4.4.9	<i>Aegrotat Pass.....</i>	<i>40</i>
4.4.10	<i>Conceded Passes.....</i>	<i>40</i>
4.4.11	<i>Non-completion of Programmes</i>	<i>40</i>

4.5	Satisfactory Academic Progress	41
4.5.1	<i>Good Academic Standing</i>	41
4.5.2	<i>Plagiarism</i>	41
4.5.3	<i>Policy for Use of Te Reo Maori in Assessment</i>	42
5	General Regulations	43
5.1	Awards of the College	43
5.1.1	<i>Transcripts</i>	43
5.1.2	<i>Graduation</i>	43
5.1.3	<i>Academic Dress</i>	43
5.2	Bible Versions	44
5.3	Ethics Approval	44
5.4	Postgraduate Appeals	45
5.5	Information Privacy	45
5.5.1	<i>Supply of Information to Government Agencies and Other Organisations</i>	46
5.6	Disciplinary Procedures and Standards of Conduct	47
5.6.1	<i>Academic Misconduct</i>	47
5.6.2	<i>Misconduct and Serious Misconduct</i>	47
5.7	Grievance Procedures	48
5.7.1	<i>Academic complaints</i>	49
5.7.2	<i>General Complaints</i>	49
5.7.3	<i>Unresolved Complaints</i>	50
5.8	Student Handbooks	50
6	International Students' Information and Regulations	51
6.1	International Student Coordinator	51
6.2	Admissions	51
6.2.1	<i>International Application Closing Dates</i>	51
6.2.2	<i>Student Visa</i>	51
6.2.3	<i>Fees and Financial Information</i>	52
6.2.4	<i>Admissions Requirements</i>	52
6.2.5	<i>Immigration</i>	52
6.3	Preparing to study in New Zealand	52
6.3.1	<i>Eligibility for Health Services</i>	52
6.3.2	<i>Medical and Travel Insurance</i>	52
6.3.3	<i>Accident Insurance</i>	52
6.4	Code of Practice for the Pastoral Care of International Students	52
7	Laidlaw College Staff	54
8	Governance and Management	55
8.1	Senior Leadership Team	55
8.2	National Governing Council	55
8.3	Academic Advisory Board	55
8.4	National Academic committee	55
9	External Relationships	56
9.1	Academic Body Memberships	56
9.2	Key Relationships	56
10	Contact Details	57
10.1	Henderson Campus	57
10.2	Christchurch Campus	57
10.3	Manukau Campus	57
11	Statement of Faith	58
11.1	English	58

11.2	Maori	59
11.3	Samoaan	60
11.4	Tongan	61
11.5	Korean.....	62

1 INTRODUCTION

Information contained in the Academic Calendar, which comprises of the school handbooks, the General Information and Regulations, 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 General Information and Regulations apply to all Laidlaw College students, unless noted.

Each student is responsible for knowing and understanding the current academic policies outlined in this document. Ignorance of a policy is not a valid reason for requesting an exception to any policy. 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 any 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, which includes: 12 weeks of teaching and tutoring; one intensive week; two study weeks and an exam week. There are 7 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, or holiday break.

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 when 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 CENTRE FOR TEACHING AND LEARNING

2.4.1.1 CERTIFICATE IN STUDY AND CAREER PREPARATION (CSCP)

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 DIPOMA 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) and BMin that students complete a Police Vetting Service Request and Consent form as part of their application, or for those including an Internship course in a 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)

2.4.4.7 BACHELOR OF THEOLOGY (ADVANCED STANDING)

General Admission Requirements

The normal requirement for admission into the GradCertTh, GradDipTh and BTheol (Advanced Standing) 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) (PTE)
 - 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.

2.4.4.8 POSTGRADUATE DIPLOMA IN THEOLOGY (PGDIPTh)

2.4.4.9 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 Fees Schedule 2017 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.
- Early Childhood Education – 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 version): 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. 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.

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 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 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 form 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 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.

The way this works is that 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 the student allowance 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. Failure to meet the minimum attendance requirement and failure to attend lectures for four full consecutive weeks without notifying Laidlaw 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. Students in danger of failing to meet the 80% attendance requirement will be informed. If their attendance falls below 80%, their 'Offer of Place' may be withdrawn and Immigration New Zealand informed.

2.6.3 RECOGNITION OF PRIOR LEARNING (RPL) AND CROSS CREDITS

For prior experience or courses completed outside of Laidlaw, the following guidelines will apply:

- Normally students will not be able to gain Recognition of Prior Learning or Cross Credits for more than one third of any programme.
- Equivalence will need to be demonstrated between prior learning or study, and the course/s for which RPL/cross credits are being sought.
- In all cases, all programme regulations will need to be met.
- All applications for RPL or Cross Credit should be made to the Academic Registrar.

2.6.3.1 RECOGNITION OF PRIOR LEARNING

- 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;
- The Prior Learning should normally have been completed in the past eight years;

- The number of credits granted shall not exceed one third of the qualification.
- No RPL will be awarded for the final year of the 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.
 - 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.

2.6.3.2 CROSS CREDITING

- 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.

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 Academic Registrar.

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 their programme advisor. To change the programme enrolled in the student must complete a Change of Enrolment form and submit it to the Academic Registrar for permission to change to another programme. 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.

2.6.4.1 CHANGES TO COURSES WITHIN A PROGRAMME OF STUDY

Adding or Changing a Course

Students wishing to add or change a course(s) 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 per semester) has been exceeded.

Withdrawing from a course

A student wishing to withdraw from a course 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, the applicable fees and academic penalties.

For the purposes of withdrawals from block/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 already paid will be given except 10% of fees, 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>Processing fee</i>	<i>Allowed</i>	<i>Refund</i>	<i>Processing fee</i>	<i>Academic penalty</i>
Friday of the first teaching week	Yes	No	Yes	Yes	No	No – course is removed from academic record
Friday of the second teaching week	Only with HoS approval	Yes	Yes	Yes	Yes	No – course is removed from academic record
After the Friday of the second teaching week but before the Friday of the sixth teaching week	No	N/A	Yes	No	No	Course is shown as Withdrawn (WDN) on academic record
After the Friday of the sixth teaching week	No	N/A	No	No	No	Course will be shown as Did Not Complete (DNC) on academic record

*Please see the Fees Schedule for details of Course Change Fee

2.6.4.3 CHANGE TO MODE OF STUDY

Please note that while a student may fully withdraw from a course or programme in both on-campus and distance learning mode up until the end of the second week of study, adding a distance learning course during the second week of study is not permitted 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 the Academic Registrar. 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 defer must complete the appropriate form.

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.
- 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 the Academic Registrar. 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 pursue withdrawal 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 2 weeks of the semester – by the Friday of the second week when lectures/teaching officially start, a refund of fees will be given less 10% of fees, or \$500, whichever is the lesser.

Students who withdraw from their programme after 2 weeks from the first day of the semester, but before any block/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.

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 (<https://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@lcstudent.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@lcstudent.ac.nz account;
- Required to by law;
- To resolve email related technical issues;
- The College has reason to suspect irresponsible use of a studentID@lcstudent.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

The internet provides a source of information that can benefit every course of study and professional discipline. 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 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, 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 logon 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 College' 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 the Institute 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 the Laidlaw College' 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 this 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 ASSESSMENT

4.1 SUBMISSION OF COURSEWORK

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 "Guidelines for Written Assignments" which is available on Moodle.

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.

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, RTF 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 may be granted by the Academic Registrar if the student applies, by completing the appropriate form on Moodle no later than the assignment due date. Normally extensions will be given for no longer than two weeks. Extensions normally will be given only for reasons of ill-health or on compassionate grounds. A medical certificate is required as evidence of ill health. Work and life pressures that could be planned for are not valid grounds for extension requests. Extensions will not normally be granted past the end of the semester.

In the case of a Postgraduate Student an application for extension beyond the end of the semester must be considered by the Postgraduate Committee and must also be accompanied by 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 not been passed, but with opportunity to be rewritten and resubmitted for examination. The fee incurred for such an extension will be the equivalent of a normal semester's extension.

Please refer to the Fees Schedule for related fees.

4.2 EXAMINATIONS

For all exams, students should arrive at the exam room 15 minutes before the start time. 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 College student ID card with them to the exam room and place it on the desk before commencing the exam. Students who arrive without student ID cards will need to have their identity checked by administrative staff before they can commence the exam. This may delay the student's commencement of the exam and extra time will not be allowed. Ten minutes is allowed for reading the paper before starting written work, but candidates may not begin writing in their examination answer booklet until the Supervisor announces they may do so.

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.

Examination answers should be written in the official script book provided unless otherwise directed by the examiners. Candidates should bring their own pens. They must not bring any books, written material or notes of any kind, except in 'open book' exams. 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 for candidates. 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.

On completion of the examination time, the Supervisor will instruct the candidates to stop writing. When this instruction is given the candidates 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.
- All paper used during the examination must be handed to the Supervisor.

4.2.1 SPECIAL ASSISTANCE FOR STUDENTS WITH A DISABILITY

Students providing appropriate evidence from a suitable professional may be granted special examination support such as reader or writer assistance or allow to use a laptop computer. The request for such assistance must be made to the Academic Registrar at least 4 weeks prior to the examination date. The final decision as to the level of support granted will rest with the National Academic Committee.

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 examiners' reports are exchanged and the examiners asked to try and reach agreement. If they are unable to do so a moderator or a third examiner is appointed.

- If the difference in grades is two points or less (e.g., A and B+), 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 the Postgraduate Committee will make a decision.
- If the difference is more than 2 grade points, an external moderator will be appointed to consider the reports and recommend a grade to the Committee.
- If one examiner recommends failing the thesis or dissertation and the other recommends a pass, a third examiner will be appointed.
- The Postgraduate Committee will then make a decision based on the recommendations.

4.4.1 GRADING CRITERIA

All assignments and examinations will be assessed according to the criteria stated in the Course Assessment and Delivery Outline. 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 course outline. 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 the due date and time is past.
- 0-7 days (0-168 hours) late – 10% penalty. If an assessment receives a fail grade the student will be permitted to apply to resubmit the assessment.
 - The numeric grade assigned by the lecturer is multiplied by 0.9 to get the grade to be entered in Moodle;
 - However, if the assessment received a pass grade by the lecturer, then the minimum grade after the late penalty is applied will be 50%.
- 8-14 days late – graded as Pass/Fail. If an assessment receives a fail grade the student will be permitted to apply to resubmit the assessment.
 - Grade is either 50% (Pass) or 0% (Fail)
- Work submitted later than 14 days after the due date or 14 days after a previously granted extension date will not be graded.
- No work can be submitted later than the last day of the semester.

A student who is completing an Individualised Learning Plan (ILP), developed in conjunction with Student Support and the relevant School, follows the submission regime determined by that plan. This ILP needs to be agreed to and put into place by the 14th day after the due date.

4.4.4 RETURNING ASSESSMENTS

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

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.

4.4.5 ASSESSMENT RESUBMISSION

Students who submit and fail an assessment are eligible to apply to resubmit the assessment, which allows them to reattempt the failed assessment. Students must apply for an assessment resubmission by completing the appropriate form within 2 weeks of being notified of their grade for that assessment. A maximum grade of 50% will be awarded for an assessment resubmission. A final course grade of SUP will be indicated until every supplementary assessment has been completed, or the date for resubmission has passed, and a final grade can be awarded.

4.4.6 SUPPLEMENTARY EXAMINATIONS

Students who fail an examination are eligible for a supplementary examination, which allows them to retake the examination. Students eligible for a supplementary examination will be offered this opportunity by Student Services. 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. This offer 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.

4.4.7 FINAL GRADES

A final grade will be awarded for each student 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
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.

4.4.8 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 Fees Schedule for details.

4.4.9 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 exam had the student been in a position to sit it in normal circumstances, together with the grades the student received for other course work, all of which must have been completed. In exceptional circumstances an aegrotat may be considered for the course work rather than the exam, in which case the grade will be determined by the student's performance in the exam.

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 sit supplementary examinations provided other criteria for obtaining a grade are also met (course work 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 sit a supplementary examination or complete a supplementary assignment within a given time frame.

4.4.10 CONCEDED PASSES

Conceded passes apply only to a student in his/her final year of study towards an approved Diploma or Bachelor's award. A student who has failed a major piece of 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.

4.4.11 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 and 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 another person’s work without acknowledging the source, or putting one’s own name on someone else’s work. Students are required to submit written work (such as an essay, portfolio or online exam) 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. 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 assignment. 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 assignment on a pass/fail basis (maximum grade of C-). 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 Disciplinary Procedures section).

In the case of an online exam, if the exam is failed due to plagiarism then the opportunity to resit the exam may be offered, if it is failed a second time then a fail grade must be recorded for the exam.

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 that the assessment is to be submitted in Te Reo Maori within 10 working days of receiving the appropriately endorsed written request.
- 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 GENERAL REGULATIONS

5.1 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.

5.1.1 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 Fees Schedule.

5.1.2 GRADUATION

Graduation ceremonies are held in Auckland and Christchurch each year, at which the awards of the current or 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.

5.1.3 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
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.

5.2 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.

5.3 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.

5.3.1.1 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.

5.4 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.

5.5 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 (Record of Learning registration and Unit Standard outcomes)
- Tertiary Education Commission (funding returns)
- Industry Training Organisations (funding and academic outcomes)
- Ministry of Social Development (confirmation of enrolment and academic outcomes)
- Inland Revenue Department (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.

5.5.1 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:

- the Ministry of Education
- the New Zealand Qualifications Authority
- the Tertiary Education Commission
- the Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans)
- the New Zealand Police
- Department of Justice
- the Accident Compensation Corporation (ACC)
- Immigration New Zealand and the Ministry of Business, Innovation and Employment (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).

Those 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.

5.6 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 dismissal may result from any of the following:

5.6.1 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.

5.6.2 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.

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.

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.

5.7 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.

5.7.1 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

5.7.2 GENERAL COMPLAINTS

- If the complaints relate to personal, pastoral, or community matters, they should be referred in the first instance to the Student Dean (Henderson and Distance) or 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.

5.7.3 UNRESOLVED COMPLAINTS

Failing all the above, a student may:

- Refer their concerns to:
The Complaints Officer
Quality Assurance Division
PO Box 160
Wellington 6140
- Send an email to gadrisk@nzqa.govt.nz
- Contact NZQA on 0800 697 296

International students can also:

- Submit the complaint query on the NZQA website.
The student can download the Complaint form <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/formal-complaint-form.pdf> and send the completed form along with any supporting evidence to:
The Complaints Officer
Quality Assurance Division
PO Box 160
Wellington 6140

If it is a contractual and/or financial dispute an international student can:

- Make a complaint through iStudent Complaints <http://www.istudent.org.nz/>
- Call the Disputes Resolution Scheme operator iStudent Complaints on 0800 00 66 75

5.8 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 all students entering Laidlaw.

6 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.

6.1 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.

6.2 ADMISSIONS

International applicants should contact the Student Recruitment Coordinator. Those contemplating full-time study are required to complete the full application process.

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

For the recommended minimum age for acceptance please see the respective School Handbook.

6.2.1 INTERNATIONAL APPLICATION CLOSING DATES

International applicants should make their application for before the due dates as available on the Laidlaw website www.laidlaw.ac.nz. This is to allow time for visa processing.

6.2.2 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/ administrative staff 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.

6.2.3 FEES AND FINANCIAL INFORMATION

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

6.2.4 ADMISSIONS 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. Laidlaw College recommends the IELTS test.

Applicants must provide a copy of their test results to Laidlaw College. See the full admission requirements earlier in this document.

6.2.5 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 at www.immigration.govt.nz.

6.3 PREPARING TO STUDY IN NEW ZEALAND

6.3.1 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 at www.health.govt.nz.

6.3.2 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 at www.uni-care.org.

6.3.3 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 at www.acc.co.nz.

6.4 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 comes into force from 1 July 2016. The purpose of the 12-11-2017

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 <http://www.nzqa.govt.nz/providers-partners/caring-for-international-students/>.

For details of Laidlaw College Staff please refer to the Laidlaw College website, www.laidlaw.ac.nz/staff.

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 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 National Governing Council and the Senior Leadership Team 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 NAC is accountable to the Senior Leadership Team. 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.

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

10.1 HENDERSON CAMPUS

Postal Address

Laidlaw College
Private Bag 93104
Henderson
Auckland 0650
New Zealand

Street Address

80 Central Park Drive
Henderson
Auckland
Phone: +64 9 836 7800
Fax: +64 9 836 7801
Email: henderson@laidlaw.ac.nz

10.2 CHRISTCHURCH CAMPUS

Postal and Street Address

Laidlaw College Christchurch Campus
70 Condell Avenue
Papanui
Christchurch 8053
New Zealand
Phone: +64 3 354 4270
Fax: +64 3 354 4279
Email: chch@laidlaw.ac.nz

10.3 MANUKAU CAMPUS

Postal Address

Laidlaw College
20A Amersham Way
Manukau
Auckland 2104
New Zealand

Street Address

20A Amersham Way
Manukau
Auckland 2104
New Zealand
Phone: +64 9 09 836 7960 (Reception)
Email: manukau@laidlaw.ac.nz

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 whakaatumi 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 faatuatua 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 faatumauina.
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.