Faith Bible College
STUDENT HANDBOOK
2019
The second most important book you’ll have on campus
Faith Bible College

STUDENT HANDBOOK

This Book Belongs to:

Faith Bible College
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SECTION ONE:
ABOUT FAITH BIBLE COLLEGES & IT’S MISSION
Welcome to Faith Bible College!

To all who read this handbook, Faith Bible College could be the key to unlock all that God has intended you to be and to do. The challenge and discipline of the College is designed to bring out the utmost of God’s purposes in each individual in the atmosphere of the Holy Spirit’s anointing.

The world is in need of such individuals – mature men and women patterned after the Word of God with ministries prepared spiritually, intellectually, and practically for the victories God intends for His Church in this new millennium, men and women filled with the desire to see the earth aflame with the glory of the Lord.

Here at Faith Bible College we are training servants of Christ who will change the world by the power of God’s Holy Spirit and the authority of His Word.

Academic and spiritual excellence are the requirements at Faith. Nothing less than total commitment to Christ Jesus’ Word and Spirit will succeed at Faith Bible College or in life itself.

The College is committed to you in particular – a place where, although you are training with many others, individuality is recognized and your expression and development is encouraged. As you embark on your study journey be prepared for a great and unforgettable year in Christ.

Des Short, DD
PRINCIPAL
COLLEGE MISSION STATEMENT

Mission Statement

To prepare servant leaders for the end-time global harvest, who manifest the character of Christ and who minister in the supernatural power of the Holy Spirit.

COLLEGE STATEMENT OF FAITH

The statement of faith to which Faith subscribes is in keeping with the Scriptural injunction: “Take heed to yourself and to the doctrine...Speak the things which are proper for sound doctrine.”

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

- We believe in the triune Godhead as eternally existent in three persons: Father, Son and Holy Spirit.

- We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His present priestly ministry.

- We believe in evangelistic and missionary fervour and endeavour.

- We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. We further believe in the keeping power of God.

- We believe in sanctification and holiness of heart and the overcoming life as God’s design for the Church, which is the Bride of Christ.

- We believe in the Baptism of the Holy Spirit as on the day of Pentecost and in the continuing ministry of the Holy Spirit as evidenced in charismatic gifts and ministries, and in His fruit in the life of the believer.

- We believe that divine healing is obtained on the basis of the Atonement.

- We believe in Christ’s imminent personal return in power and great glory, and in His present and everlasting dominion.

- We believe in the resurrection of both the saved and the lost: they that are saved into eternal life and they that are lost into eternal punishment.
MEET THE STAFF OF FAITH

DR. REV. DES SHORT
FOUNDER & PRINCIPAL
Des Short administers the Bible College with the guidance of the Board of Trustees while also spiritually leading and teaching in the College. A founding member of Faith International, the arm of Faith responsible for beginning and maintaining Bible Schools in India and Hong Kong.

CARLEY SHORT
FOUNDER & VICE-PRINCIPAL
Carley Short has been involved in Faith Bible College since its conception. Before that, she was an acclaimed singer and worshipper, even making her way into the Gospel Music Hall of Fame as part of the Ferguson Sisters Trio and Quartet. She teaches subjects such as Tabernacle of Worship & Prayer.

HENRY CAMPANA
KITCHEN
Henry is our chef and cooks Monday to Friday. He manages the kitchen: ordering, setting menus and keeping the kitchen and Dining Hall clean and tidy.

BLAKE DAVISON
MAINTENANCE
Blake is our maintenance administrator and responsible for the upkeep and improvement of the College’s campus facilities and college grounds.

DR VICKI TURNER
ACADEMIC DEAN
Vicki Turner joined the College as Academic Dean in 2014. She is in charge of our faculty, academic systems and facilities, our library and our general curriculum. She has a strong academic background with a PhD from Melbourne University & have taught at Hong Kong university.

KATE AUMUA
FINANCES
Kate is our finance administrator. She helps students with their fees, loans and allowances, and balances the College books.
MEET THE STAFF OF FAITH

ANDREW KULASINGHAM
MANAGEMENT SUPPORT
Andrew Kulasingham is part of our Management Team and facilitates the day-to-day running of the college. Andrew is a member of the college teaching faculty since 2006. He holds a Masters in Christian Studies and a Masters in Counselling.

RHENA KULASINGHAM
REGISTRAR & PASTORAL CARE FOR INTERNATIONAL STUDENTS
Rhena Kulasingham is our College Registrar. She has been an integral part of the College team for many years. She also teaches Self Esteem to students in the Year One Certificate course.

AIMEE SHARPLIN
ACADEMIC AND STUDENT SUPPORT
Aimee provides ministry support facilitating Stage 2 practicum placements and also assists with administration tasks for the college.

SUE FEVER
CAMPUSS AND STUDENT SUPPORT
Sue provides ministry support facilitating weekend outstations and also assists with administration tasks for Campus Services.

Mike Rex
CAMPUSS SERVICES MANAGER
Mike oversees the facilities and services offered on Campus for all our students, staff and the wider community. Ensuring the spaces to learn and live in are a safe and vibrant environment.

Brianna Lokeni
SECOND COOK
Brianna is our second chef and cooks in the weekends for YWAM.
MANIFESTING THE CHARACTER OF CHRIST

Character Training

Student Commitment

When the College undertakes to train a person it is on the basis of a consideration and coalition of the following aspects and objectives, namely that:

- Enrolled persons are able to train within the objectives of the course.
- They will endeavour to relate as a student within Faith Bible College’s ethos in a spirit of Christian cooperation. This means seeking to operate within the Student Handbook’s requirements and study routines.
- They achieve/maintain progress and competency achievement. This is passing grades (C- or ACH) in 80% of enrolled courses. In addition to this requirement students must achieve an overall GPA of 2.2 or higher for the NZ Certificate in Christian Ministry and a GPA of 2.5 or higher for the NZ Diploma in Christian Studies.
- They seek to work at campus or distance study activities within their course’s schedule of study, attend and participate in seminars/teacher contact or field supervision as required by the course, any required assignments are kept up-to-date with their relevant course schedule, and undertake to advise their tutor of any study/course difficulties in which they may require assistance.
- They meet their financial commitments to the College within their contracted/negotiated arrangements with the Finance Office.
- They will endeavour to conduct themselves within the rules and guidelines of the College, refraining from serious behavioural infringements.

Work Party

Work Party is compulsory for all students unless they have a medical certificate stating they are unable to participate because of a physical injury or sickness. Please use a medical absence form.

Work party starts at 2:15 p.m. sharp on the day as scheduled in the weekly timetable (usually Thursdays). Students not able to do work party on the scheduled day (excused or unexcused absences) must do it on another day (usually Wednesday) and this is to be discussed with the Work Party Coordinator. The College will assess safety and skill level of each student and do additional training for those who require it.

Work party will be assessed and this will contribute to the “Work Ethics” component on the student’s transcript.

If Students are sick, they need to fill out a Medical Absence Form. The Work Party Coordinator will forward the names of the absent students to staff.

If students fail to participate in Thursday’s Work Party and do not attend the catch up day either without providing a valid reason, they will be asked to meet with the principal to discuss the issue of non-attendance.
### Daily Services (Training of Values)

Values training by way of daily services rostered every three weeks, are undertaken at Faith Bible College to help build diligence and commitment into the character of each student. The performance of these daily services will be assessed and this will contribute to the “Work Ethics” component on the student’s transcript.

Daily Services are to be carried out after the last class of the day between **12.40 pm and 1.00pm.** If Students are sick they are required to fill out a Medical Absence Form. Staff will get updated daily on students daily services progress.

### Key to Character Assessment

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% - 100%</td>
<td>Excellent</td>
<td>Always does an excellent job, great attitude, always willing to serve, respectful, goes the second mile, beyond expectation, dependable</td>
</tr>
<tr>
<td>80% - 89%</td>
<td>Good</td>
<td>Does a good job, good attitude, punctual, gets the job done</td>
</tr>
<tr>
<td>70% - 79%</td>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>60% - 69%</td>
<td>Poor</td>
<td></td>
</tr>
<tr>
<td>Below 60%</td>
<td>Un-Achieved</td>
<td></td>
</tr>
</tbody>
</table>

### Assessments

For students who do not complete practical tasks daily or do not complete them to a satisfactory standard, the following measures are in place. Staff will ascertain why the student is not able to complete, or achieve to a satisfactory standard, and will assist the student in any way to achieve in this area.

If Students consistently fail to do their duties (more than THREE times in any three week cycle) they will be asked to come in on a Wednesday afternoon, catch up on their duties and then join a catch up Work Party (2 Hours of Work). If that is also not completed, the student will have a meeting with the Principal. Along with this the Principal and student will make this a matter of prayer.

This may also be applied to any student who regularly misses lectures and has no absence request form approved.
Room Tidiness, Safety & Inspections

Students are responsible for maintaining reasonable sanitation and safety standards and rooms kept and maintained in a tidy order at all times. On a daily basis, beds are to be made before classes (8:45 a.m.), rooms tidy, bathroom/showers left clean and clear, and drapes, curtains drawn-open before the daily timetable commences. On a weekly basis, windows are to be cleaned inside and out, and all paths adjoining own unit to be swept and outside walls to be kept clean.

Students are solely responsible for bagging rubbish accumulated in their room or unit and disposing of such rubbish by depositing it in the designated bins and/or recycling container.

Room inspection by College staff is held weekly or fortnightly and if upon inspection, College staff finds safety and rooms not at this “normal minimum”, the student will receive a verbal and/or written request to remedy the situation immediately. If after a reasonable time, the corrective action has not occurred, the College will perform the needed work at the student's expense.

College staff members reserve the right to enter a student’s room or unit at any time, whether or not the student is present to (a) perform maintenance (b) to conduct fire inspections (c) during an emergency (d) to enforce safety or health expectations.

NEVER LEAVE YOUR HEATER, ELECTRIC BLANKET OR LIGHT ON WHILE OUT OF THE ROOM

This is important for safety reasons and due to the cost of power.

Student Support

Faith Bible College is committed to supporting students in the development of their character. Staff are committed to journeying along side any student who is needing support in any of the above areas.

D Block Kitchen and Common Room

It is the responsibility of those who use the D Block Kitchen and Common Room to keep it clean and tidy. Someone is allocated to the student daily service of cleaning the kitchen, but it is not their responsibility to clean up after peoples food prep. Please make sure you wash up any dishes, pots or pans or utensils that you use. YOU MUST TIDY UP AFTER YOURSELF.

All personal food must be labelled—otherwise it will be thrown out immediately. It will also be thrown out if it is labelled but has perished or is past its used by / best before date.

Use of Student Kitchens, such as D Block kitchen, is as per student contract.
Ministering in the Power of the Holy Spirit

Prayer

Students are encouraged to develop a consistent prayer life. Faith Bible College provides opportunities for learning how to do so. There are opportunities for corporate prayer in the purpose built House of Prayer and opportunity for time alone with God.

Each student in the course is assigned to a group that meets weekly to pray for a particular part of the world. Praise and worship are emphasised.

“Personal prayer ministry” for fellow students must always be conducted in association with faculty or staff members. Further guidelines will be given during the first “Hour of Power” session.

Daily Devotions and Community Worship

Corporate devotions and prayer times scheduled in the timetable are led by staff and students. This is part of the college schedule for community worship. You are reminded and strongly encouraged to maintain your own private devotional time in addition to this.

Prayer House

The House of Prayer is for the benefit of all students. It is open at all times, day and night, for students who feel the need for time alone with God.

The following guidelines need to be observed:

- Please consider others in your prayer habits.
- Remove shoes – please ensure your feet are clean!
- No food or drinks are to be taken into the House of Prayer.
- No unsupervised and unaccompanied children are to be in the House of Prayer.

Please ensure all lights and heaters are switched off when the Prayer House is not being used.

Church Attendance

All Students are expected to attend and participate in church services on weekends, when not on an outstation assignment. Regular church attendance while studying at Faith is considered vital. There are many churches in the area, and a list of church is available on the students notice board in the main classroom.

Counselling

Members of the Faculty offer to every student their experience and sympathetic counsel on all problems, be they personal, spiritual or educational. As Students need to learn to cope spiritually in varying circumstances, the College training aims to help the student face personal weaknesses honestly and to draw on the vast resources available in God.
Students will be able to meet with any staff member on all areas of their student life i.e. academic, spiritual and anything else that may need discussing. For guidance of a more personal nature, students are advised to contact faculty members or the Principal.

Support is available in the following areas:

- Studies and learning difficulties. Some students take the choice of oral testing or contract grading in subjects in which they do not find testing/evaluation compatibility with the general assessment methodologies. Speak with the Academic Dean in relation to this.
- General pastoral counselling provided by staff members.
- A trained counsellor is available to students by referral.

Note: If the matter of referral is one in which the student’s general health or personal safety status is a concern to the College, the Principal reserves the right to receive a ‘briefing’ from the counsellor after the appointment has been kept.

Counselling with the College’s Maori Adviser can also be requested.

Water Baptisms

Water baptism is an integral and important part of the Christian walk and is an act of outward obedience commanded by our Lord Jesus as a reflection of our inward conversion. As such, the College is happy to arrange for baptism instructional classes by the staff, which will lead to water baptisms witnessed and celebrated by the whole campus. Baptismal candidates or those interested in getting water baptised need to inform members of staff. Such baptisms will come under direct leadership and discretion of the Principal.

Fasting

Fasting is a spiritual discipline taught in the Bible. Students are encouraged to go on fasts whenever they feel led to by the Holy Spirit. When embarking on a food/water fast for 3 days or more, students are required to do so in consultation with the Principal and/or Management Team. When doing a fast, on campus students would need to inform the kitchen cooks so that meals will not be prepared for you. Please note that there will not be any changes in your weekly accommodation costs, as the food component cannot be separated from the accommodation charges.

Ministry Trips

When you use your vehicle as transport to ministry trips, churches or College ministry related trips, petrol vouchers are given to the owners of the cars for travel expenses.

The Ministry Coordinator must approve outstation drivers and their vehicles before transporting other students. Please note that motor vehicle insurance is the responsibility of the vehicle owner. Any theft or vehicle damage is not covered by Faith Bible College. For more information refer to the Outstation Handbook.

Student Support

Faith Bible College is committed to supporting students in the development of their spiritual life. Each student is assigned a Student Wellbeing Adviser who will journey along side the student and provide support in any of the above areas.
SECTION TWO:

ACADEMIC INFORMATION
ACADEMIC STUDIES AND ASSESSMENT

Recommended Book List and Course Related Costs

A Course Related Costs list is available from the Registrar/Reception (usually provided in the enrolment pack). This is a guide to the compulsory and recommended books for your programme of study. Please be in touch with the academic office prior to the purchase of any books to ensure you purchase the correct edition. The Course Related Costs list also includes the costs that you may incur in relationship to field ministry travels and expenses.

If you have applied for a StudyLink student loan you can request for an additional $1,000 per year to cover Course Related Costs such as textbooks and the items listed on the Course Related Cost form.

Student Assessment and Graduating Your Programme

The requirements for courses (course/module outlines) will be given to you as classes commence.

Assessment methods focus on a combination of task and evidence based experiences which are directly linked to the Key Learning Outcomes. Assessment tasks may also be integrated (holistic) in order for students to understand key themes, ideas and concepts across multiple disciplines. All assessment methods give students opportunities to work to their strengths, in order to achieve course outcomes.

Students are to fully participate in all scheduled classes and course related activities. Attendance will be taken on a daily basis. You are assessed for both attendance and active, attentive participation. The following general aspects cover all courses.

- Students must attempt ALL the assessments set in a course unless an exemption has been obtained from the Academic Office.
- The goal of the College is to use teaching and assessment to help students achieve ministry competency and readiness.
- The aim of assessment is for you, as a student, to achieve competency within each subject and the overall objects of the course of study in which you are enrolled. Assessment is related to “knowing, being and doing.”
- At Faith Bible College we attract students from many walks of life – educational, language, ethnic and denominational backgrounds. Student assessment is spread across both the elements of academic and practical advancement.
- Graduation Day is seen as a final opportunity for the students to minister as a student body. All students (graduating or not) are required to fully participate in the graduation ceremony including the graduation presentation on graduation day. Students are to attend all practices and rehearsals leading up to the graduation day. Attendance will be taken and will contribute to the overall attendance of the programme.
- We expect to help you to discover your spiritual gifts, develop them and then further empower you in the “servant-use” of them. Without the identification, development and use of your God-given gifts, you will not experience your spiritual potential. We believe that advancement towards one’s full potential will bear recognisable fruit in character, personality and demeanour and thereby permit the College to recognise spiritual growth and maturity. Our primary objective is, through training, to equip and prepare you for a lifestyle of Christian service and ministry.
This objective encompasses the three developmental areas of:

1. **KNOWING** - Academic learning through Biblical, Theological and Ministry Studies
2. **BEING** - Spiritual and Character Development
3. **DOING** - Outstations (weekend ministry) and Field Ministry Assignment

Subject credit and grading is reported as follows:

a. By subjects studies completed and/or undertaken;
b. By credit earned;
c. By grading or competency achieved. This is by both “Alpha Numeric” and Grade Point Average (GPA).

The overall instructions regarding class and credit requirements are listed in each Module Outline. You will receive these in the first class period within any given subject.

### What is Assessed?

#### Teaching and Learning Through Class Work

All subjects, courses and activities are assessed. The details of these are in each course description. All students are expected to adhere to the weekly timetable for scheduled classes and all campus related activities. Students are required to be on time for classes and unexcused absenteeism will be dealt with accordingly.

All assignments must comply with the standards set in the Study Methods tutorials, or as prescribed in a course description issued on the first day of a course instruction.

#### Classroom Attendance and Procedures

Students are to be early for each class. Punctuality is essential. Disciplinary action will be carried out should students be frequently late. This will also affect the overall attendance of the student.

Under no circumstances should students miss classes for reasons not agreed to first by the Principal or the Academic Office. Students who need to be absent from classes or college-related activities are required to complete the *Request for Absence* form.

If a student is too sick to get to class, the student should ask a fellow student to inform the Office. Students who are absent from classes because of medical reasons are to complete the *Medical Absence* form.

Students who do not meet the criteria for attendance will have to attend catch-up classes/tutorials to make up for missed classes. Attendance for each module will be taken and will contribute to 10% of the overall grade. Students are required to attend a minimum of 50% of module classes in order to pass that module.

Failure to meet ‘graduation criteria for attendance’ (70%) may result in incompletion of the course and not achieving the qualification. For international students, the college will inform NZ Immigration Service when a student is found not to be attending their course to a satisfactory level.

<table>
<thead>
<tr>
<th>KEY TO OVERALL ATTENDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXCELLENT</td>
</tr>
<tr>
<td>90% - 100%</td>
</tr>
</tbody>
</table>
Tutorials

Morning Tutorials

Tutorials /study periods will be included in the student timetable (mainly for diploma students) and have been allocated for students to complete assignments or meet with staff on academic matters. As these tutorials take place within class time, it is expected that all students will maintain an attendance of at least 70% for these tutorials. All of these scheduled tutorials will take place within the classroom/library and will be overseen by a staff member. All students must attend tutorials. Students are allowed to bring their laptops/notebooks for tutorials to work on assignments.

The staff member will assist students with any questions and with finding relevant resources to help students complete assignments. This attendance will count towards students’ final attendance mark.

Afternoon Tutorials

Afternoon Tutorials are held to cater for:

- Students who find difficulty doing their assignments and need help completing their assignments.
- Students who fail to submit assignments on the due date. These students are required to attend tutorials until their assignments have been completed.

Lecturers are also available if students require help with their assessments.

One-on-One Tutorials

One-on-one tutorials and academic support will be arranged if a student has a need for it.

Field Work & Workshops

Assessment for practical components, such as weekend ministry trips (Outstations), Stage II Practicum (NZ Certificate in Christian Ministry & NZ Diploma in Christian Studies)

ASSIGNMENTS, EXTENSIONS AND LATE SUBMISSIONS

Assignments

Certificate course students have the option of either submitting hardcopies of assignments to the Office or emailing it to assessments@fbc.ac.nz. Under no circumstances should assignments be handed directly to the Lecturer. Please make sure every assignment has a cover sheet. A sample coversheet is available in the Common Room, the Library (next to the printer) and the Office.

Diploma course students must submit their assignments by emailing them to assessments@fbc.ac.nz. The Office will not accept hardcopies of assignments for Level 5.

Students will be penalised for late-submission and non-submission of course-work.
Please make sure the first page of your assignment has the relevant information:

Name: 
Module: 
Assignment: 
Lecturer: 

Extensions

A request for an extension can be made. This extension must be made by completing the Request for Extension form, and submitted to the College Office. A student is allowed a maximum of 3 extensions per semester.

Requests need to be handed in at least one day before the due date, and require an adequate reason for non-completion by the due date (stating that you did not have enough time to complete the assignment is not a reasonable request). Verbal request will not be accepted.

The form will be returned to the student after approval and a copy kept at the Office. A copy will also be emailed to the Lecturer concerned.

If assignments are not submitted by the due date (including assignments with extensions), the student is required to attend compulsory tutorials. A letter of instruction will be issued to the student to this effect.

Under exceptional circumstances, the Academic Office can consider an approval for an extension for a longer period of time and/or if extension is needed for more than 3 assignments. Students applying for an extension due to exceptional circumstances are required to fill the relevant form (Request for Extension – Exceptional Circumstances) explaining the circumstances for the extension and supporting documents (i.e. doctor’s letter) if needed. Approval will only be made through the relevant forms. All reasonable requests will be considered, such as bereavement, hospitalisation, accident, exceptional stress or relational difficulties.

Late Submissions

If assignments are handed in after the due date (including assignments with extensions), a Late Submission stamp will be stamped on the assignment, and grades will be marked down and penalties will apply (see next page for more detail).
Penalties for Late Submissions

- If the student completes the assignment and hands it in late (within 2 weeks of the original due date), the assignment will be downgraded half a grade (i.e. A becomes A-).
- If the assignment is still not completed within 2 weeks of the original due date, the student will be required to meet with the Academic Dean.
- If the student completes and hands in the assignment 2 weeks after the original due date, the assignment will be downgraded two-half grades (i.e. A becomes B+).
- If the student completes the assignment and hands it in late (after the end of the semester), the assignment will be downgraded a whole grade (i.e. A becomes B) and the student will be charged a fee to cover the costs of marking. This fee will be automatically added to your account at $10/assignment.

The penalties for late submissions can also be represented as follows:

<table>
<thead>
<tr>
<th>Penalties for Late Submissions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment late within 2 weeks</td>
<td>Half a grade down (i.e. A becomes A-)</td>
</tr>
<tr>
<td>After 2 weeks: Late assignment not yet submitted</td>
<td>Student meets with Academic Dean</td>
</tr>
<tr>
<td></td>
<td>Two half grades down (i.e. A becomes B+)</td>
</tr>
<tr>
<td>Late assignment handed in after semester end</td>
<td>A whole grade down (i.e. A becomes B) and marking fee of $10 to be paid</td>
</tr>
</tbody>
</table>

Failure to Submit Assignments

All assessments, overdue or otherwise, must be submitted by the end of the semester in which they are due, or earlier if scheduled by the Academic Office. Failure to do this will result in an ICF (Incomplete Fail) grade being posted to your study transcript. If a student has any overdue assignments after this extension period, he/she will be required to pay another fee in order to complete that subject.
Daily Schedule and Timetable

The following is the daily schedule and a sample timetable:

**Daily Schedule**

**Monday to Friday**

6:45 a.m.  Private devotions, tidy rooms
7:30 a.m.  Breakfast

8:45 a.m. - 9:15 p.m.  See sample timetable below (weekdays only)
10:00 p.m.  Own room. Lights out in common areas except on Friday and Saturday (11:00 p.m. on Fridays and Saturdays) (Library open until 10:00 p.m. on all days while the semester is on).

**Sample Timetable**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:48 - 9:35 am</td>
<td><strong>Devotions (Community Worship)</strong></td>
<td><strong>Hour of Power</strong></td>
<td><strong>Devotions (Community Worship)</strong></td>
<td>Prayer Cells</td>
<td>Period #13</td>
</tr>
<tr>
<td>9:40 - 10:30 am</td>
<td>Period #1</td>
<td>Period #4</td>
<td>Period #7</td>
<td>Period #10</td>
<td>Period #14</td>
</tr>
<tr>
<td>10:30 - 10:45 am</td>
<td>Morning Tea</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:45 - 11:35 am</td>
<td>Period #2</td>
<td>Period #5</td>
<td>Period #8</td>
<td>Period #11</td>
<td>Period #15</td>
</tr>
<tr>
<td>11:40 - 12:35 pm</td>
<td>Period #3</td>
<td>Period #6</td>
<td>Period #9</td>
<td>Period #12</td>
<td>Principal’s Chapel</td>
</tr>
<tr>
<td>1.00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:15 - 5:15 pm</td>
<td>—</td>
<td>Room Inspections (1:45 - 2:30)</td>
<td>Tutorials (2:00 - 3:00)</td>
<td>Work Party (2:15 - 4:15 pm)</td>
<td>Free</td>
</tr>
<tr>
<td>5:30 pm</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>7:15 - 10:00</td>
<td>—</td>
<td>—</td>
<td><strong>FAITH TALK</strong></td>
<td>—</td>
<td>—</td>
</tr>
</tbody>
</table>
Participation and Attitude in Course and Campus Community Life

The prime assessment expectation here is servant hood and growth in Christlikeness. Participation includes participation in morning Devotional sessions scheduled by the College.

Campus Assigned Responsibilities

The student will be assessed upon the effort and willingness displayed toward campus responsibilities. These responsibilities come in various forms, the main one being the daily student duties assigned to each student (Daily Services), and duties during weekly Work Periods (Work Party). It is expected that each student is consistently faithful with his/her duties and that measurable progress will be made.

Field Work

Assessment for practical components, like weekend ministry trips, Stage II of the Level 4 Certificate programme and the Church Internship and Practicum in the Level 5 Diploma programme will be graded and assessed by the practical supervisor. All final grades will be assigned and awarded by a board of Faculty members.

Assessments, Re-submissions and Appeals

The standard information covers Faith Bible College’s philosophy, methods, standards, grades and requirements relating to the assessment of your studies.

Model of Formative and Summative Assessments

Faith Bible College’s activities of student instruction and assessment are based on the application of formative¹ and summative² assessments. The competencies of learners in systematic instruction and skill formation are evaluated and achieved through the following model.
Current Practice of Assessment

Faith Bible College uses an ‘alpha-numeric’ system or percentage to grade assessment to provide student feedback and communicate formative assessments.

1The term ‘Formative’ refers to progressive assessment made during the learning stages if your course. These may or may not contribute to final grading.
2The term ‘Summative’ refers to the final assessment or ‘summing-up’ of the course. This may be achieved through a final exercise, examination, project or the completion of all elements required for competency.

Re-submissions in ‘alpha-numeric grading’

a. The administration reserves the right to request a student, with a lower passing grade to resubmit components of the work to be presented for reassessment. This should be done after additional study of the course concerned. A student may decline to do so if they chose.

b. When work is re-submitted, it will be graded as an original piece, but the ‘posted grade’ will comprise 50% of the difference between the first and second assessment added to the original score grade.

c. No reassessment grade will be higher than a ‘B’

Re-submissions in ‘Competency Assessment’

Where a student does not achieve competency at the first assessment, they will be allowed up to two resubmissions of their assigned work or examination.

Assessment Appeals

Students wishing to make an appeal concerning an assessment grade are able to do so by following the steps below:

a. The student should consult with the lecturer for a clarification of the grade.

b. If the student is not satisfied with the clarification, or is unable to consult with the lecturer, the student can then fill in a Grade Review Form (available at the office). The form is to be attached to a copy of the assignment and handed in to the Academic Office.

c. The lecturer and a faculty member will review the assignment. Final assessment to be decided upon discussion. The Academic Office will provide clarification to the student.

d. If the student is still not satisfied, the lecturer, the faculty member and the student will meet with the Principal. The Principal can then decide on one of the steps below:
   - After discussion with the lecturer and faculty member, the Principal can provide further clarification to the student ensuring that the student is satisfied with the clarification; or
   - The Principal can decide to have the student’s work reassessed internally by another lecturer. If this measure is taken, the student must agree to accept the internal assessment grade as final; or
   - The Principal can decide to have the student’s work reassessed externally by a lecturer from another Bible College, whether locally or internationally. If this measure is taken, the student must agree to accept the external assessment grade as final. Any costs incurred will be borne by the student.
Recognition of Prior Learning (RPL) and Transfer of Credits

Faith Bible College will consider a student’s application for RPL and the transfer of valid credit that has a clear correspondence to the programme requirements of the qualification the student has enrolled in. Such credits must be validated and based on documentation supplied by the student and considered before programme commencement. There is a Recognition of Prior Learning/Transfer of Credit Form available at the Registrar’s office.

The following are considerations in assessing and awarding transferred credit:

a. Is the subject and credit level consistent and compatible with those being taught within the College’s programme design and is it relevant to the student’s enrolment?

b. Can the student validate the credit transfer or RPL request through an official transcript of credit from another institution?

c. The amount of credit awarded is to be at a level in which the student can participate in their enrolled programme in a manner that allows the College to award its certificate or diploma to their required criteria.

d. Where applicable, will the student be able to undertake the programme of study and still qualify for StudyLink managed student loans and/or allowances? This normally means the transferred credit maximum (including any RPL) will be 20% of the programme’s credit requirements.

e. It is the student’s responsibility to supply the College with transcripts, and obtain any additional data the Academic Office may require in determining a request for transfer of credit.

All credit granted either by transfer or RPL assessment, is posted to the student’s records as “ungraded,” and therefore not computed within the GPA of their studies with Faith Bible College. Transferred credits and RPL assessed credit will not be posted to the student’s academic record until the completion of their study programme. This is because the College does not record validated credits other than for the conferring of their own programme awards.

Progress Reports

The Academic Office will be reporting to students on their progress and learning. All students receive course or semester progress reports from the particular teaching source within their learning relationship.

Graduation Criteria

General Requirements

a. A student must achieve and maintain competency in a minimum of 70% of all course work, including but not limited to class attendance, assignments, practicums and tests. A competency grade is either a C- (51% or higher) or ACH (Achieve) subject mark. A grade can only be awarded if 70% of course work is completed, i.e. if a C- grade has been achieved but less than 70% of course work completed the final grade will remain as IC (incomplete) until the minimum completion has been achieved or the student’s tuition period has expired.

b. Although there is a minimum completion rate of 70%, all subjects must be attempted, i.e. even though a student may have successfully completed and passed 70% of the subjects they have enrolled in this does not exempt them from completing the remaining 30%.
c. A student must meet all financial obligations to the College. No student may commence any ongoing semester of studies with outstanding debts due to the College. No student may graduate from their course with fees and other sundry costs still outstanding at the end of the course year.

d. Graduation is subject to the Principal and/or Board of Trustees being satisfied that all graduation requirements have been met.

New Zealand Certificate in Christian Ministry

In addition to the General Requirements, students must maintain a GPA of 2.2 or higher to graduate the NZ Certificate in Christian Ministry programme. However, a minimum GPA of 2.5 is required for acceptance into the year two New Zealand Diploma in Christian Studies.

New Zealand Diploma in Christian Studies

In addition to the General Requirements, students must maintain a GPA of 2.5 or higher to graduate the New Zealand Diploma in Christian Studies programme.

Return of Grades

Faculty is to return marked assignments to the College within two weeks of the assignment due date, with a completed Marking Sheet attached. Once the marked assignments have been returned, the Registrar is responsible for distributing these to the students.

This two-week marking turn-around does not apply to late assignments. Any late assignments will be marked at the lecturer’s own convenience.

EXTERNAL EVALUATIONS & REVIEW (EER)

NZQA assesses the standard of education for tertiary education organisations through a regular system of external evaluation and review (EER). Through periodic EER, tertiary education organisations are held accountable to their students, employers, funders, quality assurance bodies and other interested parties.

In April 2015, Faith Bible College went through its second EER and the results as follows:

Statement of confidence on educational performance:
NZQA is Confident in the educational performance of Faith Bible College.

Statement of confidence on capability is self-assessment:
NZQA is Confident in the capability in self-assessment of Faith Bible College.

As a result of the above, Faith Bible College is a Category 2 provider. For more information about this, please go to the NZQA website at:

To read a copy of the college’s EER report, go to:
http://www.nzqa.govt.nz/providers/details.do?providerId=856786001
TYPES OF ASSESSMENTS

ACADEMIC ESSAY

An academic essay: aims to persuade readers of an idea based on evidence. An academic essay has a defined structure – and introduction, a body and a conclusion. Most academic essays will require you to present an argument through reasoning and the use of evidence. In the process of planning and drafting your essay, you will need to respond to the assigned question by thinking, reading and writing your way to a considered position/stance or thesis statement. The thesis statement is expressed as one or two sentences in the introduction paragraph of your essay, and supported in the body of the essay by a series of topic sentences, one in each paragraph. Each topic sentence is in turn supported by evidence and examples from your readings and research, reflection, observation and analysis.

It should include:

- An introduction setting out the context/background of your argument, defining key terms, and sets out your thesis statement/line of argument.
- A main body which presents a topic sentence or central idea supporting your thesis statement or argument. Give evidence, examples and references which support or relate to your topic sentence and provide a concluding/linking sentence.
- A conclusion which restates your thesis statement or line of argument and summarises the points and evidence you provided to support your argument.

REFLECTIVE ESSAY

A reflective essay: is an essay in which the writer examines his or her experiences in life. The writer then writes about those experiences, exploring how he or she has changed, developed or grown from those experiences. Doing this involves revisiting your prior experience and knowledge of the topic you are exploring. It also involves considering how and why you think the way you do. The examination of your beliefs, values, attitudes and assumptions forms the foundation of your understanding. Reflective thinking demands that you recognise that you bring valuable knowledge to every experience. It helps you therefore to recognise and clarify the important connections between what you already know and what you are learning. It is a way of helping you to become an active, aware and critical learner.

It should include:

- Some aspect of the world
- Your thoughts and feelings on it
- A discussion on how you think it has affected the person you are today
- A description of the person that you are/your opinions of yourself

JOURNAL ENTRIES

A journal entry is: a personal piece of writing which expresses your thoughts, feelings, opinions, reflections and observations on a given topic. The language in a journal is less formal than an academic piece of writing (like an essay for example). As such, you are able to use expressions like; I think, I feel, I believe, and so on. Your journal is an important way for you to reflect on your personal growth and development throughout the course (and FBC as a whole) and to think about how you can apply what you have learnt to your own faith journey and that of others. As the journal is a personal piece of writing, you are not required to use referencing – except when quoting Bible scriptures.

JOURNAL MARKING CRITERIA

Journals will be graded on the following criteria:
Well-developed paragraphs (not phrases or short sentences)
• The effort and thought put in to answering a question
• Discussion identifying how an experience or class content has changed your thinking/actions
• Application to your personal life
• Description/analysis/interpretation
• Your comprehension of a given topic, idea, theme

PRESENTATIONS
A presentation is: the process of presenting information on a set topic, theme or idea to an audience. It offers students the opportunity to communicate their ideas verbally and/or visually. Presentations give students the chance to practice key communication techniques discussed and taught in class (preaching, teaching or evangelism skills for example). Presentations must be well planned, develop a relationship between the audience and presenter, communicate key ideas/themes and achieve set objectives (convince, demonstrate and so on). Presentation language should adequately match the audience (not too formal or too colloquial).

PRESENTATION MARKING CRITERIA
Presentations will be graded on the following criteria:
• Demonstrate a depth of insight into key issues
• Show a high level of knowledge/understanding on a topic backed up by through research
• Develop a clear argument and reasoning which expresses the strengths and weaknesses/opposing points of view of an argument
• Engagement with the audience
• Express a high level of confidence evident in posture, voice projection, manner and familiarity with the topic/subject

STUDENT PORTFOLIO
The purpose of the portfolio is:
• To set realistic goals for yourself and your practical ministry, and to develop meaningful strategies to address these goals.
• To take responsibility for your own learning, to effectively reflect on your learning and document growth or change over time
• To help develop process skills such as self-evaluation and goal-setting
• To effectively identify strengths and weaknesses, what is working and not working, how to improve
• To make connections or apply/demonstrate what you have learned in class.
• To track the development of your practical ministry skills, to document progress towards standards
• To prepare a sample of work for future employment in related field

To get the required marks/assessments for the component of practical ministry components, the portfolio entries must show evidence of:
• Clear and specific goals (whether it is personal or practical ministry skills goals)
• Steps/plans for reaching the desired goals (implementation of the goals)
• Reflections on progress toward goal(s)
• Well thought through responses and self-assessment
• Being able to make observations
• Timely and consistent entries
### LEVEL 4 GRADING CRITERIA, SCALING, & GRADE CONVERSION

<table>
<thead>
<tr>
<th>Assessment Standards</th>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excellent</strong></td>
<td>A+</td>
<td>90-100%</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>85-89%</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>80-84%</td>
</tr>
<tr>
<td><strong>Highly Competent</strong></td>
<td>B+</td>
<td>75-79%</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>70-74%</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>65-69%</td>
</tr>
<tr>
<td><strong>Competent</strong></td>
<td>C+</td>
<td>60-64%</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>50-59%</td>
</tr>
<tr>
<td><strong>Satisfactory</strong></td>
<td>D</td>
<td>&lt;50%</td>
</tr>
<tr>
<td><strong>Fail</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Comprehensive engagement with the question, demonstrating a very good understanding of relevant arguments and issues**
- Shows ability to synthesize, analyse and contrast a wide range of material
- Shows ability to apply ideas to new material or in a new context
- Evidence of logical, structured well referenced work

- **Strong engagement with the question, demonstrating a good understanding of relevant arguments and issues**
- Shows some ability to synthesize, analyse and contrast a range of material
- Shows ability to apply ideas to a specific context
- Evidence of logical, structured well referenced work containing some errors and omissions

- **Good engagement with the question, demonstrating adequate understanding of relevant arguments and issues**
- Shows ability to analyse and contrast a range of material
- Attempts to apply ideas to a specific context
- Shows an understanding of logical, structured referenced work with errors and omissions

- **Limited engagement with the question, demonstrating a basic understanding of arguments and issues**
- Shows sparse coverage of relevant material
- Inconsistently applies ideas in limited context
- Limited understanding of logical, structured referenced work with errors and omissions

- **Failure to understand or answer the question**
- Provides inadequate and inappropriate material
- Demonstrates problems in the use of appropriate writing conventions

---

1. Passing grade for Level 4 New Zealand Certificate in Christian Ministry
2. Passing grade for Level 5 Diploma in Christian Ministry (from 2018 New Zealand Diploma in Christian Studies)
## Assessment Criteria

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Comprehensive engagement with the question, demonstrating a very good understanding of relevant arguments and issues</td>
<td>Shows ability to synthesize, analyse and contrast a wide range of material to apply ideas to new material or in a new context shows ability to apply ideas to new material or in a new context logical, structured well referenced work</td>
</tr>
<tr>
<td>3</td>
<td>Good engagement with the question, demonstrating an adequate understanding of relevant arguments and issues</td>
<td>Shows ability to synthesize, analyse and contrast a range of material to apply ideas to a specific context logical, structured well referenced work containing some errors and omissions</td>
</tr>
<tr>
<td>2</td>
<td>Limited engagement with the question, demonstrating a basic understanding of arguments</td>
<td>Shows sparse coverage of relevant material inconsistently applies ideas in limited context limited understanding of logical, structured referenced work with errors and omissions</td>
</tr>
<tr>
<td>1</td>
<td>Failure to understand or answer the question</td>
<td>Provides inadequate and inappropriate material demonstrates problems in the use of appropriate writing conventions</td>
</tr>
</tbody>
</table>

---

3 Minimum Prerequisite Grade needed in Level 4 to be accepted into Level 5 Diploma Programme
### LEVEL 5 GRADING CRITERIA, SCALING, & GRADE CONVERSION

<table>
<thead>
<tr>
<th>Assessment Standards</th>
<th>Grade</th>
<th>GPA</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exceptional</strong></td>
<td>A+</td>
<td>4.00</td>
<td>90-100%</td>
</tr>
<tr>
<td><strong>Excellent</strong></td>
<td>A</td>
<td>3.70</td>
<td>85-89%</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.40</td>
<td>80-84%</td>
</tr>
<tr>
<td><strong>Highly Competent</strong></td>
<td>B+</td>
<td>3.10</td>
<td>75-79%</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>2.80</td>
<td>70-74%</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.50&lt;sup&gt;2,3&lt;/sup&gt;</td>
<td>65-69%</td>
</tr>
<tr>
<td><strong>Competent</strong></td>
<td>C+</td>
<td>2.20&lt;sup&gt;1&lt;/sup&gt;</td>
<td>60-64%</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>1.90</td>
<td>55-59%</td>
</tr>
<tr>
<td></td>
<td>C-</td>
<td>1.60</td>
<td>50-54%</td>
</tr>
<tr>
<td><strong>Satisfactory</strong></td>
<td>D</td>
<td>1.0</td>
<td>&lt;50%</td>
</tr>
</tbody>
</table>

<sup>1</sup> Passing grade for Level 4 New Zealand Certificate in Christian Ministry

<sup>2</sup> Passing grade for Level 5 Diploma in Christian Ministry (from 2018 New Zealand Diploma in Christian Studies)
### Assessment Criteria

<table>
<thead>
<tr>
<th>Level 5 Grading Criteria, Scaling, &amp; Grade Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Prerequisite Grade needed in Level 4 to be accepted into Level 5 Diploma Programme</td>
</tr>
</tbody>
</table>

- Exceptional engagement with the question, demonstrating in depth understanding of relevant arguments and issues
- Shows exceptional ability to synthesize, analyse and contrast a wide range of material
- Demonstrates unique ability to apply ideas to new material or in a new context
- Evidence of logical, structured and accurately referenced work

- Comprehensive engagement with the question, demonstrating a very good understanding of relevant arguments and issues
- Shows ability to synthesize, analyse and contrast a wide range of material
- Shows ability to apply ideas to new material or in a new context
- Evidence of logical, structured well referenced work

- Strong engagement with the question, demonstrating a good understanding of relevant arguments and issues
- Shows some ability to synthesize, analyse and contrast a range of material
- Shows ability to apply ideas to a specific context
- Evidence of logical, structured well referenced work containing some errors and omissions

- Good engagement with the question, demonstrating adequate understanding of relevant arguments and issues
- Shows ability to analyse and contrast a range of material
- Attempts to apply ideas to a specific context
- Shows an understanding of logical, structured referenced work with errors and omissions

- Limited engagement with the question, demonstrating a basic understanding of arguments and issues
- Shows sparse coverage of relevant material
- Inconsistently applies ideas in limited context
- Limited understanding of logical, structured referenced work with errors and omissions

- Failure to understand or answer the question
- Provides inadequate and inappropriate material
- Demonstrates problems in the use of appropriate writing conventions

---

3 Minimum Prerequisite Grade needed in Level 4 to be accepted into Level 5 Diploma Programme
# Marking Guidelines

Faith Bible College aims to mark all assessments according to a standard marking guideline, with marks being distributed accordingly between categories, depending on the subject.

## Example Marking Guideline for Written Assignments

<table>
<thead>
<tr>
<th>Marking Sheet</th>
<th>Marks</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTRODUCTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Topic clearly stated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parameters being</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CONTENT / CRITERIA</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explained well, with relevant, flowing thoughts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good grasp of topic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interacted with other authors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relevant scriptures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practical application</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CONCLUSION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Covered what was planned in intro</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good summary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conclusion</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spelling and Grammar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Referencing</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>/100</td>
<td></td>
</tr>
</tbody>
</table>

Comments:
Example Marking Guideline for Oral Assignments

<table>
<thead>
<tr>
<th>Marking Sheet</th>
<th>Marks</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTRODUCTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Topic clearly stated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Parameters being covered clearly</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CONTENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Good grasp of topic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Explained well, with relevant, flowing thoughts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Quality of content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Interacted with other authors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Relevant scriptures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Practical application</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CONCLUSION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Covered what was planned in intro</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Good summary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Conclusion</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PRESENTATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Body language/natural movements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Eye contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Loud and clear voice/clarity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Pace</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ No fillers (um, ah, like)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

Comments:
Referencing

The College requires all students to use the APA style of referencing in all written work.

APA Style Referencing (The Basics)

APA Style uses the author-date citation system. This system allows readers to find the sources cited in text in the reference list, where each source is listed alphabetically.

Citing References in Text

To insert a citation in text, include the author’s surname and year of publication. For a direct quotations, include the page number, or specific location of the phrase or sentences in the original work.

Kessler (2003) found that among epidemiological samples...

Early onset results in a more persistent and severe course (Kessler, 2003).

In 2003, Kessler’s study of epidemiological samples showed that...

On the following page is a chart showing how to format in-text citations and in the page after that, in text Biblical referencing.

Referencing Guidelines for academic essays:

Level 4 essays: Students will be required to make references to at least one (1) text and include this in their essays.

Level 5 essays: Students will be required to make references to at least three (3) texts and include this in their essays.

1 APA Style, Basics of APA Style Tutorial http://flash1r.apa.org/apastyle/basics/index.htm?__utma=185732729.933324354.1436934571.1436934571.1436995218.2&__utmb=185732729.4.10.1436995218.2&__utmc=185732729&__utmz=185732729.1436934571.1.1.utmcsr=(direct)|utmccn=(direct)|utmcmd=(none)&__utmv=-&__utmk=246159748
<table>
<thead>
<tr>
<th>Type of Citation</th>
<th>First Citation in Text</th>
<th>Subsequent Citations in Text</th>
<th>Parenthetical Format, First Citation in Text</th>
<th>Parenthetical Format, Subsequent Citations</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Work by Six or More Authors</td>
<td>Wasserstein et al. (2005)</td>
<td>Wasserstein et al. (2005)</td>
<td>(Wasserstein et al., 2005)</td>
<td>(Wasserstein et al., 2005)</td>
</tr>
</tbody>
</table>
IN-TEXT REFERENCING (BIBLICAL REFERENCING)

Writing text citations within an essay - also referred to as in-text referencing. This is a valuable way to give credit or make reference to sources because it causes little interference with the reading of a text or essay.

Referencing is a highly important skill and must be done with attention to detail.

1. In this document "a text" refers to either a Bible verse (or passage), or a comment in print (a book) made by any author.

2. Writers have the choice of either quoting a text exactly or simply making a comment on what the text says. This comment may be an exact quotation of the text or a close or very general reproduction of it. This close reproduction is called a paraphrase (an approximation of the text using the writer’s own words). When quoting a text exactly, quotation marks and a reference to the source of the text are essential.

3. When making a comment on what a text says, or paraphrasing the text, the writer may give the reference, or not, whichever is preferred. Though the writer has this option of referencing the source, (the Bible verse) of a paraphrase, or not, it is usually best to give the reference so that a reader can check on the verse and context if desired. Note that writers seldom quote a Bible text in full. They expect that readers will have a bible near by and will look up the text themselves if they want to.

4. There are a variety of procedures at a writer's disposal to make a reference to a Bible text. Making reference to a text in the middle of a document (essay, sentence, or paragraph) is called in-text referencing. This procedure is used because it causes the least disruption to the reading of a text (essay) and references may be skimmed over in a first reading so that comprehension of the text is unhindered. The text may then either not be returned to at all, or re-read at a convenient time later and given deliberate and focused attention. That is, in order to maintain the flow of meaning a reader may prefer to read on quickly without stopping and starting at each reference. The reader may then return to the text later, reading the passage in more detail, giving greater attention to a particular thought, and following up on sources checking what other writer(s) have said. In-text referencing facilitates both reading purposes, first a quick flowing main-points reading and a second, longer in-depth study sometime later.

5. Abbreviated Bible references should be written with a full stop after the abbreviated Bible book (Ex.) and a colon (not a full stop or a comma) between the chapter and the verse (Ex. 12:8).

6. Unless otherwise stated the examples given below are taken from the text 'Being Leaders' by Aubrey Malphurs.


7. Procedures for the insertion of in-text references are described, with examples on the reverse side of this document.


A. Making references using brackets.

These references are given either in the middle or at the end of a sentence, not at the beginning. The correct name for brackets is parentheses.
Examples:

a. In the middle of a sentence:
"This was the case with the Saviour (Mark 6:1-6), Paul (2 Corinthians 11), and Moses (Numbers 11), to mention a few." (Malphurs p. 132)

b. At the end of a sentence:
Joseph had natural gifts of wisdom and discernment (Gen. 41:39). p. 77.
(Notice the full stop after the abbreviated book (so - Gen.) and the colon (:) between the chapter and the verse.)

Relational skills are based on the great commandment (Matt. 22: 36-39). p. 83.
Scripture teaches that he sets up leaders, and he removes them (Dan. 4:17, 25,32 35-37). p. 149.

When a Bible text is quoted exactly, the reference is given in a bracket outside the final quotation mark.

"And I saw, and bare record that this is the Son of God." (John 1:34).
For multiple references separate each reference by a semi-colon followed by a space.
   e.g.. "Matt. 28:19-20; Mark 16:15; Lk. 24: 45-49". (Malphurs p. 60)

B. Making references without using brackets.

Reading is a visual experience and brackets are visually obtrusive getting in the way of the reading process, so not having them removes that interference with the flow of reading.

a. The simplest and most direct is to say "In ..." and say what the text is about.
   In John 1:32 the dove is the clear representation ...  
   In Matthew 3:11 John is baptising ...

b. Use "In ..." with "we read ..."
   In 1 Peter 2 we read ....

c. A reference in the middle of the sentence:
   In the New Testament, in John 16:13, we see ...

d. Not using "In ..." but simply referring to the passage or verse and using "says that"
   Matthew 3:11 says that ....

e. Use "talks about "
   Romans 8 talks about ....

f. Using the writer's name:
   There are many ways (words to use) to express what the writer says.
   i) use "refers to"
      In ........... John refers to ...  
      In John 3:27 John the Baptist refers to ....
   ii) use "says that..."
      In ........... John says that ...  
      In John 3:27 John the Baptist says that ..... 
   iii) use "tells us that ..."
      In ........... Paul tells us that ..
      (Sometimes a verse reference is not needed but just a reference to the chapter is sufficient)
   iv) Use "explains that ..."
      In ........... Jesus explains that ...
   v) Use "advises" ...
      In ........... Paul advises ...
      In 1 Tim. 4:7 Paul advises his protégé Timothy .... p. 81
Academic Complaints Procedure

Complaints regarding teaching or course material should be addressed firstly with faculty staff concerned. If students feel they have not been adequately dealt with, they may then take their concerns/complaints to the Academic Dean and/or Principal.

The New Zealand Qualifications Authority (NZQA) may be contacted if the student is not satisfied with the outcome of the college’s formal complaint process. To make a formal complaint:


2. Send your completed complaint form, along with any supporting evidence, to:
   
   The Complaints Officer,
   Quality Assurance Division,
   P O Box 160,
   Wellington 6140

   Or email a scan of your completed form, along with scans of any supporting evidence, to risk@nzqa.govt.nz.

3. If you need more information on the complaints process, contact NZQA on 0800 697 296.

More information about the NZQA complaints process is available on their website at:


Quality Commission Scheme (http://www.qualitycommission.co.nz/index.htm): The Quality Commission is an independent body that provides a complaints resolution service for students - a free and easily accessible service that respects the rights of students and the provider. Students who are dissatisfied with the service provided by an education provider must first work through the provider’s internal complaints process. If students are not satisfied with the outcome of the internal complaints process – or if the dispute is still deadlocked after two months – students can lodge a complaint with the Quality Commission.

The Commission decides whether the complaints comes within the scope of the Quality Commission scheme - for example, the Commission will not deal with an issue that is before a court or other statutory complaints or conciliation procedure. The Commission will refer the complaint back to the provider if the internal procedures have not been followed. Providers are given full details of the complaint and asked to respond. Personal information is protected. Contact the Quality Commission:

If you want to send a complaint to the Quality Commission please complete the complaints form available on the Quality Commission website (http://www.itenz.co.nz/quality-commission/students/) and email to admin@itenz.co.nz.

If you have a question about the Quality Commission please call the CE of ITENZ and Quality Commission, Kim Crosland on 021 819 720 or email kim.crosland@itenz.co.nz

Student Support

Faith Bible College is committed to supporting students in the development of the academic. Each student is assigned a Student Wellbeing Adviser who will journey along side the student and provide support in any of the above areas.
Adult Literacy Assessment

During Orientation week, all students are expected to complete two initial assessments using the online *Literacy Assessment Tool for Adults*. The two assessments are:

- Vocabulary Assessment
- Reading Assessment

The information gathered from these assessments

- allow students to track their progress over time, and
- enable the College to report on the progress made by students

These assessments do not count toward students’ final mark. However, it does provide vital information to the College to help and support students academically.

**Initial Assessments**

The results of these initial assessments will be collated and discussed with the Academic Dean. Students whose results are on or below “Step 3” for the *Reading Assessment*, and/or fall between “Emerging-Expanding” for the *Vocabulary Assessment*, will be required to attend compulsory Literacy Classes as part of the College’s academic support. These students may be required to sit another assessment after these extra tutorials.

**Exit Assessments**

All students will be expected to sit an exit assessment at the end of their studies, except in the case where:

- The student already has an “Extended” vocabulary; or
- The students is already at “Step 5 or 6” of the reading progressions.

Students have the option of sitting an assessment half-way through their studies if they wish to do so to track their progress. This is not mandatory.

**e·Faith**

Faith Bible College is wanting to introduce the electronic student management system, called e·Faith, for the purpose of information sharing. E·Faith will have a copy of all the Course Outlines, Notes, assignments, special resources, and portals for students to ask questions from lecturers, staff, or other students. It will be an all round digital hub for information sharing. You will be issued a log on when you first arrive at the College and any and all queries regarding student policies, assignment due dates, assignment tasks and so on, are answered on this facility.
// Academic Misconduct/Dishonest Practice

What is Academic Misconduct/Dishonest Practice?

Academic misconduct/dishonest practice is seeking to gain for oneself, or assisting another person to gain, an academic advantage by deception or other unfair means. These dishonest practice procedures apply to all of the forms of assessment undertaken by the College. Academic misconduct/dishonest practice includes, but is not limited to:

Plagiarism
Plagiarism occurs when one submits work in which ideas, words or other work are taken from a source, published or unpublished, (including, a web-site, computer program, another student's essay or presentation, a book or journal article, a lecture, a performance piece) and presented as if it is one’s own, without appropriate acknowledgement of the original author.

Faculty distinguishes between plagiarism which has occurred from negligence on the part of a student and that which is dishonest. Although it regards plagiarism as an ethical issue rather than a legal one (that might not necessarily constitute an infringement of copyright), the College views dishonest plagiarism as a grave offence against universal academic and scientific convention.

Cheating
Cheating in an assessment or an exam occurs when a student seeks to obtain an unfair advantage. It includes, but is not limited to:

- bringing in items not permitted such as a textbook, notebook, other written material or mechanical or electronic device (including mobile phones), or any other item not authorised by the person who set the examination
- colluding with others either in the venue or outside the venue including by electronic means
- deliberately viewing other students work in an examination, or, in other circumstances, without their permission

Collusion
Collusion includes when two or more students, or a student and any other person(s), work together on individual (not group work) assessable work to cheat, plagiarise or engage in academic misconduct/dishonest practice.

Other Academic Misconduct/Dishonest Practices
Other forms of academic misconduct may include but are not limited to:

- tampering, or attempting to tamper, with examination papers, class work, grades or class records
- acquiring, or attempting to acquire, possessing, or distributing examination materials or information without the approval of the Teacher of the Subject
- impersonating another student, or arranging for anyone to impersonate a student, in any examination or other assessment task
altering group assessment work that has been agreed as final by all participating students prior to submission without the collaborating students' consent

use of recorded lectures (audio and/or visual), PowerPoint, or other class notes in a way that infringes another person's privacy or intellectual property rights - for example, by publishing or distributing a recording without permission from the Teacher of the Subject

Dealing with Academic Misconduct/Dishonest Practice

The intention of this policy is to uphold Faith Bible College’s approach to ethical scholarship. Academic misconduct/dishonest practice is not permitted or tolerated and any such occurrences will be penalised. The College policy deliberately encourages its faculty to help prevent opportunities for the occurrence of academic misconduct/dishonest practice within the student body. Faith Bible College will make information about proper referencing and other academic requirements available to all students in Handbooks, Course Outlines, and other relevant teaching material. This shall, if necessary, include clear instructions about the nature and extent of collaboration that is permissible in group work.

All investigations of alleged academic misconduct/dishonest practice by students are to be conducted with close regards for procedural fairness. A student alleged to have engaged in academic misconduct/dishonest practice must be given the opportunity to respond to allegations, and the opportunity to, on specified grounds, appeal disciplinary decisions.

In some cases an allegation of academic misconduct/dishonest practice may arise from a student’s ignorance or misunderstanding of appropriate referencing or other academic requirements. Faculty should have the opportunity to determine whether this has been the case. Allegations of academic misconduct shall, therefore, be reported to the Academic Dean who will do a thorough investigation.

Faculty shall take steps to detect plagiarism, which may include the use of plagiarism detection software and other methods to compare work submitted for assessment against various databases, which may include the World Wide Web, electronic reference materials and other students’ work submitted for assessment.

Wherever a student’s ignorance or misunderstanding of academic requirements can be demonstrated through careful investigation and use of evidence, the Academic Dean may dismiss an allegation of academic misconduct/dishonest practice, but shall ensure that the student receives academic advice, whether or not a penalty for academic misconduct is imposed.

If the Academic Dean is reasonably satisfied that the academic misconduct/dishonest practice was, more likely than not, done with the intention to deceive or obtain an unfair advantage in assessment, the matter must be reported as suspected academic misconduct/dishonest practice.

An academic misconduct/dishonest practice register will be maintained, which will record warnings and the outcomes of an accusation of plagiarism, cheating, or collusion. A student’s involvement in academic misconduct/dishonest practice will be retained on the register while still enrolled in any course and the Academic Dean will have access to this information when considering any subsequent allegations of academic misconduct.
Procedure

Prevention

Faculty are encouraged to help prevent opportunities for the occurrence of academic misconduct/dishonest practice within the student body through enhancement and practical implementation of academic integrity. A range of coordinated strategies involves the faculty in:

- explicitly referring to plagiarism and collusion at key stages in programs
- sharing tips and experiences on how to induce students to follow sound practice in both protecting intellectual property and sustaining their own academic integrity;
- providing students with program and subject guides, including assessment briefs;
- acting as role models;
- providing prompt and constructive feedback to assignments and examinations;
- explaining the aims and purposes of assessment tasks;
reminding students that ethical academic conduct is integral to a successful future career and basic to the formation and life of Christian communities.
Students are required to sign a disclaimer on their assignment cover sheet which affirms that, where otherwise acknowledged, the material submitted in the assignments is their own.

Managing Plagiarism

During Orientation, students shall be made aware of safe practice in academic writing and the College’s ethos of academic integrity. The College recognises that, although authors and other creators build upon the work of others who have gone before them, transforming source material through a creative process, any borrowing from earlier material must be properly acknowledged. The general types of plagiarism to which College faculty and students are alerted are:

- the deliberate copying of another’s work without attribution;
- “self-plagiarism”; and
- the unintended failure of a student to appreciate appropriate referencing conventions where plagiarism can be shown in individual assignments to have been unintended, students involved may be required to resubmit their assignments and receive a formal caution. The Academic Dean will consider recommending that the offending student receive academic counselling or similar support where factors such as cultural differences, difficulties with written expression or communication, or problems of a personal nature, are shown to be relevant.

An allegation against a student for intentional or repeated plagiarism of an individual assignment, individual take-home examination script, or any other program-related work submitted for assessment, is processed in accordance with principles of natural justice and the student is therefore invited to provide an explanation.
Managing Collusion

During Orientation, students shall be made aware of College policy on collusion and its suppression. Where collusion can be shown in individual (not group) assignments, students involved may be required to resubmit their assignments. Repeated instances of collusion, or evidence of collusion with a clear deceptive intent, result in failure for the particular assignment, or failure in the subject, or exclusion from the College for academic misconduct/dishonest practice.

Resubmission of the same material by the same student is regarded as “self-plagiarism”. Any reference or borrowing of work done previously by an author or student must be treated as any other source and cited appropriately.

Detection
During Orientation, students are advised that submitting assignments must be in hard copy form, with a cover sheet attached. Although moral and legal copyright to this material vests in the student as the author, the student, by enrolling in an accredited programme, provides an implied consent to the College which authorises:

- reproduction and storage of electronic material which they may author and submit as part of their programme assessment; and
- scanning this material for purposes of detecting, through software processing, any plagiarised material used in assignments.

Penalty Schedule

Note: Penalties applied should take into account the level of intent in the committing of the offence.

These penalties encompass all certificate and diploma awards at Faith Bible College. This document is to assist staff in dealing with cases of dishonesty, especially plagiarism and collusion, and cheating in examinations.

It provides penalties for different offences, and an indication of factors to be taken into account when exercising this discretion. The list of factors is not all-inclusive; other factors may also be relevant. The Academic Dean shall exercise her professional judgement on whether the suggested penalties fit the particular case; sometimes a more lenient or more severe penalty may be appropriate, depending on the circumstances.

Minor Plagiarism and Collusion/1st Offence

A first offence where the students’ actions may be regarded as unintentional and contributed to a by a lack of understanding of acceptable academic practice.
Possible Penalties:

- Warning
- Re-submission of the assignment, or submission of alternative work
- Reduced marks for work submitted
- Zero marks for work submitted

All Other Forms of Academic Misconduct/Dishonest Practice (incl. repeat offence of Plagiarism)

- A repeat offence
- Actions capable of being seen as deliberate
- Circumstances where the student can reasonably have been expected to understand acceptable academic practice

Possible Penalties:

- Warning
- Re-submission of the assignment, or submission of alternative work
- Reduced marks for work submitted
- Zero marks for work submitted
- Zero marks for the entire paper
- Exclusion from the College

Factors to be taken into Account

Aggravating Factors

- Seriousness of the offence
- Degree of premeditation
- Impact on other students
- Extent to which the offence corrupts the assessment process
- Repeat offence
- Extent of assignment involving misconduct/dishonest practice

Mitigating Factors

- First year student
- Offence unintentional
- Role played by the offender if others are involved
- Offender under duress, but not sufficient to constitute a defence
- Degree or remorse and cooperation shown
- Willingness to seek assistance to avoid

Report of Alleged Academic Misconduct/Dishonest Practice

Information and/or evidence regarding alleged academic misconduct/dishonest practice is submitted to the Academic Dean as soon as practicable.
The Academic Dean must retain all relevant documentation relating to the case of alleged misconduct for use in any subsequent investigation procedure. This documentation will include a relevant item of work or examination sheet and record of meetings and phone conversations with the student concerned and copies of correspondence, including emails, on this and any earlier related matter.

If the Academic Dean has a conflict of interest in the alleged misconduct/dishonest practice, the information and/or evidence is referred to the Management Team who takes charge of subsequent inquiries.

**Preliminary Inquiry**

The Academic Dean consults the person providing the allegation of academic misconduct/dishonest practice, the student and any other persons the enquirer deems appropriate. The inquiry is concluded as quickly as practicable and normally within a week of the receipt of the allegation.

If, on completion of the inquiry, the Academic Dean concludes that the student has no case to answer, no further investigations proceed unless the individual reporting the allegation disagrees with the finding and requests the Academic Dean review the case.

The request for a review must be lodged in writing within two weeks of the date of notification of the outcome of the finding. Where a review is requested, it proceeds within a week of the request. If the Academic Dean upholds the original finding, the case is closed.

If, during the preliminary inquiry, the student admits to the alleged misconduct, the Academic Dean, within one week of concluding the inquiry:

- reports the finding to the Management Team with a recommendation for action or imposition of a suitable penalty; and
- advises the person who provided the initial allegation and the student concerned of the outcome of the inquiry.

Where the alleged misconduct is neither admitted nor denied but the Academic Dean considers that the suspected student has a case to answer, the student is:

- informed of the particulars and other evidence relating to the alleged misconduct within a week of the conclusion of the inquiry; and
- invited to provide a written response to the allegation within three weeks.

If, on completion of further inquiry, the Academic Dean concludes that the allegation is malicious in motivation, or the evidence provided as part of the allegation is false, the Academic Dean reports the individual making the allegation to the Management Team for appropriate action.
Outcome of an Inquiry

On completion of the inquiry, the Academic Dean may determine that no action be taken against the student concerned. If it is considered that action against the particular student is considered appropriate, the Academic Dean may determine that:

• the student be counselled or cautioned or reprimanded; or
• the student be failed in relevant subject unit(s) and be cautioned or reprimanded; or
• the student be failed in the subject unit(s); or
• the student be failed in the subject unit(s) and be excluded from re-enrolment in the College for a specific period or permanently

In determining a penalty, the Academic Dean has regard to:

• the seriousness of the academic misconduct;
• the character and background of the student, as well as the level of academic progress which the student has achieved; and
• whether or not the student has previously been involved in academic misconduct/dishonest practice at the College, or another tertiary institution.

Notification

On completion of necessary inquiries and after making a determination, the Academic Dean notifies the Registrar of the outcome. It is the Registrar’s responsibility to notify the particular student of the determination made, together with the student’s rights of appeal and the appellate processes involved. The Registrar also has responsibility for ensuring that the student’s record is appropriately notated and the determination enforced.

Where the penalty of exclusion from enrolment for a specified period, or permanently, is determined, the Academic Dean also notifies the Management Team.
SECTION THREE:
FINANCE INFORMATION
Payment of Fees

1. Tuition Fees

The fees and costs information that relates to your course is as follows:

New Zealand Student Allowances and Student Loans

- Because Faith Bible College is a private training establishment, registered with the New Zealand Qualifications Authority (NZQA), prospective students, married or single, may be eligible for a Student Allowance and/or Student Loan.
- Student Allowances are Government grants to help meet your expenses while studying in New Zealand in a recognised full-time programme. This scheme is available to New Zealand citizens only. There are some exceptions to this if you have New Zealand permanent resident status or are an Australian citizen. Contact the College Registrar or StudyLink for more information. Application for Student Allowances or Student Loans by prospective students must be made via the StudyLink website. Their website is: www.studylink.govt.nz or Freephone 0800 88 99 00.
- Minimum deposit of $1,250 required on the day of arrival. This only applies to those who have not paid their fees in full or are not utilizing StudyLink’s Student Loan scheme.
- If your fees are not fully paid at commencement, a personal financial plan for fee payments must be arranged between the student and the Finance Officer within one week of arrival at College.
- Financial commitments for one qualification or course must be met before commencement of another qualification or course.
- Fees are not transferable, neither is credit given for absence.

2. Accommodation Fees

This Campus Living Agreement is for a period of one academic year (students have the option of reviewing this contract in the middle of the year). The campus services, including access to the room or unit, begin on the designated registration day and end by the Monday after graduation of the semester. Official withdrawal from the College, academic suspension from the College, or mutual consent of the parties constitutes the only basis for release from this financial responsibility.

A one week’s rent in advance and a one week’s bond is required and this is to be paid before the first day of the semester (registration day). If this payment is not made, the student will not be able to take up residence in the room. The one week’s rent in advance will cover the last week’s rent of the academic year.

Faith Bible College Bank Account Details:
Bank: ASB Bank
Account Name: Faith Bible College Trust Board
Account No: 12-3146-0056166-00

The one week’s bond will be returned to the student after satisfactory check out procedures. Before moving out, a student is required to remove all refuse, remove all personal possessions, and leave the room or unit clean. Charges for additional cleaning required, removal of personal property, or for any damage or loss of College property, normal wear and tear excepted, will be charged to the student.

The student is required to set up Automatic Payment with their bank. Accommodation fees must be kept at least one week in advance at all times. Should a student’s automatic payment or direct debit be dishonored by their bank, a dishonored payment fee of $10 per transaction will be charged by the College.
• The student must keep the Finance Officer fully informed if there is a difficulty in meeting their financial obligations to the College.

• The right of any student to continue their study (attend lectures, have assignments marked, sit exams, access library resources, internet access etc) or to commence a new semester of study may be withdrawn if fees and other financial obligations to the College are not paid in accordance with the Fee Payment Terms; or in default.

• Where a student has not fulfilled their financial obligations (tuition or accommodation, or any other debt) to the College the following shall apply:
  • the student’s academic results/transcripts will be withheld; the student will not be entitled to receive a copy of their academic record; or have their records transferred to other academic institutions;
  • the student shall not be re-enrolled as a student at Faith Bible College;
  • the student will not be entitled to graduate
  • the student’s course assessments may not be marked or returned

• Should a student be in default of the Fee Regulations and Fee Payment Terms as outlined above after graduation, the College will be entitled immediately to seek to recover the debt in full plus any collection and legal costs incurred as a result, which may include but not necessarily be limited to:
  • a $10.00 late payment `charge' being added to the student’s account
  • the debt being referred to a debt collection agency for collection
  • the debt being loaded with a credit reference agency for collection
  • legal action being taken against the student for recovery of the debt and all associated

Public Trust

Student tuition fees paid in advance and accommodation including living cost fees paid more than two weeks in advance are placed on deposit with the Public Trust, an independent NZQA-approved trust account provider. The Public Trust will then pay the deposited funds to the College at regular scheduled intervals, providing the student with ‘Fee Protection’ for the duration of their course. For more information regarding Student Fee Protection, please contact the Finance Officer of Faith Bible College or ring Public Trust at 0800 494 733. You can also visit the New Zealand Qualifications website http://www.nzqa.govt.nz/for-learners/rights/fees.html or the Public Trust website https://www.ptnz.co.nz/ecaps/jsp/splash/pteindex.do for more information.

<table>
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<th>Public Trust Account Details</th>
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<tr>
<td>Bank: BNZ</td>
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<tr>
<td>Branch: North End, Wellington</td>
</tr>
<tr>
<td>Deposit Serial Number: 3160599</td>
</tr>
<tr>
<td>Account Number: 020536 0305865 01</td>
</tr>
</tbody>
</table>

If Faith Bible College ceases to offer a course in which students are enrolled in, students can contact the Finance Officer of the college or Public Trust at 0800 494 733 or email feeprotect@publictrust.co.nz for refund of fees.

In the event that Faith Bible College faces a closure, arranged meetings will be held by the college for students for the refund of fees. Students can also consult NZQA at: helpdesk@nzqa.govt.nz (phone 04-463 3000) or contact Public Trust at the above numbers.
Withdrawal

Students are advised to read the following information carefully. This information is the College’s policy statement and procedures concerning course withdrawal and refund of fees. This information is advised to students before enrolment.

a. A student may withdraw from their enrolment at Faith Bible College at any time, but not without its consequences. All such withdrawals should first be discussed with the Principal, and after that must be in writing.

**Domestic Students**

If a student withdraws from their enrolment within the first eight days, up until the end of the eighth day after the start of the course (known as "the early withdrawal period"), the College will refund an amount equal to the sum of the amount paid less a deduction of the lesser of 10% of the fees paid or $500. This is the policy of Faith Bible College Board of Trustees in accordance with NZQA regulations. Withdrawal from a programme of study also means withdrawal from Faith Bible College. There is no refund of tuition fees after the first eight days of study in any course except in regard to paragraph ‘c’ below.

**International Students**

If a student withdraws from their enrolment within the first ten days, up until the end of the tenth working day after the start of the course which is the first day (known as "the early withdrawal period"), the student is entitled to receive a full refund less a deduction for costs incurred by the college up to a maximum of 25% of fees paid, provided the College incurred costs to this amount and can justify these costs. This is the policy of Faith Bible College Board of Trustees in accordance with NZQA regulations. For more information on refunds and withdrawals visit [http://www.legislation.govt.nz/regulation/public/2012/0312/latest/whole.html](http://www.legislation.govt.nz/regulation/public/2012/0312/latest/whole.html).

Withdrawal from a programme of study also means withdrawal from Faith Bible College. There is no refund of tuition fees after the first ten days of study in any course except in regard to paragraph ‘c’ below.

b. All notices of withdrawal must be submitted to the Principal using the ‘Student Withdrawal Form’ available from the Registrar’s office.

c. If the College Management deems there are circumstances warranting the consideration of a partial refund of tuition after the eight-day “early withdrawal period”, such refunds will not exceed 50% of the unused tuition monies held, plus the Registration Fee. Students are also required to fill in the Public Trust Refund Form if refunds are to be made.

d. Subject to the provision of two weeks notice of vacating the campus, unused accommodation charges will be refunded in full. When two weeks notice is not provided before vacating campus, this will be deducted on an assessment against the notice period in relationship to an actual date of vacating. The College also reserves the right to retain monies in connection to any damages incurred by the student to the accommodation facility.

e. The college will notify New Zealand Immigration Service when an international student withdraws or if a student’s enrolment is terminated.

**Student Service Fees**

Student services fees go toward the delivery of counselling services and pastoral care, sports, recreation and cultural activities, media and employment information. The college finance officer will meet with students to make decisions on the allocation of the student services fees.

**Conflict of Interest**

In complying with the government requiring all Private Training Establishments to provide a statement for students under the “Statutory information statement for students required under section 234B of the Education Act”, the college confirms that there are no governing members of Faith Bible College that have material conflicts of interest.
SECTION FOUR:

CAMPUS FACILITIES, AND SERVICES
ARRIVING FOR YOUR COURSE & THINGS TO BRING

Accommodation at the College begins after 2.30pm on Registration Day (first day of the semester). Arrival prior to this time is discouraged, as your allocated room/unit may be in use for other programmes at that stage and the dining room will be closed for meals. Please co-ordinate your travel arrangements to arrive on the day and time as stated above. Also, you need to confirm your time of arrival with the College Registrar the week before the semester begins.

Students must vacate their campus accommodation by the Monday afternoon following each semester’s Graduation Day.

What to Bring

It is recommended that students bring the following items for personal use:

- Clothing for daily use and ministry trips/church services
- Bibles, study books, ring folder, stationery
- Towels, face cloths, toiletries
- Drinking cup or mug for your personal use in your room
- Computer (PC or Laptop) – Optional
- Sports gear - Optional
- Desk lamp (if preferred) and other accessories needed to make your room feel like home.
- CD player, MP3 player, iPod – Optional
- Sheets, pillow & pillow cases, blankets (or duvet) etc.*
- Electric blanket, or hot water bottle*

*Note: Pillows, blankets, sheets and pillowcases, bedspreads/duvets and electric blankets are provided for overseas international students.

Some additional items:

- It would be wise to bring a recorder for recording of lectures if need be.
- Bring your musical instrument, e.g. guitar, to add to the singing, praise and worship.
- Each dormitory and unit block is equipped with ironing and tea/coffee making facilities, coin operated washing machines ($2 per wash) and coin operated dryers ($1 or $2 per spin). Rooms are furnished with beds, mattresses, dressers, study tables, wastebaskets and chairs.
- Bring walking shoes for hiking and tramping to the waterfalls nearby if you enjoy such activity. Jogging is a favourite also. Students are encouraged to participate in the organised sporting activities.
STUDENT FACILITIES

Library

The library at College is a reference library, and has a good and growing range of books, e-readers, journals, full computer facilities, internet access, photocopying equipment, ministry resource materials, video tapes, youth and children’s books and seated work-spaces for over thirty persons.

Closed Reserve

There are some books located in the office which are on closed reserve. These books are textbooks which are required for the course and can be borrowed for a maximum of 3 days from the office. A financial deposit per book is required and will be held in the office until the book is returned.

The Library Hours Are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>7:30 a.m. - 10:00 p.m.</td>
</tr>
<tr>
<td>Saturday to Sunday</td>
<td>8:30 a.m. - 10:00 p.m.</td>
</tr>
</tbody>
</table>

Study Areas

The library and classrooms are the best places to study. You may also study (outside of time tabled class hours) in your own room.

Computer and Internet Usage

Computers are to be used for study, and Internet access is intended solely for this purpose. Internet usage for Faith Bible College Students is free. Students may also access their own email provider. Use of the system is based on an allocated access code. Students are required to sign a Library Photocopier & Computer Protocol form prior to gaining internet access.

Students may not allocate their password to any other person, including their children. In the case where the Code of Library and Computer/Internet Practice is not adhered to, the students’ right to use these services will be withheld. Illegal downloading from the internet may result in the revoking of internet usage.

Intermediate aged children or younger without parent supervision and accompaniment are not permitted in the Library or the adjoining study classroom (small classroom) at any time.

Please ensure all lights and heaters are switched off when the library and small classroom are not being used.

Telephone

The student telephone is located in “D Block” hallway. It is a free-phone for local calls only and can also be used with international calling cards. The number is: (07) 544-2288. Students are requested to route all their incoming calls to these numbers. On no account is anyone to accept a collect call on the student telephones. The telephones in the office, the kitchen and staff units/houses are not to be used by students for incoming or outgoing calls.

Prayer Valley

The Prayer Valley is designated as a place of refreshment, meditation and prayer for students. Please be reminded that this area is not a playground for children and therefore, it is out-of-bounds to children. We expect parents to undertake the responsibility that their children abide by this requirement.
All adults: Please keep the gate leading to the Prayer Valley and the gate to the area, where the pond is located, closed at all times.

Laundries

Please leave the laundry rooms tidy when you have finished using them. Remove clothes from the line as soon as they are dry to leave the line empty for others.

Washing machines operate on a pay system and will accept $2 coins only. If required change is available during office hours from Reception. Dryers are also coin operated and accept $1 or $2 coins.

CHECK FILTERS INSIDE THE DRYERS BEFORE USE. Please consider the mums with babies in wet weather! Do not overload the machines as the washing machines will not wash your clothes properly and the dryers will not dry your clothes efficiently if this happens. You may also damage the machines.

Be conscious of how late/early you use the laundry equipment, as people live nearby. Therefore, the laundries are not to be used before 6.45 a.m. or after 10:00 p.m

Vehicles & Parking

The two major safety considerations with vehicles are the potential to block access to important areas and the potential to damage infrastructure. Many of our services run under ground, e.g. water, gas and sewage. The weight of vehicles can damage these.

1. Gas bays
2. Reserved Parks (Yellow)
3. Kitchen Service Area
4. Grassed Areas

All students parking are to be in the main “C block” parking area. The parking spaces located at the rear of “D Block” and the kitchen are provided for College staff and kitchen service vehicles only. There is to be no parking on any grassed areas anywhere on the campus. When passengers and equipment are being unloaded from private vehicles at either ‘E’ or ‘F’ Blocks, the maximum standing time of 10 minutes must be observed. Parked vehicles should be locked at all times. There is to be no riding on the back of tractors, trucks and other vehicles. All laws of NZ roads apply to driving on campus: speed, seatbelts etc.

When you use your vehicle as transport to Ministry Trips, churches or College ministry-related trips, petrol vouchers are given to the owners of the cars for travel expenses.

The Field Ministry Coordinator must approve ministry trip drivers and their vehicles before transporting other students. Please note that motor vehicle insurance is the responsibility of the vehicle owner. Any theft or vehicle damage is not covered by Faith Bible College.

International students (those students studying in New Zealand on a student visa) must speak with the Field Ministry Coordinator or Principal before purchasing a motor vehicle or if they intend driving while studying at Faith. It is the college’s policy to ensure all drivers are adequately trained and able to demonstrate a driving skill level appropriate for New Zealand driving conditions. You may, therefore, be required at the discretion of College Management to sit a New Zealand driver’s licence test or take driving lessons before purchasing a motor vehicle or driving a motor vehicle while studying at Faith. Failure to comply with this requirement is considered extremely serious as it violates your enrolment agreement with the College.

The College discourages students of the opposite gender to travel in pairs, e.g. a female student in a male student’s car, and vice versa, with the obvious exception of married couples and family members. Students are encouraged to travel in groups, or for a male student to be in another male student’s car, and for a female student to be in another female student’s car.
Gardens

Picking flowers from the gardens is not permitted. If you require flowers, please consult with Carley. Trees and bushes are off limits due to OSH safety requirements. The children’s swing is located on the grassy side of D block for children to use. Parents must supervise their children at all times.

Do not park cars under the trees along the driveway. Please, no playhouses to be “constructed” among the bushes.

Breakages, Damages & Accidental Damages

You are required to pay immediately for crockery broken and a list of replacement costs is on the notice board in the kitchen. Please enter your name and the article broken immediately after the accident occurs and pay the amount owing to the College. Students will be required to pay for any damages caused to college property caused by accident or by the student’s carelessness. For any other damage caused to College property, please see the Property Manager. The Property Manager will ascertain damages caused by wear and tear (the student will not need to pay for this) or by the student’s carelessness (the student will be required to pay for this). For regular maintenance requests, please obtain a Maintenance Request Form from reception.

Prop Room/Second Hand Store

Students have access to the College prop room for the use of ‘dress-up’ clothing. There is also a second-hand store which is open to donations by students and staff and will be open for purchases on set times arranged with the office. All proceeds from sales go to the college, the spending of which is chosen and voted upon by students.

Music

Song sheets are located in the library. Each piece of music used must be returned when the meeting is finished. All material taken must be returned to the library and the list of songs recorded in the Copyright Licensing book for copyright purposes. There will be a music roster of musicians, singers and worship leaders on the notice board in the common room.

Television and DVDs on Computers

There is a television and DVD player in the student common room available for student use. Televisions are not permitted in student’s rooms. The only exception to this is students with families living on campus. Please ensure all lights and heaters are switched off when the common room is not being used. Students are discouraged from having other students in their rooms/other rooms around the campus to watch DVDs on their computers. This has often become a distraction to the initial purpose of coming to Bible College.
Common Rooms

The common room/Gym Room and other allocated areas around the campus are set aside for student use after class hours. Children below 13 are \textit{not} permitted in these areas at any time without parent supervision. These facilities are also available to live-off students while they are on-campus during the day. Student common areas must be kept tidy, vacated and will be locked by 10:00 p.m. (Sundays-Thursdays) and 11:00 p.m. (Fridays-Saturdays and eve of public holidays). Please ensure all lights and heaters are switched off when the rooms are not being used.

Faith Bible College provides meals Monday to Friday for students. Students will need to provide for themselves/cook in the weekend.

There is no provision for students who require special diets. Students with special dietary needs not met in the College’s usual daily meal cycle may need to make their own arrangements to supplement their diet. No refund of fees is available for missed meals, nor are meals transferable to other people.

\textit{All students and their families need to be prompt for all meals; you may miss out on a meal if you are late.} Punctuality is important for the efficient running of our Dining Room area. Advise the Cook the day before if for any reason you will be absent from a meal. Only those on meal duty should be in the kitchen area. Students are not allowed to take milk, coffee, tea, etc. from the kitchen for their own personal use. These drinks are provided for students at morning tea and at other occasions as organised by the Cook.

Parents, please see to it that your children stay out of the kitchen area and that you supervise them during the meal time, which means cleaning the highchair, surrounding chairs and floors, if children spill food. To prevent spillage, please do not allow children to carry their own plates or drinks to the table. Parents are responsible to maintain their child’s mealtime discipline, displaying sensitivity to meal table etiquette and eating habits.

Children \textbf{must be seated with their own parent(s)} at all meal times. Credit cannot be given for meals not taken, neither are meals transferable. Parents with school-aged children are to speak with the Kitchen Manager to coordinate lunches for their children to take to school.
Mail

Your personal mail should be addressed as follows:

Correct Address:  
Your Own Name  
C/- Faith Bible College,  
Private Bag 12006,  
Tauranga 3143,  
New Zealand

Wrong Ways:  
Faith Bible College  
Private Bag  
Tauranga  
Your Own Name  
Private Bag  
Tauranga

The ‘Private Bag 12006’ is under Faith Bible College and only mail addressed to Faith Bible College will go into that bag.

Stamps and Envelopes

These are available for sale at the office reception desk. All purchases must be paid for immediately and no credit is accepted. Outgoing mail can be left at Reception to be picked up by the postman.

Room Keys

A key to your room will be issued at the beginning of the semester. Keys may not be transferred, duplicated, or given to other persons. Lost keys should be reported immediately to the College office. If the key is not returned at the end of term your bond will be forfeited to pay for a replacement key. The charge for a replacement of a lost key is $10.00.

Reception Sales

The office is open for students to come and purchase items such as internet, meal tickets, refills, envelopes and stamps, to pay their rent or to get money out for washing. Reception times are as follows:

Monday to Friday:  
12:30 - 1:00 PM  
1.30 - 2.00 PM
There are at least three levels of law that govern Christian behaviour and require obedience.

Divine Law
The first is Divine Law, such as the unchanging Ten Commandments of Exodus 20. Stealing, adultery, lying, and murdering are always wrong and subject to God’s penalties.

Civil Law
The Second is Civil Law. In Romans 13:1-7 and 1 Peter 2:11-17, the Church is told that its testimony as a believer requires obedience to it’s government’s statutes, except when they conflict with God’s Law (Acts 5:29).

Community Law
The third is Community Law, in which groups of people agree to come under common regulations to live orderly and comfortably together (Acts 15:29). Such community groups have included service clubs with their attendance stipulations, college accrediting associations with their performance stipulations, mission organisations and Christian College communities with their lifestyle stipulations

Each set of laws becomes mandatory for us. The divine laws because of our creation by God, the civil laws because of our citizenship, and the community laws because of our membership in a specific group. Not every action prohibited by civil or community law is inherently evil, but because such actions have adverse effects upon community life, they are part of the larger network of regulations to which we voluntarily give obedience.

There are expectations and requirements that are in force for all staff and students at Faith Bible College—we seek to live by them to enable us to achieve our goal of being a learning and worshipping community. Our goal is not to change or navigate them, but ‘walk in them in this season of learning and growing.’
SECTION FIVE:

CAMPUS AND SOCIAL LIFE
Orientation

Orientation is usually held from the 2nd to the 4th day of the start of each semester (usually Tuesday to Thursday). Orientation is considered part of the College schedule and attendance and participation are compulsory.

Security & Liability

It is important that you lock your room when you are out. Please ensure that your belongings are kept in a secure manner and that all books and other items are labelled with your name. The College does not accept responsibility for the care of your personal goods, chattels or vehicles. For security reasons never keep large amounts of money in your room (i.e. over $100.00). Either deposit the money in a bank account or have it locked away in the College safe. International students are required to keep their passports in the College safe for security purposes.

The College shall not be liable directly or indirectly for theft, destruction, or loss of money, valuables, or other personal property, belonging to, or in the custody of, the student for any cause whatever, or whether such losses occur in the student rooms, storage areas, public areas, hallways, or in the baggage related to shipment or storage. The College is not responsible for personal property left behind by students after the date of their withdrawal, transfer, departure, suspension, or dismissal from any accommodation on the College campus. Students are particularly encouraged to remove all valuables from their accommodations during periods of absence or during College vacations.

Dormitory and On-Campus Living

All students living on campus may be required to live in units that sleep from one to two students. The College considers living on campus as an important part of the process of training Godly servants of the Lord. “They will know you are My disciples by the way you love each other.” John 13:3-5. Living on campus provide an on-the-premises proving ground for this aspect of character and development.

All rooms are allocated to students based on the discretion of the Domestic Coordinator and the Registrar. Students are not allowed to pick and choose their rooms and/or roommates. The College will cooperate to the degree possible with students desiring a change in room or roommate. The College retains the right to administratively change a room allocation at its sole discretion. Students are not guaranteed the same room/unit for the next semester.

Those who request to live on campus do so on the understanding that the room is reserved for the duration of the whole semester. Therefore, no refund of accommodation fees will be made should a student vacate after the first seven days of the semester. Students are to continue to pay their accommodation fees even if they shift off campus. There are also no rebates for late arrival. No refund of fees for missed meals. The College does not offer a “room only” rate to those living on campus.

Students can have the option of upgrading their rooms. There is an extra cost for this and are on a first come first served basis as there are limited larger rooms available.
All students are to observe study, quiet time and lights-out regulations in order to provide an atmosphere for study and community living. Silence should be observed before 6.45 am and after 10.00 pm. Washing machines, driers, showers etc can be disturbing to others and the lock up person will turn any laundry equipment off if going after 10 pm.

Students are strongly discouraged from entering the rooms of members of the opposite sex. Failure to maintain proper standards of integrity and behaviour will be considered a serious breach of FBC rules, regulations, values and principles and will be dealt with accordingly.

Each accommodation block is equipped with ironing and hot water facilities, coin operated laundry machines and dryers. Rooms are furnished with beds, mattresses, dressers, study tables, wastebaskets, chairs, bedspreads, and for overseas students, blankets and all linen. Electric blankets are provided for overseas students. Students should bring their own floor rugs, sheets, pillows and pillowcases, towels, blankets, face cloths, desk lamp (if preferred) and other accessories needed to make your room feel like home. Also bring your own drinking cup or mug and coffee/tea/hot chocolate.

Dress Code
We endeavour to maintain a tidy standard of dressing and ask that you be clothed modestly and cleanly and in an appropriate manner as the occasion dictates.

Relationships
It is assumed that students are here with serious intentions and do not wish to be disturbed in their true search for God. Some guidelines need to be given in order to maintain the highest scriptural standard in the behaviour of students.

While we encourage balanced relationships, the following regulations are considered necessary:

- While recognising that God’s choice of a life partner might become evident during a student’s stay, it is required that frank discussions are held with the Principal when attraction for a member of the opposite sex develops. We do not frown on relationships, but we wish to protect lives. Remember, you came here first and foremost to be equipped to serve God in His harvest field.
- Students are encouraged to seek council before forming exclusive relationships. Staff and faculty count it a privilege to journey with couples during this season of their lives.

Students are expected to be civil and respectful in all relationships and respect the dignity, value and worth of all persons. It is not acceptable to physically, mentally, psychologically or sexually abuse any member of this, or any other, community, or participate in, or condone any form of bigotry, harassment, racism, intimidation or threat, whether verbal or written.
Accommodation Outside the School Semester

You may arrive on Registration Day. Faith Bible College discourages students arriving early on campus, as your allocated room/unit may be in use for other programmes at that stage and the dining room will be closed for meals. Please seek to co-ordinate your travel arrangements to arrive on the day specified in your acceptance letter.

Students must vacate their campus accommodation by the Monday afternoon following each semester's Graduation Day.

In rare cases where students need to live on campus while the college semester holiday is on, students will be charged according to the holiday rate. However, the College reserves the right to use the rooms for conference accommodation, if needed. Students wanting to live on campus during the semester break must make application, which will be subject to approval from the College Management. At such times, all college rules and regulations must continue to be adhered to.

Student Identity Card

A Student Identity Card will be issued to you. It is valid for the time that you are enrolled as a student of the college. This may entitle you to discounts for domestic and international air fares, bus, rail and ferry fares. Some cinemas and theatres offer discounts to card holders also. The card is to be used only by the person to whom it is issued, not loaned or transferred to others and its loss or theft must be reported to Reception immediately. In the case of a lost card, a cost of $10.00 will be charged for a replacement.

Leaving Campus

A Commuter/live-off students must sign in and out daily in the “Day-book” that is kept in the Reception Area. All residential students must sign in and out when they leave campus for any reason and when they return. The “Night-book” is in Dormitory Block ‘D.’ When students leave as a group on a college-related activity, the assigned tutor will take responsibility to advise Reception of the members of the group, location, contact details, and expected time of return. The tutor is responsible to report the group back in.

Fire drills are conducted from time to time, and present persons are reconciled against these books.

Emergency Visits Home

Leave of absence for home visits will be given for specific and acceptable purposes, such as in the case of a death or an emergency. Please fill in an Absence Request Form.

Holidays

During holidays, we encourage students, if possible, to take a break from the College and rest. Local students who are going home are encouraged to take an overseas student with you.

Pets

Students are not permitted to keep pets on campus while at College.
Visitors on Campus

Day Procedure: Between 8.30 a.m. to 5.00 p.m. (Mon – Fri), all visitors need to sign in at the office. Guests visiting students are to meet students in the common room. Day guests are not allowed in student rooms.

Outside of office hours before 10 pm, have them wait at the common room. Then inform the person they are visiting. It may be they do not want to see the person. Students are to meet guests in the common room. Under no circumstances are they to be directed to the student’s room. After 10 pm, call staff. Do not approach a stranger to campus after 10 pm.

Students are to be responsible for their guests and it is the responsibility of students to ensure all guests to adhere to the campus rules which include the parking of guest cars (only in the main car park) and the supervision of all children. Please ensure guests do not enter the area of the workshop or surrounds. All guests are to be escorted by their host at all times while visiting the College campus.

Married Students

Faith Bible College recommends students to have been married for at least six months before enrolment. There may be various issues involved for a couple/family while attending the college. The Principal and/or College staff will assist such couples/families to make the needed adjustments in whatever way possible.

Insurance

All students are advised to obtain a comprehensive travel & medical insurance, and personal property insurance. Please note that your personal belongings are not covered by Faith Bible College insurance. Overseas students must obtain health and travel insurance covering the whole period of their time in New Zealand. This is a NZ Government requirement that must be met before commencing any study programme.

Groups on Campus

As a Christian institution, the College frequently hosts other Christian groups on campus during the semester. These groups vary in size from approximately 20 to 80 people and include students from other cultures. These groups do not follow the same timetable but are subject to the same campus living guidelines.

Childcare and Schooling for Children

Children can be enrolled at Welcome Bay Primary for school education. The school is approximately five kilometres from the College. School bus is provided for pupils studying here. Another option is Bethlehem College, a private Christian school that takes children from primary through intermediate to secondary school.

Intermediate children can be enrolled at Mount Maunganui Intermediate or Tauranga Intermediate and high school students at Papamoa College, Mount Maunganui High School, Te Puke High or Tauranga Boys’ or Girls’ College. School buses are provided for these pupils by the schools.

Pre-schoolers are looked after by their parent (the spouse of the student) although day-care facilities are available at Welcome Bay. School lunches can be prepared for the children. This must be done in consultation with the Kitchen Cook. During school holidays, families are responsible for their children’s care.
Complaints Procedures

If your complaint is of a personal nature:

Faith Bible College is committed to providing a safe and fair study environment. All complaints are treated seriously and the College will attempt to resolve them as quickly as possible.

The College has grievance procedures available to ensure that students are able to make complaints and that complaints are responded to appropriately without prejudice to the student.

Students are encouraged, first and foremost, to make any complaints procedure an issue of prayer. If it is felt there is a need to take a matter further, then there are procedures to follow.

If the matter is with a fellow student:

- Go to the student personally first and seek to discuss the matter. Wherever possible, complaints should be resolved by a process of discussion, reconciliation and prayer.
- If you do not want to approach the person directly or if the issue is not satisfactorily settled, the student should seek the help of a staff member/International Students Pastoral Care Director (if you are an international student).
- The staff/International Students Pastoral Care Director will then bring the matter up with the student concerned, try to reach an agreeable outcome.
- If the issue is still not resolved, this issue will be brought up to the Principal.

If the matter is with a member of faculty or staff:

- Approach the faculty/staff member first, personally. Wherever possible, complaints should be resolved by a process of discussion, reconciliation and prayer.
- If you do not want to approach the faculty/staff directly, and if this is neither possible nor culturally appropriate, the student should seek the help of a staff/International Students Pastoral Care Director (if you are an international student).
- The staff approached/International Students Pastoral Care Director will bring the matter up to the Principal, and together discuss the issue with the faculty/staff concerned, and reach an agreeable outcome.
- If the issue is with the International Students Pastoral Care Director, speak directly to the Principal.

The College reserves the right to involve others from outside the College (e.g. the student’s pastor) to aid in any complaint.

Complaints about the college

If you have concerns about something that has directly affected you at the college, this is what you can do:

- Raise your concerns with the college. If your concerns are related to your course or experiences at the college, it’s very important that you give the college the opportunity to respond to your concerns.
- You may do this informally in the first instance (for example, discussing an academic issue with your tutor), but use your college’s formal complaints procedure if that is not successful.
- It is recommended that you put your concerns in writing, and it’s reasonable to expect a written response from the College explaining the outcome.
- The College may offer an opportunity for you to meet to discuss the situation. This is often a helpful
way to work through a problem, and you should be able to take someone with you for support if you wish to do so.

Students must make a genuine effort to resolve their concerns by following the College’s formal complaint process, before making a formal complaint to NZQA.

**Raise your concerns with NZQA**

If you are a student, and you are not satisfied with the outcome of the College’s formal complaint process, you can raise your concerns with NZQA.

An NZQA staff member will consider the information you provide, and advise you whether NZQA can accept it for investigation as a formal complaint. NZQA might not be able to accept your complaint for formal investigation, if:

- the issue is from too long ago
- it relates to matters that fall outside of NZQA’s jurisdiction
- it is already being investigated by another agency
- it is clear that the organisation has fully and appropriately dealt with the issue
- there isn’t enough evidence

If NZQA does carry out a formal complaint investigation, both you and the organisation will have the opportunity to provide information, and NZQA will write to you to advise you of its findings.

**Make a formal complaint about an organisation**

To make a formal complaint about an organisation, download the formal complaint form ([https://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/](https://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/)). Send your completed complaint form, along with any supporting evidence, to:

The Complaints Officer, Quality Assurance Division
P O Box 160, Wellington 6140

Or email a scan of your completed form, along with scans of any supporting evidence, to risk@nzqa.govt.nz. If you need more information on the complaints process, contact NZQA on 0800 697 296.

*See Page 38 of Student Handbook for Academic Complaints Procedure.*

**Raise your concerns with a different agency**

Check this list to see whether there is a different agency that may be able to help you. If your concerns relate to:

- A tertiary education organisation that belongs to ITENZ: [Quality Commission](http://www.qualitycommission.co.nz/) [See Page 38 of Student Handbook for more info.]
- An international student’s financial or contractual dispute with their provider: [iStudent Complaints](http://www.istudent.org.nz/) [See Page 73 of Student Handbook for more info.]
- Course-related costs or travel allowances for a TEC funded course: [Tertiary Education Commission](http://www.tec.govt.nz/)
- Discrimination: [Human Rights Commission](https://www.hrc.co.nz/)
- Someone’s safety being at risk: [Worksafe New Zealand](http://www.business.govt.nz/worksafe/) [New Zealand Police](http://www.police.govt.nz/)
- How information about you has been stored or used: [Privacy Commissioner](https://www.privacy.org.nz/)
Campus Standards on Smoking, Alcohol, Illicit Drugs & Sex

The Faith Bible College campus is a smoke and alcohol free environment, therefore neither are permitted on campus, or expected to be used in its environs or off-campus official activities.

College Rules of Behaviours

This is the system Faith Bible College has in place when dealing with the following infringements:

The Reasons to Act

The following is the College’s policy regarding disciplinary procedures when the management deems it necessary to request a student to withdraw from a specific course or general enrolment with the College.

Where a student does not maintain or remedy any of the following considerations after three dialogue sessions with the administration in which two have ended with verbal warnings and the third with a written warning, the College will generally take the actions in keeping with its QMS procedures to terminate a student’s enrolment.

The following behaviour is not allowed:

Very Serious Infringements:

These infringements, if not remedied, will result in an immediate expulsion:

- Possession of illegal items i.e. dangerous weapons, illicit drugs etc.
- Physical intimidation of any other person
- Sexual behaviour outside Biblical guidelines
- Theft
- Knowingly falsifying any information provided for Ministry of Education, Immigration Service or in the application forms for enrolment at Faith Bible College.

Serious Infringements:

If the behaviour continues, expulsion may result:

- Possessing/consuming alcoholic beverages or appearing drunk on College premises or during any official activity
- Inappropriate sexual behaviour
- Any form of cheating in assignments or exams
- Use of inappropriate or abusive language towards staff or fellow students.
- Irresponsible actions endangering the safety of other students
- Misuse and/or wilful damage of College equipment or property
- Continuous disregard for FBC’s core values and principles.
COLLEGE MAP
SECTION SIX:
INTERNATIONAL STUDENTS
Code

Faith Bible 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 the NZQA website at www.nzqa.govt.nz.

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.

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.moh.govt.nz.

Accident Insurance

The Accident Compensation Corporation 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.

Medical and Travel Insurance

International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand. The College is able to arrange this with a reputable insurance company upon request.

English Language

Where English is not the native language a student may be required to demonstrate proficiency in written and/or spoken English. To assess this prerequisite the language requirements for entry to mainstream programmes for any student for whom English is a second language are:

For the NZ Certificate in Ministry Development:

- IELTS General or Academic, score of 5.5 with no band score lower than 5; or
- TOEFL Paper-based test (pBT): Score of 530 (with an essay score of 4.5 TWE); or
- TOEFL Internet-based Test (iBT) score of 46 or higher (with a writing score of 20); or
• Cambridge English Examinations, FCE or FCE for schools with a score of 162. No less than 154 in each skill OET at Grade C in all sub-tests
• NZCEL (New Zealand Certificate in English Language): (a) Expiring—Level 3 (Academic) or (b) Current—Level 3 (Applied)
• Pearson Test of English (Academic): PToE (Academic) score of 42
• City & Guilds IESOL : B2 Communicator With a score of 42
• Language Cert: Communicator IESOL (LRWS) with PASS

For the NZ Diploma in Christian Studies
• IELTS General or Academic, score of 5.5 with no band score lower than 5; or
• TOEFL Paper-based test (pBT): Score of 550 (with an essay score of 5 TWE); or
• TOEFL Internet-based Test (iBT) score of 46 or higher (with a writing score of 20); or
• Cambridge English Examinations, FCE or FCE for schools with a score of 162. No less than 154 in each skill OET at Grade C in all sub-tests
• NZCEL (New Zealand Certificate in English Language): (a) Expiring—Level 4 (General) or (Workplace) (b) Current—Level 4 (General) or (Employment)
• Pearson Test of English (Academic): PToE (Academic) score of 42
• City & Guilds IESOL : B2 Communicator With a score of 42
• Language Cert: Communicator IESOL (LRWS) with HIGH PASS

Accommodation for International Students

In keeping with Faith Bible College’s provision for students to provide accommodation in a manner consistent with the standards and requirements of the Code of Practice for the Pastoral Care of International Students published by the Minister of Education, all accommodation arrangements are provided within the Tauranga campus’ halls of residence.

Accommodation is on a single room basis. Rooms are furnished with beds, mattresses, dressers, study tables, wastebaskets, chairs, pillows, bedspreads, blankets and linen including electric blankets. Each accommodation block is equipped with ironing and hot water facilities, coin operated laundry machines and dryers.
Driving While in New Zealand

International students (those students studying in New Zealand on a student visa) must speak with the Field Ministry Coordinator or Principal before purchasing a motor vehicle or if they intend driving while studying at Faith. It is the college’s policy to ensure all drivers are adequately trained and able to demonstrate a driving skill level appropriate for New Zealand driving conditions. You may, therefore, be required at the discretion of College Management to sit a New Zealand driver’s licence test or take driving lessons before purchasing a motor vehicle or driving a motor vehicle while studying at Faith. Failure to comply with this requirement is considered extremely serious as it violates your enrolment agreement with the College.

Making Complaints for International Students

If you have a complaint about the College breaching the Education (Pastoral Care of International Students) Code of Practice 2016, follow the College’s formal complaint process first.

If this does not resolve your complaint, you can contact the New Zealand Qualifications Authority (NZQA). To make a formal complaint about an organisation, download the formal complaint form (https://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/).

Send your completed complaint form, along with any supporting evidence, to:

The Complaints Officer
Quality Assurance Division
P O Box 160, Wellington 6140

Or email a scan of your completed form, along with scans of any supporting evidence, to risk@nzqa.govt.nz. If you need more information on the complaints process, contact NZQA on 0800 697 296.

iStudent Complaints

If it is a financial or contractual dispute, you can contact iStudent Complaints:

Phone: 0800 00 66 75.
Email: complaints@istudent.org.nz
Address: PO Box 2272, Wellington 6140, New Zealand

More information is available on the iStudent Complaints website: https://www.istudent.org.nz/making-a-complaint

See page 64 of the Handbook for more information on Complaints Procedures.
SECTION SEVEN:
HEALTH AND SAFETY
The College abides by the New Zealand Occupational Safety and Health (OSH) regulations. All students, staff and guests are to abide by these regulations at all times while on campus. Students are informed of these regulations in detail during Orientation at the start of each semester.

The College must be advised of any chronic illness. Any accident or illness such as flu must be reported. Any student in reasonable health should not be absent from course-related timetabled activities unless prior permission has been sought from the College office. If a special diet is required or you will be absent from timetabled events, students must obtain a doctor’s certificate and lodge this with Reception. All students absent from class must advise the Reception by 8:45 a.m. on the first day of absence. The Receptionist is able to provide locations of medical care centres offering a discount to Faith Bible College students.

Child Safety
Ensure Children are kept away from:

- The maintenance workshop areas;
- The tractor and trailer;
- The administrative block, classrooms, kitchen area; and
- The Prayer Valley (water hazard)

a. Ensure that children to not pick the flower of climb trees.
b. Children are not to be in other student’s rooms, the classrooms, games room, or other common areas.
c. School children (intermediate age or younger) are not to be in the library unless accompanied and supervised by a parent.
d. Neither children nor adults are permitted to ride bikes, skates, scooters or roller blades on the concrete paths around the accommodation blocks, classrooms or administrative areas. When riding on the tarred road, helmets must be worn at all times.
e. An electric fence runs around the lower part of the College farm property. Please warn your children of this. Although the current is not fatal, it can give a child a nasty fright.

Unsupervised and unaccompanied children are not allowed in the students’ Devotional sessions, or at public meetings held in the college. Please note that while we welcome spouses of students to the daily Devotional sessions and other such public meetings, children need to be under the close and constant supervision of their parents in order to ensure that other students are not distracted.
Fire Safety
Fire safety orientation covers risk management and fire prevention, rather than evacuation.

1. Lock room with curtains open when out. Wardens need to view into the room in emergency.
2. Risks, heaters, lights, toasters, electric jugs. Turn off at wall when not in use, and never cover heaters.
3. Smoke detector batteries, DO NOT REMOVE. Collect new battery from workshop, or fill a maintenance request, able to be done on e-Faith.

Emergencies
If a fire is discovered activate the evacuation alarm and ring Emergency services on 111. ALWAYS CONTACT STAFF for any emergency. Staff numbers are in each room. First aid kits are in workshop, kitchen and office for minor injuries. For major ones we use emergency services. All accidents and injuries need to be recorded in the accident register.

Evacuation alarms and drills. We will practice evacuation procedures periodically. The office, library and workshop have alarms, these are not evacuation alarms. A, B, C, and D block have evacuation alarms. Only C block has both.

Evacuation Procedure
1. An evacuation is initiated by a loud siren.
2. Become familiar with your blocks evacuation plan, exits etc.
3. Always use the sign in and out book, this will not be used to check curfew.
4. Wardens and checkers will be assigned for each block.
5. On evacuation alarm being sounded, DO NOT return to rooms, go to assembly area (3min goal).
6. Any one who may need special assistance can be exempt from drills.

Hazards
There is a Hazard Form is any hazards are identified.

1. White Tail Spiders.
2. Wasps.
3. Noxious Plants - nightshade - DON'T EAT STUFF. We have pear trees, citrus orchid, nut trees and feijoas.
4. Cattle, treat them with caution. Please don't tease or feed them.
5. Natural Springs occur in the valley. If the ground becomes wet underfoot retreat.
6. Pits.
7. The Gas line runs through the valley.
8. Tools, Knives. Will need permission and/or supervision to use.
9. Chemicals (cleaners, solvents, acids, flammables, sprays etc.)
10. Electric fences, treat all farm fences as electric.

Water is safe to drink, plumbosolvency occurs naturally so flush the lines before consumption.
Security
1. Staff phone numbers are in rooms.
2. Room security - locked, curtains open when unoccupied. This is so the wardens can check in an evacuation.
3. Weapons and dangerous goods are not allowed on campus. We have lock up facilities in the workshop.
4. Always use the sign in and out book, this will not be used to check curfew.
5. Prayer House. You can lock the prayer house if using after 10 pm, but return the key. Using the lower prayer houses after curfew is discouraged.
6. Note: there is a difference between our evacuation alarms and burglar alarms. See Emergency section above.

Vehicles and Parking
The two major safety considerations with vehicles are the potential to block access to important areas and the potential to damage infrastructure. Many of our services run under ground, e.g. water, gas and sewage. The weight of vehicles can damage these.

- Gas bays
- Reserved parks (yellow)
- Kitchen service area
- Grass areas

All student parking is to be in the main “C block” parking area. The parking spaces located at the rear of “D Block” and the kitchen are provided for College staff and kitchen service vehicles only.

There is to be no parking on any grassed areas anywhere on the campus.

When passengers and equipment are being unloaded from private vehicles at either “E” or “F” Blocks, the maximum standing time of 10 minutes must be observed. Parked vehicles should be locked at all times.

Farm
Students are not to access the farm unauthorised. Please also refrain from feeding the cattle.
# Local Community Groups & Student Service Providers

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADHD Tauranga Support Group</td>
<td>(07) 576 9493</td>
</tr>
<tr>
<td>AIDHS Hotline (24-hour)</td>
<td>0800 802 437</td>
</tr>
<tr>
<td>Alcohol &amp; Drug Services</td>
<td>(07) 579 8391</td>
</tr>
<tr>
<td>Alcohol Helpline</td>
<td>0800 787 797</td>
</tr>
<tr>
<td>Alcoholics Anonymous</td>
<td>0800 229 675/07-544 4465</td>
</tr>
<tr>
<td>Budget Advisory Service</td>
<td>(07) 578 0969</td>
</tr>
<tr>
<td>Christian Men’s Network</td>
<td>0800 629 626</td>
</tr>
<tr>
<td>Citizens Advice Bureau</td>
<td>0800 367 222/(07) 578 1592</td>
</tr>
<tr>
<td>NZ Prayerline</td>
<td>0800 50 80 80</td>
</tr>
<tr>
<td>Gambling Crisis Hotline</td>
<td>0800 654 655</td>
</tr>
<tr>
<td>International Education Appeal Authority</td>
<td>(09) 374 5481</td>
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<tr>
<td>Kidsline</td>
<td>0800 KIDSLINE</td>
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<tr>
<td>Lifeline (24-hour Counselling Service)</td>
<td>0800 543 754</td>
</tr>
<tr>
<td>Narcotics Anonymous</td>
<td>0800 628 632</td>
</tr>
<tr>
<td>NZQA (New Zealand Qualifications Authority)</td>
<td>0800 QA HELP / 0800 724 357</td>
</tr>
<tr>
<td>Pregnancy Counselling (24-hour service)</td>
<td>0800 773 462</td>
</tr>
<tr>
<td>Quitline</td>
<td>0800 778 778</td>
</tr>
<tr>
<td>Relationship Services</td>
<td>0800 735 283/(07) 578 7833</td>
</tr>
<tr>
<td>Studylink (<a href="http://www.studylink.govt.nz">www.studylink.govt.nz</a>)</td>
<td>0800 88 99 00</td>
</tr>
<tr>
<td>Tauranga Help – Sexual Assault Support</td>
<td>(07) 578 8227</td>
</tr>
<tr>
<td>Toughlove (<a href="mailto:toughlovetga@clear.net.nz">toughlovetga@clear.net.nz</a>)</td>
<td>(07) 571 1503</td>
</tr>
<tr>
<td>Voice for Life</td>
<td>(07) 571 5445</td>
</tr>
<tr>
<td>Youth Help Line</td>
<td>0800 37 66 33</td>
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</tbody>
</table>

**Notes:**
- Local Community Groups & Student Service Providers
- [www.studylink.govt.nz](http://www.studylink.govt.nz)
Faith Bible College
749 Welcome Bay Road, Welcome Bay, Tauranga 3175
Private Bag 12006, Tauranga 3143
Ph: +64 7 544 2463 · Fax: +64 7 544 1923
admin@fbc.ac.nz · www.fbc.ac.nz

Faith Bible College is A Private Training Establishment Pursuant to the 1990 Education Amendment Act