



Overseas Student Handbook



BIBLE COLLEGE SA

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Introducing Bible College SA

Bible College SA is a college which is part of the Australian College of Theology (ACT), a government registered provider (CRICOS Provider Code 02650E) and delivers the academic programs of the ACT. The college is registered to take overseas students and we have had students from a number of countries including China, England, Ghana, Ireland, Kenya, South Korea, Nigeria, Poland, South Africa, Sudan, and Tanzania study at Bible College SA.

This handbook has been prepared to provide resources to assist you with information about living in South Australia and studying at Bible College SA and more broadly within the South Australian community. It is intended as a companion handbook to the regular College Handbook which contains general information about courses, units, key dates, and information about fees and studying at Bible College SA. The College Handbook can be found on the College website at:

http://www.biblecollege.sa.edu.au/images/2017_Handbook.pdf

Potential overseas students should be aware of a number of Australian Government requirements and certain protections that are available. Students should consult the Australian government website at www.immi.gov.au/students for full information regarding government requirements.

How to study at Bible College SA

If you are an overseas student considering studying at the Bible College of South Australia, these are the things you need to know: You will need to demonstrate a proficiency in written and spoken English. In general terms, this is determined by one of the following means but the full policy should be consulted and this can be found at: <http://www.actheology.edu.au/policy%20files/Admission%20Policy%20-%20English%20Language%20Proficiency.pdf>:

- The completion of High School (eg SACE, VCE, HSC) in English in a number of recognised countries where English is the language of education. (A current list of recognised countries is available on our website.)
- The completion of an IELTS test (International English Language Testing System). In addition to the entry requirements listed under each award, overseas applicants whose first language is not English are required to sit an [International English Language Testing System \(IELTS\)](#) Academic Test, unless they have a tertiary qualification taught in English. The scores required for each award are as follows:
 - Diplomas: IELTS 6.0 overall with a minimum of 6.0 in each subtest.
 - Associate and Bachelor degrees: IELTS 6.5 overall with a minimum of 6.5 in each subtest.
 - Graduate Diploma or Master of Divinity: IELTS 7.0 overall with a minimum of 7.0 in reading and writing, and 6.5 in listening and speaking

What Else You Need To Consider

- No scholarships are available to overseas students.

- You will need to show evidence to the Australian Government that you have access to enough finance to fund your studies.
- As the Bible College of South Australia delivers the program of the Australian College of Theology, it is helpful for you to consult the Australian College of Theology Overseas Student Handbook available on their [Overseas Student Information](http://www.actheology.edu.au/overseasstudents.php) page (<http://www.actheology.edu.au/overseasstudents.php>). This Handbook provides regulations and guidelines for overseas students.
- The Bible College of South Australia's own [Overseas Student Handbook](http://www.biblecollege.sa.edu.au/images/PDF_Documents/Bible-College-SA-Overseas-Student-Handbook.pdf) (this document) is also available on the website. (http://www.biblecollege.sa.edu.au/images/PDF_Documents/Bible-College-SA-Overseas-Student-Handbook.pdf)
- Overseas students are required to arrange health cover whilst studying in Australia. Full information on this and living costs in Australia can be found on our website (<http://www.studyinaustralia.gov.au/global/live-in-australia/insurance>)
- Information about applying for a student visa can be obtained on the following website: <http://www.immi.gov.au/students/students/chooser/>
- The ESOS Framework are the laws which promote quality education and consumer protection for overseas students. A description of the ESOS (Education Services for Overseas) Framework is available online by the DEEWR.

[https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014\(2\).pdf](https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014(2).pdf)

If you want to apply to study at Bible College SA, these are the steps you must take:

- Consult the Bible College SA College Handbook to determine what course you wish to apply for. It may be possible to obtain course credit for any previous theological study you have completed. Please check to see if you are eligible for any credit.
- An interested candidate must first complete and return to the College a completed [preliminary application](http://www.biblecollege.sa.edu.au/images/Preliminary_Application_Overseas.pdf) available on our website prior to submitting their Full-time Application form. This can be found at (http://www.biblecollege.sa.edu.au/images/Preliminary_Application_Overseas.pdf)
- On receiving a response from the College; you will be asked to complete a Full-time Application form which requires referees and a statement of available funds; a Certified Copy of a Certificate of an IELTS test (if you have not already gained a tertiary award in an English-speaking country), and copies of any degrees which you have already gained.
- Once your application has been approved, you will receive an Overseas Student Written Agreement which you will need to sign and return to the College.
- Upon receipt of the signed copy of the Overseas Student Written Agreement the College will then forward to you an electronic Confirmation of Enrolment.
- You will need your Confirmation of Enrolment to apply for your visa application.
- This Application process may take up to 4-5 months.

Courses Available

The following is a list of the courses available at both Undergraduate and Graduate study. Cricos Codes are listed in brackets beside the courses. More information about these courses can be found in the College Handbook which contains general information about courses, units, key dates, and information about fees and studying at Bible College SA. The College Handbook can be found on the College website at http://www.biblecollege.sa.edu.au/images/2016_Handbook.pdf

No Prior Degree (Undergraduate Level Study)

3 year options

- Bachelor of Theology (054676J);
- Bachelor of Ministry (054670D)

Have A Prior Degree in a Non Theological Field (Graduate Level Study)

1 Year option

- Graduate Diploma of Divinity (054685G)

3 Year option

- Master of Divinity (054688E)

CRICOS Course Codes

The following is a list of courses and the Australian College of Theology CRICOS Course Codes for the various courses available to Overseas Students at Bible College SA:

Bachelor of Ministry (054670D)
Bachelor of Theology (054676J)
Graduate Diploma of Divinity (054685G)
Master of Divinity (054688E)

Transition to Life and Study in a New Environment

Change is a big event on anyone's life and as an overseas student you are facing many new things, some quite different to what you may have been used to. Not all the answers to your questions will be found in this handbook, so we encourage you to ask for assistance from our faculty, our staff, and your fellow students as you settle in and find your way around – not just at college, but in the local community as well.

There will be many things that you find new and different. Our students and staff will happily assist you to work out the normal way of doing things. Below are some of the main areas that might be new in the commencing weeks of study with us.

Adjusting To A New Culture:

Once you have arrived in Adelaide, the adjustment process begins and it is important to know what you might experience during that time. Most new students are very excited and enthusiastic when they arrive. They are eager to meet new people and see new places and experience all that a new country has to offer. They are keen to commence their studies and feel very positive about the adventure that they have just begun. These positive feelings may last a few days or a few weeks, however, at some stage your initial feelings about Australia may change.

After you have been in this country a short while you may start to experience some difficulties. Perhaps you will have some difficulty communicating because English is not your first language. You might really miss your family and friends and find that difficult. Maybe you will not be able to find the food that you like or certain things that you need. You might start to feel very sad or worried and not quite understand why. It is very important to understand that it is very normal to experience some of these things when you are adjusting to a new country and a new culture. Some students will find it very easy to adjust to Australia and some will find it more difficult.

There are many signs that you are having difficulty adjusting to a new country. Here are a few to look out for:

- Feeling very homesick - wishing you were back in your home country
- Feeling lonely or out of place in your new country
- Feeling frustrated or angry with how things are done in Australia
- Feeling very sad, worried or scared about things
- Not feeling motivated to do anything (e.g. attend classes, spend time with friends)
- Not being able to concentrate on your studies
- Feeling tired all the time (no energy)
- Feeling physically ill (e.g. headaches or stomach problems)

- Wanting to sleep all the time, or not being able to sleep
- Eating too much, or not enough
- Missing classes

If you begin to experience any of these please speak with any of the support personnel listed in the welcome section of this handbook. Many of these problems may pass as you spend more time in Adelaide and become more familiar with it, but we would rather you did not suffer in silence, so please speak with us if any of these things are happening to you.

There are many things that you can do to help adjust to your new country effectively; here are a few suggestions:

- Be aware that you might have some problems adjusting – Remember it is normal to go through a period of adjustment and look out for the signs mentioned above. Understanding what is happening to you will help you to overcome it.
- Give yourself time to adjust, learn and adapt to your new home – Even though it is helpful to learn about Australia before you arrive, it will still take you time to get used to things when you get here.
- Remember: it is all right to make mistakes – This is how we learn. It is also ok to ask for help if you are unsure. Most people will be understanding and helpful if you ask for some assistance.
- Talk to others – Other new Overseas Students will probably be experiencing some of the same difficulties as you and you can support and assist each other.
- Try to keep an open mind and accept that things here will be different to what you are used to – Keep a sense of humour about the differences between Australia and your home country.
- Become involved in College activities and in the community – Living in a new country will give you many opportunities to try new things that you may not have done before in your home country. There may also be activities or cultural community groups for people from your home country. It is important to find ways to continue to practise the customs and rituals that are important to you while you are in Australia.
- Remember, it is normal to take some time to adjust to a new country

Emotional Preparation:

Living and studying in a foreign country presents many new, exciting and difficult challenges. It will provide opportunity for a time of increased personal independence and responsibility. You will be exposed to different values and lifestyles and some of these will be challenging to you.

Being away from family and friends, familiar foods, climate and customs and your own language will make all students at times feel a little overwhelmed and will require a period of adjustment. You may need information on some of these areas so you know what to expect.

You might find it helpful to look at the following website: <http://studyadelaide.com/live/living-in-adelaide>.

Some important issues to think about as you prepare to move are:

- The way people interact and communicate with each other
- What is considered acceptable social behaviour
- The style of clothing
- Family and personal values
- Differences in language and/or gestures that could be embarrassing or offensive

Try to consider how things may be similar or different to your home culture. If there are large differences, try to be aware of understanding them so that you can adjust better once you are in Australia.

If you know other people who have travelled, lived or studied in Australia, talk to them about their experiences. They will be able to give you more information about what to expect when you are here – both the things which are good and those which are not so great.

Their experiences may help you with your own adjustment experience once you arrive. However, it is important to remember that everyone experiences culture differently and you may not have exactly the same reaction as others to whom you have spoken.

Dress Code

In Australia the standard of dress is generally casual. Generally you should wear something in which you feel comfortable. At college the usual attire is shorts and t-shirts for the Men in summer and jeans, shirt and jumper or jacket in winter. The women will wear, shorts, long trousers or skirt and top or dress in summer and jeans, long pants or skirts and tops with jacket or jumper in winter. Footwear is expected at all times when at college and may consist of sandals, thongs (flip-flops, scuffs), or shoes.

In the Australian community women's clothing may at times appear to be immodest however it is acceptable and not indicative of the moral standards of the wearer, particularly in student circles, for women to wear jeans, shorts and brief tops.

There are very few times when you will be required to wear more formal attire, and on such occasions the college will advise you what is expected. If it is an occasion not linked to college life check with the host to ensure you know what is expected.

Living in South Australia

Bible College SA's Local Community

Bible College SA is located in the quiet suburb of Malvern, 3 km from the centre of Adelaide. It's central location makes it easily accessible.

The College is close to public transport. Information about public transport and timetables are available from www.adelaidemetro.com.au or the Adelaide Metro website or ph. 1300 311 108.

Accommodation Options

There are many options for accommodation in Adelaide – rental, home share, university accommodation, or residential colleges to name a few. All have their own pro's and con's, and it comes down to personal choice as to which is best for you. It's important to consider

factors such as cost, location and proximity to the Bible College's campus, the city, and transport.

- **Residential Colleges** – Always visit a college before signing up to stay there – it is a good way to meet some staff or students, see what your room and the facilities are going to be like and get a feel for where you are going to be living. Even though you are going to have things like your cooking and cleaning done for you, don't forget to learn some basic home skills (how to do your washing etc) before coming to live at college. Also, learn how to plan a basic budget – even though your major living expenses are paid upfront things like coffee, snacks and DVDs can add up quickly. It's also important to be proactive about connecting with other Christians at the residential college as fellowship and support from your Christian brothers and sisters is important in this setting. Some of the colleges have groups like College Christian Fellowship that meet regularly for Bible study and fellowship. It's also important to find a church that's close by (if transport is an issue) early on as you can quickly find weeks have gone by before you connect with a church.
- **Private Rental** – This can come in many forms:
 - *Single accommodation* – great if you like your privacy and space, and are able to afford living alone.
 - *Shared accommodation* – more economical than single accommodation but try not to live in a house with too many housemates (2-3 is a good number) as things may get chaotic and complicated. Try to move in with people you know and trust, e.g. friends or classmates.
 - *Homestay* – living or boarding with a local person or family, with meals provided and all expenses except phone calls included. Great if you hate cooking! Can create a nice family atmosphere. But you will have to conform with household rules, and overall it ends up being more expensive (food is cheaper when you make it yourself!).
 - *Student Hostels* – usually single bedroom accommodation with shared facilities including kitchen, bathroom, laundry; usually self-catered. Cheaper than private house, but less convenient due to shared facilities, and self-catering.

Why rent? As great as college is, living independently in private accommodation can also be a valuable part of the living and studying in a new country experience! However, there are a few things you should know to help you survive in private rental:

- *Know your rights and responsibilities* as a tenant. Make sure you sign a formal contract.
- *Set a budget.* on top of rent, you need to consider the following expenses:
 - Water
 - Gas / electricity
 - Phone line
 - Internet connection
 - Food
 - Giving
 - Transport if required
 - Other- entertainment, sports etc.

- *Location.* Within your budget, try to find a place that:
 - is close to your university, church, public facilities – especially if you don't plan on having a car.
 - is in a relatively 'safer' suburb. If you're unsure, ask a local.
 - has good security, especially if you're female – e.g. good street lighting, close to main roads.
 - is away from nightclubs, pubs, which can be very noisy and distracting throughout the night.
- Think about getting *insurance* for very valuable items – e.g. laptops, good cameras.
- If the place is unfurnished, you can get cheap *furniture* from 2nd hand stores, newspaper classifieds, or even from people at church!
- If you have *housemates*:
 - Set some 'house rules' to avoid inevitable complications down the track- e.g. cooking/cleaning roster, when it is appropriate to bring friends over, how to pay bills, conflict resolution.
 - Be considerate – try to keep common areas clean and tidy.
- Be deliberate about meeting friends outside of the Bible College as you don't have as many opportunities to socialise as you would if you lived in a residential college.

It is a good idea to shop around to get an idea of the general rental prices and housing conditions before you settle for something. It is also helpful to know your own priorities and preferences for the type of accommodation you want. For example, is location more important to you than rental cost or comfort and cleanliness?

Shopping and Banking

You won't be in Adelaide long before you will need to make purchases, arrange transport, set up a bank account and start paying rent/board for your accommodation. Faculty and staff and your fellow students will happily assist and advise you if you are having problems working out how to do these things.

Some general information that might help you are:

When you buy goods and services in South Australia, you're protected by State and Commonwealth laws. The Consumer and Business Services section of the SA Government's Attorney-General's Department can help you make better choices and understand your rights when buying goods and services in South Australia by providing free information and advice - see <http://www.cbs.sa.gov.au/wcm/consumers/consumer-advice/> or call them on 131 882. They can also help you with:

- Resolving complaints with traders in South Australia
- Identifying scams and consumer fraud
- Product safety issues

If you are renting and need advice about your rights as a renter you can find them on the same website at <http://www.cbs.sa.gov.au/wcm/rentingletting/>.

For information on shopping trading hours in South Australia see the SafeWork SA website: <http://www.safework.sa.gov.au/> Go to Legislation and then Shop Trading hours which will take you to the following webpage:

http://www.safework.sa.gov.au/show_page.jsp?id=4711#.UuXpiXMbqgM

Health Insurance Australian Government Health Cover

The Australian Government requires overseas students to have compulsory health cover prior to acceptance into the country.

Australia has a special system of health cover for overseas students called Overseas Student Health Cover (OSHC). You will need to buy OSHC before you come to Australia to cover you from when you arrive. The Department of Immigration and Citizenship requires you to maintain OSHC for the duration of your time on a student visa in Australia.

Bible College SA does not have an agreement with a specific OSHC provider. You will need to arrange to take out OSHC with an Australian OSHC provider of your choice. There are a number of providers of OSHC in Australia. Visit these websites to find detailed information on what they cover and to decide which provider is right for you.

- Australian Health Management www.ahm.com.au
- BUPA Australia www.overseasstudenthealth.com
- Medibank Private www.medibank.com.au
- Allianz Global Assistance www.oshcworldcare.com.au

Your OSHC will help you pay for any medical or hospital care you may need while you're studying in Australia, and it will contribute towards the cost of most prescription medicines, and an ambulance in an emergency.

OSHC does not cover dental, optical or physiotherapy. If you want to be covered for these treatments you will need to buy additional private health insurance, such as:

- Extra OSHC provided by some OSHC providers
- International travel insurance, or
- General treatment cover with any Australian private health insurer. You can find a list of these providers and search for the one that suits you best at www.privatehealth.gov.au or www.iselect.com.au.

If you marry or have a child born after your arrival in Australia, and you only have a single OSHC policy you must change that to a family policy. If family members join you after your arrival in Australia they will have to demonstrate that they have an OSHC policy for the duration of their visas. When you applied to the college you will have been asked to supply the Registrar with a copy of a receipt or other proof of your OSHC payment as Proof of insurance: The OSHC should commence when you arrive in Australia.

If any details of your insurance change you will need to inform the Registrar

Children and Schooling:

If you have children, you are obliged by Australian law to enrol any children aged 5-15 in school, or make arrangements for home education. Please check the local schools in your intended area of residence for costs including school fees and uniform requirements. You will be required to cover all costs relating to schooling.

Emergency Numbers:

A variety of telephone counselling services including Lifeline, telephone 13 11 14, which offer free crisis counselling 24 hours a day, seven days a week.

Crisis Care provides 24 hour emergency welfare assistance, telephone 131 611.

Help is available for domestic violence, family problems and any emergency support.

Domestic Violence Gateway Helpline	1800 800 098 (business hours) 1300 782 098 (business hours) 1800 003 308 (after hours)
Sexual Assault and Abuse Services	8226 8787
South Australian Victim Support Services	8231 5626

Hopefully you will never need any of these numbers but here are some of the other local safety and support services available:

Emergency (Fire, Police and Ambulance)	000
State Emergency Services	1300 300 177
Police Assistance	131 444
Crime Stoppers Hotline	1800 333 000
National Security Hotline	1800 123 400
Health and Community Support	
Health Direct - 24 Hour Health Advice line	1800 022 222
Mental Health Emergency Response Line	131 465
Lifeline	131 114
Beyond Blue (Depression/suicidal)	1300 224 636
Pregnancy Counselling	1300 737 732
Sexual Assault Centre	8226 8777
Alcohol and Drug Services	131 465
Poisons Information Centre	131 126
Legal information	1300 366 424
Other Services	
Power failures and emergencies	131 366
Gas Emergencies	1800 808 526
Telstra residential faults/service difficulties	132 203
Water or sewerage faults	1300 883 121

Adelaide Metro (Public transport)	1300 311 108
Suburban Taxis	131 008
Adelaide Independent Taxis	132 211
Yellow Cabs	132 227
Disabled taxi service	1300 360 940

Public Hospitals

Royal Adelaide Hospital	North Terrace Adelaide 5000 Ph. 8222 4000
Flinders Medical Centre	Flinders Dr, Bedford Park SA 5042 Ph. 8204 5511
Womens & Childrens Hospital Adelaide	72 King William Rd North Adelaide SA 5006 Ph. 8161 7000
Adelaide Walk-in Emergency Clinic	520 South Rd, Kurralt Park SA 5037 Ph. 8234 6634

Help From Your Home Country

The consulate representing your home country can provide help to you during your studies in South Australia.

As the official representative of your country, your Consul works to protect your interests when you're away from home.

To find the contact detail of your consulate in South Australia, visit the Department of Foreign Affairs and Trade website (<http://protocol.dfat.gov.au/Consulate/list>).

Public Transport

There are maps that show all the Adelaide Metro routes (*Metroguides*), and electronic versions of all Metro Timetables. The 'Plan my Journey' feature is particularly helpful when you're first learning your way around Adelaide. Free hard copies of Adelaide Metro information can be found at:

- Adelaide Metro InfoCentre— corner King William and Currie Streets in the City

An Adelaide Metrocard will get you on to any bus, tram or train. It is a card that can be reused over and over like a credit card, and simply requires recharging the credit from time to time. Once validated, the card will remain valid for two hours. During this time you can get on as many buses/trains/trams as you like and it won't cost you any more.

Recreation

There are lots of fun things to do around Adelaide – talk to faculty, staff and students about

some of the following if you are interested in exploring our beautiful city.

- Linear Park – goes from Tea Tree Plaza interchange through the city to Henley Beach and you can walk or ride whatever bits you like! (bike hire in the city is free from 9am-5pm every day)
- Elder Park – hire a paddleboat on the Torrens River right in the city
- Botanic Gardens – northeast of the city
- Glenelg – catch a tram to the beach
- St Kilda Adventure Playground – St. Kilda
- Maritime Museum – Port Adelaide
- Haigh's Chocolate Factory- Greenhill Rd (free!)
- Adelaide Zoo – there are pandas!
- Museum of SA
- Government House free tour – cnr. King William Rd and North Tce. (only on a couple of days each year)
- Go to a football (=AFL) match at the new home of the AFL at Adelaide Oval
- Go to a football (=soccer) match at Hindmarsh Stadium
- Go to a cricket (=cricket) match at Adelaide Oval
- Art Gallery of SA
- Strawberry picking at Beerenberg farm
- Cherry picking in the Adelaide Hills
- Big rocking horse at Gumeracha (in the hills)
- The Whispering Wall (north of Gumeracha)
- Central Market
- Semaphore Beach – Odeon Star cinema
- Catch the O-Bahn out to Tea Tree Plaza. (At 12 kilometres long, the Adelaide O-Bahn is the longest and fastest guided bus service in the world, travelling at speeds up to 100km/h.)
- Drive-in cinema at Gepps Cross
- Farmers' markets at the Showground (Wayville)
- All sorts of festivals (Adelaide celebrates everything from Poland to music to fruit and vegetables!) - the Fringe, Adelaide Festival, WOMADelaide (there are usually free events but some can be expensive too)
- Driving around the Adelaide Hills is beautiful (Hahndorf, Woodside, etc.)
- Drive out further to McLaren Vale and Victor Harbor
- Walk up Mount Lofty and grab an ice-cream from the restaurant at the top.
- Cleland Wildlife Park
- Morialta Conservation Park- bushwalks

For more things to do visit: www.southaustralia.com

Community Engagement

You can find information about monthly community events around Adelaide from the government agency Multicultural SA website: <http://www.multicultural.sa.gov.au/>

Legal Matters

Discrimination on the basis of race or religious conviction is prohibited under the South Australian Equal Opportunity Act, 1984. The Act prevents certain kinds of discrimination based on sex, race, disability, age or various other grounds. This is to facilitate the participation of citizens in the economic and social life of the community.

If you feel you have have been discriminated against on any of the above grounds, you can lodge a complaint with the Commissioner for Equal Opportunity at <http://www.eoc.sa.gov.au/> or telephone 8207 1977. The Commission will investigate and attempt to conciliate your complaint. If not resolved it may be referred for hearing to the State Administrative Tribunal.

Have you experienced racial abuse? It's unlawful to vilify or treat a person unfairly because of their race. If you're an overseas student studying in South Australia and have been involved in an incident that you would regard as harassment, bullying or racially motivated, you're encouraged to report it to your educational institution and the South Australian Police.

You can contact the South Australian Police Assistance Centre on 131 444 if you think you have been discriminated against?

Police Checks for Working with Children

The laws of the Government of South Australia require that all adults who work alongside children in sporting, cultural or religious organisations to be provide a full Criminal History to the organisation. These are commonly referred to as a Police Check or National Police Clearance. This is compulsory whether you are in a paid position or a volunteer.

As such, if you would like to take part in your church's youth or children's ministry, you are required to have a current Police Check.

A student can apply for a National Police Clearance online:

http://police.sa.gov.au/sapol/services/information_requests/police_checks.jsp

Studying At Bible College SA

Your main contact for any matters to do with registration whilst studying at Bible College SA is our Registrar Mrs Kathy Fopp. On other matters related to study, your main contact is the College Dean, Mr Mark Kulikovsky who can be contacted on 0412 205660, either during college hours or outside of college hours. The Dean of Students, David Wright, is available to speak to regarding any concerns you may be experiencing about your church or personal life.

Your Formation Focus Group leader is also available to assist you if there are any issues that you need help or information about, as are your fellow-students in your prayer groups. All their contact details will be found in the College Directory which is available in the first couple of weeks of the college semester commencing.

For academic assistance the lecturers are your first point of contact; they will spend time with you to ensure that you understand the requirements of the units in which you are enrolled. If you need further assistance, see the College Dean, Mr. Mark Kulikovsky who will connect you with an appropriate person to assist you in your studies. The academic standards and grading process may well be very different to what you have previously experienced, so if you need help with this please discuss the matter with the College Dean.

The South Australian Government maintains a website of useful information for students studying in South Australia, which can be found at: <http://studyadelaide.com/>. It deals with a lot more than is covered in this handbook. For other information and a different perspective, see also: <http://www.southaustralia.com/about/study.aspx>.

For all matters related to immigration go to www.immi.gov.au/.

Many of the following matters relate to maintaining your student visa. Unsatisfactory progress could result in your student visa being revoked.

Monitoring of Course Progress and Completion

The Australian College of Theology (ACT) and its affiliated colleges monitor the progress of all overseas students at the end of every semester to ensure that you are completing your course within the duration specified on your CoE (Confirmation of Enrolment), without exceeding the allowable limit (25%) of distance or online learning, and ensuring that you are studying at least one unit in full attendance mode per study period.

Academic performance will also be monitored at the end of every semester to ensure you are maintaining satisfactory academic course progress.

If you are at risk of not meeting the course progress requirements, an intervention strategy will be implemented that focuses on interviewing and counselling you and assisting you to achieve that satisfactory level of academic progression required of all ACT students.

In order to progress without comment you are required to pass more than 50% of enrolled credit points each study period. If this is the case you will be assessed as satisfactory (unless you were previously on conditional enrolment).

If you fail 50% or more of the enrolled credit points in a study period you will be assessed as marginal. You will then be required to be counselled by your academic advisor though you are not prevented from progressing to the next period of study.

If you again fail 50% or more of your units in the next consecutive study period you will be assessed as unsatisfactory. This means you will be notified of the ACT's intention to report you to DIAC for unsatisfactory course progress. If you appeal this action and are successful you would be required to accept academic counselling and agree to be placed on conditional enrolment.

If you have been placed on "conditional enrolment" and in the next consecutive study period again fail 50% or more of the enrolled credit points you shall be assessed as unsatisfactory and be excluded from the College for one (1) year. If you have been placed on "conditional enrolment" and not in the next consecutive study period but some future study period again fails 50% or more of the enrolled credit points you shall be assessed as poor and shall again be placed on conditional enrolment for the next year of study.

Failing the Same Unit More Than Once:

If you fail an elective unit on two occasions you shall be assessed as unsatisfactory for the

unit and be excluded from that unit. If you fail a compulsory unit once you shall be assessed as poor and be placed on “conditional enrolment” for the next year of study. If you fail a compulsory unit for a second time you shall be assessed as unsatisfactory and you will be notified of the ACT’s intention to report you to DIAC for unsatisfactory course progress.

Appeals

If you have had a load intervention or a sanction applied to you under this policy you have the right of appeal against the application of that sanction. To appeal successfully, you must demonstrate that special circumstances contributed to your poor/unsatisfactory academic performance. Grounds other than special circumstances will be considered when you are appealing exclusion from the College for failure to complete a course by the expected completion date. Students have twenty (20) working days to access the complaints and appeals process.

Intervention Strategies

When you are deemed to be at risk of not achieving satisfactory course progress, the Registrar of your enrolled college will activate an intervention strategy to counsel you and assist you to meet satisfactory course progress such as –

- receiving individual case management
- attending study skills workshops
- receiving assistance with personal issues which are influencing your progress
- attending supervised study groups
- receiving tutorial support assistance
- reducing the enrolment load
- a combination of the above

Monitoring Course Attendance

At Bible College SA we record the attendance of each student in each face-to-face class, be it lecture, seminar or tutorial. The ACT expects 100% attendance normally, but does recognise that circumstances can prevent a student from getting to a class.

To achieve satisfactory attendance you are required to attend at least 80% of the scheduled unit contact hours. Please let your lecturer and the Bible College SA office know if you cannot attend a class for some reason.

If you have been absent from classes for more than five consecutive days without approval, or where you are at risk of not attending at least 80% of the scheduled unit contact hours, you will be contacted by the College Dean and counselled regarding your situation.

As an overseas student, you are allowed to take no more than 25% of your total course by distance or online learning modes and you must enrol in at least one face-to-face unit every study period.

Where you have been assessed as not achieving satisfactory attendance for the course in which you are enrolled, you will be notified in writing of the ACT’s intention to report you to DIAC for not achieving satisfactory attendance.

Extension, Suspension, Deferment or Cancellation of Enrolment

The ACT and its affiliated colleges will only extend the duration of your study where it is clear that you will not complete the course within the expected duration, as specified on your CoE, as the result of:

- compassionate or compelling circumstances (e.g. illness where a medical certificate states that you were unable to attend classes or where the ACT was unable to offer a pre-requisite unit);
- the ACT implementing its intervention strategy (i.e. if you semester results made you at risk of not making satisfactory course progress; or
- an approved deferment or suspension of study has been granted.

The ACT and its affiliated colleges will, in certain limited circumstances, enable you to defer or temporarily suspend your studies during the course.

Cancellation, deferral or suspension of your enrolment may be initiated by yourself or the college. Deferral or suspension will only be granted on the grounds of compassionate or compelling circumstances which include:

- serious illness or injury with a medical certificate stating that you were unable to attend classes;
- bereavement of close family members such as parents or grandparents;
- major political upheaval or natural disaster in your home country requiring emergency travel when this has impacted on your study;
- a traumatic experience which could include involvement in or witnessing a serious accident, witnessing or being the victim of a serious crime (supported by a police or psychologist's report);
- the college's inability to offer a prerequisite unit;
- academic misconduct or misbehaviour by you the student.

If you wish to apply for a cancellation, suspension or deferral of your studies, you must do so in writing to the Registrar of your enrolled college, supplying all supporting documentation where required.

If a deferral or suspension is granted, you need to be aware that this could have an effect on your student visa. The ACT will notify DIAC via PRISMS when your enrolment is deferred or suspended.

If a cancellation is initiated by yourself, you will be informed that proceeding will affect your student visa and that DIAC will be notified via PRISMS.

Complaints and Appeals Processes

The Australian College of Theology (ACT), of which Bible College SA is an affiliated college, has a series of policies that we are committed to implementing to assist our students.

Copies of these policies can be found on the ACT's website at: <http://www.actheology.edu.au/policies.php>. There are many general policies but there is also a section entitled "Specific policies for overseas students" which includes policies on the following:

- Grievance Resolution Policy for Overseas Students

- Refund Policy and Agreement for Overseas Students
- Overseas Students Release and Transfer Policy

The college has an appeals process which can be found in the Student Handbook but if you are not happy with the appeals process conducted by Bible College SA then you can contact the Australian College of Theology.

The Dean
Rev. Dr. Martin Sutherland
Australian College of Theology
Level 10, 257 Clarence Street, SYDNEY, NSW 2000
web: www.actheology.edu.au ph: 02 9262 7890; fax: 02 9262 7290

What if I Need Help?

Remember as a student of Bible College SA you are not alone, you have joined a community of staff and students who are working together to prepare for effective Christian service.

There is no shame in asking for help, as all of us struggle from time to time.

The following verses are an appropriate reminder of our obligations to one another as we learn, grow, and serve together in the Bible College SA community:

- Rom 12:10** Be devoted to one another in love. Honour one another above yourselves.
- Gal 6:2** Carry each other's burdens, and in this way you will fulfil the law of Christ.
- 1 Thess 5:14** And we urge you, brothers and sisters, warn those who are idle and disruptive, encourage the disheartened, help the weak, be patient with everyone.



Bible College of South Australia

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Bible College SA delivers the academic program of the Australian College of Theology, a government registered provider.

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