Student Handbook

2019
Preface

Moore College’s ministry to students is based on a four year full-time residential course. The Bachelor of Divinity (BD) is the core of the College’s academic stream and the foundation of both its applied ministry stream and its postgraduate programs. The BD is designed for men and women who desire a biblical and theological foundation for long term, full-time Christian ministry. Students may also choose to graduate with a Bachelor of Theology after three years.

The one year Advanced Diploma course provides a biblical foundation for cross-cultural ministry, lay ministry in a congregation or Christian organisation or as a better equipped Christian in the workforce.

The College’s postgraduate programs are offered to those who desire to enrich their knowledge of God and His word, improve their capacity to minister and gain a recognised qualification at an advanced level.

The College also offers both accredited and unaccredited distance courses.

This Handbook applies to all residents and members of the College. It outlines the currently agreed ways of achieving the aims of the College and describes the following undergraduate and postgraduate courses.

Bachelor of Divinity
Bachelor of Theology
Advanced Diploma of Bible, Mission and Ministry
Master of Arts in Theology
Master of Theology
Doctor of Philosophy

Moore College
ABN 47 746 452 183

In accordance with the ESOS Act 2000, Moore College is a registered provider on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
CRICOS Provider Code 00682B

University of Sydney Building Code: CG2

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<tr>
<td>General Enquiries</td>
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<td>Registrar’s Office</td>
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<td>Principal’s Office</td>
<td>9577 9953</td>
<td>Moore Distance</td>
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<tr>
<td>Student Rooms – JC House</td>
<td>9577 97nn</td>
<td>Kitchen</td>
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<td>Student Rooms – Carillon House</td>
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<td>Library</td>
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STD Code (02)
International prefix + 612

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<td>Learning Support System: <a href="https://lss2019.moore.edu.au">https://lss2019.moore.edu.au</a></td>
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Information
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<td>Registrar</td>
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<tr>
<td>Community Life:</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>Residences:</td>
<td>Consult this handbook and handbooks for Carillon House &amp; John Chapman House</td>
</tr>
<tr>
<td>International Students:</td>
<td>International Student Advisor</td>
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Student Handbook reflects the requirements of the Education Services for Overseas Students (ESOS) Act 2000. Other information is available on the Moore College Policy website.
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1. Introducing the College

1.1 Mission
Moore College exists to enable men and women to deepen their knowledge of God, through higher education in the field of theology, so that they might faithfully and effectively live exemplary Christian lives, proclaim and teach the Word of God, and care for others in the name of Jesus Christ in all the world, to the glory of God.

1.2 Aims
The College aims to foster the knowledge, skills and attitudes/attributes appropriate to the task of Christian ministry. Graduates of the College should possess:
- basic knowledge – an understanding of God’s revelation;
- basic skill – that of the good teacher who is able to facilitate learning and who offers a deep pastoral and evangelistic concern for those in his care, and
- basic attitude – a love that expresses itself in service and prayer.

1.3 Values
The College seeks to achieve its mission in a manner consistent with its longstanding values which are:
- Christian faith – trust in God and his purposes as these are revealed in Jesus Christ and conveyed to us by the Holy Spirit in the canonical Scriptures of the Old and New Testament
- Integrity – honesty, transparency, fairness and accountability in all personal behaviour and community practices
- Grace – Generosity and compassion in dealings with each other reflecting the undeserved mercy of God in Christ
• Service – placing the welfare of others above personal interests and convenience, using the gifts and talents that God has graciously given
• Community – loving personal relationships, developed through regular meeting and a common focus, as the proper context for learning about the triune God and his purposes
• Scholarship – rigour of thought characterised by a careful use of the primary evidence, breadth of research and appropriate inferences, resulting in fresh and readily accessible approaches to both classic issues and contemporary questions
• Gender complementarity – affirmation of the fundamental equality and mutual dependence of men and women as image bearers of God, while recognising proper differences in roles and responsibilities in life and Christian ministry
• Freedom of inquiry – the freedom to subject all ideas to honest inquiry
• Integration – growth in the knowledge of God is best conducted for, and in the context of, life application and active participation in Christian service.

1.4 Long Term Goals

Under the Lordship of Jesus Christ Moore College’s long term goals are:

• Students – To inspire and equip a growing number of leaders and teachers of God’s word who humbly and prayerfully serve God’s people and His world;
• Faculty – to foster a community of faithful and well-qualified scholars who exemplify the knowledge and love of God, as caring pastors, gifted teachers and active researchers;
• Staff – to promote the development of appropriately qualified staff, who are committed to the values and mission of the College and integrated into its caring community within a supportive and enriching workplace;
• Christian fellowship – to foster Christian fellowship among students, faculty and staff in ways which commend the gospel of Christ and provide a context in which all College activities take place;
• Learning and Teaching – to promote and develop the knowledge and love of God through higher education in theology at educational and academic standards that are among the best in Australian universities for the benefit of the Anglican Diocese of Sydney, other settings in Australia and around the world;
• Research and scholarship – to foster scholarship and research which informs learning and teaching and contributes to the proclamation and defence of the gospel in order to serve the worldwide Christian community;
• Library and information support services – to maintain and develop a world class theological resource for learning, scholarship and research to serve students, faculty and the wider community;
• Management, resources and student services – to provide facilities, resources and services which respond effectively to changing needs and to those with diverse backgrounds and individual differences, in compliance with full integrity with the requirements of the relevant regulatory authorities and in fruitful cooperation with other Higher Education Providers; and
• Community engagement – To continue to develop ways in which the knowledge, skills and wisdom of College members may be shared with the wider community in Sydney, Australia and internationally.
1.5 Graduate Attributes & Capabilities

Moore College exists to prepare men and women for Christian ministry. Our graduates ought to be followers of Jesus Christ whose love for God and service of people is the proper context of their studies. This means that personal character and evangelical Christian convictions are as important as specific capabilities and skills. These are the result of more than just the formal academic program. Membership of the College and participation in its community life are vital in producing the kind of graduate the College aspires to produce. For this reason the following graduate attributes and capabilities are read alongside the published values of the College and its global gospel mission.

<table>
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<th>Graduate Attribute</th>
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<tbody>
<tr>
<td>Cognitive</td>
<td></td>
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<tr>
<td>GA1 First principles thinker</td>
<td>Ability to operate with primary sources and think through issues from first theological principles while holding to the authority of the Bible</td>
</tr>
<tr>
<td>GA2 Integrative thinker</td>
<td>Ability to integrate Bible, theology and situation in an evangelically coherent manner and a commitment to determine practise from an integration of Bible, theology and situation</td>
</tr>
<tr>
<td>Personal</td>
<td></td>
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<tr>
<td>GA3 Self-aware and reflective</td>
<td>Ability to discern and acknowledge personal strengths and weaknesses, face errors and listen openly and take responsibility for ongoing personal and ministry growth</td>
</tr>
<tr>
<td>GA4 Responsible</td>
<td>Ability to persevere and take responsibility for tasks, to manage time and self well, utilizing available resources</td>
</tr>
<tr>
<td>GA5 Adaptable</td>
<td>Ability to be flexible and learn from experience and advances in knowledge while remaining anchored in foundational truths</td>
</tr>
<tr>
<td>Interpersonal</td>
<td></td>
</tr>
<tr>
<td>GA6 Committed to others</td>
<td>Ability to understand, work with and develop others and the habit of making ministry decisions informed and directed by evangelical reformed theology and other person centred love</td>
</tr>
<tr>
<td>GA7 Effective communicator</td>
<td>Ability to communicate well in diverse contexts and to clearly articulate the gospel of the Lord Jesus Christ in a way which is deeply informed by biblical theology</td>
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1.6 Principles of Teaching and Learning

1. We accept the Christian Scriptures (constituted by the Old and New Testaments) as the written word of God, authoritative, clear, sufficient, without error in all that they teach, and containing all that is necessary for salvation and the informed practice of the Christian life of discipleship. We confess that God can only be known in Jesus Christ as he is presented to us in the Scriptures and therefore the study of Scripture and its ancillary disciplines is indispensable in training for Christian ministry, since the central function of such ministry is to make God known. We are therefore committed to:
   i. the Christian scriptures as the basis and discerning norm of all that we teach;
   ii. our students gaining a coherent, integrated and extensive knowledge of the Christian Scriptures including principles of sound exegesis of the biblical text in the original languages, and an understanding of the basic unity of the Bible being found in the person of Jesus Christ and his proclamation and inauguration of the Kingdom of God;
   iii. the study of Christian systematic theology as an integrating discipline in which the knowledge of God given in Christ through the Scriptures is reflected upon humbly, attentively and rationally, and articulated systematically.
      We therefore aim to equip our students with a coherent, integrated and extensive knowledge of Christian doctrine that gives due attention to appropriate theological method; and
   iv. a core of units of study throughout the curriculum that cohere and build on one another to reflect the sense of unity and coherence that we acknowledge to exist in our foundational text, the Christian Scriptures.

2. We believe the teaching of the Christian Scriptures is faithfully reflected in the historic creeds and in the Protestant Reformed Tradition as expressed in the Thirty-Nine Articles of Religion. We are therefore committed to:
   i. our students gaining a coherent knowledge of the history of reflection upon the Scriptures from both a biblical and theological perspective. This will include the history of biblical interpretation and of key doctrines, particularly from a Protestant, Reformed and Evangelical point of view,
   ii. our students gaining an understanding of the major periods of Christian history, especially the Patristic period, the Reformation and the Modern Evangelical Movement, all with particular reference to Anglicanism.

3. We are committed to the integration of theoretical and applied aspects of knowledge. We understand that the knowledge of God cannot be isolated from the application of this knowledge to all aspects of life, thought, and conduct, and that the proper expression of the knowledge of God is found in a life lived in accordance with his will, seeking to extend the reach of his kingdom through teaching and proclamation.
   We acknowledge that the life of Christian discipleship is lived in the midst of, and engaging with, a diverse and complex world. We are therefore committed to:
   i. Exploring and demonstrating the relevance and application of the material learnt to contemporary society and the practice of Christian ministry.
   ii. Encouraging and equipping our graduates for effective teaching and proclaiming ministries in a diverse and complex world. We acknowledge that this needs to be done at both a theoretical and practical level. This means giving proper attention to Christian Mission and its history.
   iii. Teaching Christian Ethics as an integral component of the knowledge of God, and an essential contribution to a life lived in service of others, and engaged with the contemporary culture.
iv. Exploring and providing learning opportunities that demonstrate and encourage an integrated and holistic personal response to the gospel of God’s grace in Christ.

4. Our conviction is that, in keeping with the personal nature of Christian truth and the relational nature of our God expressed in his being and his plans to bring to himself a people described in family terms, theology is best learned in a community that is both a Christian family and an academic fellowship. We are therefore committed to:
   i. The understanding that teaching and learning in the college must be accompanied by appropriate application and modelling of the practice of the Christian life in all its facets. This includes respect and care for one another as brothers and sisters in Christ in all matters of teaching, learning and administration, and
   ii. Exploring and creating opportunities in the context of the learning program to facilitate and express our conviction that theology is best learned as stated above.

5. We are grateful for the rich diversity of God’s gifts to his people and acknowledge that this diversity is expressed in a variety of abilities, interests and learning styles. We are therefore committed to responding to the range of student abilities, interests and learning styles in the planning and implementation of the Units of Study that comprise the curriculum.

1.7 Governance

The Moore Theological College Council is incorporated under the Anglican Church Bodies Corporate Act 1938 and is constituted by the Moore Theological College Ordinance 2009. Under the Ordinance the Council is charged with the provision of training for ordination candidates and other church workers. The Council has a Governing Board. Members of the Governing Board can be found on our website:

1.8 Academic Structures

The Governing Board of the College has delegated to the Academic Board responsibility for policy formulation and decision making in all academic matters, and maintaining the academic values, quality and standards of the College. The membership of the Academic Board includes the Principal, Heads of Department, Heads of Committees, elected representatives of the students and the Registrar. It is scheduled to meet six times per year. The Academic Board delegates some academic responsibilities to its standing committees. The Learning and Teaching Committee oversees all coursework awards. The Research and Centres Committee oversees research awards. The Moore Distance Education Committee oversees the Moore Distance unaccredited courses.

Various bodies report to the Academic Board or its standing committees. They include:
- Centre for Christian Living
- Centre for Global Mission
- Centre for Ministry Development
- Human Research Ethics Committee (HREC)
- Library Committee
- Priscilla and Aquila Centre

The Academic Dean in conjunction with the Academic Board and its committees is responsible for the supervision of the studies of theological students.

The Academic Departments and their respective Heads are:

- Division of Biblical Studies
  - Department of Old Testament and Hebrew  A G Shead
  - Department of New Testament and Greek  P H Kern

- Division of Christian Thought
  - Department of Theology, Philosophy and Ethics  M D Thompson
  - Department of Church History  C R Bale

- Division of Christian Ministry
  - Department of Pastoral Ministry  A P Poulos
  - Department of Mission  S J Gilham

1.9 Courses Offered

Moore College does not use recruitment agents to recruit students to any of the College courses. Moore College does not have any relationships with recruitment agents.

1.9.1 Undergraduate

Bachelor of Divinity

The Bachelor of Divinity is a degree designed for men and women who desire a biblical and theological foundation for long term full-time Christian ministry. The BD, with its emphases on academic depth and intellectual rigour in the study of Christian theology, is the central academic award of the College. This a four year full time course, the first year of which may be completed part time. See Section 3.1.1
Bachelor of Theology
The Bachelor of Theology course is designed for men and women who choose to graduate after three years of study. It is fully nested within the BD and consists of all units of the first three years of the BD. This a three year full time course, the first year of which may be completed part time. See Section 3.1.2

Advanced Diploma of Bible, Mission and Ministry
The Advanced Diploma of Bible, Mission and Ministry is designed for men and women who desire a biblical foundation for cross-cultural ministry, lay ministry, women’s ministry or music ministry in a congregation of Christian organisation or to be a better-equipped Christian in the workplace. It comprises both theoretical and practical components in the areas of biblical studies, doctrine, history, ministry and offers students four specialisations in missions, lay ministry, women’s ministry or music ministry. This one year course may be completed full time or part time. See Section 3.1.3

Distance Courses
The Diploma of Biblical Theology (accredited) and the Preliminary Theological Certificate (PTC) (unaccredited) are the College’s distance courses. Information on these courses may be found in the respective course handbook.

1.9.2 Postgraduate

Master of Arts in Theology
The MA(Theology) is a two year full-time or six year part-time program. This degree provides an opportunity for ministers and persons in full time Christian ministry to do advanced theological study by course work. See Section 5.2

Master of Theology
The MTh is a two year full-time or four year part-time program. This degree provides an opportunity for qualified persons to pursue an integrated program of advanced theological study and systematic research. It is specifically designed to equip graduates for teaching ministries in the future. See Section 5.3.

Doctor of Philosophy
The PhD requires completion of a piece of research, a thesis of not more than 100,000 words, that demonstrates a significant and original contribution to theological knowledge and understanding at the highest academic level and capacity to conduct research independently at a high level of originality and quality. See Section 5.4.

The College also currently maintains its agreements with two universities. In 2005 an agreement was reached with the University of Sydney to jointly offer the Doctor of Philosophy (PhD). Previously (in 2002) the College entered into a similar agreement with the Western Sydney University to jointly offer the PhD. See Sections 5.5 – 5.6.

The PhD programs aim to equip qualified persons for a vocation of teaching and research in theological colleges and universities and for the scholarly enhancement of Christian ministry.
1.10 History

The College opened at Liverpool, NSW in 1856. It owed its existence to two people. The first was an early settler in Sydney, Thomas Moore, who left his estate for educational purposes. The second was the Anglican Bishop of Sydney, Frederic Barker. During its long history, the College has had thirteen principals and close to 4,000 graduates. In 1891 the College moved from Liverpool to Newtown.

It has rendered its chief service to the Anglican Diocese of Sydney, the majority of whose clergy train at the College. It has a tradition however of educating many men and women who have served in other parts of Australia and beyond and in other Protestant denominations.

The College benefited from a long association with Mary Andrews College (formerly Deaconess House) in the training and encouragement of women in ministry.

From the late 1950s there has been a significant extension of the College campus, the growth of a major theological library, an increase in the numbers and qualifications of faculty, introduction of the four year course for undergraduates and a number of postgraduate programs.

Purchases of property on the southern side of Carillon Avenue have made it possible over the years to expand Library, Administration and Dining Hall facilities and to provide considerable housing for married students and faculty. 1994 saw the opening of the Broughton Knox Teaching Centre. The plan in Section 14 shows the location of the major facilities. 2017 saw the opening of a new library and facilities on the College campus.

1.11 Anglican Ordination in the Diocese of Sydney

1. Requirements for ordination to the Diaconate/Commissioning as Diocesan Lay Worker and conditions attached to bursaries from the Sydney Diocesan Ordination Training Fund include the following:

2. The normal academic requirement for ordination/commissioning in the Diocese of Sydney is the award of the Bachelor of Divinity.

3. Admission to the College does not guarantee acceptance for ordination.

4. The Archbishop’s Ministry Chaplains interview candidates for ordination/commissioning at the end of each year.

5. Sydney Diocese Ordination Candidates who leave College before completing their course should advise the Archbishop’s Ministry Chaplains.

6. Where candidates for ordination/commissioning in the Diocese of Sydney withdraw their candidature or leave College they should notify Ministry Training and Development, the Principal, the Registrar, the Dean of Students and the candidate’s chaplain.

7. Students accepted as ordination candidates part way through their College course should inform the College Registrar in writing.

8. Candidates for Deacon’s Orders are required by church law to present to the ordaining bishop a letter of testimonial from the College. This is normally arranged by the Principal after the final year examination results are available.

9. Students should consult the Diocese of Sydney and the Ministry Training and Development website about requirements for ordination. Address any questions to the Diocesan Registrar.

10. Candidates for ordination are advised that they must satisfy their respective Diocesan Bishop
or his Ministry Chaplains, that they have no outstanding financial liabilities, either at Moore College or elsewhere.

11. Exiting ordination candidates are encouraged to restrict their planning for the following year to Term 3, perhaps extending into Winter and/or Spring break.

12. For further information on ordination in the Diocese of Sydney see Anglican Diocese of Sydney, Ministry Training and Development.

1.12 Students

1. Moore College does not use recruitment agents to recruit students to any of the College courses. Moore College does not have any relationships with recruitment agents.

2. While the College is residential for full-time students as far as resources permit, a proportion of students live off campus. The College aims to provide full-time students with on-campus accommodation for at least two years in a three or four year course.

3. The students include both men and women of a variety of ecclesiastical and ethnic backgrounds. The average age at entry to undergraduate courses is 29 years. A number are from overseas and plan to return to their respective countries of origin.

4. Over ninety percent of full-time undergraduate students already possess a degree or diploma. Most students have had considerable experience in the workforce before entering College, and most are planning to engage in paid ministerial work on graduation.
2. People

2.1 Faculty

The Faculty endorses the Protestant Reformed tradition as expressed in the Anglican Thirty-nine Articles of Religion. It therefore accepts the Scriptures as God’s written word, containing all that is necessary for salvation and as the final authority in all matters of life and faith. It affirms belief in the summary of the Christian faith as contained in the historic creeds and the Thirty-nine Articles. Full-time members of the Faculty with their chief academic field as at February 2019 are:

- **Mark D Thompson**  
  *Principal*
  BA (Macquarie), BTh, MTh (ACT), DPhil (Oxon)  
  (Theology, Church History)

- **Colin R Bale**  
  *Vice Principal*
  BA (UNSW), DipEd (Sydney), BTh (ACT), MLitt, PhD (Sydney)  
  (Church History)

- **George Athas**  
  *Director of Research*
  BA (Sydney), BD (MTC), PhD (Sydney)  
  (Hebrew, Old Testament, Church History)

- **Mark E Earngey**  
  BSc (UNSW), BD (Moore), MPhil, DPhil (Oxon)  
  (Church History and Doctrine)

- **Simon J Gillham**  
  BTh (Moore), MA(Theol) (ACT)  
  (Missions)

- **Paul S Grimmond**  
  *Dean of Students*
  BSc (UNSW), BD (Moore)  
  (Ministry)

- **David A Höhne**  
  BA (UNSW), BD, MTh (MTC), PhD (Cantab)  
  (Theology, Philosophy)
<table>
<thead>
<tr>
<th>Name</th>
<th>Qualifications</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philip H Kern</td>
<td>BS (EBC), MA, MDiv (TEDS), PhD (Sheffield)</td>
<td>(New Testament)</td>
</tr>
<tr>
<td>Chase R Kuhn</td>
<td>BAppTheol (California Baptist), MDiv (Samford), PhD (UWS)</td>
<td>(Theology)</td>
</tr>
<tr>
<td>Andrew M Leslie</td>
<td>BCom (UNSW), BD (Moore), PhD (Edinburgh)</td>
<td>(Theology)</td>
</tr>
<tr>
<td>Edward A Loane</td>
<td>BSc (Sydney), BD (Moore), PhD (Cantab)</td>
<td>(Theology)</td>
</tr>
<tr>
<td>Peter C Orr</td>
<td>MEng (Nottingham), BD (Moore), PhD (Dunelm)</td>
<td>(New Testament)</td>
</tr>
<tr>
<td>Archie P Poulos</td>
<td>BE (UNSW), BTh, MA (Theology) (ACT)</td>
<td>(Ministry)</td>
</tr>
<tr>
<td>Andrew G Shead</td>
<td>BSc(Med) (Sydney), BTh, MTh (ACT), PhD (Cantab)</td>
<td>(Old Testament)</td>
</tr>
<tr>
<td>Tara J Stenhouse</td>
<td>BSc(Psych) (UNSW), BTh, MA(Theology) (MTC)</td>
<td>(Ministry)</td>
</tr>
<tr>
<td><strong>Dean of Women</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chris J Thomson</td>
<td>BA(Hons) (Oxford), MPhil, PhD (Cantab)</td>
<td>(Old Testament and Ministry) From July 2016</td>
</tr>
<tr>
<td>Will N Timmins</td>
<td>MA, MPhil, PhD (Cantab)</td>
<td>(New Testament)</td>
</tr>
<tr>
<td>Jane M Tooher</td>
<td>BTh, MA (Theology) (MTC)</td>
<td>(Ministry)</td>
</tr>
<tr>
<td>Paul R Williamson</td>
<td>BD, PhD (Belfast)</td>
<td>(Old Testament)</td>
</tr>
<tr>
<td>Lionel J Windsor</td>
<td>BEng (Hons) (UNSW), BD (Moore), PhD (Dunelm)</td>
<td>(New Testament)</td>
</tr>
<tr>
<td>Dan Wu</td>
<td>BSc (Sydney), BD (MTC), PhD (Sydney)</td>
<td>(Old Testament)</td>
</tr>
</tbody>
</table>
2.2 Emeritus Faculty
Emeritus faculty are retired members of the full-time faculty who continue to make a substantial contribution to the life of the College through research and occasional teaching. Such people may be appointed Emeritus Faculty by the Governing Board on the nomination of the Principal. These appointments are life-time appointments. Current Emeritus Faculty include:

- Paul W Barnett  
  ASTC (UNSW), BD (London), MA (Syd), PhD (London) ThD (h.c.) (ACT)
- Peter F Jensen  
  ThL (ACT), BD (London), MA (Sydney), DPhil (Oxford)
- Peter T O’Brien  
  BD (London), PhD (Manchester), ThD (h.c.) (ACT)
- David G Peterson  
  BA, MA (Sydney), BD (London), ThSchol (ACT), PhD (Manchester)
- Barry G Webb  
  BA, DipEd (Qld), BD (London), PhD (Sheffield)

2.3 Visiting Faculty
Visiting faculty are those invited by the head of an academic department, with the approval of the Principal, to take part in the College’s teaching program, usually for a minimum of one hour per week for a semester. Such invitations need to be renewed each year and are reported in advance to the Governing Board through the Principal’s report. Such people might be graduates of the College with particular skills or knowledge, overseas visitors spending time in Sydney or at the College, or others who are qualified in one way or other to teach in the unit concerned. Current visiting Faculty include:

- Gerald Bray  
  BA (McGill), M.Litt., D.Litt. (Sorbonne)
- Robert C Doyle  
  BSc (Sydney), BD (London), PhD (Aberdeen)
- Matthew D Jensen  
  BSc (UNSW), BD, MA(Theology) (MTC), PhD (Sydney)

2.4 Adjunct Faculty
Adjunct faculty are a special category of ministry practitioner comprised of those who contribute to the programs for which the Ministry Department are responsible. They are invited to become adjunct faculty by the head of the Ministry Department, with the approval of the Principal.

2.5 Guests
Guests include those who are invited to assist in exegetical seminars etc. or one-off events. These are invited by the lecturer with the approval of the head of the academic department and, where deemed appropriate, the Principal.
2.6 Staff

Finance
Leanne Veitch, Financial Controller
Rod Perl
Michael Wu
Julia Zhou

Information Technology
William Hood, Manager
Peter Gostanian
Tom Harkness
Stuart Jonker
Martin Olmos
Darin Russell
Rob Woof

Kitchen
Warren Darwall, Head Chef
Stephen Cartwright
Simon Darwall
Laura Kenrick
Charly Market
Susan Silos

Other
Cam Capel, Dean of Operations
John Downward, Operations Manager
Lana Kularajah, People & Culture Manager
Martin Sumpter, Finance, People & Risk Coordinator
Elisabeth Arnett, Exec. Assistant to the Principal
Lissa Allen, Operations Team Leader
Trevor Cairney, Fundraising
Jinming Pap, Concierge/Admin Support
Michael Sadler, Alumni
Tony Payne, Centre for Christian Living
Karen Beilharz, Centre for Christian Living
Lynn Darwall, Centre for Global Mission

Registrar Department
Rhonda Barry, Registrar
Juliette Antoon
Jenny Chevalier
Tina Murray
Jamie Telfer
Elissa Watt

Library
Julie Olston, Library Manager
Annabel Bristow
Rod Benson
Alex Livingston
Erin Mollenhauer
Adam Tierney

Property & Maintenance
Neil Ferguson, Property Manager
Robyn Cooper, Property Administrator
Marjory Raffaut, Property Administrator
Jon Telfer, Maintenance Supervisor
Keith Manuel, Maintenance
Barney Mitchell, Maintenance

Cleaning
Michael Sadler, Cleaning Team Leader
Ganesh Neupane, Cleaning Coordinator

Marketing and Communications
Luke Simpson

Centre for Ministry Development
Peter Mayrick, Co-Director
Helene Tyas, Exec Assistant
3. Undergraduate Program

3.1 Courses

Arising from a commitment to learning in community the BD and BTh courses are normally offered full time only in Years 2 to 4. There are limited electives, except in Year 4 of the BD. This is to maximise opportunities for the development of relationships. The Advanced Diploma and Year 1 of the BD and BTh may be taken full time or part time. Exceptions to the full time study requirement for Years 2 to 4 of the BD and BTh are limited to students who, during the course of their study, are beset by unforeseen and exceptional circumstances beyond their control. Such exceptions are decided by the Academic Board, the decisions of which are final, subject only to the processes of the College’s Non-academic Grievance Policy available on the College website.

The following awards are accredited and listed on the National Register.

3.1.1 Bachelor of Divinity

Abbreviation: BD

CRICOS Code: 013598B

AQF Level: 8

The Bachelor of Divinity is a four-year degree designed for men and women who desire a biblical and theological foundation for long term full time Christian ministry. The BD, with its emphases on academic depth and intellectual rigour in the study of Christian theology, is the central academic award of the College.

The focus of study at the College is the knowledge of God as revealed in the Bible. Such a study, by the very nature of its object and its sources, is demanding and rigorous in the areas of Biblical Studies (Old and New Testament and Biblical Theology) and Christian Thought (Church History, Systematic Theology and Ethics). Each of these disciplines has its own method, content and literature, but the focus on God’s revelation in Scripture is the integrating factor. The inseparability of academic study and its application in
Christian ministry is a reflection of the Bible generally and the New Testament in particular. Most of the New Testament arises out of a pastoral context. Accordingly, no study of the Bible, or theology deriving from it, is complete without a pastoral dimension. Hence the development of appropriate attitudes and pastoral theology is part of each year of the BD course.

Students enrol in the BD or the BTh during their first two years, and in Year 3 they either complete the BTh or continue on in the BD. BS106 Hebrew 1A and BS107 Hebrew 1B are prerequisites for the award of BD with honours. With the exception of alternatives to Hebrew, there are no elective BD or BTh units in years 1 to 3 apart from the Youth Ministry strand (see Section 3.1.2). In Year 4 of the BD course, students are required to enrol in four core units. They then choose either CT499 Project or CT400 Issues in Theology and two electives.

Bachelor of Divinity degree (pass or honours) is awarded to those who successfully complete the prescribed four year program of study. The standard is that of a four-year degree with honours at an Australian university.

3.1.2 Bachelor of Theology

Abbreviation:  BTh

CRICOS Code:  041656J

AQF Level:  7

The three-year Bachelor of Theology course is fully nested within the BD and consists of all units of the first three years of the BD.

Bachelor of Theology degree is awarded to those who exit the College after successfully completing the first three years of the BD course. The standard is that of a three-year degree at an Australian university. It is awarded With Merit and With Distinction.

Structure of Bachelor of Divinity and Bachelor of Theology

Year 1 of the course may be taken full-time or part-time over two, three or four years.

Years 2, 3 & 4 are taken full-time.

BTh units are those shown for the first three years of the BD.

Two early exit points are available. The Diploma of Theological Studies may be awarded after successful completion of the first year of the degree program. The Associate Degree of Theology may be awarded after successful completion of both the first and second years of the degree program.
## Year 1

<table>
<thead>
<tr>
<th>Biblical Studies</th>
<th>Christian Thought</th>
<th>Christian Ministry</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS106/107 Hebrew 1A/1B (^1)</td>
<td>CT100 Doctrine 1</td>
<td>CM102 Ministry &amp; Mission 1</td>
</tr>
<tr>
<td>BS102/103 Greek 1A/1B</td>
<td>CT120 Church History 1</td>
<td>CM153 Cross-cultural Christian Communication(^1)</td>
</tr>
<tr>
<td>BS111 Old Testament 1</td>
<td></td>
<td>CM162 Understanding Buddhism &amp; Islam(^1)</td>
</tr>
<tr>
<td>BS121 New Testament 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS141 Biblical Theology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Year 2

<table>
<thead>
<tr>
<th>Biblical Studies</th>
<th>Christian Thought</th>
<th>Christian Ministry</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS200 Hebrew 2 (^2)</td>
<td>CT200 Doctrine 2</td>
<td>CM202 Ministry &amp; Mission 2</td>
</tr>
<tr>
<td>BS201 Greek 2</td>
<td>CT211 Philosophy 2</td>
<td>CM235 Intentional Ministry</td>
</tr>
<tr>
<td>BS211 OR 212 Old Testament 2</td>
<td>CT220 Church History 2</td>
<td></td>
</tr>
<tr>
<td>BS221 New Testament 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Year 3

<table>
<thead>
<tr>
<th>Biblical Studies</th>
<th>Christian Thought</th>
<th>Christian Ministry</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS300 Hebrew 3 (^2)</td>
<td>CT300 Doctrine 3</td>
<td>CM302 Ministry &amp; Mission 3</td>
</tr>
<tr>
<td>BS311 Old Testament 3 (E) OR</td>
<td>CT311 Theological Responses to Philosophy</td>
<td>CM335 Intentional Ministry Reflection B</td>
</tr>
<tr>
<td>BS312 Old Testament 3 (H)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS321 New Testament 3</td>
<td>CT330 Christian Ethics</td>
<td>CM341 Youth Ministry 3 (^3)</td>
</tr>
</tbody>
</table>

## Year 4

Year 4 students are required to take the four core units and either of two pathways as specified below.

<table>
<thead>
<tr>
<th>Core</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BS400 Daniel (Hebrew and Aramaic)</td>
<td>CT420 Church History 4</td>
<td>CM402 Ministry &amp; Mission 4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS412 OT4 (Hebrew) (^4)</td>
<td>CTXXX (one unit chosen from CT electives. Exclusions: CT499 and CT400)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS421 New Testament 4 (^4)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Year 4 students choose one of two pathways:

**EITHER**

* CT499 Project\(^5\)

**OR**

CT400 Issues in Theology plus two electives from any field

<table>
<thead>
<tr>
<th>Electives</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BS405 ATBGE</td>
<td>CT403 Atonement</td>
<td>CM405 Advanced Pastoral Ministry</td>
</tr>
<tr>
<td>BS411 Old Testament 4 (Eng)</td>
<td>CT410 Confessing Christ</td>
<td>CM412 Anglican Identity &amp; Liturgy</td>
</tr>
<tr>
<td>BS422 NT Christology</td>
<td>CT412 These Three are One</td>
<td>CM411 Independent Church Identity &amp; Liturgy</td>
</tr>
<tr>
<td></td>
<td>CT431 Hermeneutics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CT451 Contemporary Apologetics</td>
<td></td>
</tr>
</tbody>
</table>

### Notes:

1. Year 1 students take *EITHER* BS106 and BS107 (pre-req to Heb 2) OR CM153 & CM162.
2. BS200 is a co-requisite of BS212 and BS300 is a co-requisite of BS312.
3. Taken by BTh (Youth Min) students in Year 3 in place of CT330.
4. Whichever of BS412, BS400 or BS421 is not taken as a core unit can be counted as an elective.
5. The BD average must be, at minimum, 72.5% over the first three years of study to qualify for CT499 Project.

### Please Note:

- Not all CT electives in Year 4 are offered every year.
- Students in Year 4 may audit subjects under the following conditions:
  - Full participation, including pre-reading and class discussions
  - Full attendance in order not to disrupt the class
  - Enrolment as an audit student; this will include LSS access.
3.1.3 Advanced Diploma of Bible, Mission and Ministry

Abbreviation: DipB&Miss
CRICOS Code: 094331C
Course Code: ADM0006
AQF Level: 6

The Advanced Diploma of Bible, Mission and Ministry is designed for men and women who desire a biblical foundation for cross-cultural ministry, lay ministry, women’s ministry or music ministry in a congregation or Christian organisation or to be a better-equipped Christian in the workplace. It comprises both theoretical and practical components in the areas of biblical studies, doctrine, history, ministry and offers students four specialisations in missions, lay ministry, women’s ministry and music ministry. The course consists of eight core units and two elective units. It is awarded to those who successfully complete the program of prescribed study.

<table>
<thead>
<tr>
<th>Core Units (for all four specialisations)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS141 Biblical Theology</td>
</tr>
<tr>
<td>BS111 Old Testament 1</td>
</tr>
<tr>
<td>BS121 New Testament 1</td>
</tr>
<tr>
<td>CM102 Ministry and Mission 1</td>
</tr>
<tr>
<td>CT100 Doctrine 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Specialisation Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missions</td>
</tr>
<tr>
<td>Lay Ministry</td>
</tr>
<tr>
<td>Women’s Ministry</td>
</tr>
<tr>
<td>Music Ministry</td>
</tr>
</tbody>
</table>

| CT122 History of Christian Missions     |
| CT120 Church History 1 or CT122 History of Christian Mission or CT170 Women and Children in Church History |
| CT174 History of Christian Music Since the Reformation (Not available in 2019) |
| CM105 Lay Ministry Foundations         |
| CM182 Influences on and Issues for Australian Christian Women |
| CM132 Music Ministry Leadership        |
| CM153 Cross Cultural Christian Communication |
| CM184 Ministries of Women              |
| CM172 Church, Music and Worship        |

<table>
<thead>
<tr>
<th>Electives (for all four specialisations)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS102 Greek 1A and BS103 Greek 1B</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>CM130 Leadership in Various Ministry Contexts and BS130 Reading the Bible</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>CM130 Leadership in Various Ministry Contexts and BS130 Reading the Bible</td>
</tr>
</tbody>
</table>

3.1.4 Diplomas of Bible and Missions, Bible and Ministry and Youth Ministry

These courses are no longer offered.
3.2 Credit Points

The following table is a summary of unit credit points (cps). One credit point equals 24 demand hours. All unlisted advanced diploma units are 4 credit points each. Some units are electives – see Section 3.1. Information can also be found in each unit syllabus on the LSS.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Total cps = 52</th>
<th></th>
<th>Year 2</th>
<th>Total cps = 50</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BS106  Hebrew 1A</td>
<td>4</td>
<td></td>
<td>BS200 Hebrew 2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>BS107  Hebrew 1B</td>
<td>4</td>
<td></td>
<td>BS201 Greek 2</td>
<td>4</td>
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</tr>
<tr>
<td>BS102  Greek 1A</td>
<td>8</td>
<td></td>
<td>BS211 Old Testament 2 (English)</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>BS103  Greek 1B</td>
<td>4</td>
<td></td>
<td>BS212 Old Testament 2 (Hebrew)</td>
<td>9</td>
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</tr>
<tr>
<td>BS111 Old Testament 1</td>
<td>8</td>
<td></td>
<td>BS221 New Testament 2</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>BS121 New Testament 1</td>
<td>8</td>
<td></td>
<td>CM202 Ministry &amp; Mission 2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BS141 Biblical Theology</td>
<td>4</td>
<td></td>
<td>CM235 Intentional Ministry Reflection A</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>CM102 Ministry &amp; Mission 1</td>
<td>4</td>
<td></td>
<td>CT200 Doctrine 2</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>CM153 Christian Communication in Mission</td>
<td>4</td>
<td></td>
<td>CT211 Philosophy 2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CM162 Understanding Buddhism &amp; Islam</td>
<td>4</td>
<td></td>
<td>CT220 Church History 2</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>CT100 Doctrine 1</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CT120 Church History 1</td>
<td>4</td>
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</tbody>
</table>

**Year 3 | Total cps = 48 |**

<table>
<thead>
<tr>
<th>Year 4</th>
<th>Total cps = 48</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BS300 Hebrew 3</td>
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<td></td>
</tr>
<tr>
<td>BS311 Old Testament 3 (English)</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>BS312 Old Testament 3 (Hebrew)</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>BS321 New Testament 3</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>CM302 Ministry &amp; Mission 3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CM335 Intentional Ministry Reflection B</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CT300 Doctrine 3</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>CT311 Philosophy 3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>CT330 Ethics 3</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

*Bachelor of Divinity credit point total = 198 cps*

*Bachelor of Theology credit point total = 150 cps*

3.3 Structure of the Academic Year

The College year is divided into 2 semesters. Each semester is normally made up of 13 teaching weeks followed by a week of StuVac and a week/s of exams. A summer school is held in February each year in which incoming Year 1 students engage in orientation and language study. Students entering Year 2 attend an intensive in Hebrew (if applicable) and an intensive on New Testament Greek. Those entering Year 3 attend an intensive on New Testament Greek.
3.4 Articulation from Advanced Diploma to Degree

Students desiring to enter Year 2 of the degree program (either in the year following completion of a diploma or after a break of a number of years) must complete a bridging assignment of set reading and written assignments in Church History 1 (if they elected CT122 or CT170). They must also prove competency in Greek if this was not taken as an advanced diploma elective. Competency may be demonstrated for example by successful completion of the Greek 1 end of year examination. Such students are not able to take out the advanced diploma as they are now entering the full College degree course.

To change course see Section 4.17.

3.5 Subjects Taught in the College

3.5.1 The Rationale of the Subjects

Theology has been a recognised field of study in universities for over 800 years. In keeping with this tradition the focus of teaching, learning, scholarship and research within the College is the knowledge and understanding of God through the rigorous, methodical and reflective study of his written word. This arises from a central conviction that the chief tasks of the pastoral ministry are to teach the Scriptures and to pray.

For the BD the field of theology is divided into three fields of study, namely, Biblical Studies, Christian Thought and Christian Ministry. Within these fields are various subject areas: Old and New Testaments (with languages), Systematic Theology, Church History, Philosophy, Ethics, Congregational Ministry and Missions. Each has its particular contribution to the equipment and development of the student, and each is resourced by the Library to research degree level. The fields of study are:

Biblical Studies

1. **Biblical Studies** occupies the fundamental place in the body of knowledge since Scripture is the word of God, i.e. God’s revelation of himself. The first object of these studies is to understand what the original writers of Scripture actually meant. The field of Biblical Studies properly includes familiarity with the languages in which the books were written. Such is the foundational nature of Biblical Studies that without the biblical languages a student will have limited access to the whole body of knowledge in both Biblical Studies and in Christian Thought. Biblical Studies also involves knowledge of the history and cultural background of the biblical period, the literary forms of the texts and their historical setting, composition and history of transmission. This knowledge finds its application in the skill of exegesis, through an approach to the text that rests on sound methodological footings and engages critically with a broad spectrum of current scholarship.

2. **Biblical Theology** provides a coherent account of the theology of the Bible as a whole. It explores the way in which the Scriptural revelation unfolds and describes both the unity and the complexity of the biblical material. Through its focus on Scripture as a single text Biblical Theology establishes the context for methodologically responsible exegesis of the parts. By the same token it provides the groundwork on which Theology and Ethics may be constructed, and from which pastoral practice may be critically examined.

Christian Thought

1. The chief purpose of **Systematic Theology** is to integrate the themes of the Bible in order to understand God, his overall purposes in creation and redemption and the appropriate response to them on the part of men and women. This task is begun in the study of Biblical Theology, but the discipline of Systematic Theology draws these themes together in an orderly fashion, subjects them to critical analysis, and seeks to
make generalisations and pursue philosophical and practical implications from the understanding of God that emerges. A critical aspect of the task is to subject the concept of revelation itself to analysis and justification. The work is carried out in the light of the various traditions of Christian Thought as expressed in historical and contemporary theology, while recognising the text of Scripture as both the initial determinant and the final arbiter of all claims to theological truth; the related subject of Church History assists at this point. The integrity of Systematic Theology is preserved through critical reflection on the theoretical frameworks used in constructing theology; the related subject of Philosophy plays a part here. Together with the related subject of Ethics, Systematic Theology prepares leaders to communicate Christian truth in the modern world.

2. The study of Church History affords access to the rich heritage of the Christian tradition and thus provides a means of apprehending the gospel more profoundly. By providing the context for the history of theology and exegesis, it illuminates the wider factors which have a bearing on theology. Together with awareness of the long history of growth that marks the church, Church History involves critical evaluation of the motives and methods of missionary expansion. All these features combine to provide a more nuanced understanding of today’s church and its institutions, giving the vocational minister a mature, long-term comprehension of the nature and demands of gospel ministry in a range of cultures. Finally, the study of Church History brings with it the critical skills needed for the handling of evidence, especially that found in literary materials.

3. The role of Philosophy is to consider alternative ways of explaining reality and thus to subject theological assertions to critical analysis and clarification. This subject area identifies the problems of human experience, showing how Christian revelation contributes to their resolution. The study is set chiefly in the context of a history of philosophy which introduces important elements of the Australian cultural tradition. It thus enables the graduate to make contemporary culture, with its variety of world-views, the subject of reflective professional practice. Philosophy also supplies coherence to the body of knowledge, as it is both a key element of the theoretical framework for the field of Christian Thought, and a prerequisite for the proper understanding and criticism of biblical scholarship.

4. Christian Ethics is an extension of the task of Systematic Theology in that it methodically draws out implications for daily living and the moral ordering of society as taught or implied in the Scriptures. The study of general and comparative ethics deals with the concept of the “good life”, enabling contrast and comparison to be made in the context of pastoral practice. Ethics is a highly integrative subject area, drawing on knowledge and skills from every field of Christian Theology.

Christian Ministry

1. The practice of Christian Ministry must be shaped by the Bible and theology. It involves living and nurturing the life of faith in the pastor, individuals, groups and congregations. It is achieved by promoting faithfulness in life and doctrine. Studies in Christian Ministry form the connections between, and support the benefits derived from, theological reflection during the course and the experience of full-time engagement in the profession of Christian ministry.

2. The nature of the field of Christian Theology is such that the practical application of knowledge to life and ministry is an integral element of each subject area. Nevertheless, it is the subject of congregational Ministry and Mission whose central focus is the application of Biblical Studies and Systematic Theology to practical ministry and the issues of the contemporary world. The subject is designed to combine theological reflection in all areas of practical ministry with the development of competencies in relevant areas, including public preaching, personal, small group and congregational relationships, and personal holiness.
The knowledge taught also includes key concepts in learning, teaching and communication, together with their application to ministry practice. Finally, there is a process of critical reflection on professional practice informed by studies of the Bible and Systematic Theology.

3. The theology of Mission occupies a central place in the ministry of the pastor and congregation alike. The Christian life is lived in the context of God’s purposes for the world and so a global and evangelistic perspective is essential. The subject area of Missions covers the biblical and theological framework for mission, emphasizing the roots of the history of mission in the covenant with Abraham and its fulfilment in the sending of the Son into the world and the giving of the Spirit at Pentecost. From here it extends to cover the biblical approach to mission in various contemporary contexts, both in Australia and beyond. At the contemporary points of encounter between faiths, a truly biblical theology of mission will need to draw upon a critical analysis of various Christian approaches to people of other faiths; a sympathetic awareness of the world views of other faiths; and a systematic reflection on the relationship between faith and culture.

3.5.2 Unit Descriptions
The official description of each unit of study and its assessments, as approved by the Academic Board, is set out in the syllabus for each unit and may be found on the Learning Support System (LSS). Use your student ID and password (your universal password) to access the LSS.

A brief description of all units offered in the undergraduate courses of the College and the assessments for each unit may be found on the College website at Undergraduate Courses Unit Descriptions. In the case of any discrepancy between the syllabus for a unit and any other description, including those referred to in this Handbook, the syllabus prevails.

Code: The initial letters indicate the field:
BS = Biblical Studies
CT = Christian Thought
CM = Christian Ministry

The first digit indicates the year in the College course: 1, 2, 3 or 4.
The remaining digits distinguish the unit from others. The syllabus states the number of contact hours and the total allowable commitment hours for that unit. Commitment hours are the total hours required to achieve the learning outcomes of a unit. Where more than one lecturer is named as teaching in a unit, the first named is the unit coordinator.

3.6 Modes of Delivery
The College is committed to variety in the methods of learning offered to students. Underlying the strategies of teaching and learning is the fact that the students are highly motivated adults who are constantly using the content of what they study in ministry. It ought to be noted that the relatively small size of the classes and the community ethos of the College encourage a great deal of interaction between student and teacher and among students themselves. A wide range of learning resources for all units is provided through the Learning Support System.

The major modes of delivery are: face-to-face lectures, class discussion and debates, video presentations followed by discussion, a range of intensives over 3 – 5 days especially for language or pastoral ministry areas, tutorials, case studies, seminars including student presentation of papers and discussion, student run workshops.
3.7 Vacation Work – Summer of 2019/2020

Summer vacation work is due by 1 February, unless indicated otherwise. More details will be provided by email.

3.7.1 Students Entering Year 2

Languages
Students entering Year 3 should expect to complete summer vacation work in Greek translation and Hebrew (if applicable).

Calvin
All students are required to read the first two books of Calvin’s Institutes of the Christian Religion (Library of Christian Classics, vol. XX) and agree to the following statement at Registration: “I have read carefully the first two books of Calvin’s Institutes.”

Transferring from Advanced Diploma to Degree
Students who have taken CT122 History of Christian Mission in the Advanced Diploma of Bible, Missions and Ministry may proceed to CT220 Church History 2 or CT200 Doctrine 2 without having done CT120 Church History I by completing a transition assignment, based on Chapters 1–5 of The First Seven Ecumenical Councils (325–787) by L. D. Davis. Details of the assignment are distributed with transcripts at the end of the year.

3.7.2 Students Entering Year 3

Languages
Students entering Year 3 should expect to complete summer vacation work in Greek translation and Hebrew (if applicable).

Calvin
All students are required to read Books 3:1–4:8 of Calvin’s Institutes, and to agree to the following statement at Registration: “I have read carefully Books 3:1–4:8 of Calvin’s Institutes”.

3.7.3 Students Entering Year 4

Languages
Students entering Year 3 should expect to complete summer vacation work in Greek translation and Hebrew (if applicable).

Calvin
All students are required to read Book 4:9–20 of Calvin’s Institutes and to agree to the following statement at Registration: “I have read carefully Book 4:9–20 of Calvin’s Institutes”
3.8 Student Minister Work

Active involvement as a student minister is a co-requisite of all degree and diploma courses of the College. The following regulations apply to parish work:

3.8.1 Sunday Work
No more than one new sermon per month is the basic preaching requirement. Students are advised that if they are required to preach more than once per month, the preparation of their sermons should consist of material drawn directly from lectures and studies in the College. A Student Minister must not accept a position requiring preparation of two new sermons each Sunday, although the same sermon may be preached twice on the same day.

3.8.2 Weekday Work
The weekday duties must be limited to one afternoon (or evening) per week (which should be either on Friday or Saturday), except in cases approved by the Head of the Ministry Department. It is estimated that no more than fourteen hours per week should be spent in Student Minister work, including preparation.

3.8.3 Student Minister Positions
The Archbishop has asked the Principal to act as his representative in this matter. No student should undertake or relinquish parish duties without discussing this with the Head of the Ministry Department who acts on the Principal’s behalf. All students who work in Anglican parishes must be licensed as lay readers.

3.8.4 Stipends
Students are advised that a minimum stipend is set by Synod and a travelling allowance may be provided.

3.8.5 Holidays and College Mission
When arranging parochial work students should come to an explicit understanding with their Rector, about holidays and the need to be absent for both Sundays of the College Mission. At least one Sunday attendance at College Mission is mandatory, but two is preferable.

3.8.6 Written Agreement
When accepting a Student Minister post, students are advised to confirm all details in a letter of acceptance to avoid any misunderstanding. Students should keep a copy of this letter. The Head of the Ministry Department would like to see this or another copy to know what work the student has undertaken. This letter should detail hours of work entailed, whether remunerated or not, number of addresses or sermons required, visiting and pastoral responsibilities.

3.8.7 Secular Employment
Full-time students are advised that the amount of time spent in parochial Student Minister work has already been curtailed in their interests as those who are primarily engaged in studies for Christian ministry. Students are not at liberty to undertake secular employment during semester in addition to work as a Student Minister, except with the permission of the Principal.
4. Academic Regulations

4.1 Admission
The normal entry requirement for all undergraduate courses (except the Diploma of Biblical Theology) is a degree from an Australian university or its equivalent. Special provisions may apply for those who do not satisfy this requirement, depending upon age and secondary education. No exceptions are made for international applicants or for those for whom English is not their first language.

All applicants whose first language is not English, or who do not have a university degree taken in English medium, must achieve a level of 6.5 or better in each category of the academic IELTS test or a TOEFL score of 580 (paper based) or better. IELTS exams are held on a regular basis in most countries. Details of the nearest centre may be obtained by contacting a local Australian or British consulate. For IELTS tests see www.ielts.org. For TOEFL tests see www.toefl.org.

4.2 Credit Transfer
Applications for credit transfer are dealt with in accordance with the College’s Academic Credit Policy. This complies with the principles outlined in the AQF Qualifications Pathways Policy of the Australian Qualifications Framework. 2nd ed. January 2013. The decision of the Academic Board is final with respect to applications for credit transfer. Policies and Procedures can be found on the College website.

4.3 Duration of Degree Courses
1. The BD is awarded on the basis of four years of full-time study or the equivalent if Year 1 is taken part-time. It cannot be awarded in less than four years and normally must be completed within eight years.
2. The BTh is awarded on the basis of three years of full-time study or the equivalent if Year 1 is taken part-time. It cannot be completed in less than three years and normally must be completed within seven years.
4.4 Advancement through Degree Courses

1. All students, whether enrolled in BD or BTh, undertake a common program in the first three years. Initially students enrol in either BD or BTh. However, they may apply to the Academic Board to transfer to the other award at any time.

2. The broad structure of the four-year course reflects a commitment to the principle of integration both within and across the theological disciplines. Accordingly, first year units generally take the form of overviews of each field of study, which provide a context for detailed examination of the parts in years two and three. The fourth year introduces some specialist electives but normally as a means of drawing together the knowledge and skills acquired in the earlier years.

3. Students normally progress to successive years of the College course if they pass all of their units and complete their vacation assignments.

4. First year students who fail two units may progress to second year as BD/BTh candidates. However,
   4.1. BS111 Old Testament 1 is a pre-requisite of BS211/212 Old Testament 2
   4.2. BS107 Hebrew 1B is a pre-requisite of BS200 Hebrew 2
   4.3. A pass in BS200 Hebrew 2 is a pre-requisite for BS212 Old Testament 2 (Hebrew option)
   4.4. BS121 New Testament 1 and BS103 Greek 1B are prerequisites of BS221 New Testament 2
   4.5. BS201 Greek 2 is a co-requisite for BS221 New Testament 2
   4.6. CT100 Doctrine 1 is a pre-requisite of CT200 Doctrine 2.

5. Entry into third year is open to those who pass all first year and at least four second year units. However:
   5.1. BS200 Hebrew 2 is a pre-requisite of BS300 Hebrew 3
   5.2. A pass in BS300 Hebrew 3 is a pre-requisite for BS312 Old Testament 3 (Hebrew option)
   5.3. BS211/212 Old Testament 2 is a pre-requisite of BS311/312 Old Testament 3
   5.4. BS201 Greek 2 and BS221 New Testament 2 are prerequisites of BS321 New Testament 3
   5.5. CT200 Doctrine 2 is a pre-requisite of CT300 Doctrine 3
   5.6. CT200 Doctrine 2 and CT211 Philosophy 2 are both prerequisites of CT330 Christian Ethics 3

6. The fourth year of the BD is a demanding one, and students should be achieving an average over the first three years of the course of not less than 60%. Students whose average is below 60% are normally advised to transfer to the BTh at the end of second year, and BTh students advised not to transfer into the BD. In any case, entry into fourth year is open to those who pass all second year and at least four third year units. However:
   6.1. BS311/312 Old Testament 3 and BS300 Hebrew 3 are pre-requisites for BS412 Old Testament 4 (Hebrew) and BS400 Daniel (Hebrew and Aramaic).
   6.2. BS321 New Testament 3 is a pre-requisite for BS421 New Testament 4
   6.3. CT200 Doctrine 2 is a pre-requisite for CT210 Confessing Christ
   6.4. CT300 Doctrine 3 is a pre-requisites for CT400 Issues in Theology and CT412 These Three are One
   6.5. CT311 Philosophy 3 is a pre-requisite for CT451 Contemporary Apologetics
   6.6. CT220 Church History 2 is a pre-requisite for CT420 Church History 4

7. Students who fail two or more units may need to repeat the year concerned. This requires the special permission of the Academic Board.

8. Government regulations mean that the College may not allow overseas students (holders of student visas) to repeat a unit more than once.

9. The Academic Board reserves the right to make exceptions to the above rules.
4.5 Requirements for Graduation

The Academic Board retains the right to vary any of the following figures at its discretion.

4.5.1 Bachelor of Divinity

1. Graduation at Pass Level
The Academic Board recommends to the Governing Board of the College that the degree be awarded at Pass level when the following requirements of the course have been satisfied:
   1. The requirements for each unit (including attendance at lectures and tutorials, submission of all required assessments and completion of non-assessed tasks) in which a student is enrolled have been fulfilled;
   2. All compulsory units in Years 1, 2 and 3 have been passed with a mark of at least 50% in each unit;
   3. Four core units in Year 4 have been passed with a mark of at least 50% in each unit; and
   4. Depending on chosen pathway, either the CT499 Project been passed with a mark of at least 50%, or, CT400 Issues in Theology and two other electives have been passed with a mark of at least 50% in each unit.

2. Graduation with Honours
The degree may be taken with honours in the interests of academic excellence, as a step to postgraduate study and as a pre-requisite to courses aimed at preparing graduates for a (theological college) teaching ministry.
The Academic Board recommends to the Governing Board of the College that the degree be awarded with Honours when the foregoing requirements have been satisfied, and:
   1. The elective unit/s of BS106 Hebrew 1A and BS107 Hebrew 1B (or BS100 Hebrew 1 or Reading Hebrew A and B) have been passed with marks of at least 50% in each unit;
   2. The following overall averages in completed units are achieved over the four years:
      - Honours Class 1: Not less than 80%
      - Honours Class 2A: Not less than 72.5%
      - Honours Class 2B: Not less than 65%

4.5.2 Bachelor of Theology

Graduation at Pass Level
The Academic Board recommends to the Governing Board of the College that the degree be awarded at Pass level when the following requirements of the course have been satisfied:

   1. The requirements for each unit (including attendance at lectures and tutorials, submission of all required assessments and completion of non-assessed tasks) in which a student is enrolled have been fulfilled;
   2. All compulsory units in Years 1, 2 and 3 have been passed with a mark of at least 50% in each unit;
Graduation with Merit or Distinction

The Academic Board recommends to the Governing Board of the College that the degree be awarded With Merit or With Distinction when the foregoing requirements have been satisfied, and:

1. The elective unit/s of BS106 Hebrew 1A and BS107 Hebrew 1B (or BS100 Hebrew 1 or Reading Hebrew A and B) have been passed with marks of at least 50% in each unit;
2. The following overall averages in completed units are achieved over the three years:
   - Distinction: Not less than 80%
   - Merit: Not less than 65%

4.5.3 Calculation of Averages

The weighted average over the four (or three) years of the course is calculated by dividing the total number of weighted percentage marks by the corresponding number of unit weightings.

Unit Weightings (applying to enrolments commencing from 2012)

**Year 1**

- Biblical Theology, Ministry & Mission 1, Christian Communication, UBI: 1.5 (each)
- Doctrine 1, Church History 1, Hebrew 1A & Hebrew 1B: 1.5 (each)
- Greek 1A & 1B: 2.5 (each)
- Old Testament 1, New Testament 1: 4 (each)
(For A and B sections of OT, NT – 2011 weightings apply)

**Year 2**

- Ministry & Mission 2, Intentional Ministry Reflection A: 3 (each)
- Hebrew 2, Greek 2, Philosophy 2: 6 (each)
- Old Testament 2, New Testament 2, Doctrine 2, Church History 2: 6 (each)

**Year 3**

- Hebrew 3, Ministry & Mission 3, Intentional Ministry B: 2 (each)
- Philosophy 3: 4

**Year 4**

- CT499 Project: 28
- CT400 Issues in Theology: 14
- CM402 Ministry & Mission 4: 4
- All other units: 7 (each)

Unit Weightings per year

Year 1 – 22, Year 2 – 35, Year 3 – 40, Year 4 – 53 Total – 150
4.5.4 Advanced Diploma of Bible, Mission and Ministry (AdvDBMM)

The Academic Board recommends to the Governing Board of the College that the advanced diploma be awarded when the following requirements of the course have been satisfied:

1. The requirements for each unit (including attendance at lectures and tutorials, submission of all required assessments and completion of non-assessed tasks) in which a student is enrolled have been fulfilled; and
2. All core units and two elective units have been passed with a mark of at least 50% in each unit.

4.6 Assessment – Overview

1. Study Groups
Study groups can be a beneficial way to interact with colleagues in sharing ideas and preparing for assessments. However care should be taken when using material so produced (such as sample answers to exam or essay questions). Particularly in exams, simply amplifying outlines and summaries developed in study groups risks not answering the actual question set, or providing a stereotyped response when a more careful and thoughtful answer is required.

2. Examinations
Examinations are based on syllabi approved by the Academic Board and made available on the LSS to students at the start of each year. Prior notice will be given of any changes to the structure of an examination. Each year one unit is externally examined for the purposes of quality assurance. Topics (but not identical questions) may appear both on lists of essay topics and in examination questions. The principle of not letting a piece of work count twice towards the final result means that work that has contributed to a student’s final mark will not crop up again in end-of-semester exams – essay questions will not be repeated and specific texts will not be re-examined. However, there is no reason formative mid-term assessments cannot feature in exams. On the contrary, formative assessment is a type of exam preparation. Similarly there is no guarantee that exam questions will be drawn evenly from across the unit content, or set texts. The entire syllabus is examinable and students “form-guide” at their own risk.

3. All Unit Requirements Must Be Met
In order to pass a unit in any College course a student must fulfil all requirements of the unit (including attendance at lectures and tutorials, submission of all required assessment items and completion of non-assessed exercises etc). Students are expected to attend all timetabled lectures plus any scheduled replacement lectures for all units of the course in which they are enrolled in order to meet the attendance requirements.

4. Results are Provisional Until Moderation
Marks awarded during the year for all assessment items are provisional. They are subject to adjustment arising from the moderation process of the Academic Board. In this process anomalies between markers are removed.

5. Electronic Submission
Essays and assignments are normally submitted electronically on the Learning Support System (LSS)
4.7 Assessment Due Dates

1. Due dates for assessment items are published on the LSS.
2. With electronic submission of assessment items students are advised to take all precautions to ensure the safety of their assessment items and good functioning of their computer equipment as lost files and equipment malfunction are not adequate grounds for late submission.
3. In exceptional circumstances where assessment items are lodged as hard copies TWO copies must be provided. An Assessment Cover Page should be attached to the COPY and both copies lodged with the Registrar Department by 4.45pm on the due date.
4. In exceptional circumstances where assessment items are lodged by mail TWO copies must be provided. An Assessment Title Page should be attached to the COPY. Where essays are mailed to the College they must be mailed at least one day BEFORE the due date (rather than be mailed on the due date) to be treated as on time. The postmark or Australia Post receipt will be taken as evidence of the date of posting.

4.8 Late Submission

4.8.1 Permission to submit late without penalty

1. The College does not operate with extensions. Every assignment submitted after the due date is deemed late and may attract penalties.
2. Prior permission to submit late without penalty may be given in exceptional circumstances, so long as the student submits an Application for Late Submission of an Assessment Item form to the Registrar by three working days before the published assignment due date. Forms are on the LSS.
3. Exceptional circumstances include (1) Medical: ill health, as demonstrated by a Medical Certificate attached to the Application for Late Submission form; or (2) Compassionate: serious compassionate reasons may include bereavement, early arrival childbirth, or other such matters beyond a student’s control.
4. When applying for compassionate late submission the student must ensure that his or her chaplain is fully informed of the situation, verified by the chaplain’s signature on the Application for Late Submission form. (Students with no chaplain should approach their lecturer instead.)
5. External ministry commitments will not be considered an adequate reason for late submission. Please plan your ministry timetable with assessment due dates in mind.
6. There may be times, due to unforeseen circumstances, when it is physically not possible to submit an Application for Late Submission form by three working days before the due date. In such extreme cases, the form may still be accepted, up until the expiry of the two-week deadline.
7. PLEASE NOTE: If an assignment is submitted late without prior permission AND also fails at the original marking, then the option of a re-submit will not be offered.
4.8.2 Penalties for late submission

1. A late assessment is one submitted after the published deadline. The Learning and Teaching Committee reserves the right to refuse to mark such items. It is the student’s responsibility to submit on time, and slow internet connection speeds; system crashes etc. do not excuse students from this responsibility.

2. Work submitted past the due date without prior permission being granted attracts the following penalties: 5 marks for the first day, then 3 marks per day, including weekends and public holidays up until two weeks (14 days) after the due date.

   - First day or part thereof: 5 marks
   - Second and subsequent days: 3 marks per day

   Example: Essay submitted 10 days after the due date.
   Essay awarded 82%
   Marks Lost: Day 1 = 5 marks Days 2-9 = 24 marks TOTAL = 29
   Essay now scores 53%

3. Deductions of marks can result in an overall fail in the Unit.

4. Unless prior permission has been granted, no work will be accepted more than two weeks after the due date. The assessment will not be marked, and the unit will be deemed incomplete. This will normally result in failure and the need to repeat the unit in the following year.

5. If an assignment is submitted late without prior permission AND also fails at the original marking, then the option of a re-submit will only be offered in exceptional circumstances, as determined by the Registrar.

4.8.3 Responsibilities of faculty

1. When a student applies for late submission on the grounds of Compassionate circumstances, (see 4.8.2.2 above) it is the chaplain’s responsibility to confirm that the circumstances in question were (1) beyond the student’s control, and (2) made it impossible for them to submit on time. When the Application for Late Submission is made between two days before and two weeks after the due date, the chaplain must also confirm that (3) it was not possible for the student to apply on time.
4.9 Failed Assessments

Where the following regulations refer to essay results it is the raw result, before application of any late penalties, which is meant.

1. Essays and assignments awarded a Fail Level 1 (40% - 49%) may be resubmitted if the student so desires. BD/BTh essay and assignments awarded a Fail Level 2 (0% - 39%) must be resubmitted. Resubmitted assignments will not be awarded more than 50%. They must be resubmitted not later than 4 weeks after return of the result, or the first day of examinations. In some units a Fail Level 1 requires a mandatory resubmit as indicated by the unit syllabus Progression Statement.

2. If an assignment is submitted late without prior permission AND also fails at the original marking, then the option of a re-submit will only be offered in exceptional circumstances, as determined by the Registrar.

3. Unit syllabi include a Progression Statement. This states what must be achieved, in terms of matters such as attendance and assessment results, in order for that unit to be successfully passed. Where a syllabus lacks a progression statement, point 4) below may apply.

4. Students who fail certain assessments in a unit may still pass that unit provided their overall mark is at least 50% and their mark in the final examination (if there is one) is at least 50%. In BD/BTh units which include an essay, the essay component must not be less than 40%, and each exam component must not be less than 50%.

   In cases where the exam components have passed but the unit as a whole falls below 50% on account of a failed assignment (before any late penalty), the student will be invited to resubmit the assignment, provided they have not already done so. The assignment must be submitted by the first day of the supplementary period and, if the resubmitted assignment passes, the student will receive 50% for the unit.

5. Students who fail a mid-unit exam may be granted an academic supplementary regardless of their mark. Supplementaries for mid-unit exams are held in the normal supplementary exam session for that semester.

6. Students will not be failed in an examination unless they are assessed as not having reached a pass standard by a second examiner appointed by the Academic Dean.

7. Students re-enrolling in a BD or BTh unit which has been failed are required to undertake all assessment components of the unit.
4.10  Supplementary Examinations

1. Any student unable to take an examination at the published time (except for mothers, due to childbirth) must apply to the Academic Board for permission to sit the exam during the supplementary exam period.

2. Because supplementary examinations are offered in terms of the following regulations, passed components of a failed unit cannot be carried forward to a following year. Students re-enrolling in a BD or BTh unit which has been failed are required to undertake all assessment components of the unit.

3. Students who fail a BD/BTh examination may, at the discretion of the Academic Board, be granted a supplementary examination in the following cases:

4.10.1 Academic Supplementary

Academic supplementary – applies to candidates meeting the following requirements:

1. In one failed unit where a candidate would otherwise complete the degree or diploma.
2. In units where one examination paper receives a mark of 40 – 49% and the other (if there is another) passes.

The maximum mark which may be awarded for a unit in which an academic supplementary has been granted is the greater of: EITHER 50%; OR the average of [the other assessment items combined] and [50%].

4.10.2 Conceded Supplementary

Conceded supplementary – applies to candidates who sat an examination and for whom the Academic Board accepts there are exceptional grounds to be granted a supplementary even though they do not qualify for an academic supplementary. Information relating to exceptional circumstances must be provided to the Registrar not more than 10 days after the examination date. Maximum mark which may be awarded is 50%.

4.10.3 Medical Supplementary

Medical supplementary – applies, subject to the submission of a satisfactory medical certificate to the Registrar not more than 10 days after the examination date, to those too sick on the day to attend an examination. The mark awarded is the mark obtained in the supplementary examination.

4.10.4 Compassionate Supplementary

Compassionate supplementary – applies to candidates who did not attend a scheduled examination and who the Academic Board accepts had an exceptional pastoral reason for not attending. Verifiable evidence of such exceptional reason must be provided within 10 days of the scheduled date of the examination to the Registrar. The supplementary must be taken at the normal time of supplementary exams. The mark awarded is the mark obtained in the supplementary examination.
4.11 Access to Examination Papers

Student access to examination scripts is available in the following cases only:

1. That where a student seeks to query an examination script prior to lodging an appeal against a mark, the relevant Department Head only may access the paper from Registrar’s Dept. files and discuss the paper with the student.

2. In cases where a student seeks to view an examination script and discuss it with a lecturer for the purpose of preparing for a supplementary exam the paper may be released by the Registrar’s Dept. to the lecturer concerned for discussion with the student within the Office (but not taken away).

3. In cases where a student seeks a break-down of marks in an examination paper for purposes of deciding whether or not to query the overall mark, the marks for individual questions on the paper(s) concerned may be released to the student by the Registrar’s Dept.

4.12 Special Consideration with Respect to Examination Conditions

1. Any student seeking special consideration with respect to examination conditions should contact the Registrar who will consult with the Dean of Students and the Academic Dean.

2. Special consideration is available to those with learning and physical difficulties. In these cases a statement from a medical specialist giving advice as to the difficulty and to the consideration which might be made is required.

3. Special consideration is also available to international students, whose first language is not English and, to those students who come from a non-English speaking background. Eligibility for special consideration includes the following criteria: the student has come from a non-English speaking background, that is, a language other than English is spoken at home; the student has been resident in Australia for less than 10 years; and the student is in the first two semesters only of their study. The following consideration may be given for eligible students: the student is permitted 10 minutes per exam hour of additional time, and, the student may use a bilingual (not specialised) dictionary/bible in the exam.

4. Special consideration may be available for expectant women students such that women enrolled in any of the undergraduate courses of the College and who are expecting to be delivered of a child in the period two weeks prior to the published examination date until two weeks after the published examination date be allowed to sit the examination earlier than the published examination date after having signed a confidentiality agreement.

5. Requests for special consideration must be made at least three weeks prior to the date of the examination concerned. This is to provide opportunity for adequate consultation on the matter. Requests seeking consideration on medical grounds require a medical certificate.

6. Appeals against decisions made under this regulation may be made via the Academic Dean.
4.13 Re-Marks and Appeals

For information on re-marks see the Academic Grievance (Appeals) Policy. 
*Policies and Procedures* can be found on the College website.
The link for requesting a Re-mark Appeal can be found on the LSS and is submitted electronically.

4.14 Student Policies and Procedures

The College seeks to embody the principles of Christian faith and life in all its dealings with students. Policies are in place to ensure fairness in treatment of students. The policies and procedures comply with the requirements of Higher Education Providers whose students are eligible for FEE-HELP assistance. 
*Policies and Procedures* can be found on the College website. They include:

- Academic Grievance (Appeals) Policy
- Critical Incident Policy
- External Dispute Resolution Policy (international students only)
- Non-academic Grievance Policy
- Refund Policy for International Students
- Review Procedures: Re-crediting FEE-HELP Policy
- Statement of Tuition Assurance
- Student Code of Conduct
- Student Selection Procedures

All inquiries about policies and procedures should be sent to the Registrar. All student academic appeals and non-academic appeals are sent to the Registrar in writing. Email: registrardept@moore.edu.au.

4.15 Approved Texts – Greek and Hebrew

For Biblical Studies units, the texts used are Greek—UBS 5th Edition and Hebrew—BHS.

4.16 Changing Units of Study

Please notify the relevant lecturer first as a matter of courtesy. Then send an email to the Registrar registrardept@moore.edu.au to notify the College in writing of your request. **Please note: no changes will be accepted after three weeks from the commencement of the unit.** Any withdrawal after this time may be considered a failure in that unit for the year, and be so recorded on the student’s academic transcript.

4.17 Changing Courses

Any student who wishes to change course during the academic year (e.g. from Diploma to degree course) should apply in writing to the Learning and Teaching Committee. Please send the application to the Registrar.
4.18 Guidelines for CT499 Year 4 Project

4.18.1 Academic Writing

1. The fourth year project provides an opportunity to research a topic of interest at more depth than has been possible in other parts of the College course. It is meant to be the single most substantial piece of writing produced during a student’s time in College, demonstrating the skills learnt. While the precise format may differ from project to project, depending on the subject matter, it is expected that the standard of work submitted will be appropriate for a student in their final year of study in an honours degree. The final product should be 15,000 words long not inclusive of bibliography or citations in footnotes. Note that NO APPENDICES are to be submitted with the project and markers will be instructed not to read or include such extra material when marking the project.

2. The project is not intended to be an original contribution to knowledge. However, it should be a focused piece of academic writing at an advanced level. It should do more than simply provide a survey of an issue or a catalogue of various scholarly opinions. It should develop an argument based upon evidence carefully analysed and evaluated. Where the project is in the area of biblical studies, evidence of advanced engagement with relevant biblical texts in the original language will be expected.

3. Academic writing seeks to avoid caricature and generalisation but instead anchors argument in evidence gained by a first-hand engagement with primary sources. It also involves accurate acknowledgement of the sources of data, ideas and lines of argument whether published or unpublished. It is clear, ordered and conclusions should be judicious and aware of their own limitations.

4. An important part of this exercise is the opportunity it provides for wide reading in a particular area. Markers will look for evidence that the most important scholarly work bearing upon the project topic has been identified, read and understood and that the student has interacted fairly with a range of scholarly viewpoints, if these are available. The opinions of others should be treated with respect rather than ridiculed or caricatured but this does not do away with the need for rigorous questioning and evaluation.

   The bibliography and footnotes should provide evidence of reading that goes beyond introductory texts to engage with intermediate and advanced treatments of the topic and associated areas.

5. Enrolment in CT499 Year 4 Project requires a course average of at least 72.5%.

4.18.2 Research Involving Human Subjects (HREC)

Some research may require review by the College’s Human Research Ethics Committee (HREC). This may be the case where the project involves:

- The collection of data from or about identifiable individuals or groups;
- The observation of identifiable individuals or groups.

Information concerning the requirements of the HREC and Guidelines for Ethical Conduct of Research is set out in Section 7 of this Handbook and on the Learning Support System.
4.18.3  Supervision
Research for the project is done under the supervision of a member of the Faculty, allocated by the Assistant to the Academic Dean early in Term 1. Students may expect the following from their supervisor:

- Approximately one hour of face to face time per term (4 hours in total)
- Assistance in narrowing the focus of the topic so that it can be handled at an appropriate depth in the time and space available
- Assistance in the construction of a basic bibliography and method of approach
- An agreed timetable for the submission of work and its return with critical comments progressively throughout the year
- Continuous challenge to rigour in the evaluation of evidence and in the presentation of argument, including redirection where the project is being derailed by faulty methodology, a misreading of the evidence, a lack of available evidence, loose argument, or other problems
- Advice at the midpoint of the year as to whether the student should proceed with the project in the second semester, based upon progress to that point
- Reading and detailed comment upon a draft of the project within this agreed timetable, including an assessment of the standard of writing and presentation
- An assessment of the standard of writing and presentation (though the supervisor is not responsible for the correction of grammar and spelling etc.)

4.18.4  Student Responsibilities
- Initiative in making contact with their supervisor (Note: This is not the supervisor’s responsibility)
- Adherence to an agreed timetable for submission of written work
- Provide their project supervisor with hard copies at each stage prior to submission so that font variations and other irregularities can be detected.
- Submission on the LSS of written work in PDF format as agreed and at an appropriate standard of presentation.
- Consistent work on the project throughout the academic year and achieving the milestones as indicated in the guidelines.

4.18.5  Word Limits
Year 4 Projects must not exceed the prescribed word limit of 15,000 words. Downgrades apply where the word limit is exceeded. See 4.19.2 for more information.
4.19  Guidelines for Essay Writing

4.19.1  Presentation
1. One PDF file of all assessment items submitted electronically on the due date. The submission time for assessment items submitted electronically is determined by the server time displayed digitally on the LSS.

2. The essay or assignment should be presented in A4 format in black ink and must be double spaced with a 3 cm margin. Page numbering should be inserted and should be consecutive throughout the document.

3. All submitted assignments must commence with an Assessment Title Page as a separate page.

4. A template Assessment Title Page Sheet is available on the LSS in the Assessments and Exams section. This must be used.

5. In some units a brief (100 – 200 word) learning exercise, synopsis, reflection or other piece of preliminary writing should preface the essay on a separate page following the title page. The precise requirement will vary from unit to unit and will be stated on the LSS alongside the essay topics themselves.

6. The essay must be written in prose and should reveal clear thinking and careful organisation, with an introduction and conclusion. The introduction should identify the issues to be discussed in the essay together with the method of approach, while the conclusion should summarise the argument of the essay and draw any necessary conclusions. While the essay will be marked mainly on content, the format is important and careful attention should be given to spelling, grammar and punctuation.

7. The number of words excludes the synopsis, bibliography and bibliographic references, but includes any comments in the footnotes.

8. Diagrams, charts, literary structures, etc are considered as illustrative material and should be included in an appendix. Such illustrative material should not replace argument, or be a substitute for argument in an assessment item, that is, the marker will mark the written argument of the essay. Illustrative material is therefore not included in word count.

9. In exceptional circumstances where assessment items are required to be lodged as hard copies TWO copies must be provided. An Assessment Cover Sheet should be attached to the COPY and both copies lodged at Reception by 4.45pm on the due date. Assessment Cover Sheet forms are available on the LSS.
4.19.2 Word Limits

1. The prescribed length of an essay is both a guideline for the amount of work to go into the topic and part of the educational objectives for the unit. It is an exercise in self-discipline which involves the selection of the appropriate material to develop the argument of the essay and support its conclusions. For this reason, word length limits are taken seriously.

2. All written assignments should be kept to the prescribed length. If written work exceeds the maximum length, it will not be returned to students but will be downgraded 5 marks per 100 words or part thereof.

3. The prescribed word length does not include synopsis, in-text referencing, bibliography, references in footnotes, in-text references or illustrative material but includes appendices and any commentary and analysis in footnotes.

4. Footnotes should not exceed 25% of the prescribed assessment length.

5. See Section 4.8 for information on downgrades for late submission.

4.19.3 Format and Style of Academic Writing

Formal essay writing is a discipline that must be learned and practised. It is the language of academic conversation throughout the world, and it is an important skill for sharpening a writer’s powers of reasoning and argument.

All essays will be expected to conform to academic standards of writing and referencing. This includes the way sources are quoted, referred to and formatted in bibliographies. The conventions adopted by Moore College for these things are set out in Section 8 Style Guide.

The Library holds various titles which give more general guidance on essay writing.

4.19.4 Grade Descriptors for Essays

Grade descriptors and the corresponding % result range can be found on the LSS under Assessments and Exams.

4.19.5 Discipline Requirements for Essays

Specific requirements for each particular discipline are as follows:

1. Biblical Studies: As students progress through College, they will be expected to demonstrate the methodological, exegetical, and theological skills being developed. First year students will be expected to answer the question and show an understanding of the relevant biblical texts. Second year students will be expected to address methodological questions, engage in basic exegesis and relate particular issues to the broad framework of biblical theology. Third year students should demonstrate such abilities at an intermediate level, and fourth years should do so at an advanced level.

2. Systematic Theology: The aim of theological writing is to present a clear, cogent and compelling account of biblical teaching on an aspect of reality, viewed from the perspective of God and his purposes as these are focused in Jesus Christ. This entails accurately and empathetically reading and interacting critically with the relevant primary and secondary sources (the Bible, reflection upon the
issue over the history of theology, contemporary issues in both the world at large and in the theological academy). Coherence is a significant feature of any persuasive theological account and so evidence of the capacity to draw appropriate connections between ideas is an important feature of theological essays. As students progress through college, they will be expected to give increasing evidence of the various skills (research, analysis, synthesis) being developed.

3. **Church History:** Essays should report accurately and empathetically, interact critically with the relevant primary and secondary sources, reflect an awareness of relevant scholarly and historiographical issues. As students progress through college, they will be expected to give increasing evidence of the various historiographical skills (research, analysis, synthesis) being developed.

4. **Ethics:** Essays should locate the ethically relevant material and issues from the Bible and experience, reflect an understanding and appreciation of the variety of ethical stances, and critically assess various ethical stances against their wider philosophical and theological foundations. As students progress through college, they will be expected to give increasing evidence of the various ethical skills being developed. In addition to the above, fourth year essays should reflect an adequate understanding of sociological categories and the structures and institutions imbedded in various aspects of society (Australian society in particular).

5. **Ministry:** Essays should demonstrate observations of ministry activity, identifying the relevance of the observations. Critical reflection of these observations from both theological and pragmatic perspectives are essential, and if appropriate, an analysis of the history which brought about the situation. Finally, suggested improvements or remedies to the situation are required, which increase in sophistication through the degree.

### 4.20 Academic Integrity

Moore College is a Christian academic fellowship. Our academic work occurs in the context of Christian discipleship. For that reason, honesty and integrity sit alongside humility, courage, empathy, fairmindedness, evidence-based argument, simplicity and conviction as intellectual virtues. This work also takes place within a “fellowship of research and study”, in which we learn from the prior work of others and in turn respect and acknowledge their intellectual labour. Most importantly, our research, writing and speaking are all done in the presence of God who sees and knows all things, including the intentions of the heart.

The academic rules and regulations against plagiarism are designed to protect intellectual property, i.e. to keep one person from passing off another person’s work as their own (either for academic credit or financial advantage). These rules have been in place in most institutions of higher education for centuries. When you use another person’s work, make use of their ideas, arguments or conclusions, and especially when you use their express words, you must acknowledge this (usually with a footnote and, in the case of a direct quotation, quotation marks as well). It does not ultimately matter whether the unattributed use of another’s work is intentional or unintentional. If another person’s work is used it ought to be acknowledged. If it isn’t, that is plagiarism.

There have always been “grey areas”, for instance when the material concerned is a fact generally known, or when an idea, turn of phrase, or line of argument has become commonplace and is used so regularly that attribution is pointless. Do you need to mention Martin Noth every time you use the word “Deuteronomist”? Do you need to cite Melanchthon whenever you mention *sola gratia* and *sola fide*? Do you need to footnote the first person to establish the date for the destruction of Herod’s Temple? The picture is complicated by those turns of phrase and lines of argument which you learnt from your teachers, perhaps long ago, and which have now become part and parcel of your own perspective and intellectual equipment without you ever realising this has happened. Must we become neurotic about whether every
thought, idea, argument or mode of expression is original? No, but we must be careful. When in doubt, provide the citation.

When it comes to making decisions about grey areas and unintentional plagiarism, generally commonsense fair dealing interpretations of the rules and regulations are applied by those administering them. However, at least three factors have combined to contribute to a significantly increased sensitivity to the issue in recent years.

1. The globalisation of education: In some cultures, education largely consists in memorising what has been said to you by your teachers. Students rote learn and assessment involves regurgitation of material. In fact, you honour your teachers by repeating their words rather than finding your own. Such an educational environment is very different to that which has been dominant in most Western higher educational institutions for centuries. This has sometimes meant that those who travel from one context to another have difficulty in understanding the concept of plagiarism and believe they are doing the right thing when they cite without attribution. Such travel has been made much easier over the past fifty years and so explicit warnings about plagiarism and a description of what is meant by that term now routinely feature on the websites of universities and colleges all around the world.

2. The computerisation of education: The impact of computers in this area is twofold. First, the cut and paste functions of computers have facilitated the easy incorporation of sections of one text into another. It is easy when cutting and pasting to forget or to postpone footnoting the source and this can lead to trouble. The second impact has been the advent of plagiarism software such as Turnitin™. This software can be used to identify where there is significant commonality between two or more pieces of work. Many higher education institutions are now making use of this or similar software in an effort to combat plagiarism. The results may still need to be interpreted, but it is much easier to spot a prima facie case of plagiarism.

3. The new litigious character of education: In keeping with a growing concern to protect intellectual property rights more generally (e.g. a spate of recent lawsuits in the popular music industry), higher education institutions and publishing houses are very wary of the risk of litigation, whether from authors who believe their material has been used by others without attribution or from those who have relied upon work which they now believe to have been plagiarised.

Moore College is not immune to these developments. Our concern must be to act with the utmost integrity in all our academic endeavours and to take seriously our responsibility to the sources which we use in the work we do. To this end, Moore College is using plagiarism detection software.

The LSS contains information on how to identify plagiarism, how to avoid it and useful links to ensure that your work maintains high academic standards.

See LSS OAM01 Academic Integrity and Study Guides
5. Postgraduate Program

5.1 Qualifications and Titles of Awards

The following awards are offered by the College in its postgraduate program:

1. The Master of Arts in Theology degree is awarded to those who successfully complete the prescribed academic program. The abbreviation of the award is MA(Theology). The standard is that of a masters by coursework degree for graduates in the same discipline at an Australian university. See Section 5.2.

2. The Master of Theology degree is awarded to those who successfully complete the prescribed program of research. The abbreviation of the award is MTh. The standard is that of a masters by research degree at an Australian university. See Section 5.3.

3. The Doctor of Philosophy is awarded to those who successfully complete the prescribed program of research. The abbreviation is PhD. The PhD is also available in association with the either the University of Sydney or Western Sydney University. The standard is that of a doctorate by research at an Australian University. See Sections 5.4 – 5.6.

4. Those undertaking doctoral or post-doctoral research through other institutions are invited to apply to become visiting scholars for a period of one term full-time. See Section 5.7.

5. Students should consult relevant policies and procedures in the Moore Policy Library on the College website.

6. All Moore College awards are listed on the National Register.
5.2 Master of Arts (Theology)

Abbreviation: MA(Theology)          CRICOS Code: 041657G          AQF Level: 9

5.2.1 Introduction
The MA program offered by the College is aimed at providing continuing education for graduates in theology in full-time ministry.

Students in the program are assumed to be building on the knowledge and skills they developed in the BD program (or it equivalents). Accordingly, in all their MA work they will be expected to demonstrate the range of skills appropriate to superior (undergraduate) level III students.

As a coursework award the MA(Theology) is under the responsibility of the Learning and Teaching Committee, a standing committee of the Academic Board. The Course Coordinator is the Director of Research.

5.2.2 Course Structure
The MA(Theology) consists of eight units of study. Six units must be course work units. The remaining two units may be two further units, a unit and a Project or two Projects, or a two-unit Research Project.

A Project comprises a piece of research of no longer than 8,000 words, under the direction of a Faculty consultant appointed by the College. The Research Project comprises a piece of research of 15,000 words under the direction of a faculty consultant appointed by the College.

As in-service training for those in full-time ministry, the units offered in the course are from the three mutually dependent areas of:

- Christian Thought – Systematic Theology, Historical Theology, Church History, Ethics, Philosophy
- Christian Ministry – Mission, Apologetics, Christian Worship

All work undertaken in the program is expected to be based on a solid foundation of exegetical skills. Accordingly, all candidates must select at least one unit dealing with a book of the Bible in the original language.

5.2.3 Length of Course
The course may not normally be completed in less than two years of full-time study. The normal maximum duration is six years part-time.

5.2.4 Admission
5.2.4.1 Initial Entry
1. The academic requirements for entry to the course may be satisfied by any one of the following:
   (i) The Moore College BD or BTh;
   (ii) A bachelor’s degree in theology from an approved college affiliated with the ACTh. The degree must include or show evidence of, study of the Greek text of the New Testament at level III—i.e. study taken over three years amounting to approximately 200 verses of the Greek New Testament—and Theology studies at Level III, or
(iii) Possession of a qualification of equivalent standard.

2. Applicants with a three-year theology degree are required to have at least one year of ministry experience before enrolling in the course.

3. Applicants whose first language is not English, or who have not completed a degree in English medium, are required to sit an examination administered by the International English Language Testing System (IELTS). A score of 7.5 or better is required all segments of the academic test. The TOEFL equivalent is 600 or better (paper based test).

4. Depending on the content of their bachelor’s degree, candidates who are not Moore College (or ACTh) graduates may be required to undertake a “pre-MA year” involving:
   • A level III BD biblical unit in the original language;
   • One other level III BD unit in a discipline in which the applicant’s degree is not strong;
   • Biblical Theology; and
   • Greek (based on Greek 2 and John exegesis) where appropriate.

5. Candidates who are more than five years from completion of their primary theological degree may be required to attend a seminar on study and writing techniques.

6. All applications for admission to the MA(Theology), apart from those who have graduated from Moore College within the last 10 years, are required to provide three personal references, one of which should be from someone in ministry.

7. Applications for admission to the MA(Theology) for those who are not Moore College graduates, should be sent to the Registrar and should be accompanied by full academic transcripts and three personal references. The Registrar is responsible to review the academic qualifications of all applicants. Dependent on the academic qualifications, an interview with the Director of Research will then be arranged. His report to the Learning and Teaching Committee (L&TC) incorporates criteria based on those set out in the College’s Admissions Policy. Admission is based on the L&TC’s consideration of the Director’s report and the academic qualifications of the applicant. It recommends admission to the Academic Board which in turn makes a recommendation to the Governing Board of the College for those who have not previously been enrolled in the College.

8. Candidates enrolled with ACTh colleges for Masters degrees by coursework may be permitted to complete up to two units of study in the Moore College MA(Theology).

5.2.4.2 Advanced Standing
1. Applicants who have completed a four year Bachelor of Divinity (pass level) may be admitted with advanced standing of two units towards the degree.

2. Applicants who have completed a four year Bachelor of Divinity (Honours) without CT499 Project may be admitted with advanced standing of two units towards the degree.

3. Applicants who have completed a four year Bachelor of Divinity (Honours) including CT499 Project may be admitted with advanced standing of three units towards the degree.

4. Applicants who have completed research projects towards the MTh but who withdraw from the course without completing the thesis may be granted advanced standing for one MA(Theology) unit for each MTh research project. This is over and above any advanced standing they may be granted for their BD(Honours) degree (if appropriate).
5. Applicants who have completed research projects towards an MTh through an approved college affiliated with the ACTh, but who withdrew prior to completion of the thesis, may be granted advanced standing for one MA(Theology) unit for each MTh research project completed.

6. Candidates, on application to the Learning and Teaching Committee, may be permitted to complete up to two units of study with approved colleges recognised by the ACTh for MA studies.

5.2.5 Provisional Candidature
1. Applicants who have completed a Bachelor of Theology at pass level may be admitted as provisional candidates depending on their results.
2. Applicants who have an ACTh Th.L. with merit or Dip.Th. with merit and a secular degree may be granted provisional candidature and be required to pass a bridging course. This will consist of BS141 Biblical Theology, two Level III BD units chosen from BS321 New Testament 3, BS311/312 Old Testament 3 and CT300 Doctrine 3.
3. In order to have their candidacy confirmed by the Learning and Teaching Committee, those granted provisional candidacy must pass two units within the first two years of their MA(Theology) study. This requirement serves to provide evidence of a candidate’s ability to perform at the level of a coursework masters. No distinction is made between full-time and part-time students with respect to this requirement.

5.2.6 Standard
1. Postgraduate research and writing assumes an adequate grasp of the technology of scholarship and the attendant stylistic protocols. In any MA assessment piece, students must demonstrate:
   - The ability to think outside a purely ideological or confessional viewpoint as reflected in their writing and choice of bibliographical material;
   - Evidence of breadth of research, grounded in primary source material and critically interacting with contemporary scholarly work in the topic area;
   - Evidence of reading across a range of viewpoints and the ability to report empathetically on them;
   - Evidence of skills of analysis and written communication;
   - The ability to assess critically (rather than just describe) existing scholarly work;
   - Independence of thought and judgement in their critique, analysis and conclusions;
   - The ability to argue for a position or a view rather than just state it as an assumption;
   - Ability to structure a sustained and rigorous argument that avoids irrelevant issues;
   - The ability to accurately identify and understand the interconnecting structures of Christian knowledge;
   - A growing ability to identify and understand the interconnecting structures between Christian knowledge and all knowledge; and
   - The ability to appropriately synthesise from discrete aspects of knowledge.

2. The learning outcomes of an MA(Theology) essay differ from the outcomes expected in the research degrees. Therefore the following are not expected in MA(Theology) essays:
   - Advanced synthesising ability;
• A comprehensive and penetrating assessment of scholarly literature;
• The sustaining of extended and sophisticated argument; and
• The emergence of an original contribution.

5.2.7 Continuing Education
1. Where students have completed the MA(Theology) degree, they may enrol in further MA units, being Moore College’s encouragement of continuing education for all graduates.
2. Such further MA(Theol) units will be considered non-award study.

5.2.8 Modes of Study
1. The degree is offered in both full-time and part-time mode.
2. The normal full-time load is two units per semester. However, students seeking an accelerated program may submit reasons for varying this limit to the Learning and Teaching Committee for consideration.
3. The normal part-time load is one unit per semester. Part-time students are encouraged to enrol in at least one unit per year. Those seeking to enrol in more than three units per year may submit reasons to the Learning and Teaching Committee for consideration.
4. Full Library membership, including borrowing privileges, is extended to part-time students for the duration of each semester in which they are enrolled. For further details see Section 6.2.
5. At least four units are offered each semester. Most units are offered in intensive mode. For details of units offered in a particular semester please see website for details.
6. Normally at least one unit involving a book of the Bible in the original language is offered in intensive mode each semester.
7. Applicants with a three year theology degree may not enrol full-time within one year of completing their degree, except by special permission of the Academic Board. This requirement serves to ensure that students choosing to complete the College’s four-year BD are not disadvantaged. However, exceptions may be considered for missionaries wishing to avoid the extra year’s delay in taking up appointments.

5.2.9 Academic Regulations
1. In order to satisfy the requirements for the award of the degree, students must successfully complete 8 units (including any for which they may be granted advanced standing; see Section 5.2.4.2 above). One or two of those units may be a Project (Section 5.2.17) or Research Project (Section 5.2.18).
2. Course work units are chosen from the three fields of study, namely, Biblical Studies, Christian Thought and Christian Ministry. Four or five units must be chosen from one field (the chosen field of specialisation). At least one MA(Theology) unit proper (not a unit of advanced standing) from each of the other two fields must be taken in order to ensure both breadth and depth in their program.
3. Students are required to complete successfully at least one unit involving the study of a book of the Bible in the original language. This may be taken at any stage throughout the course.
4. Students may not enrol in a MA Project until they have completed four MA units, with an average of 72.5%.
5. Students may not enrol in a MA Research Project until they have completed six MA units, with an average of 72.5% and subject to the availability of a faculty consultant.

6. Students seeking to enrol in a MA Project or Research Project are required, as a pre-requisite, to complete a research methods unit. Any student that has completed the research methods unit as part of CT499 in the last 5 years, is exempt.

7. Students enrolled in the MA(Theology) and those holding the MA(Theology) are invited to participate in the Research Forum program.

8. Where two units of advanced standing are granted from the BD (see Section 5.2.4.2, above), one unit will be deemed to be Biblical Studies and one Christian Thought. When a third unit of advanced standing is granted from the BD (Hons), it will be deemed to be the field in which the BD Project or Issues in Theology Final Paper was written.

9. Students may choose to forgo one or more units of advanced standing for which they are eligible if, for example, they wish to shift the focus of their degree into a new field of specialisation.

10. Course work units normally comprise 26 hours of face-to-face contact. The units are offered in either continuous or intensive mode. Continuous mode comprises a weekly two-hour class over one semester. Each semester has thirteen weeks of instruction with the exam (if applicable) taking place in the fourteenth week. Intensive mode involves two three-day teaching blocks. The class contact hours are the same for each mode. The attendance requirement for both modes is 100%. Assessment by written work and/or examination is the same for each mode.

11. The bibliography for units is limited to 2,000 pages of reading. In order to ensure the inclusion of works of substance this must include approximately 12 titles. For units offered by intensive mode pre-reading before the first teaching block may be 1,000 to 1,300 of the 2,000 pages of total reading.

12. Units are normally offered on average every two or three years. Every time a unit is offered its bibliography is updated.

13. Any essay not conforming to the requirements of Section 5.8 Guidelines For Writing Postgraduate Essays and Theses of this Handbook may be returned by Administration for the student to rectify.

14. The penalty for late submission of assessments is 5 marks for the first day and 3 marks for the second and subsequent days or part thereof of lateness – with a maximum of two weeks. After that the Learning and Teaching Committee reserves the right not to mark the item.

15. Candidates enrolled for the Moore College MA(Theology) may be granted credit for up to two units of study with an approved college affiliated with the ACTh for MA studies. When enrolling at another college for ACTh unit(s), candidates are considered cross-institutional studies students at that ACTh college.

16. Candidates enrolled with an approved ACTh college may complete up to two units of study at Moore College.

5.2.10 Assessment

1. All MA(Theology) coursework units comprise at least two pieces of assessment, one of which may be externally examined. In order to pass, all assessments must be submitted and candidates must achieve at least 50% both in the internal assessments as a group and the external assessment if there is one.

2. When a failed unit is being repeated, successfully completed components may not be carried over. New internal and external assessment items must be submitted and passed as part of the re-enrolment.
5.2.11 Requirements for Graduation

Normal Level

The Academic Board recommends to the Governing Board of the College that the degree be awarded when eight units, complying with the enrolment requirements of Section 5.2.4 (above), have been passed (see Section 5.2.9).

Graduation with Merit

The Academic Board recommends to the Governing Board of the College that the degree be awarded with merit when the requirements in Section 5.2.11 (above) have been satisfied and:

1. The average of the marks in the required 8 units is not less than 75%; and
2. At least one Project (Section 5.2.17) or Research Project (see Section 5.2.18) has been passed.

5.2.12 Bibliographic Items Repeated

Where a student enrols in a unit in which one or more of the items on the bibliography is the same as items on bibliographies for units already passed, the student is required to declare the situation and agree on alternate item(s) with the lecturer concerned.

5.2.13 Appeals Policy

The same policy applies as for the Undergraduate Program see Section 4.13 and 4.14.

5.2.14 Academic Misconduct

The same policy applies as for the Undergraduate Program (see Section 4.13 Student Policies and Appeals of this Handbook).

5.2.15 Withdrawal

Candidates who withdraw from their enrolment in a unit prior to the Census Date for that unit will normally receive full credit towards another unit. This regulation only applies where the unit fee has been paid up-front. Where unit fees have been paid using FEE-HELP see Section 5.2.20.

5.2.16 Units Offered

The official detailed description of each unit of study and its assessments, as approved by the Academic Board, is set out in the syllabus for each unit which may be found on the Learning Support System. In the case of any discrepancy between the syllabus for a unit and any other description, including those referred to in this Handbook, the syllabus prevails.

5.2.17 Project Guidelines

1. Projects comprise a piece of research, within the bounds of an approved bibliography, under the direction of a Faculty consultant appointed by the College.
2. Two Projects may be chosen within the eight required units. The Project(s) is open to MA(Theology) candidates who have completed at least 4 units with an average of 72.5% or greater.
3. Admission to the Project requires, as a pre-requisite, completion of a research methods module, unless that module was completed in the last 5 years as part of CT499.

4. Review by the College’s Human Research Ethics Committee (HREC) may be required if the Project involves:
   - The collection of data from or about identifiable individuals or groups; or
   - The observation of identifiable individuals or groups

   Information concerning the requirements of the HREC and Guidelines for Ethical Conduct of Research are found in Section 7.

5. A Project is to be no longer than 8,000 words in length (including footnotes). It should contain a 300 word synopsis and must not incorporate any substantial amount of material previously submitted by the candidate for any other degree or similar award. Bibliographic material in footnotes, bibliography and synopsis are not included in word length. However, commentary and analysis in footnotes must be counted.

6. A Project need not be an original contribution to knowledge. It must reflect an understanding of the area or topic discussed which is commensurate with master’s level study. In addition to the range of skills appropriate to undergraduate candidates at level III, a candidate must:
   - Demonstrate evidence of reading across a range of viewpoints and report them empathically;
   - Take a point of view and sustain it with evidence; and
   - Show evidence of analytical skill and ability to assess critically existing scholarly literature.

7. The format should follow Section 5.8 Guidelines for Writing Postgraduate Essays and Theses and Section 8 Style Guide in this Handbook.

8. Project topics may be from any of the three streams of Biblical Studies, Christian Thought or Christian Ministry. The topic may complement or extend the work undertaken in another MA(Theology) unit, but may not cover the same ground if that unit has been taken by the student. Topics may cover a part of another MA(Theology) unit not taken by the student.

9. Proposals should normally be submitted at least two months prior to the intended time of commencement of research.

10. The Director of Research will identify an appropriate faculty consultant and suggested examiners (from among whom one is to be chosen by the relevant Department Head and confirmed by the Director of Research), and seek endorsement of the proposal by the Research and Centres Committee.

11. The Director of Research will respond in one of the following ways:
   - Approved;
   - Approved, subject to finalisation of topic and approach with the faculty consultant;
   - Not approved because topic not suitable;
   - Not approved because not convinced that the student will be able to execute the work at a sufficiently high level; or
   - Not approved due to lack of resources to supervise.
12. Students can expect two hours of consultation, in total, with a faculty consultant during the time of the project. The hours will be used focusing on shaping the proposal in terms of the students reading resources needed and the structure of the project. The faculty consultant will only read one draft prior to submission.

13. While it is not the faculty consultant’s responsibility to correct the student’s grammar, syntax, punctuation and English expression, he is responsible to inform the student if it is not of a standard sufficient for presentation of the Project;

14. The faculty consultant will review the completed Project and approve it (or otherwise) as being of a standard suitable for submission to an examiner approved by the Research and Centres Committee.

15. When the Project is ready for submission, it is submitted on the Learning Support System in the same format as for an essay (as specified in the College’s Student Handbook) along with the following signed certification:

15.1. Candidate

The following essay, of which I have kept a copy, is entirely the work of the undersigned and all sources of ideas and expressions are duly acknowledged in the text or notes.

15.2. Faculty Consultant

I consider that this project is in a form suitable for examination and conforms to the requirements of Moore College.

16. Candidates who achieve a mark of 40–49% in a Project may be allowed to re-submit after taking into account the examiner’s comments. The Project is to be submitted to the same examiner for a second result. A Project may be re-submitted only once.

5.2.18 Research Project Guidelines

1. A Research Project comprises of a sustained piece of research of 15,000 words under the direction of a faculty consultant appointed by the College.

2. It is normally undertaken by students seeking to demonstrate independent research skills, often with a view to pursuing a higher research degree in the future.

3. One Research Project may be chosen within the eight required units of the MA(Theology). The Research Project is open to MA(Theology) candidates who have completed at least 6 units with an average of 72.5% or greater.

4. A Research Project will normally take one semester full-time or two semesters part-time to complete.

5. Admission to the Research Project requires, as a pre-requisite, completion of a research methods module, unless that module was completed in the last 5 years as part of CT499.

6. Review by the College’s Human Research Ethics Committee (HREC) may be required if the Research Project involves:

   • The collection of data from or about identifiable individuals or groups; or

   • The observation of identifiable individuals or groups.

Information concerning the requirements of the HREC and Guidelines for Ethical Conduct of Research are found in Section 7.

7. A Research Project is to be 15,000 words in length (including footnotes). It should contain a 300-word abstract and must not incorporate any substantial amount of material previously submitted by the candidate for any other degree or similar award. Bibliographic material in footnotes, bibliography and abstract are not included in word length. However, commentary and analysis in footnotes must be counted.
8. A Research Project need not be an original contribution to knowledge. However, it should be a focused piece of academic writing commensurate with a master’s level of study. It must engage with a range of key scholarly references. It must develop an argument on the basis of clear evidence that is carefully analysed and evaluated. It should avoid speculation, unsubstantiated assertions, caricature, generalisations, and conclusions based solely on the power of suggestion. Conclusions should be commensurate with the evidence and analysis. Where the Research Project is in the area of biblical studies, evidence of master’s level engagement with relevant biblical texts in the original language will be expected.

9. A Research Project must involve accurate acknowledgement of the sources of data, ideas, and lines of argument, whether published or unpublished. As such, it must make proper and systematic use of an academic apparatus (referencing, bibliography, etc.).

10. The entire Research Project should follow the guidelines outlined in Section 5.8 Guidelines for Writing Postgraduate Essays and Theses and Section 8 Style Guide in this Handbook.

11. In addition to the range of skills appropriate to undergraduate candidates at level III, a candidate must:
   - demonstrate evidence of reading across a range of viewpoints and report them empathetically;
   - take a point of view and sustain it with evidence; and
   - show evidence of analytical skill and ability to assess critically existing scholarly literature.

12. Successful completion of a Research Project at a high level may demonstrate a student’s aptitude for extended research and thereby act as a suitable benchmark from which the student may seek candidacy for a higher research degree (e.g., PhD) in the future.

13. A proposal for a Research Project should be submitted through the Registrar and contain the following:
   - Title;
   - Ten to twelve lines describing the proposed approach; and
   - Proposed bibliography containing at least twelve titles amounting to at least 4,000 pages of core reading.

14. Research Project topics may be from any of the three streams of Biblical Studies, Christian Thought or Christian Ministry. The topic may complement or extend the work undertaken in another MA unit, but may not cover the same ground if that unit has been taken by the student. Topics may cover a part of another MA unit not taken by the student.

15. A proposal should normally be submitted at least two months prior to the intended time of commencement of research.

16. The Director of Research in consultation with relevant Head of Department will identify an appropriate faculty consultant and suggested examiner, and seek endorsement of the proposal by the Research and Centres Committee.

17. The Director of Research in conjunction with the Registrar will respond in one of the following ways:
   - Approved;
   - Approved, subject to finalisation of topic and approach with consultant.
   - Not approved because topic is not suitable.
   - Not approved because not convinced that the student will be able to execute the work at a sufficiently high level; or
   - Not approved due to lack of resources to supervise.

18. Students can expect four hours of consultation, in total, with a faculty consultant during the time of the research project. The hours will be used focusing on shaping the proposal (reading resources and structure). Plus reading the penultimate draft of the project prior to submission.

19. At the midway point of the normal duration of a Research Project (after one term full-time, or after two terms part-time), the faculty consultant will make a recommendation to the Director of Research
as to whether the student should be permitted to continue the Research Project to completion, based on current progress. If the student is deemed not to have made sufficient progress, they will be unenrolled from the Research Project and be required instead to follow the other designated avenues for completion of the degree (e.g. two coursework units, or two projects).

20. While it is not the faculty consultant’s responsibility to correct the student’s grammar, syntax, punctuation and English expression, he/she is responsible to inform the student if it is not of a standard sufficient for presentation of the Project.

21. A Research Project must not exceed 15,000 words.

22. The faculty consultant will review the completed Research Project and approve it (or otherwise) as being of a standard suitable for submission to an examiner approved by the Research and Centres Committee.

23. When the Research Project is ready for submission, it is submitted on the Learning Support System in the same format as for an essay (as specified in the College’s Student Handbook) along with the following signed certification:
   22.1 Candidate
   The following essay, of which I have kept a copy, is entirely the work of the undersigned and all sources of ideas and expressions are fully acknowledged in the text or notes.
   22.2 Faculty Consultant
   I consider that this research project is in a form suitable for examination and conforms to the requirements of Moore College.

24. Candidates who achieve a mark of 40–49% in a Research Project may be allowed to re-submit after taking into account the examiner’s comments. The Research Project is to be submitted to the same examiner for a second result. A Research Project may be re-submitted only once.

5.2.19 Due Dates for Assignments
The due dates for all assignments for a unit are advised in the unit timetable, provided to students at the start of a unit. Please note:

1. The latest date on which any assessment item (internal or external) may be submitted is the day before the commencement of examinations for the end of the semester concerned.

2. Students should observe due dates for all assessments.

3. Downgrades apply for late submission of assessments for each day or part thereof of lateness – with a maximum of three weeks. Downgrades are 5 marks for the first day and 3 marks for second and subsequent days. After that the Learning and Teaching Committee reserves the right not to mark the item.

4. In extenuating circumstances, such as illness confirmed by a medical certificate or serious compassionate circumstances beyond a student’s control late submission of the assessment item may be granted. A student seeking late submission must apply in writing to the Registrar, at least one week before the due date for the assignment. Parish or denominational duties do not constitute adequate grounds for adjustment.

5.2.20 Fees
In 2019 Moore College fees for domestic students in AUD$ are as follows:

- MA coursework unit $1,930
- MA Project $1,520
- Audit MA unit $1,820
- MA Research Project $3,020
For further information may be found at MA(Theology) – Fees on the College website.

Part-time students are granted Library borrowing privileges for each Semester in which they are enrolled in a unit or project.

Candidates enrolling in units within the Moore College MA(theology) for credit towards an ACTh MA may also be liable for fees to the ACTh. Please consult the ACTh Postgraduate Handbook.

The payment of fees and/or a valid request for FEE-HELP assistance must accompany the registration for each unit. Where a student withdraws from enrolment in a unit after the Census Date for that unit, refunds will only be given in terms of the College’s Re-crediting FEE-HELP Policy. Owing to Government regulations, students on an overseas visa pay their fees on the last day of classes.

5.2.21 Email

On admission all MA(Theol) candidates receive a student email account. The student email account is used for all College communication. For further information contact registrardept@moore.edu.au.
5.3 Master of Theology

Abbreviation: MTh  CRICOS Code:  041658G  AQF Level:  9

5.3.1 Introduction
Moore College offers the MTh specifically to equip graduates for teaching ministries in the future. Candidates are required to undertake study in one of the following fields via one of three pathways:

- Christian Thought – Systematic Theology, Historical Theology, Church History, Ethics, Philosophy
- Christian Ministry – Mission, Apologetics, Christian Worship

As a higher degree research award, the MTh is under the responsibility of the Research and Centres Committee, a standing committee of the Academic Board.

5.3.2 Course Structure
The MTh course structure consists of three possible pathways.

Pathway 1: Thesis of 40,000 – 50,000 words (including all citations and discussion in footnotes, and all excursuses, but excluding the bibliography).

This pathway is offered to candidates whose prior learning includes the necessary breadth and depth on which to base research at this level, such as: (1) a student who has completed the 15,000 word research project or a range of 8-10,000 word projects in the course of an MA(Theology) degree; (2) a student who has passed a 15,000 word project in the course of the BD degree with a result of at least 72.5%. Candidates seeking this pathway for a thesis in the field of Biblical Studies will need to show competency in original languages.

Pathway 2: One Research Unit and a Thesis of 30,000 – 40,000 words (including all citations and discussion in footnotes, and all excursuses, but excluding the bibliography).

The Research Unit must consist of either, an Original Language Research Unit (8,000 words equivalent), which investigates 320–400 verses of Hebrew and/or Greek biblical text, studied in conjunction with an approved bibliography, or, a Research Paper (8,000 words) that is not subsequently incorporated into the thesis. The Research Unit must be completed prior to the thesis stage. This pathway is recommended for applicants who (1) have an adequate research component in a prior degree, but require further sharpening of original language skills; or (2) who have demonstrated original language skill (such as demonstrated in a prior degree) but have minimal research component in a prior degree.

Pathway 3: One Original Language Research Unit, One Research Paper and a Thesis of 25,000 – 32,000 words (including all citations and discussion in footnotes, and all excursuses, but excluding the bibliography).

The Original Language Research Unit (8,000 words equivalent) investigates 320–400 verses of Hebrew and/or Greek biblical text, studied in conjunction with an approved bibliography. The Research Paper is 8,000 words and may not be subsequently incorporated into the thesis. Both the Original Language Research Unit and the Research Paper must be completed prior to the thesis stage. This pathway is recommended for applicants with minimal research component and original languages in a prior degree.
The default option is Pathway 1. However, the other pathways are possible upon either the request of the candidate or the recommendation of the supervisor of the Director of Research. There is also flexibility built into the degree enabling a candidate to apply for a change of pathway on the recommendation of their supervisor.

All candidates in the thesis stage of an MTh are required to participate in the College's program of Research Forums (See 8.3.6.18 below).

5.3.3 Length of Course
1. Full-time candidacy is normally for a minimum of two years (104 weeks) and a maximum of three years (156 weeks).
2. Part-time candidacy is for a minimum of three years (156 weeks) and a maximum of six years (312 weeks). Part-time candidacy is not available to international students (on an overseas student visa).
3. Deferral. A candidate may not defer enrolment in the first six months of candidature. A maximum of twelve months deferral in total is permitted during the normal course of a postgraduate degree.

5.3.4 Admission
1. The academic requirements for entry to the course may be satisfied by any one of the following:
   (i) The Moore College BD with honours 1 or 2A;
   (ii) An average of 72.5% or higher in at least four units (including at least one biblical studies unit based on the original language text of the Bible and a two-unit MA Research Project) of the Moore College MA(Theology);
   (iii) Graduates of the Moore College MA(Theology), provided they have achieved an average of 72.5% overall and successfully completed an MA Research Project; or
   (iv) Graduates of an approved Australian or overseas institution with a qualification which, in the opinion of the Academic Board, is equivalent to any of the above.
2. In cases where an applicant’s qualifying degree lacks a research project of at least 8–10,000 words, the Academic Board reserves the right to require the applicant to demonstrate their capacity to undertake research by obtaining a mark of at least 72.5% in a 10,000 word research paper on a topic to be determined by the Board.
3. Advanced standing of undesignated credit equivalent to one research project may be granted to applicants who:
   • Have completed at least two units of the College’s MA(Theology) with two such units achieving final marks of 72.5% or higher; and
   • Where in the judgement of the Research and Centres Committee the work completed adequately contributes to the learning outcomes of the proposed MTh program.
4. Full-time candidates who have not completed the Moore College BD may be required to audit certain 4th year BD units.
5. Candidates whose first language is not English must provide evidence of having obtained their first theology degree in English medium or sit an examination administered by the International English
Language Testing System (IELTS) and obtain a score of at least 7.5 in all bands of the academic test. The TOEFL equivalent is 600 or better (paper based test).

6. Depending on their prior study, overseas candidates may be required to undertake a “pre-MTh” year of study involving units from the MA(Theology) course.

7. Depending on their prior study, candidates may be required to undertake a unit in Research Methods as a co-requisite while completing their research.

8. Candidates who are more than five years from their primary theological degree may be required to attend a seminar on study and writing techniques.

9. Applications for admission to the MTh, for those who are not Moore College graduates, should be sent to the Registrar and should be accompanied by full academic transcripts and two academic and two personal references. The Registrar is responsible to review the academic qualifications of all applicants. Depending on the academic qualifications, an interview with the Director of Research is then required. His report to the Research and Centres Committee incorporates criteria based on those set out in the College’s Admissions Policy. Those undertaking the degree must evidence an understanding of, and aptitude for, Christian leadership and ministry. Admission is based on the Research and Centres Committee’s consideration of the Dean’s report and the academic qualifications of the applicant. It recommends admission to the Academic Board, which in turn makes a recommendation to the Governing Board of the College for those who have not previously been enrolled in the College.

10. Graduates of Moore College are re-admitted to the College for the purpose of enrolment in the MTh on the decision of the Academic Board.

5.3.5 Applying for Candidacy

1. The College’s first contact with a potential MTh candidate is usually through a senior member of Faculty or the Registrar. The first contact refers the applicant to the Registrar.

2. The Registrar ascertains the academic eligibility of an applicant for candidacy. For this purpose those who are not Moore College graduates are required to provide a certified copy of a full academic transcript.

3. The Registrar provides eligible applicants with an application form and may direct the applicant to a relevant Faculty member for advice in framing a proposed program of study. The applicant submits an outline of the proposed study program to the Registrar in writing (accompanied by an electronic copy).

4. An interview with the Director of Research will then be arranged. See 5.3.4.9 above.

5.3.6 Academic Regulations

1. The course study program is taken in one of three possible pathways.

Pathway 1 – A thesis of 40,000–50,000 words.

This pathway is offered to candidates whose prior learning includes the necessary breadth and depth on which to base research at this level, such as: (1) a student who has completed the 15,000-word Research Project or a range of 8–10,000 word projects in the course of an MA(Theology) degree; (2) a student who has passed a 15,000-word project in the course of the BD degree with a result of at least 72.5%. Candidates
seeking this pathway for a thesis in the field of Biblical Studies will need to show competency in original languages.

Pathway 2 – One Research Unit and a thesis of 30,000–40,000 words.

The Research Unit must consist of either an Original Language Research Unit (8,000 words equivalent) OR a Research Paper (8,000 words) that is not subsequently incorporated into the thesis. The Research Unit must be completed prior to the thesis stage. This pathway is recommended for candidates who (1) have an adequate research component in a prior degree, but require further sharpening of original language skills; or (2) have demonstrated original language skill (e.g. in a prior degree) but have a minimal research component in a prior degree.

Pathway 3 – Two Research Units and a thesis of 25,000–32,000 words.

The two Research Units must consist of one Original Languages Research Unit (8,000 words or equivalent) AND a Research Paper (8,000 words) that is not subsequently incorporated into the thesis. Both Research Units must be completed prior to the thesis stage. This pathway is recommended for candidates with a minimal research component and original languages in a prior degree.

2. For Research Units and theses, the candidate may restrict reading in the primary (other than the biblical text itself) and secondary literature to English language publications so long as the Research and Centres Committee is satisfied that the body of literature in English is sufficient to support research at an MTh standard. Where English is not deemed sufficient to support research at an MTh standard, the candidate may be required to undertake further training to acquire the relevant languages. This may be a requirement to undertake an Original Languages Research Unit within Pathway 2 or Pathway 3, or to audit subjects offered within other degrees offered by the College, or to enrol in a relevant language class at another institution.

3. An Original Language Research Unit must be based on 320–400 verses of biblical text(s) in the original language(s), in conjunction with an approved bibliography of approximately 18 items (up to 2,500 pages, consisting of 1500–1800 pages, plus commentaries)). It will focus on linguistic, exegetical, or theological concerns related to the selected biblical texts. The purpose of the Original Language Research Unit is to sharpen analytical skill in biblical language(s). The unit is the equivalent of 8,000 words and is examined by one three-hour exam. The exam is set and marked by a recognised scholar in the area of research who must not be the candidate’s Supervisor but who may be another member of the Faculty of the College.

Note: The bibliography for an Original Languages Research Unit should assume commentaries rather than list them. This rule does not exclude listing commentaries when a topic is proposed in which several distinctive interpretative traditions are being compared (e.g. Barth, Luther, Calvin, Dodd on Romans) or when a particular commentary is of special interest for its distinctive views. Sections of commentaries that make high-level contributions to the topic may also be listed. Given the amount of reading required for the exegetical task, a commensurate reduction in the scope of the bibliography down to 1,500 pages will be considered.

4. A Research Paper is 8,000 words in length. It must be on a topic related to the thesis, but it may not subsequently be incorporated into the thesis. The purpose of the Research Paper is to sharpen research skill in an area closely related to the thesis topic, while providing an opportunity for the candidate to explore wider issues that support research into the thesis topic. The candidate will decide on an appropriate topic in consultation with the Supervisor. The Research Paper is marked by a recognised scholar in the area of research who must not be the candidate’s Supervisor but who may be another member of the Faculty of the College.
5. It is the responsibility of the candidate’s Supervisor in consultation with the Department Head and the Director of Research to:
   - suggest, for the approval of the Research and Centres Committee, the examiner for any Research Unit;
   - agree with the examiner the format of the examination for an Original Language Research Unit; and
   - inform the student of the format of an examination for an Original Language Research Unit at least one month prior to the agreed date of the examination.

6. The thesis may be either a critical survey of existing learning on the subject, or a significant correction, supplement or new insight to existing learning on the subject, or an original contribution to theological learning. The candidate must demonstrate:
   - Independent thought;
   - Advanced critical or synthesising ability;
   - Coverage of scholarly literature in the chosen field of study and research appropriate to the topic at Masters level;
   - The sustaining of extended and sophisticated argument; and
   - The emergence of a creative or original contribution such that potential for doctoral level research is demonstrated.

7. The thesis is assessed by two examiners external to the College who have research doctorates from a recognised university (or equivalent evidence of expertise in the field). They must not be the candidate’s Supervisor and must not be a member of the Faculty of the College. The assessment is in relation to the standard required by an Australian university taking into account the criteria set out in par. 6 (above).

8. An application for admission to the course, using the form provided, is to be accompanied by a proposed study program and submitted to the Registrar in writing (accompanied by an electronic copy of the proposed program). The proposal should consist of:
   - a proposed thesis topic, together with a written explanation of up to 500 words of the topic and envisioned approach;
   - a proposed Pathway (Pathway 1, 2, or 3).

The proposal need not include details of any proposed Research Units (though the applicant is free to suggest some).

9. Applicants who are not previous graduates of the College will require a personal interview with the Director of Research before the Research and Centres Committee considers their application and accompanying proposal.

10. The application and proposal is reviewed by the College’s Research and Centres Committee. If the College has the capacity to supervise the applicant’s proposed program and if the thesis topic is considered to represent an appropriate contribution to theological learning and understanding in the particular field, a Supervisor is allocated and application for candidacy endorsed to the Academic Board. The Research and Centres Committee also makes a determination of the Pathway, taking into consideration the applicant’s proposed pathway, as well as the advice of the Director of Research.

10.1. If the applicant is approved for Pathway 1, the Research and Centres Committee reports approval to the Academic Board, and the candidate drafts a more detailed thesis proposal under the guidance of the designated Supervisor (see par. 23 below).
10.2. If approved for Pathway 2 or Pathway 3, the candidate must consult with the designated Supervisor to finalise details of Research Units. In the case of an Original Languages Research Unit, the candidate should submit the proposed bibliography to the relevant Department Head for advice. The proposed program, endorsed by the Supervisor, is presented by the Head of Department to the Research and Centres Committee, which, with report to the Academic Board, will either:

- approve the program as submitted;
- approve the program subject to amendments to be confirmed by the Supervisor;
- ask for the program to be resubmitted after changes are made in consultation with the Supervisor; or
- reject the program.

In cases where the program is rejected, the applicant has recourse to the Academic Grievance Policy of the College.

11. All successful applicants are deemed to be on probation for an initial period of twelve months (two semesters). Probation is reviewed during the Annual Progress Review.

12. The duration of candidacy is measured from the date of approval by the Research and Centres Committee.

13. Depending on their prior study, a candidate may be required to undertake a unit in Research Methods as a co-requisite while completing their Research Unit(s). This must be completed before a candidate may progress to thesis stage.

14. Review by the College’s Human Research Ethics Committee (HREC) may be required if a Research Paper or the thesis involves:

- interviews with any identifiable individuals or groups;
- the collection of data from or about identifiable individuals or groups; or
- the observation of identifiable individuals or groups.

Information concerning the requirements of the HREC and Guidelines for Ethical Conduct of Research are found in Section 7 of the Student Handbook.

15. Candidates must attend the College’s Research Forum (at least four forums per year). During the thesis stage, candidates must present at one forum annually within this program, in which they present an abstract of the content of their research, as well as reflect critically upon issues pertaining specifically to the method of their research.

16. Candidates must undergo an annual progress review. See the Research Higher Degree Progress Procedure in the Moore Policy Library. This includes completing an Annual Progress Review for Higher Research Degree Candidates form.

17. Candidates must also attend an interview with a Review Panel if:

- they are in a period of probation (such as the first twelve months of candidature); or
- required by a previous Review Panel.

A candidate or their Supervisor may also request an interview with a Review Panel if they are not otherwise required to attend one.

18. A candidate wishing to change to another Pathway must apply to the Research and Centres Committee, stating reasons for the desired change. The Supervisor must also recommend the change in Pathway.
The Research and Centres Committee will evaluate the merits of the application and make a determination.

19. Candidates in the thesis stage of their program are required to participate in the College’s program of Research Forums. This includes the presentation, at least once per year, of an abstract of their research to date. Normally students must participate in all such forums offered by the College (usually four per year). However, students residing outside the Sydney metropolitan area may apply to the Research and Centres Committee for permission to participate in a lesser number. In such cases, students are expected to combine visits to Sydney for forums with face to face sessions with their Supervisor.

20. All Research Units must be completed successfully prior to the commencement of the thesis.

21. If a candidate receives a fail for an Original Languages Research Unit, the candidate may sit one supplementary exam. Where a candidate receives a fail for a Research Paper, the candidate may resubmit the paper or request a re-mark. A re-marked Research Paper may not be subsequently resubmitted. A supplementary Original Languages Research Unit exam or a resubmitted Research Paper may not be awarded more than 60%. A candidate who receives more than one fail within the degree will not be permitted to continue in it, but will be offered enrolment within the MA(Theology) degree with advanced standing of one unit in the MA(Theology) for each successfully completed Research Unit.

22. Research Papers are assessed on a relevant sub-set of the criteria for assessment of a thesis (see 26).

23. At the beginning of the thesis stage, the candidate submits to the Supervisor a paper of approximately 2,000 words detailing the proposed thesis topic and approach to research. The paper should also include a literature survey appropriate to the topic, which would be suitable as part of a first draft of a chapter of the thesis. The following headings should be included in the essay:
   - Topic
   - Introduction
   - Statement of problem and possible contribution to the field;
   - Proposed research;
   - Methodology and parameters; and
   - Tentative outline of thesis and timeline for completion and submission.

When endorsed by the Supervisor, this paper is submitted to the Research and Centres Committee with the Supervisor’s recommendation for consideration with one of the following outcomes:
   - Approved as submitted;
   - Approved subject to amendments to the satisfaction of the Supervisor; or
   - Must be re-submitted; or
   - Candidate should exit MTh program and be granted advanced standing of one unit in the MA(Theology) for each successfully completed Research Unit.

24. Changes to a thesis topic may be initiated by the candidate, the Supervisor, or the Research and Centres Committee. Changes must be approved by the Academic Board on the recommendation of the Research and Centres Committee.

25. Guidelines for the presentation of a thesis are set out in the Research Higher Degree Thesis Examination Procedure found in the Moore Policy Library on the website. Style guidelines are set out in Section 8 of this Handbook.

27. When both thesis examiners’ reports have been received the Supervisor prepares, in consultation with the Director of Research and the relevant Department Head, a recommendation to the Research and Centres Committee based on their reports.

28. The roles of the various entities involved with results are set out in Section 4 Roles of the Research Higher Degree Thesis Examination Procedure.

29. Where the Research and Centres Committee agrees that “the degree be awarded subject to correction to the satisfaction of the Supervisor” or “that the candidate be invited to revise part or all of the thesis and re-submit it for examination” the Supervisor will provide the candidate with written instructions regarding the decision of the Research and Centres Committee, the work to be performed, and the criteria that must be satisfied in carrying it out. When the Supervisor is satisfied that the required changes have been made, a signed statement to that effect is given to the Director of Research, or the thesis is re-submitted for external examination.

30. If an RHD student’s thesis is submitted before 1 February (for Sem 1) or 1 July (for Sem 2) and receives ‘Degree Awarded’ (includes typographical errors only) from RACC, no enrolment or tuition fee is required. All other situations, the RHD student is required to enroll for one semester part time.

31. Once the Research and Centres Committee has made its decision on the outcome of the thesis, each external thesis examiner may be provided with an un-identified copy of the other examiner’s report.

32. Once the Academic Board recommends that the degree be awarded by the Governing Board of the College, the candidate must arrange for the permanent binding of two copies of the thesis on archive paper and an electronic copy of the thesis to be lodged with the Registrar. The title of the thesis and the candidate’s initials and surname should appear on the front cover of the bound thesis, together with the name of the degree and the year of submission. The spine of the thesis should contain the title of the thesis (abbreviated where necessary), the candidate’s initials and surname, and the year of award of the degree.

5.3.7 Requirements for Graduation

1. The degree will be awarded by the Governing Board of the College only in cases where all Research Units have been passed and the two external examiners of the thesis recommend the award of the degree.

2. The degree will be awarded with merit by the Governing Board of the College only in cases where all Research Units have been passed and the two external examiners of the thesis recommend the award of the degree with merit.

3. Where the two examiners recommend that the degree not be awarded, but the candidate has passed all Research Units, the Academic Board may recommend to the Governing Board of the College that the candidate be offered advanced standing (at an appropriate level) in the Master of Arts in Theology.

5.3.8 Appeals

1. Candidates wishing to query a Research Unit result should first consult their Supervisor. Only then may the candidate apply in writing with reasons to the Registrar for a re-mark. The mark awarded by the examiner conducting the re-mark will stand, whether it is higher or lower than the original mark. A mark only and no report will be provided.

2. If the degree is not awarded then the candidate may appeal to the Registrar in writing within one month of receiving the letter of notification. In order to consider the appeal, the Director of Research will convene an appeals panel consisting of the Director of Research, one academic member of the
Governing Board of the College, an academic external to the College, the Academic Dean, and another member of the Board. The panel must within one month bring a recommendation to the Academic Board.

The recommendation may be one of the following:

- that insufficient or unfounded reasons have been supplied by the student to support the appeal and that no change be made in the decision of the Academic Board; or
- that the candidate be invited to revise part or all of the thesis and re-submit it for examination; or
- that the thesis be reassessed by the appointment of another examiner external to the College, who will prepare a report in terms of the categories set out in 5.3.6.27 above.

2. The decision of the Academic Board, taking into account the recommendations of the appeals panel, shall be final. No one who has acted as the candidate’s Supervisor may be part of the appeals panel. If the Academic Dean or the Director of Research has acted as the candidate’s Supervisor, then another member of the Academic Board will be appointed in their place.

5.3.9 Academic Misconduct
The same policy applies as for the Undergraduate Program (see Section 4.13 Student Policies and Appeals of this Handbook).

5.3.10 Responsibilities

1. The responsibilities of the candidate and the supervisor are set out in the Research Higher Degree Supervision Procedure in the Moore Policy Library on the College website.

2. The role and responsibilities of the Director of Research, the Research and Centres Committee and supervisors are set out in the following procedures available in the Moore Policy Library:
   - Research Higher Degree Progress Procedure
   - Research Higher Degree Supervision Procedure
   - Research Higher Degree Thesis Examination Procedure

5.3.11 Fees

1. In 2019 fees in AUD$ for candidates per semester are:
   - Domestic – Part-time supervision: $2,260
   - Domestic – Full-time supervision: $4,520
   - International – Full-time supervision only: $5,660

2. If an RHD student’s thesis is submitted before 1 February (for Sem 1) or 1 July (for Sem 2) and receives ‘Degree Awarded’ (includes typographical errors only) from RACC, no enrolment or tuition fee is required. All other situations, the RHD student is required to enroll for one semester part time.

3. Owing to arrangements under Government regulations overseas students on a student visa pay their fees at the end of each semester.

4. Note: the above fees apply while a student is undertaking any preliminary research units as well as during the thesis stage of the program.

5. Enrolled MTh students may audit (free of further charge) units relevant to their MTh program. However, they are required to undertake any class exercises and seminar presentations that are part of such units.
5.3.12 Email
On admission all MTh candidates receive a student email account. The student email account is used for all College communication. For further information contact registrardept@moore.edu.au.
5.4 Doctor of Philosophy

Abbreviation: PhD  CRICOS Code: 087944K  AQF Level: 10

5.4.1 Introduction
The Moore College Doctor of Philosophy (PhD) is a research only award. The program aims to equip qualified persons for a vocation of teaching and research in theological colleges and universities and for the scholarly enhancement of Christian ministry. The PhD requires completion of a piece of research that demonstrates a significant and original contribution to theological knowledge and understanding at the highest academic level and capacity to conduct research independently at a high level of originality and quality.

5.4.2 Course Structure
1. Candidates undertake independent research towards a 70,000 to 100,000 word thesis on a topic approved by MTC. The research is conducted under the supervision of a Primary Supervisor and a Joint Supervisor.
2. The first two semesters of candidacy are provisional. Confirmation of candidacy is the decision of the Research and Centres Committee.
3. The first two semesters must be undertaken full-time on-campus. See also Section 5.4.6.9 below.
4. The thesis must:
   • Make a distinct contribution to theological learning;
   • Evidence original research and the exercise of independent critical analysis;
   • Evidence the author being trained in the techniques relevant to the field of research and of being capable, without supervision, of applying these techniques to other research projects;
   • Evidence sufficient familiarity with the area of discipline in which the author has worked to be able to assess critically the present state of knowledge in the subject and to conceive possibilities of further investigation with an increasing independence.
5. Candidates are required to participate in MTC’s program of Research Forums as determined by the supervisor in consultation with the relevant Head of Department. This includes presentation, at least once per year, of an abstract of research to date. In the case of part-time, off-campus students residing outside of metropolitan Sydney, arrangements may be made with the approval of the Director of Research, in conjunction with an Joint Supervisor in their place of residence, for participation in appropriate research seminars offered by another institution in order to supplement (any) agreed limited participation in the College’s Research Forum Program.
6. All candidates require competence in New Testament Greek. Depending on the thesis topic candidates may require advanced competence in other biblical language (Hebrew and Aramaic) and competence in other ancient and modern languages to the level of in-depth engagement with scholarly works.

5.4.3 Length of Course
1. Full-time candidature: 3 – 4 years
   • Earliest date for submission: A full-time candidate may not submit a thesis for examination earlier than the end of the sixth semester of candidature
   • Latest date for submission: A full-time candidate may not submit a thesis for examination later than the end of the eighth semester of candidature
2. Part-time candidature: 3 – 8 years
   • Earliest date for submission: A part-time candidate may not submit a thesis for examination earlier than the end of the twelfth semester of candidature
   • Latest date for submission: A candidate may not submit a thesis for examination later than the end of the sixteenth semester of candidature.
3. If a candidate has changed mode, the earliest submission date will be determined pro rata.
4. If a candidate wishes to submit before the earliest possible date, they will need to submit their request in writing to the RACC, outlining in detail the reasons for seeking early submission. Permission for early submission will be at the discretion of the RACC.

5.4.4 Admission Requirements
1. The academic requirements for entry to the course may be satisfied by any one of the following:
   • The Moore College BD with honours 1 or honours 2A (upper second class honours);
   • The Moore College MTh;
   • Enrolment in the Moore College MTh for not less than one year as a full-time candidate or two years as a part-time candidate where the Research and Centres Committee has certified that the applicant’s work as a Masters degree candidate is of such a standard as to justify candidature for the PhD degree; or
   • Graduates of an approved Australian or overseas institution with a qualification which, in the opinion of the Academic Board, is equivalent to any of the above. Such applicants will need to demonstrate competence to Level 3 in a biblical language relevant to their planned area of research and submit a piece of written work that demonstrates their capacity for research.
2. Full-time candidates who have not completed the Moore College BD may be required to audit certain 4th year BD units.
3. Notwithstanding the provisions above, the College may require suitability for candidature to be demonstrated by such examination or other work as determined by the College. This may include initial enrolment in the College’s MTh program with a view to upgrade to PhD enrolment after a period of not less than one year.
4. An applicant may not be admitted to candidature unless the Research and Centres Committee determines that adequate supervision is available.
5. Candidates whose first language is not English must provide evidence of having obtained their prerequisite theology degree in English medium and/or sit an examination administered by the International English Language Testing System (IELTS) academic test and obtain a score of at least 7.5 in all bands of the academic test. The TOEFL equivalent is 600 or better (paper based test).
6. Applicants will be required to show evidence of competence in ancient and/or modern languages in order to access primary sources and significant secondary works relevant to their thesis topic. Language requirements will be determined at the time of application in consultation with the proposed supervisor.

5.4.5 Fees
1. The fees in AUD$ per year for PhD students, payable to Moore College, in 2019 are:
2. If an RHD student’s thesis is submitted before 1 February (for Sem 1) or 1 July (for Sem 2) and receives ‘Degree Awarded’ (includes typographical errors only) from RACC, no enrolment or tuition fee is required. All other situations, the RHD student is required to enroll for one semester part time.

5.4.6 Academic Regulations

1. Application for Admission

An application for admission to the program, using the form provided, is to be accompanied by:

- Certified academic transcripts for all tertiary qualifications to date;
- Proof of studies in Greek (and Hebrew for Old Testament studies) to at least Level III (i.e. at the level of 3rd Year units in a three-year degree).
- A certified copy of an International English Language Testing System (IELTS) academic test result with at least 7.5 in every band (applies to all students requiring a student visa for entry to Australia and to those for whom English is not their first language who have not completed a pre-requisite award in English medium).
- Three confidential personal references using the form provided by the College for the purpose, including one from the applicant’s current minister/pastor or denominational leader. If part-time candidacy is being sought at least one reference should provide evidence that the candidate will be available for full-time study for at least the first two semesters of research and that thereafter at least 20 hours per week will be available for study.
- Two academic references (to be forwarded to the College in a sealed envelope by the referee using the form provided by the College for the purpose).
- A piece of writing, of between 2000 and 5000 words. The purpose of this is to enable an assessment of the level at which the applicant is working and the applicant’s ability to write clearly and mount a coherent argument. A marked thesis (honours or masters by research) may be substituted for this item.
- A proposed research topic together with a written explanation of up to 250 words of the topic and envisioned approach (to be submitted both in writing and electronically).

2. Applications are handled in terms of procedures are set out in the College’s Student Policies. In cases where the application is rejected, the applicant has recourse to the Academic Grievance Policy of the College.

3. The Research and Centres Committee appoints, with report to the Academic Board, a supervisory panel consisting of a Primary Supervisor and an Joint Supervisor for each candidate. Depending on the supervisory needs of the candidate’s research program (including periods of off-campus part-time research while domiciled outside metropolitan Sydney) one or more additional Joint Supervisors may be appointed from outside the College. Such additional Joint Supervisors should be research active within their own institution. See the Research Higher Degree Supervision Procedure in the Moore Policy Library on the website for the regulations concerning appointment of supervisors and the responsibilities of supervisors.

4. Review by the College’s Human Research Ethics Committee (HREC) may be required if the proposed research involves:

- The collection of data from or about identifiable individuals or groups;
- The observation of identifiable individuals or groups; or
- The use of data not already in the public domain.
5. Information concerning the requirements of the HREC and Guidelines for Ethical Conduct of Research are found in Section 7 of the Student Handbook. Any HREC review is undertaken after admission to the program.

6. Admission to the PhD program shall be on a provisional basis unless otherwise determined by the Research and Centres Committee. Provisional candidature shall normally last for a period of up to one year (FTE). The Director of Research shall, in consultation with the Primary Supervisor, specify the conditions of this period of provisional candidacy on the appropriate form at the time of admission. The conditions are derived from information obtained from the candidate during the application process and shall depend upon the background of the candidate and the requirements of the candidate’s research program. These conditions may include any or all of the following components:
   - Satisfactory completion of any specified coursework units;
   - Ancient or modern foreign language acquisition;
   - Participation in specified Research Forums;
   - Completion of a literature review/synopsis of literature or other preliminary research paper(s);
   - Presentation of a seminar;
   - Submission of the research proposal; or
   - Other additional conditions specified by the Research and Centres Committee.

7. During the course of their candidature each PhD student may be permitted to audit up to two coursework units of the MA(Theology) offered by the College if class capacity permits (without additional fees). Requests for such permission must be approved by the Primary Supervisor and the Director of Research. Permission may be granted on the understanding that audit students must complete any classroom presentations required by students enrolled in the unit(s) in order to avoid inequities of benefits and contributions with fellow students.

8. The first two semesters must be undertaken full-time on-campus. Every candidate must fulfil this full-time requirement at the commencement of their candidature. This is comprised of two semesters on campus in full-time mode during the first twelve months of candidature. In circumstances deemed exceptional by the Research and Centres Committee, a candidate may apply to vary this full-time requirement to an annual three consecutive month period on campus throughout the duration of part-time candidacy. This three-consecutive month period must be taken annually during the formal academic year (February to November). Approval for such a variation is at the discretion of the Research and Centres Committee.

9. Period of Provisional Candidacy

   9.1 Confirmation of candidacy is subject to satisfactory progress at the first Annual Progress Review (see Research Higher Degree Progress Procedure Section 3.4.5). Candidates are reviewed at 6 months from the date of their admission, and annually thereafter. A confirmation of candidacy review at 6 months consists of all of the requirements for an Annual Progress Review plus submission of a research proposal and oral presentation of that proposal to the supervisory panel. If candidature is not confirmed the Research and Centres may request the student to transfer to the MTh program.

   9.2 A research proposal should include the following:
   - Topic;
   - Statement of problem/question;
   - Statement of possible contribution to the field;
   - Outline of conceptual framework within which the problem/question is to be addressed;
• Proposed research (including key objectives and milestones);
• Methodology and parameters;
• Requirements for HREC approval of the proposed research (if any);
• A literature survey or synopsis of literature which would be at least a first draft of a chapter of the thesis as a basis for a preliminary bibliography; and
• Tentative outline (including a table of contents) of thesis and timeline for completion.

9.3 The Director of Research, in consultation with the candidate and supervisors, shall consider the candidate’s progress during the period of provisional candidacy. Completion of provisional candidacy depends on a satisfactory confirmation of candidacy presentation and meeting (any) agreed conditions of provisional candidacy (see par. 6, above). Upon the completion of provisional candidacy, the Director of Research shall recommend to the Research and Centres Committee, that:

- The candidature be confirmed; or
- The candidature be confirmed conditional on achievement of agreed objective within a maximum period of six months; or
- The candidature be transferred to the MTh program with a stated period of candidature for that award deemed to having been completed; or
- The candidature be terminated.

9.4 If the candidature is confirmed, then the period of candidature will normally be deemed to have begun from the date of commencement of the first semester following approval of provisional candidature.

9.5 If the progress is considered unsatisfactory, the Director of Research shall provide clear reasons for the recommendation to terminate the candidature.

9.6 Confirmation of candidature includes approval of the thesis topic. Thereafter any changes to the topic must be approved by the Research and Centres Committee on the recommendation of the Primary Supervisor. However, minor adjustments to the wording of the title may be approved by the Primary Supervisor with notification to the Research and Centres Committee.

10. Annual Progress Review

See Research Higher Degree Progress Procedure for full details of the Annual Progress Review.

10.1 Each candidate (whether full-time or part-time) is required to undertake an Annual Progress Review before a panel constituting at least two members of the Research and Centres Committee who are not the candidate’s Primary Supervisor or Joint Supervisor. The purpose of the review is to provide an independent and objective assessment of progress. The panel is normally chaired by the Director of Research or a Head of an academic department of the College. The student may request presence of a member of faculty of their own gender at these meetings, or request that certain persons be excluded.

10.2 An Annual Progress Review panel meeting consists of three parts:
- with both the candidate and his or her supervisor present
- with the candidate present and the supervisor excluded
- with the supervisor present and the candidate excluded.
10.3 In preparation for the review the candidate is required to provide:

- a completed Annual Progress Report form (completed in consultation with the supervisor);
- an outline of achievements since the last annual review against agreed objectives/criteria and milestones
- an outline of key objectives/criteria and milestones to be achieved by the next annual review
- a timeline and milestones for completion of the thesis
- if appropriate, a table of contents for the thesis together with completion status of each chapter; and
- any requirements specific to the Department in which the research is undertaken.

10.4 The format of an Annual Progress Review panel meeting and the issues discussed varies with each candidate. However key issues which should be covered include:

- Intellectual Property, Work Health & Safety and Ethics – both the candidate and the supervisors should understand these policy requirements as they relate to each research project;
- Resources – are they adequate and appropriate for the research?
- The role of the candidate’s supervisors – the panel should be satisfied that expectations are clear, that supervisors are fulfilling their obligations at the appropriate level and that appropriate communication exists between all parties;
- Progress of the research;
- Any problems (pastoral, technical or academic) identified by either the candidate or the supervisors. The Department Head and Director of Research must be consulted, particularly if appointment of a new supervisor is contemplated;
- An assessment of whether progress has been at the level expected for the stage of enrolment in candidature;
- Key research objectives/criteria and milestones for the next review;
- Anticipated thesis submission date – this date should take into account the census dates (3 April and 31 August);
- Skills development – assessment of whether additional skills and training are required and a development plan;
- Any other issues that the Panel considers relevant; and
- Date of next Annual Progress Review.

10.5 As a result of an Annual Progress Review Panel’s consideration a recommendation is made to the Research and Centres Committee in which the candidates progress is assessed. The review outcomes and consequent actions are set out in the Research Higher Degree Progress Procedure Section 3.5 and 3.6.

The review outcome may be one of:

- Continuation of candidacy
- Provisional continuation of candidacy
- Discontinuation of candidacy
10.6 Re-enrolment in the semester following the Annual Progress Review requires that the candidate has either received a satisfactory recommendation at Annual Progress Review or that the Research and Centres Committee has approved re-enrolment following a provisional recommendation at the Annual Progress Review.

10.7 In each aspect of Annual Progress Review (including confirmation of candidature) the candidate has recourse to the College’s Academic Grievance Policy.

11. Thesis
A candidate is required to undertake original and significant research on an approved topic, the results of which are presented in a thesis. The thesis must demonstrate advanced theoretical and methodological knowledge and the research should make an original and significant contribution to knowledge or understanding. The thesis must be no more than 100,000 words (including all citations and discussion in footnotes, and all excursuses, but excluding the bibliography). Appendices may be permitted on the recommendation of the Primary Supervisor. This maximum length may only be exceeded, and Appendices included, with the permission of the Research and Centres Committee.

12. Duration of Candidature and Periods of Absence
12.1 A candidate for the PhD, whether completing a program by full-time or by a combination of full-time and part-time study, shall not normally be permitted to submit a thesis for examination within the first three years (six semesters) (FTE) of candidature.

12.2 A candidate will be expected to present his or her thesis for examination within four years (eight semesters) (FTE) of the date of the initial enrolment in the course, excluding periods of approved leave or absence.

12.3 Variations to requirements regarding periods of minimum and maximum candidacy may be approved by the Research and Centres Committee if exceptional circumstances apply, but only on the recommendation of the Director of Research.

12.4 Periods of leave or absence of up to 12 months (FTE) may be approved by the Primary Supervisor and the Director of Research. Application for longer periods are normally not granted but in special circumstances may be considered by the Research and Centres Committee on the recommendation of the Primary Supervisor and the Director of Research.

12.5 A candidate may not defer enrolment in the first six months of candidature.

13. Articulation from the MTh
13.1 A candidate enrolled in the MTh may apply to the Research and Centres Committee for transfer to PhD candidature. The period of PhD candidature will be deemed to have commenced from the commencement of the MTh.

13.2 An application may be made following approval of the MTh thesis proposal and completion of at least 15,000 words of the thesis under the direction of the approved Primary Supervisor and Joint Supervisor. Consideration of such an application, or recommendation from the Primary
Postgraduate

Supervisor, takes the form of an Annual Progress Review. The Research and Centres Committee must be satisfied that:

- The candidate has acquired the necessary research skills;
- The candidate is performing at a level necessary to complete the thesis within four years (eight semesters) (FTE) taking into account any period of deemed completion;
- The thesis topic has doctoral scope; and
- The transfer is supported by the Primary Supervisor

14. Research Forums

Candidates are required to participate in the College’s Research Forum Program (including Departmental Graduate Seminars as applicable). This includes the presentation, at least once per year, of an abstract of their research to date. Normally students must participate in all such forums offered by the College (usually four per year). However, students residing outside the Sydney metropolitan area may apply to the Research and Centres Committee for permission to participate in a lesser number. In such cases, students are expected to combine visits to Sydney for forums with face to face sessions with their Primary Supervisor.

15. In the event that a Primary Supervisor is unable to supervise a candidate for an extended period of time, the approved Joint Supervisor shall act as Primary Supervisor for that period. In the event that a Primary Supervisor becomes unavailable to continue supervision, the Research and Centres Committee shall appoint a replacement Primary Supervisor on the recommendation of the relevant Academic Department Head. Until this is done, the Director of Research will automatically assume responsibility for the candidate.

16. Thesis Format and Submission

See Research Higher Degree Thesis Examination Procedure for full details.

16.1 The thesis submitted by a candidate shall comply with the following requirements:

- It must be the candidate’s own work but, if any jointly authored papers are included, the work done by the candidate must be clearly indicated and the co-author(s) must certify that they agree to the inclusion of the paper in the thesis;
- It must relate directly to the approved research topic;
- It must not include as its main content work which has been submitted for any other academic award or work conducted prior to the commencement of candidature. Where the main content of the thesis or portfolio consists of any significant extension or elaboration of the candidate’s earlier work, that portion referring to previous work must be clearly indicated;
- It must be written in English and must achieve a standard of expression and presentation appropriate to doctoral level writing and must lend itself to easy conversion to published format;
- Any substantial assistance provided to the candidate during the conduct of the research and the production of the thesis must be acknowledged. The candidate must obtain written permission from the Primary Supervisor before obtaining paid editorial assistance with the thesis. If permission is granted to obtain paid editorial assistance, such assistance must be acknowledged in the thesis and if the professional editor’s current or former area of academic specialisation is similar to that of the candidate, then this must also be acknowledged. Professional editing of a candidate’s thesis is limited to formatting,
grammar and style must not alter or improve the substantive content or conceptual organisation of the thesis.

- The style should conform to the Moore College Style Guide as set out in Section 8 of this Handbook.

16.2 Guidelines for presentation of a thesis are set out in the Research Higher Degree Thesis Examination Procedure.

17. Thesis Examination

See the Research Higher Degree Thesis Examination Procedure on the Moore Policy Library for full details.

17.1 PhD theses are examined by three examiners, at least two of whom must be external to the College. Examiners must have a demonstrated publication track record in the general field of the thesis and normally hold a research-based doctorate level qualification.

17.2 Thesis examiners are appointed by the Research and Centres Committee on the recommendation of the Supervisor through the relevant Academic Department Head. The candidate is invited to identify, with reasons, any person who might be unsuitable to examine the thesis.

17.3 The basis of the assessment is the topic as approved by the Research and Centres Committee. The assessment is in relation to the standard required by an Australian university taking into account the learning outcomes.

17.4 Examiners are provided marking criteria and other administrative information as set out in the Research Higher Degree Thesis Examination Procedure.

17.5 Each thesis examiner is asked, independently of the other thesis examiners, to examine the thesis and to provide to the Registrar, within two months of receipt of the thesis, a written assessment of the thesis with substantive comment and a recommendation to the Research and Centres Committee.

17.6 Where a thesis examiner fails to provide a report on a thesis within two months of having received it the RACC may appoint the reserve thesis examiner.

17.7 Examination outcomes are set out in Research Higher Degree Thesis Examination Procedure Section 3.7.

17.8 If an RHD student’s thesis is submitted before 1 February (for Sem 1) or 1 July (for Sem 2) and receives ‘Degree Awarded’ (includes typographical errors only) from RACC, no enrolment or tuition fee is required. All other situations, the RHD student is required to enroll for one semester part time.

17.8 In making the overall recommendation to the Academic Board (which will then recommend to the Governing Board) the RACC is required to assess the recommendations and academic arguments of the examiners’ reports as well as the internal written reports. The examination is not a vote and hence it is not a matter of strong reports outweighing a less favourable report or vice-versa. The role of the RACC is to discuss reports on a case-by-case basis, use its collective expertise in assessing theses and reviewing thesis examiners’ comments and to apply this expertise in considering the standard of work required for a research degree in an Australian university in making its academic decisions.
17.9 In each aspect of consideration of the assessment of a thesis the candidate has recourse to the College’s Academic Grievance Appeals Policy.

18. Once the Research and Centres Committee has recommended that the degree be awarded by the Governing Board of the College (via report to the Academic Board), the candidate must arrange for the permanent binding of two copies of the thesis on archive paper and an electronic copy of the thesis to be lodged with the Registrar. The title of the thesis and the candidate’s name and initials should appear on the front cover of the bound thesis together with the name of the degree and the year of submission. The spine of the thesis should contain the title of the thesis (abbreviated where necessary), the candidate’s name and initials and the year of award of the degree.

5.4.7 Responsibilities

1. The responsibilities of the candidate and the supervisor are set out in the Research Higher Degree Supervision Procedure in the Moore Policy Library on the College website.

2. The role and responsibilities of the Director of Research, the Research and Centres Committee and supervisors are set out in the following procedures available in the Moore Policy Library:
   - Research Higher Degree Progress Procedure
   - Research Higher Degree Supervision Procedure
   - Research Higher Degree Thesis Examination Procedure

5.4.8 Further Information

Further information, including procedures for applying, academic regulations and responsibilities of students and supervisors after acceptance may be obtained on application to the Moore College Registrar registrardept@moore.edu.au.
5.5 Doctor of Philosophy – PhD (University of Sydney)

5.5.1 Introduction

Moore College offers the Doctor of Philosophy (PhD) in association with The University of Sydney. The program aims to equip qualified persons for a vocation of teaching and research in theological colleges and universities and for the scholarly enhancement of Christian ministry. The program is restricted to those eligible for admission to an Australian university as a domestic student.

For University of Sydney regulations see http://usyd.edu.au.

5.5.2 Course Structure

Candidates undertake independent research towards a 70,000 to 100,000 word thesis on a topic approved by MTC. The research is conducted under the supervision of an academic staff member located within the faculty concerned at USyd and an academic staff member of MTC.

See Section 5.4.2 of this Handbook for further information on Course Structure.

5.5.3 Length of Course

Full-time candidature: 3 – 4 years
Part-time candidature: 3 – 8 years
The first two semesters must be undertaken full-time on campus.

See Section 5.4.3 of this Handbook for further information on Length of Course.

5.5.4 Admission Requirements

The academic requirements for entry to the course may be satisfied by any one of the following:

- The Moore College BD with honours 1 or honours 2A (upper second class honours);
- The Moore College MTh;
- Enrolment in the Moore College MTh for not less than one year as a full-time candidate or two years as a part-time candidate where the Research and Centres Committee has certified that the applicant’s work as a Masters degree candidate is of such a standard as to justify candidature for the PhD degree; or
- Graduates of an approved Australian or overseas institution with a qualification which, in the opinion of the Academic Board, is equivalent to any of the above. Such applicants will need to demonstrate competence to Level 3 in a biblical language relevant to their planned area of research and submit a piece of written work that demonstrates their capacity for research.
Candidates undertaking the degree must first be admitted as a student of MTC conditional on admission to USyd. Candidates then apply to USyd for admission as an “approved MTC doctoral student”.

If candidature is approved by the Academic Board on the recommendation of the Research and Centres Committee an application for enrolment at the university of Sydney may be prepared. Applications close on 31 October and 30 April for the following semester. The application should be submitted to MTC.

See Section 5.4.4 of this Handbook for further information on Admission Requirements.

5.5.5 Fees

Contact the Registrar for 2019 information

5.5.6 Academic Regulations

See Section 5.4.6 of this Handbook for information on Academic Regulations. There may be additional regulations concerning particular requirements of the University of Sydney.

5.5.7 Responsibilities

1. The responsibilities of the candidate and the supervisor are set out in the Research Higher Degree Supervision Procedure in the Policy Library on the College website.

2. The role and responsibilities of the Director of Research, the Research and Centres Committee and supervisors are set out in the following procedures available in the Moore Policy Library:
   - Research Higher Degree Progress Procedure
   - Research Higher Degree Supervision Procedure
   - Research Higher Degree Thesis Examination Procedure

5.5.8 Further Information

Further information, including procedures for applying, academic regulations and responsibilities of students and supervisors after acceptance may be obtained on application to the Moore College Registrar (registrardept@moore.edu.au).
5.6 Visiting Scholars

The College invites applications from those undertaking doctoral or post-doctoral research to become visiting scholars for a period of one term full-time. Visiting Scholars are offered the following:

1. Full access to the Library
2. Use, in the general faculty area, of a terminal with full Internet access. Scholars need to provide their own laptop computer (or the like). If they have a modem an e-mail service is available free of charge.
3. An invitation to join the College community in Chapel and the Faculty for morning tea during term.
4. All meals in the dining room are available at the current rate.
5. Depending on demand, single scholars may take a room in the respective single residence. Rooms are available at the current rates. Married scholars need to find their own accommodation. We are able to supply contact information for local realtors who should be contacted directly.

Applicants should provide:

1. A full CV, detailing professional experience, research activities and publications, etc.;
2. A description of the area of study;
3. Proposed dates of intended stay; and
4. A letter of introduction from a senior academic who knows your work well.

Applications for the honorary role of Visiting Scholar are considered by the Principal in consultation with the Director of Research. The role is without remuneration.

Obtaining the requisite visa to enter Australia is the responsibility of overseas scholars.
5.7 Guidelines For Writing Postgraduate Essays And Theses

5.7.1 General
Postgraduate research and writing assumes an adequate grasp of the technology of scholarship and the attendant stylistic protocols. The conventions adopted by Moore College are set out in Section 8 Style Guide of this Handbook. They are taken from Patrick H. Alexander et al., eds, The SBL Handbook of Style (Peabody: Hendrickson, 1999) (see http://www.sbl-site.org/pdf/sblhs_ss92804_revised_ed.pdf for the most helpful component, the student supplement).

5.7.2 MA(Theology) Essay Bibliographies
As determined by the essay topic, the reading for an MA(Theology) essay ought to be wider than the set reading given in the unit syllabus, and give evidence of reflection beyond the lecture material. Candidates ought to take careful note of the academic standard expected at this level (see Section 8.3.1). It is important that the most significant contributions have been read and analysed fairly.

5.7.3 Presentation of Essays and Projects (MA and MTh)
Essays should be presented on A4 format doubled spaced with a 3 cm margin. The pages should be numbered consecutively throughout the essay. The candidate’s name should not appear on any item for MA (including Projects). Essays are submitted online through the LSS as a PDF file.

- **Title Page**
  A template title page is available on the LSS. This should be used.

- **Synopsis**
  A synopsis, containing a summary of the argument of the essay, should follow the title page of the essay. It should be a piece of continuous prose, not numbered points, and be around 150 words in length.

- **Essay**
  The essay should reveal clear thinking and careful organisation, with an introduction and conclusion. The introduction should indicate the scope of the subject matter to be discussed in the essay, and the conclusion should summarise the argumentation of the essay and draw any necessary conclusions. While the essay will be marked mainly on content, the format is important and careful attention should be given to spelling, grammar and punctuation.

- **Bibliography and Footnotes**
  The essay should include a bibliography of all works consulted in the preparation of the essay. Footnotes are preferable to endnotes.

- **Word Length**
  Where an essay (or project) has a specified maximum number of words, bibliographic material in footnotes, the synopsis and the bibliography are not counted in the word length. However, commentary and analysis in footnotes must be included in the word count. Footnotes should not exceed 25% of the prescribed word length. Word length limits are taken seriously by examiners as part of the educational objectives for the unit. This regulation does not apply to PhD theses (see 5.4.6.11 for PhD thesis length).
5.7.4 Presentation of MTh and PhD Theses
MTh and PhD candidates are required to submit three bound copies of their thesis to the Registrar of Moore College.

The thesis should be printed or typed single-sided on A4 paper in black ink, double-spaced and with a 3 cm margin on the left hand side and at least a 2 cm margin at the top, bottom and right hand side.

For regulations on PhD thesis length, see 5.4.6.11.

Title Page
The title page should include the thesis title, your name and date of submission. The following sample should be followed:

<table>
<thead>
<tr>
<th>To What Extent is &quot;Faith, Hope and Love&quot; Paul’s Paradigm for Christian Living</th>
</tr>
</thead>
<tbody>
<tr>
<td>by</td>
</tr>
<tr>
<td>Stephen B. Rockwell</td>
</tr>
<tr>
<td>Submitted in partial fulfilment for the degree of Master of Theology</td>
</tr>
<tr>
<td>Moore Theological College</td>
</tr>
<tr>
<td>Newtown, N.S.W.</td>
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See Research Higher degree Thesis Examination Procedure for full details concerning the format and presentation of theses.

5.8 Academic Integrity
See Section 4.20 above.
5.9 Master of Arts (Theology) Graduates

Commencing in 2003 graduates are awarded the Moore College masters. Prior to that the ACTh masters was awarded.

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John F. Chappell  
Peter A. Collier  
Michael Everett  
Raj Gupta  
Carl Matthei  
Aleks G.-I. Pinter  
Robert L. Powell  
Jason L. Ramsay  
Craig J. Schafer  
Peter R. Smith  
Michael E. Stuart |
| 2012 | Gary V. Bennetts  
Steven P. Blencowe  
Alan J.M. Lukabyo  
David H. Martin  
Ken D. Noakes  
Baden Stace  
Scott G. Taylor  
Martin J. Telfer  
Antony M. Wright |
| 2013 | Mark L. Boyley  
Stephen L. Cree  
Shane Dirks  
Anthony W. Douglas  
Chang Hwang  
Simon L. Manchester  
David R. Mears  
Alison M. Napier  
Dominic C. O’Shea  
Gavin S. Perkins  
Nathan S. Walter  
Malcolm B. York  
David P. W. Yung |
| 2014 | Gregory D. Anderson  
Keith J. Baker  
Catherine L. Bradford  
Christopher S. Braga  
Matthew L. Brooks-Lloyd  
Stephen D. Gilmour (Merit)  
Matthew L. Keller  
Paul A. Lucas  
Thomas J. Magill  
Michael J. Plaege  
Kamal L. Weerakoon (Merit) |
| 2015 | Alistair C.-W. Chiu  
Keith W. Dalby  
Paul C. Dudley  
Nigel E. Fortescue  
Peter M. Greenwood  
Chi Keung Lee  
Jodie C. McNeill  
Louisa C. Pfitzner  
Michelle M. Philp  
Andrew K. Price  
David G.-M. Yu |
| 2016 | Michael E. Stuart  
2017 | Stephen R. Bell  
Sarah E. A. Browne  
James D. Crosswell  
Thomas M. Hargreaves  
Seah W. Heslehurst  
Konju Kim  
Jonathan N. K. Phua  
Andrew D. Spalding (Merit)  
Ian L. Spence  
Richard J. Wilson  
Francis Chalwell  
Amanda S. Curley  
Grant A. Gallant  
Peter J. Grice (Merit)  
Cathy M. Harris  
Matthew P. Heazlewood  
David H. Johnson  
Martin S. Kemp  
Mark D. Layson (Merit)  
Christopher J. Overhall  
Matthew N. Payne (Merit)  
Natasha A. Small  
Trent L. Sutcliffe  
Ken L. M. Tang  
Geoffrey R.Thompson  
Kerryn Ashby  
Michael Baines  
Tim Beilharz  
Michael Charles  
Adam Clark  
David Doran  
Scott Goode (Merit)  
Kara Hartley  
Conrad Hor-Kwong |
| 2018 | Andrew Kristanto (Merit)  
Joo Suk Lee  
Anton Marquez  
Chris Moroney  
Paul O’Brien  
Natalie Ray  
Christos Thanopoulos |
## 5.10 Master of Theology Graduates

Commencing in 2003 graduates are awarded the degree by Moore College except where indicated otherwise. Prior to that the degree was awarded in association with the ACTh.

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<th>Year</th>
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<td>Alan J. Mugridge</td>
<td>The Warning Passages in the Epistle to the Hebrews: Their Meaning, Form and Function</td>
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<td>Kirk R. Patston</td>
<td>Isaiah and the God Who Sends: An Analysis of “Sending” in Isaiah and its Implications for the Book’s Theology of Mission</td>
</tr>
<tr>
<td>2006</td>
<td>Michael P. Jensen (With Merit)</td>
<td>After Liberalism: Political Theology at the Turn of the Millennium</td>
</tr>
<tr>
<td></td>
<td>Gary N. Nelson</td>
<td>An Examination of James W. Fowler’s Faith Development Theory in the Light of the Bible’s View of Faith and Growth</td>
</tr>
<tr>
<td>2009</td>
<td>Mark S. Armstrong</td>
<td>The Contribution of <em>Wirkungsgeschichte</em> to the Reader Seeking to Understand the New Testament with Special Reference to Matthew’s Version of the Transfiguration</td>
</tr>
<tr>
<td>2010</td>
<td>Gordon C. Cheng</td>
<td>An Examination of Thomas Cartwright’s Apparently Modified Position on Church Government, With Particular Reference to his Confutation of the Rhemist Testament</td>
</tr>
<tr>
<td></td>
<td>Kerry K. Nagel</td>
<td>The Righteousness of God in Romans: A Contribution to Contemporary Debates</td>
</tr>
<tr>
<td></td>
<td>David A. Shead</td>
<td>The Covert Structure of Revelation: Using Systematic Functional Linguistics to Shed Light on an Old Problem</td>
</tr>
<tr>
<td>2011</td>
<td>Timothy P. Duke</td>
<td>Believers Among the Heavenly Beings: A Study of δικαιοσύνης in Ephesians</td>
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<tr>
<td></td>
<td>Stephen B. Rockwell</td>
<td>To What Extent is “Faith, Hope and Love” Paul’s Paradigm for Christian Living</td>
</tr>
<tr>
<td></td>
<td>Graham D. Stanton</td>
<td>Reforming Practical Theology: A Critical Study of Practical Theology for the Study of Youth Ministry from a Reformed Perspective</td>
</tr>
<tr>
<td>2014</td>
<td>Timothy R. Thorburn</td>
<td>Paul’s Doctrine of Rewards on the Age to Come, With Special Reference to “The Hope of Glory”</td>
</tr>
<tr>
<td>2015</td>
<td>Matthew K. Olliffe</td>
<td>Imputed Righteousness and Resurrection, with Special Reference to Romans 5:16–19.</td>
</tr>
<tr>
<td>2016</td>
<td>Hefin J. Jones (With Merit)</td>
<td>The Apocalyptic Paul: Assessing Key Aspects of the Apocalyptic Reading of Galatians</td>
</tr>
<tr>
<td></td>
<td>Craig R. Tucker (With Merit)</td>
<td>Reading John to Understand the Ascension and Exaltation of Jesus</td>
</tr>
<tr>
<td>2017</td>
<td>Craig McCorkindale</td>
<td>The Role of the Spirit in the Supper</td>
</tr>
<tr>
<td></td>
<td>Andrew J. H. Schmidt (With Merit)</td>
<td>“Where the Spirit of the Lord is There is Freedom”: the Meaning of Eleutheria in 2 Corinthians 3:17</td>
</tr>
<tr>
<td></td>
<td>Michael P. Taylor (With Merit)</td>
<td>Waiting for Jesus: the Meaning and Significance of the Concept of Eschatological Waiting with Special Reference to ἀναμένω in 1 Thessalonians 1:10 and its Implications for Eschatology, Mission and Ethics</td>
</tr>
<tr>
<td></td>
<td>Alan R. Wood</td>
<td>The Practice and Doctrine of Holy War in the Eastern Roman Empire and Orthodox Church, AD 620-630</td>
</tr>
</tbody>
</table>
5.11 Doctor of Philosophy Graduates

Prior to 2016 Moore College offered the degree of Doctor of Philosophy by research in association with the University of Sydney or the University of Western Sydney. The following candidates have been awarded the degree by the university indicated.

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Thesis</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>William A. Williamson</td>
<td>The Influence of “You Shall Not Murder” on Paul’s Ethics in Romans and 1 Corinthians (University of Western Sydney)</td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td>Ma’afu ‘O. Palu</td>
<td>Gospel and Time: A Study of the Concept of Time in the Bible With Special Reference to the Structure of the Biblical Gospel Message (University of Western Sydney)</td>
<td></td>
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<tr>
<td></td>
<td>Claire S. Smith</td>
<td>The Vocabulary of Teaching, Thinking and Learning in 1 Corinthians and the Pastoral Epistles (University of Western Sydney)</td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>Michael C Clark</td>
<td>Patterns of Repetition, Structure and Meaning in the Book of Hebrews (University of Sydney)</td>
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<tr>
<td></td>
<td>Keith G. Condie</td>
<td>The Theory, Practice and Reception of Meditation in the Thought of Richard Baxter (University of Sydney)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Benedict C. Cooper</td>
<td>Incorporated Servanthood: A Pragmatic-Critical Analysis of the Theocentric Commitment Evoked by Matthew’s Gospel (University of Western Sydney)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Matthew D. Jensen</td>
<td>Affirming the Resurrection and Ascension of the Incarnate Christ: The Persuasive Task of 1 John in its First Century Context (University of Sydney)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>David I. Starling</td>
<td>Not My People: Gentiles as Exiles in Pauline Hermeneutics (University of Sydney)</td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>Alfred Olwa</td>
<td>Missionary of Reconciliation: The Role of the Doctrine of Reconciliation in the Preaching of Bishop Festo Kivengere of Uganda Between 1971–1986 (University of Western Sydney)</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>Stephen S. Liggins</td>
<td>Persuasive Phenomena Associated With Evangelistic Proclamation in Acts (University of Sydney)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Daniel Y-W. Wu</td>
<td>Honour, Shame &amp; Guilt: An Examination of the Use of Social-Scientific Approaches to Biblical and Theological Studies, with Special Focus on the Book of Ezekiel (University of Sydney)</td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>Chase R. Kuhn</td>
<td>The Ecclesiology of DB Knox and Donald Robinson (University of Western Sydney)</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>Brett Graham</td>
<td>A Semi-Automated Algorithm for the Detection of Allusions and Influences, including Analysis of the Algorithm’s Efficiency using the Pastoral Epistles as a Test Case. (University of Sydney)</td>
<td></td>
</tr>
</tbody>
</table>
6 Resources and Services

6.1 Student Support

The Dean of Students is responsible for all matters that affect the personal and spiritual welfare of students and their families. Faculty are available to assist students at any time and students should feel free to contact them. However, specific contacts are as follows:

- General academic concerns: Student Handbook, or Year Advisor or Registrar
- Unit-specific academic concerns: Unit Co-ordinator; or Registrar
- Pastoral concerns: Your chaplain, or Year Advisor, or Dean of Students
- Ordination candidacy issues: Your chaplain, or Year Advisor, or Dean of Students
- International students: International Student Advisor

If you are not sure whom to contact for a particular matter please speak with your Chaplain (Years 2 – 4), Year Advisor or the Registrar.

6.2 The Library

6.2.1 Overview

The Library supports the learning, teaching and research activities of the College and is central to the academic life of the community. Details of available services and collections along with guides to various resources and services are available on the Library’s website at http://www.moore.edu.au/library/

To find out anything about the Library, please contact the Service Desk at servicedesk@moore.edu.au (02 9577 9895) or the Library Manager Julie.Olston@moore.edu.au (02 9577 9897) for assistance.

The Library began in 1856 and now provides access to one of the largest collections of theological works in Australia with over 308,000 items. Eight hundred current journal titles are received annually along with some six thousand new monograph titles. Titles may be received in either print or online format. The Library includes collections of Rare, Australiana and Australiana Rare titles. Our institutional digital
A repository named Myrrh is available at https://myrrh.library.moore.edu.au/ The Samuel Marsden Archives forms part of the Library.

6.2.2 Discovery Tools
To search across the resources made available by the Library, search DISCOVER https://www.moore.edu.au/library/ One search of DISCOVER retrieves references and/or full text from the catalogue, from Myrrh, and from a wide range of e-resources including ejournals. DISCOVER is indexed to journal article and book chapter level – while the catalogue is indexed only to book and journal title level.

The Library catalogue includes all published monograph and serial titles in all formats made available by the Library and is available from https://www.moore.edu.au/library/.

A finding guide to material held in the Samuel Marsden Archives is available at http://atom.library.moore.edu.au/

6.2.3 Developing your Library Skills Program
Regular information sessions are offered to students to help them develop information literacy and lifelong learning skills. The sessions assist students to use the library and their time efficiently and effectively. Visit http://www.moore.edu.au/library/#skills to view our current program. For further information, contact Julie Olston julie.olston@moore.edu.au

6.2.4 Research Skills
Postgraduate and fourth year undergraduate students are encouraged to contact our Research Support Officer, Rod Benson rod.benson@moore.edu.au for advice on research design and how to write better research papers and theses. Visit our Research page http://www.moore.edu.au/library/#research

6.2.5 Samuel Marsden Archives
The Samuel Marsden Archives contain college and collected archives relating to Australian church history. Visit http://www.moore.edu.au/library/#samuel-marsden-archives for more information or contact our Archivist and Special Collections Librarian, Erin Mollenhauer erin.mollenhauer@moore.edu.au

6.2.6 Borrowing and access
Borrowing and access to electronic resources entitlements are provided to currently enrolled Moore undergraduate students; to Moore candidates for MTh or PhD; and to university students resident in either Carillon House or John Chapman House. MA(Theology) students enjoy borrowing and access privileges during the six month period of the semester of their enrolment in an MA unit and are liable to fees at other times. Please check the Library’s homepage for details on joining the Library.

<table>
<thead>
<tr>
<th>Borrowing conditions</th>
<th>No. of items at one time</th>
<th>Loan period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduates Years 1-3</td>
<td>20</td>
<td>One week</td>
</tr>
<tr>
<td>Fourth year students</td>
<td>30</td>
<td>Four weeks</td>
</tr>
<tr>
<td>MA students</td>
<td>30</td>
<td>Four weeks</td>
</tr>
<tr>
<td>MTh and PhD</td>
<td>50</td>
<td>Six weeks</td>
</tr>
</tbody>
</table>
Students should note that the loan period of an item that is wanted by several students might be reduced. Overdue items incur a fine at the rate of $1.00 per day per item. Accrued fines of $15 or more suspend borrowing privileges until fines are paid in full. Late fees may be paid at https://my.moore.edu.au/Payment/ using a credit card.

Students may renew books in certain collections online twice if another borrower has not placed a hold.

6.2.7 Set Readings
Set readings for each unit of study are listed by unit of study code in Myrrh. The complete reading is scanned and made available from Myrrh when this complies with the Copyright Act. When we are unable to scan the complete reading, as much as possible is scanned and the print item is placed in the High Demand Collection. Links to an available eBook may be on the Myrrh record.

6.2.8 Online Resources
The Library delivers material electronically to the student’s desktop subject to availability, copyright, content and cost considerations. Students are required to enter their Student ID number and College universal password to gain access to most online material.

Online bibliographic databases which index the literature of biblical studies, theology, church history and related areas are available from http://www.moore.edu.au/library/#eresources

Most databases provide full text access. EJournals are available by individual title in the catalogue while ejournal collections and other information is available from http://www.moore.edu.au/library/#eresources. Certain eBooks are available by individual title in the catalogue while eBook collections and other information is available from the eresources link as above.

6.2.9 Opening Hours
As opening hours vary according to the time within the academic year, please visit www.library.moore.edu.au/library/opening-hours

6.2.10 High Demand Collection
Items may be borrowed for up to two hours or overnight if borrowed in the last two hours of the day. Overdue High Demand items incur a fee of $2.00 per hour (or part thereof). Borrowing privileges are suspended when the fine accrues to $15.

6.2.11 Open Access Physical Format Collections
The following collections are available on open access and are available for browsing.
Asian
CD/DVD
Folio
High Demand
Open
Pamphlets
Reference (Not for loan)
Serials (Not for loan)
6.2.12 Offsite Collections
To request access to items in Offsite, click Request Item on the catalogue record. Requests made by 2pm are available for collection in the Library from noon on the next working day. An email is sent to your college email account when the item is available for collection.
Material in the Samuel Marsden Archives is retrieved as soon as possible after the request has been made.

6.2.13 Interlibrary Loans Service
An interlibrary loans/document delivery service is available free of charge to all Moore students. Email docdel@moore.edu.au giving full bibliographic details of the requested item. For further details, email Rod.Benson@moore.edu.au

6.2.14 Scanning, Printing and Copying Facilities
Multifunction devices which copy, print and scan to OCR and email are available. Charges for printing and copying are 11c per page for A4 black and white. Higher charges apply for colour printing. Scanning is free. Credit may be added to your Papercut account at https://my.moore.edu.au/ Mobility printing from anywhere on the College network to the Library’s devices is available. Information sheets are available in the Library.

6.2.15 Copyright
Most items in the Library, including all lecture notes and digital material, are subject to copyright. Students are expected to abide by the current copyright legislation when using the Library’s equipment. Information on the copyright provisions is available at http://www.copyright.org.

6.3 Academic Support Officer
Moore College employs a part-time Academic Support Officer to support students who would like assistance with study skills, readings, assignment preparation, essay writing, academic English and exam preparation.
Enquiries for assistance: amelia.hohne@moore.edu.au

6.4 Internet and Email

6.4.1 Email
Email is the primary source of official communication between the College and students. All enrolled students are provided with a College email account and access to the internet. Both are available through various locations on campus.

Students are requested either to check their College email account regularly. Official communication via email is standard. **Automatically forwarding email to another account has been disabled for security reasons.**

The email address assigned to each student is Preferredname.Lastname@student.moore.edu.au. The email user account name is “StudentID@student.moore.edu.au”. **All email communication from the College will use that address.**

College email accounts may be accessed using any web browser.
Go to: https://webmail.moore.edu.au
6.4.2 Learning Support System (LSS)
Enrolled students have access to the College Learning Support System.
Information available includes (but is not limited to) unit syllabi, lecture outlines, assessments, chat forums, chaplaincy groups, study guides and information about plagiarism and academic integrity. You must use the LSS to upload your assessment items.

6.4.3 Internet Access
Wireless Internet access is available in most areas of campus. There are also a small number of public computers available in the Library.

6.4.4 IT Help Desk
Unfortunately, the IT department is not able to help students with individual computer problems – please ask another student or someone on the Student Computer Committee. However, we are able to help you if the problem is with one of our systems. Please contact the HelpDesk:
x810 on a college phone (Leave a voicemail message)
email helpdesk@moore.edu.au
visit https://it.moore.edu.au

6.4.5 College Web Sites

<table>
<thead>
<tr>
<th>URL</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><a href="https://www.moore.edu.au">https://www.moore.edu.au</a></td>
<td>Moore College Website</td>
</tr>
<tr>
<td><a href="http://www.library.moore.edu.au">http://www.library.moore.edu.au</a></td>
<td>Library</td>
</tr>
<tr>
<td><a href="https://cat.library.moore.edu.au">https://cat.library.moore.edu.au</a></td>
<td>Library Catalogue</td>
</tr>
<tr>
<td><a href="https://myrrh.library.moore.edu.au">https://myrrh.library.moore.edu.au</a></td>
<td>Library Electronic Resources</td>
</tr>
<tr>
<td><a href="https://my.moore.edu.au">https://my.moore.edu.au</a></td>
<td>My Moore Website</td>
</tr>
<tr>
<td><a href="https://ministry.moore.edu.au">https://ministry.moore.edu.au</a></td>
<td>Student Ministry Placements</td>
</tr>
<tr>
<td><a href="https://www.moore.edu.au/study/undergraduate/">https://www.moore.edu.au/study/undergraduate/</a></td>
<td>Undergraduate Courses</td>
</tr>
<tr>
<td><a href="https://www.moore.edu.au/study/postgraduate/">https://www.moore.edu.au/study/postgraduate/</a></td>
<td>Postgraduate Courses</td>
</tr>
<tr>
<td><a href="https://www.moore.edu.au/study/distance/">https://www.moore.edu.au/study/distance/</a></td>
<td>Moore College Distance</td>
</tr>
<tr>
<td><a href="https://webmail.moore.edu.au">https://webmail.moore.edu.au</a></td>
<td>Student Email system</td>
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</table>
7 Ethical Conduct of Human Research

7.1 Human Research Ethics Committee (HREC)

The Human Research Ethics Committee comprises the Academic Dean, the Dean of Students, the Director of Research, two lay persons with no affiliation with the College, a person with knowledge of and current experience in the professional care, counselling or treatment of people, a lawyer and a minister of religion.

7.1.1 Review by HREC

Review by the College’s HREC may be required of any activity by a student, in relation to a course offered by the College, which involves:

1. The collection of data from or about identifiable individuals or groups; or
2. The observation of identifiable individuals or groups

with the sole intention of contributing to knowledge and of presenting the findings in a public document. In this context, public document means published or deposited in the College library for open access.

This includes the use and/or collection of personal, collective or cultural data from participants or from their records, which may include their oral testimony, or observed cultural activities or the testing of responses to conditions devised by the student.

All such activities must be conducted in conformity with the College’s Guidelines for the Ethical Conduct of Research outlined below.

Where any of the foregoing activities are involved in any unit of study including those listed below, the HREC must determine that a full, expedited or no review is required:
A student considering any of the foregoing activities must obtain ethics clearance before contacting any individual in connection with the intended research. If in any doubt please contact the Registrar. Procedures and forms are located on the Learning Support System at HEC00 Human Research Ethics Committee. (See “My Courses” on the LSS to find HEC00.)

7.1.2 Meeting Dates of the Human Research Ethics Committee

The HREC meets twice per year to review research proposals. The meeting dates are Week 5 of Term 1 and Week 5 of Term 3. All applications are to be submitted to the Registrar at least one week prior to these dates.

7.2 Guidelines for Ethical Conduct of Research

7.2.1 Students Undertaking Research Must

1. Ensure the research adheres to the College’s guidelines, the Australian Vice-Chancellors’ Committee’s *Code of Conduct for the Responsible Practice of Research,*¹ the Commonwealth *Privacy Act (1988),”² and the National Health and Medical Research Council’s *Statement on Human Experimentation;”³

2. Be aware of defamation law and the implications, for all parties concerned, of recording potentially defamatory material;

3. Complete a proper literature review, where appropriate, to enhance the validity of the research;

4. Plan the research carefully so as not to waste time of participants e.g. by ensuring that information sought is relevant and necessary for the research;

5. Plan the research carefully so as to minimise any adverse consequences for the subjects/participants (e.g. minimise disruption, intrusion, risk and discomfort);

6. Identify themselves appropriately;

7. Provide sufficient information to participants so that they are informed about all aspects of the research;

8. Obtain written consent unless this will interfere with the anonymity of participants, in which case verbal consent will be adequate;

9. Accept any decision by participants to withdraw from research projects at any time during the course of the project and without explanation;

10. Ensure that any information/data is recorded in a manner consistent with the National Privacy Principles;

¹ These guidelines are based on those of the University of Technology, Sydney obtainable from http://www.gsu.uts.edu.au/policies/researchethicpol.html
⁵ See Human Research Activity Subject Information Sheet.
⁶ See: http://www.privacy.gov.au/publications/npps01.html#a
11. Maintain confidentiality (i.e. not divulge any information obtained through the research without permission of the subjects/participants); \(^6\)

12. Reveal any financial or funding interest in their research e.g. commercial sponsorship.

7.2.2 Students Undertaking Research Must Not

1. Undertake any research which may require professional skills they do not yet possess unless assurance can be given from the supervisor that they are being acquired as part of the project;

2. Misrepresent themselves in any way e.g. as having more skills, qualifications or experience than is in fact the case;

3. Undertake research which involves risks for subjects/participants (particularly possible long-term effects) which they would not wish for themselves or their families;

4. Undertake research on humans without first informing them and seeking their permission;

5. Coerce or induce others to participate in their research;

6. Use deception;

7. Divulge any information relating to subjects/participants obtained through research projects when confidentiality/anonymity has been promised.

7.2.3 Recommended Procedure for Student Research

1. Questionnaires/interviews etc. should be as short and non-intrusive as possible. Do not ask for information that you do not need for your research;

2. Anonymous responses are to be used wherever possible as this will reduce difficulties with storage of information and protection of privacy;

3. Where the information gathered is not anonymous, ensure that participants have the opportunity to edit any data gathered so as to reduce any likelihood of misrepresentation;

4. Wherever possible and appropriate, offer to share findings with subjects/participants.

Note: these considerations apply regardless of whether formal ethics approval is necessary.

7.2.4 All Information Given to Subjects/Participants Must Include

1. Identification of researcher as a student;

2. Identification of supervisor;

3. Identification of the College and the College phone number and address of supervisor;

4. Purpose of study;

5. Sufficient detail for subjects/participants to understand what the research will involve;

6. Details of how the information will be stored and eventual plans for the data, whether archiving and/or destruction of raw data;

7. Details of what will happen to information gathered, such as if and how it will be published or made available to the public by lodging in the College library and the likely impact on participants of publishing;

8. A statement that participants are free to withdraw at any time and without giving a reason, and without any penalty or risk of harm.
7.2.5 Retention of Data
Ensure that data is de-identified. All data collected must be submitted to the Registrar for deposit in the College Library. No data may be retained by the student.

7.2.6 Approval of the HREC is Required for Any Research
1. Which involves risk of harm for subjects/participants (particularly possible long-term effects) which researchers would not wish for themselves or their families;
2. Where the subjects/participants do not have full knowledge or have not fully consented (for example, in observational research);
3. In which information relating to subjects/participants may be divulged to a third party when confidentiality/anonymity has been promised, except in line with the Privacy Principles;
4. Where undue monetary or other inducement is offered in return for participation in research (this does not include ordinary compensation for out-of-pocket expenses, such as taxi fares, etc.);
5. Involving minors without prior approval from a parent or guardian.

7.2.7 Further Information and Queries
Further information, all HREC forms and guidelines about what to do can be found on the LSS. Check the link on the LSS at HEC00 Human Research Ethics Committee.
Other queries should be addressed to your supervisor/course coordinator or the Registrar.
8. Style Guide for Essays & Theses

8.1 Introduction

This guide concerns the correct way to quote other writers, to abbreviate, to use punctuation, and to construct footnotes and bibliographies.

Note that there are two broadly accepted ways of constructing footnotes and bibliographies, called the Author–Title system and the Author–Date system, respectively. The first system is slightly more complex, but leaves the text of the essay less cluttered. Students are free to choose the system they prefer. However, it is of great importance that a scholarly writer strive for consistency, whether in punctuation, spelling, layout or the format of references.

8.2  **Main Body of the Essay or Thesis**

8.2.1  **Quoting**

i.  All quotations should be accurately reproduced, including original spelling, punctuation and abbreviations. If the quotation contains a misspelling, this should be indicated by typing [sic] immediately after the error.

ii.  Quotations must be enclosed within **double** quotation marks, with **single** quotation marks for quotes within quotes.

iii.  Punctuation in quotations falls into three categories. (1) Full stops and commas always go **inside** the quotation marks; (2) colons and semicolons always go **outside** the quotation marks; (3) exclamation marks and question marks go inside the quotation marks only if they are part of the quote.  

   Consider the following examples:

   Barr does not mention “evangelicals”; instead, he uses the term “fundamentalists.”

   “Did he actually say, ‘My shout’?”

   “No, he said ‘Watch out!’”

iv.  Raised numerals referring to footnotes must not separate a word from any punctuation that follows it (e.g. quotation marks, commas, full stops). They should be placed, if at all possible, at the end of sentence. See the example in the paragraph above.

v.  If it is desirable to omit several words from the original text, such an omission (ellipsis) is indicated by three dots, with a space before and after. The remaining words must both make sense and be true to the intent of the original. For example:

   “He arrived from England in his early childhood ... never to return.”

vi.  Quotations of four or more typewritten lines should be typed as a separate, indented paragraph (a “block quotation”). Quotation marks should not be used around block quotations. If a citation is included, it should be in parentheses and follow the final punctuation mark.

   Then all the officials of the king of Babylon came and took seats in the Middle Gate: Nergal-Sharezer of Samgar, Nebo-Sarsekim a chief officer, Nergal-Sharezer a high official and all the other officials of the king of Babylon. When Zedekiah king of Judah and all the soldiers saw them, they fled. (Jer 39:3–4 NIV)

vii.  References to biblical texts (e.g., Rom 1:16) should be placed in parentheses within the text of the essay and not relegated to a footnote.

viii.  When discussing a particular term, it is best to set it in italics rather than quotation marks. For example:

   *Hope* occurs three times in this verse.

ix.  When citing Hebrew or Greek do not use quotation marks. In the case of Hebrew, vowel points and Massoretic accents are optional. Students in Year 3 should, and from Year 4 onwards must, cite Greek complete with accents as per the text of the New Testament.

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6 In close textual studies Rule 1 may be broken if it is necessary to signal that the punctuation is not part of the quote.
8.2.3 Commas

Incorrect use—or non-use—of commas is the most common grammatical error made by students. Pay particular attention to points i. and ii. (The next most common error is the insertion of an apostrophe into the possessive word “its”, as in the incorrect example, “it’s use is significant.”) Commas should enable fluent reading. They should, for example, be used in cases of syntactical ambiguity where otherwise the reader would not construe the text correctly on a first reading. Two problematic uses should be noted:

i. When a pair of commas does the job of parentheses, be sure not to omit the second of the pair:

   On the third time of asking, however, he accepted.
   She was offended when, for example, he asked intrusive personal questions.

ii. Essential (defining) clauses should not be set off with commas. In the following example the specific book in question is being defined (Metzger wrote many others):

   Nonessential clauses (clauses that may be omitted without affecting the meaning of the sentence) should be set off with commas. In the following example the book in question is already fully defined:

   Bruce Metzger’s introduction to textual criticism, The Text of the New Testament, was first published in 1964.

8.2.3 Abbreviations, Full Stops, Spaces and Capitalization

Whatever decision is taken about abbreviations, consistency should be maintained. As a general rule, the first word of a sentence should never be abbreviated.

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

   Mr  Mrs  Dr

ii. Abbreviations are normally followed by a full stop (“e.g.” has two full stops):

   Rev.  Vulg.  ed.  mg.  cf.

iii. When plural abbreviations are formed by repeating a letter, the full stop appears after the final letter only. When they are formed by adding an s, a full stop is still required. For example:

   p./pp.  v./vv.  n./nn.  ch./chs.  vol./vols.

iv. The full stop is omitted in abbreviations for chronological eras, divisions of the Canon, and Bible versions and editions, which are printed in all caps:

   BC  AD  OT  NT  NIV  ESV  MT  LXX

   The full stop is likewise omitted in abbreviations for publishing houses and series titles (printed in capitals) as well as journal and reference book titles (italicised capitals):

   IVP  JSOTSUp  JSOT  TDNT  BHS

   For abbreviations of secondary sources (journals, periodicals, major reference works and series), see the SBL Handbook, 171–216 (alphabetized by source) and 216–60 (alphabetized by abbreviation).
v. A space is inserted between the initial letters of personal names when occurring before the surname. Likewise, a space is required between a verse, page or chapter number and the abbreviation v(v), p(p), or ch(s). For example:

F. F. Bruce  D. W. B. Robinson  v. 1  pp. 12–22

vi. Abbreviations for biblical (and apocryphal) books should follow those used by the SBL Handbook, 124–5. Full stops are not used.

Gen  2 Sam  Ps (Pss)  Hos  Hag  1 Cor  2 Tim  3 John  
Exod  1 Kgs  Prov  Joel  Zech  2 Cor  Titus  Jude
Lev  2 Kgs  Eccl (or Qoh)  Amos  Mal  Gal  Phil  Rev
Num  1 Chr  Song (or Cant)  Obad  Matt  Eph  Heb
Deut  2 Chr  Isa  Jonah  Mark  Phil  Jas
Josh  Ezra  Jer  Mic  Luke  Col  1 Pet
Judg  Neh  Lam  Nah  John  1 Thess  2 Pet
Ruth  Esth  Ezek  Hab  Acts  2 Thess  1 John
1 Sam  Job  Dan  Zeph  Rom  1 Tim  2 John

However, if the biblical book is the first word in the sentence, or cited without chapter or verse number, it should be written in full: “First Samuel 2:10 is a key messianic text”; “Paul wrote 2 Timothy near the end of his life.”


For extensive lists of technical abbreviations and abbreviations of Bible texts and versions, apocryphal books, Dead Sea Scrolls, works by Philo and Josephus, Mishnah, Talmud, Targumic and other Rabbinic works, Apostolic Fathers and other classical and ancient writings, see the SBL Handbook, 141–68.

vii. While capital letters should be used for proper nouns such as Bible, Christ, Christology and English, adjectives derived from such nouns only retain the capital letter when the nouns were personal or national names. Hence a Christian woman and an English pub, but a biblical principle and a christological argument.

8.2.4 Hyphens, En Dashes, Em Dashes, Numbers and Dates

i. Hyphens join words whose elements combine to give a single, compound sense, such as:

pre-emptive strike  bias-free language  Judaeo-Christian ethics

ii. En dashes join words which retain their separate meanings, such as:

Author–Date style  Jewish–Christian dialogue

En dashes should also be used to indicate a range of page numbers, dates or biblical chapters and verses. Note that, for page numbers only, the second number in a range is shortened where appropriate down to two digits (but not to one digit for numbers greater than 10); but the second number of the range is not shortened if the first ends in a zero:

pp. 65–68, 100–102, 201–2, 309–56, 462–68
Psalms 1–2; 89  Rom 1:1–2:11  Ezek 16:1–5, 30–33

iii. Em dashes are used to mark strong disjunctions. They are not spaced:

“Take three—and only three—samples.”
8.3 Notes and Bibliographies: General Rules

8.3.1 Footnotes and Endnotes

Your essay should be accompanied by subsidiary material printed in footnotes (at the foot of the page) or endnotes (at the end of the essay). Footnotes and endnotes are used: (1) to give references to sources (books, articles or unpublished documents) from which you have derived facts, opinions or quotations; (2) to add comments, evidence of facts stated in the text, allusions to the differing views of other authors, and similar material which is not part of the argument but which supports it indirectly, and which would interrupt its flow if included in the main text.

Note: Failure to acknowledge sources is a serious breach of academic standards and may be considered plagiarism.

Notes are to be indicated in the text by a superscript numeral. Where practicable, the numeral should be placed at the end of the sentence (after the final punctuation) rather than after the first word to which it applies in the text.

In the author–title system (see §8.4), complete publication data must be supplied in the first note to a particular source. As a concession to space, standard abbreviations for journal and series titles should be used, and the phrases “edited by” and “translated by” abbreviated. Subsequent references to that source should use a short title and omit the author’s initials (as illustrated below).

In the author–date system (see §8.5), publication data are provided only in the bibliography at the end of the essay. References are normally included in the text, rather than being placed in footnotes.

8.3.2 Bibliographies

The essay must be accompanied by a bibliography of books, articles and other sources which have been consulted by the student for writing the essay (the Bible need not be included).

The bibliography should be entitled a “Bibliography of Sources Cited,” and any work not cited or engaged with in the body of the essay should not appear there. However, students may append a secondary list of “Other Works Consulted,” with discretion used to ensure that works listed there directly pertain to the topic of the essay.

The main differences between the presentation of an entry in a bibliography and a reference appearing in a note is that in the former the author’s surname is placed first, which facilitates the listing of the bibliography in alphabetical order. For other differences see the examples in §8.4.

Bibliographies should be listed alphabetically (see below), though it is customary to separate primary and secondary documents where relevant. Multiple works by a single author are listed alphabetically by title in the author–title system, and by date in the author–date system. There is no need to retype the author’s name; a five en line followed by a full stop will suffice.

For example (in author–title style):


In author–date style:


8.3.3 Arranging Bibliographies Alphabetically

The capitalization and alphabetization of entries in indexes and bibliographies can be very complicated, especially when compound and foreign names are involved. See the *SBL Handbook*, 73–76, 112–116. Three helpful hints are:

i. **Surnames that include the particles de, van, van der or von** are not listed under the particle unless the name belongs to an English speaker. Compare the following two alphabetical series:

   - De Boer, Willis Peter
   - Van Seters, John
   - Van Til, Cornelius

   - Ploeg, J. P. M. van der
   - Rad, Gerhard von
   - Selms, Adrianus van
   - Vaux, Roland

ii. **Note that Du, La and Le are always considered the first part of the surname:**

   - Du Buit, F. M.
   - La Mésangère, Pierre de
   - Le Déaut, R.

iii. **Most Spanish authors and some English-speaking authors have double surnames:**

   - Alonso Schökel, Luis
   - Díez Macho, Alejandro
   - Lane Fox, Robin

8.3.4 The Key Elements of a Reference

The sequence of information in a reference is as follows. Most references will only include some of this information. There must be enough to enable the reader to find the exact source quickly in a library.

- Author or Editor
- Title
- Publisher
- Date
- Electronic source information

**i. Author or Editor**

Full names rather than initials should be used if possible; a space should be left between initials; ancient works may be listed under the name of either the ancient author or the modern editor, with the same practice adopted for all ancient works cited.

**ii. Title**

Regardless of the way it is printed in the source, a colon should precede every subtitle unless the title ends with a question or exclamation mark. Titles and subtitles in English should be fully capitalized (i.e. all words except articles, coordinating conjunctions, and prepositions).

For the capitalization of titles in foreign languages, see the *SBL Handbook*, 73–76.

Primary sources should be cited, parenthetically, inside the final punctuation, except in the case of a block quotation (§8.2.1). If the translation is important, insert it following the reference. For example:

   "From Luke’s point of view, “the kingdom of God is among you” (Luke 17:21 NRSV)."

**iii. Publisher**

The publisher’s name should be abbreviated—unless ambiguity or awkwardness would result—by the omission of *Press, Publishing Company*, and the like, and by the use of an ampersand...
instead of and (e.g., T. & T. Clark). Hence: Hendrickson (not, Hendrickson Publishers); Cerf (not, Editions du Cerf); Eerdmans (not, William B. Eerdmans Publishing Company). Exceptions: Oxford University Press (and other university presses); Scholars Press; Free Press; JSOT Press. See the *SBL Handbook*, 76–82.

iv. **Place and Date of Publication**

List only the first place when several are mentioned, even if the second is linked to a second publisher. If the place is not well known, add a reference to the state or country. The decision you make will depend on the readership. Thus, “Homebush Bay, N.S.W.” would suffice for local readers; “Chico, CA” would be necessary for most readerships. (For abbreviations of the states of the U.S.A. use the two-letter postal abbreviations as given in the *SBL Handbook*, 118).

Where the place of publication cannot be found, the abbreviation “n.p.” (no place) is used. Where the date of publication is unknown, use “n.d.” (no date), or else estimate the century or decade, e.g. “18--?” or “196-?” Where there are no page numbers, also use “n.p.” (no pages).

v. **Volume and Page Numbers**

All numerals should be Arabic, with volume and page numbers separated by a colon (e.g., 1:96–97). Do not use f. and ff., but give actual page ranges. Examples of such ranges—separated by an en dash—can be found in §8.2.4 above. **NOTE:** because pages numbers in electronic books are not stable, you should always quote from a paper copy where one is available.

vi. **Electronic source information**

Information about the electronic format cited (PDF e-book; Kindle edition, etc.) always goes at the end of a reference. For online publications a DOI (Digital Object Identifier) is preferable to a URL. There is no need to provide an access date, and URLs must never be hyphenated. Divide them at a dot or slash if necessary.

*Finding the DOI for an article.* Many articles do not have a DOI, but if they do it should be printed on the first page of the article PDF. Alternatively, go to CrossRef.org and click on the “search metadata” tab on the homepage. Enter details of the article’s title and author into the search box. A DOI is a number beginning with 10. To convert it to a URL, http://dx.doi.org/ is placed in front of it (e.g., http://dx.doi.org/10.1086/660696).
8.4 Examples of the Author–Title Style

How to use this section, in four steps:

Step 1  What type of source are you referring to? Find it in the list below and go to the appropriate section, then go to Step 2.

Step 2  Is this the first time you have used this particular source?
        If yes, create a footnote with the full reference, in the style of the first example.
        Then go to Step 4.
        If no, go to Step 3.

Step 3  Have you footnoted this source earlier in your essay/thesis?
        If yes, create a footnote with a shortened title, in the style of the second example.

Step 4  Are you constructing the bibliography? Create a reference in the style of the third example, and place it in its proper alphabetical order.

In some of the examples that follow, the prescribed sequence of information is given in a template. Following the template are either two or three examples: a first reference, a second or subsequent reference, and a bibliographic entry.

Print Media

1. Journal Article (with template)
2. Books and Edited Books (with template)
3. Recent Reprint Title
4. Full History of a Translated Volume
5. Article in an Edited Volume (with template)
6. Book Review
7. Unpublished Dissertation or Thesis
8. Article in a Lexicon or Encyclopaedia
9. Other Special Cases

Electronic Media

1. Electronic journal article
2. CD-ROM (or similar) electronic reference with a corresponding print edition
3. Digitized versions of printed books (digitized libraries, AcCordance modules, etc.)
4. Online databases
5. Book published electronically or online with no print counterpart (on Kindle, etc.)
6. Material published informally online: websites, blogs, social media
7. Online audiovisual material
8.4.1 Print Media

1. Journal Article


Note that, According to SBL convention, double quotation marks are used and the comma (or full stop) goes inside them. A closing question mark or exclamation mark replaces the full stop of a bibliography, but not the comma of a reference (see the second example). The issue number should only be included if the pagination starts afresh in each issue (compare the examples). The page numbers are preceded by a colon. In second and subsequent references, only the author’s surname, an abbreviated title, and the relevant page(s) need be supplied. In the bibliography, full stops follow author and title, and the journal title is fully written.


11. Chavalas, “Did Abraham Ride a Camel?,” 64.


2. Books and Edited Books

First reference:  Author(s)[or, Editor(s), ed(s).], Title, ed. editor, trans. translator, number of volumes vols., edition ed., series-title number (place: publisher, year), page(s).

Bibliography:  Author(s)[or, Editor(s), ed(s).]. Title. Edited by editor. Translated by translator. number of volumes vols. edition ed. series-title number. place: publisher, year.

The main change from the old SBL style is that ONLY the publication details (place: publisher, year) are included within parentheses in footnotes. When there are two or three authors or editors, list them all and separate the last two by “and”. When there are more than three, list just the first followed by “et al.” in the first reference, but list all of them in the bibliography. The page numbers (omitted in the bibliography) are preceded by a comma. In the bibliographic version, all elements before the place of publication are separated by full stops, and “edited by” and “translated by” are fully written.


5. Oates et al., Checklist, 4.


Note that “eds.” is omitted in the second reference; and in the bibliography, the series title is written in full. It is not necessary to include the names of the editors of the series, if given. Do not confuse impressions, printings, or reprints with editions. A second edition represents a change in the text from the first edition, whereas an impression is merely a reprinting of the same edition. A book which is styled the fifth printing of the first edition is cited by the date of the first edition, not the date of the printing. Do not use a reprint date.


Note that in the second reference the volume number is in Arabic numerals, and separated from the page numbers by a colon. Note also the fuller information provided in the bibliography regarding the translation.

3. Recent Reprint Title (N.B.—where possible, cite from the original)


17. Van Seters, In Search, 70.


If a reprint is old (public domain), the original place and publisher—but not date—may be omitted.

4. Full History of a Translated Volume

For research students it will normally be desirable to include details of the original if a work is cited in translation.


73. Calvin, Inst. II.vi.4.

Translation of *Institutio Christianae religionis, in libris quatuor nunc primum digesta, certisque distincta capitibus, ad optissimam methodum: aucta etiam tam magna accessione ut propemodum opus novum haberi possit*; Geneva: Robert Estienne, 1559.


Undergraduate students who cite a work that has been translated and/or reprinted from an older original may omit the full history of the volume and simply add the original date of publication in square brackets after the date:


5. Article in an Edited Volume

First reference: Author(s), “Title,” in Book Title, ed. editor(s), trans. translator, number of volumes vols., edition ed., series-title number (place: publisher, year), page(s).

Bibliography: Author(s). “Title.” Pages page(s) in Book Title. Edited by editor(s). Translated by translator. number of volumes vols. edition ed. series-title number. place: publisher, year.


6. Book Review

The publication details of the reviewed work may be omitted:


7. Unpublished Dissertation or Thesis

The title is not italicised, but placed in quotation marks:


8. Article in a Lexicon or Encyclopaedia

For a lexicon or theological dictionary entry (i.e. which discusses a word or family of words), you should give the title and whole page range of the entry in the first reference, but just the dictionary abbreviation and page in subsequent references. In the bibliography, cite only the dictionary. Note the Arabic numeral for the volume number, followed by a colon.

102. Spicq, TLNT 1:95.


An article in an encyclopaedia or dictionary (i.e. which discusses a theme, person, idea, etc.) should, however, be specifically cited in the bibliography.


9. Other Special Cases

Beyond this there remain complex examples for which, at an undergraduate level, consistency and common sense should be the guide rather than strict adherence to the letter of the law. If further help is necessary, refer to the SBL Handbook, 95–102, for examples of citations from conference papers, magazine articles, ANET, COS, the Loeb Classical Library, papyri, ostraca, ancient epistles and homilies, the Ante- and Post-Nicene Fathers, J.-P. Migne’s Patrologia Latina and Patrologia Graeca, and Aufstieg und Niedergang der römischen Welt. Before citing texts from the Judaean Desert, see the SBL Handbook, 176.

There is no need to list references to the Bible. Likewise, there is no need to list references to well-known documents from church history or antiquity. Like biblical references, these can be cited in parentheses within the main body of the text. For example:

(Josephus, Ant. 2.233–235)
(b. B. Bat. 12a)
(Calvin, Inst. III.ii.2)
(Barth, CD IV/1, 128)
When you come across other works which are referred to by similar such abbreviations (e.g. Luther’s works or the Mishnah), imitate the usage of your source in your own referencing. Note that when you cite the exact words of a translation of ancient or classic modern works, the translator should be acknowledged. In this case, the source should be included in the bibliography.

(Calvin, Inst. III.ii.2 [Battles])
(Josephus, Ant. 2.233–235 [Thackeray, LCL])


8.4.2 Electronic Media

NOTE: The attention of students is drawn to the variable quality of material available on the Internet. Much of it is “informal,” i.e. it has not been subject to review by publishers or normal academic peer review. Accordingly care should be exercised in the citing of such material.

The internet is volatile; old links (URLs) often break. Include a DOI where possible—see §8.3.4, part vi.

As a general rule, digitized material may be cited like the print copy that was photographed to produce it. Material with no print counterpart may change over time, and the date of latest release or revision should be included.

1. Electronic Journal Article

Electronic journals have fixed page numbers, like print journals. If you consulted the article in a library or commercial database, you may give the name of the database instead of a DOI.


2. CD-ROM Reference with a Corresponding Print Edition

Cite a book on CD-ROM as you would if it was the print edition. You do not need to specify the medium of the book in your citation.
3. Digitized Version of Printed Book (digitized libraries, AccOrdance modules, etc.)

If the book is readily available, cite it as if it were the print edition. You do not need to specify the medium of the book in your citation. Bible software programmes should provide you with the relevant citation details. For example, https://www.accordancebible.com/Accordance-Citations.

If it is a rare book, provide the DOI/URL or the name of the database you accessed. Two bibliography entries may serve as examples:


Coverdale, Miles. *Goostly Psalms and Spirituall Songes Drawen out of the Holy Scripture, for the Comforte and Consolacyon of Soch as Loue to Reioyse in God and His Worde.* London: Johan Gough, 1535. Early English Books Online.

4. Online Database

When citing databases with formally published content, the author of the content or the owner of the site should be referenced, plus the title of the content, the name of the database, and a release or revision date. Two bibliography entries may serve as examples:


5. Book Published Electronically or Online with No Print Counterpart

**NOTE:** cite e-books only if a print or digitized copy with stable page numbers is not available. If an e-book is available in more than one format you should cite the version you consulted. For books consulted online, include an access date and a DOI/URL. If no fixed page numbers are available, you can include a section title or a chapter or other number.


6. Other Material Published Online: Periodicals, Blogs, Social Media

Citations should include all of the following that are known and relevant: the author of the content; a title or phrase (e.g. the first 160 characters of a post) describing the content; the name of the magazine or blog (italics) or platform (Facebook, Instagram, etc., non-italics); the owner or sponsor of the site; the date the content was generated; and the URL. Access dates are not required.

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7 The specific URL for a Facebook post is found by clicking on the three dots on the upper right-hand corner of the post, selecting "embed," then selecting “advanced settings.”
Informal online material should be referenced in notes and, if formally (commercially) published and of sufficient substance, in the bibliography. Blog entries are typically not included in a bibliography, as they are informal comments. Social media content need not even be referenced in a note, if a brief description in the text can suffice (see example).


8. Helm, “Review.”


38. “What Does it Mean,” Facebook post.

A sample text that cites social media content, both with and without a note:

Lost on many readers was the fact that Obama’s tweet was a quotation from Nelson Mandela: “No one is born hating another person because of the color of his skin or his background or his religion...” (@BarackObama, Twitter, 12 Aug 2017). Visual symbolism, as when the face of Martin Luther King Jr. looms large over Obama in a photograph, can portray a relationship between two authors with considerable sophistication.16


7. **Online Audiovisual Material**

As relevant or available, the following information should be included: Author, “title of content,” directed by, date filmed/recorded, owner or sponsor of content, medium and duration, date posted, URL. Normally there would be a reference in a note, but not in the bibliography. Again, use the most stable URLs possible, e.g. by going to the site of the company that creates the content (vimeo.com, soundcloud.com), not the site where it is hosted. These media would not normally be included in a bibliography.


8.5 Author–Date System of References

The Author–Date system of references is the system used in scientific and social-scientific works, but is becoming more common in theological writing. Its advantage is that it uses fewer words and reduces the need for footnotes.

8.5.1 Conventions for Notes and Bibliographies

i. Citations in Text and Notes

Instead of a footnote, the author’s name (if not mentioned in the text), the date of publication and the page number(s) (if necessary) are placed in parentheses after the quote. Date and page are separated by a comma; citations are separated from one another by semicolons; when an author has two publications in the same year, the designations “a” and “b” should be added to the date.

Dumbrell evidently reads 2 Cor 2:14–17 as a polemic (1986, 179).
Blomberg (1999, 21 n. 3) suggests that . . .
Jeremiah 23:10, 37 can be interpreted in the same way (Tov 1972a, 195; Tov 1972b, 107).

If a work has been translated or reprinted from an older original, add the original date of publication in square brackets after the date. If the original is an ancient primary source it should be cited along the lines of section 9 above: (1) if only general reference is made to the work, title and page/section will suffice, with no record in the bibliography; (2) if words are quoted, reference to the translation should be made in both citation and bibliography.

Wellhausen (1957 [1883], 127) adopts a different approach.
Calvin (1960 [1559], I.xv.5) speaks of the “delusion of the Manichees” in this connection.
Josephus (Ant. 2.235 [Thackeray 1937]) states the following...

Because of the way the bibliography is constructed, such minimal citation is all that is needed. However, footnotes may still be included in an essay if so desired, either to add comments to the argument along the lines indicated in §8.3.1.1 or to remove particularly long and obtrusive references from the text so as to make it read more smoothly. It is a matter for personal judgement as to when this needs to be done.

ii. Bibliographies

What was said in sections 8.3.2–4 applies here, except for the following differences. (1) Only works cited in the essay should appear in the bibliography. (2) The second element of the bibliographic citation (after the author’s name and before the title) is the date. The other elements appear in the same order as in the Author–Title system. (3) The bibliography is arranged alphabetically by author and then chronologically, so that books and articles by the same author are listed from the first published to the most recent; they are followed by co-authored books; books edited by that person; books edited by that person and another. (4) Works by an author in the same year are distinguished as follows:

8.5.2 Examples of Notes and Bibliographies, Arranged by the Type of Source

This section is a supplement to section 8.4.

See the *SBL Handbook*, 104–108. For templates setting out the order of information in various types of reference (journal articles, books, edited books, book sections, etc.), see the examples in section 8.3.2 above. These may be adapted to Author–Date format by the removal of the date to the second position in the reference. Further rules of presentation are also explained in the abovementioned section, which should be studied in conjunction with the following examples.

**Journal Article**

(Williams 1980, 270)


**A Book**

(Robinson and Koester 1971, 23)


**An Edited Book**

(Oates et al. 1992, 10)


**A Dictionary Article**

(Spicq 1994, 1:96–97)


**An Online Source with No Publication Date**

The date when content was posted or updated should be retained, and the year added at the beginning. Because the full reference does not appear in footnotes, even informal online material will have to appear in the bibliography, unless it can be woven into the text (see section 8.4.2.5).

(Helm 2018)

Life in a community as large as ours needs a structure in order to benefit everyone. What follows is an outline of the daily routine and some of the basic expectations and regulations that are designed to make life pleasant for us all. The daily timetable of the College is arranged to enable every member of the community to spend a portion of time, morning and evening, in private devotional reading of the Scriptures and meditation, and in humble prayer and praise to God.

All full-time students including those who reside away from College are expected to attend all lectures and tutorials for units for which they are registered, chapel services, Wednesday/Thursday chaplaincy groups and lunch during semester.

### 9.1 Meal Times

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.00 am – 9.30 am</td>
<td>Monday – Friday</td>
<td>7.00 am – 9.00 am</td>
<td>12.10 pm – 12.45 pm (first sitting)</td>
<td>6.00 pm</td>
</tr>
<tr>
<td>7.30 am – 9.00 am</td>
<td>Saturday – Sunday</td>
<td>1.05 pm – 1.45 pm (second sitting)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no meals on public holidays or during vacation weekends.
All students are expected to attend each weekday lunch in the Dining Room. There are no take-away meals at breakfast or lunch times. If you have a lecture clash with lunch please make arrangements with the Head Chef. Married students may attend other weekday evening meals by booking at the Concierge Desk and paying the current fee.

If you require dietary meals please make arrangements with the Head Chef.

The lunch meal is not transferable. If a married student and/or their spouse wish to attend meals on another occasion they need to book in and pay at the Concierge Desk. No takeaway meals are provided. Single residents may request a takeaway dinner meal on Tuesdays by arranging it with the Chef before 5.00 pm on the day. No meals, crockery or cutlery may be taken away from the Dining Room without permission from the Head Chef.

Please Note
Due to WH&S regulations children, babies or toddlers in prams, strollers or capsules should not be brought into the Dining Room. Babies are welcome if they are in a pouch but must not be taken up to the bain maries. Parents should ask another student to get their meal for them.

9.2 Harassment Policy

Behaviour such as sexual harassment and sexual abuse is totally unacceptable. If you wish to speak to someone about sexual harassment or sexual abuse that may happen within the College community please contact the Anglican Abuse Report Line on 1800 774 945 or email: abuserreport@sydney.anglican.asn.au which will put you in touch with a Contact Person who is a professional counsellor.

The decision to speak to someone about sexual harassment or sexual abuse by a member of the College community may not be easy. It may involve speaking about matters that are difficult to disclose. You may be concerned for others and for yourself. The Contact Person will take time to talk to you about any concerns you may have. An inquiry can be anonymous and does not commit you to anything. Further information about these matters is available at the Diocesan Professional Standards Unit at https://safeministry.org.au/

9.3 Domestic Violence Policy

The College’s Domestic Violence Policy can be found on the Moore Policy Library https://www.moore.edu.au/policy. Also located on the Moore Policy Library is a list of Christian professional counsellors who are experienced in working with domestic violence.

9.4 Chaplaincy Groups

Meeting together in groups is integral to the College’s commitment to learning in community. Groups perform a number of important functions in the preparation of students for Christian ministry and leadership. Within the College program various groups help to set a vision for gospel ministry and foster fellowship, theological reflection, group skills, prayer, mission and accountability.

Part-time students attending day-time lectures on the Newtown campus may join a Chaplaincy Group. If doing so they are strongly encouraged to make the commitment to attend the group regularly.
9.4.1 Chaplaincy Groups (Year 1 – 4)
Each student in years 1 – 4 is allocated to a Chaplaincy Group with approx. 15 members. The Group meets under the oversight of a member of faculty (chaplain), together with a visiting female chaplain. The size of the group provides a more realistic focus for developing relationships and engaging in open discussion.

Chaplaincy Groups meet each Wednesday or Thursday at 9.05 am for about 50 minutes. The content of these meetings is determined by the chaplains in consultation with the whole group. Usually the program consists of various elements including Bible study, prayer, personal testimonies, ministry and ethical issues and the sharing of more personal matters.

9.4.2 Participation in Chaplaincy Groups
Students are expected to actively participate in the meetings of their Chaplaincy Group, including leadership of discussions or activities. The groups provide valuable opportunities for developing skills in group leadership, observation and membership.

Members of Chaplaincy Groups are also encouraged to meet together over meals, suppers etc. These may be organised as a group activity or more informally amongst smaller subsets of the group. Faculty members welcome opportunities to spend time with students and their families in more relaxed contexts.

9.4.3 Mission Teams
Each year Mission Teams engage in College Missions in a congregational (not necessarily Anglican), University or other setting. Most missions are residential with students billeted in local homes. Under the leadership of the Chaplains, students engage in a wide range of evangelistic opportunities. While on College Missions, students undertake activities, especially sporting activities, at their own risk.

Each Mission Team is further divided into prayer groups. These consist of 3 or 4 students from different years (Years 1 – 4). Prayer groups usually meet once per week at a mutually convenient time and take the form considered most appropriate by the members.

Part-time students are encouraged to attend one mission during the time it takes them to complete their course or the first year of it.

9.4.4 Chaplains
There are a number of ways in which students are accountable to their Chaplains and First Year Advisors. All full-time students of the College are linked to a College Chaplain and Year Advisor. All students are expected to participate fully in all aspects of the group meetings. It is regarded as a courtesy for students to inform their Chaplain or First Year Advisors in the event of absence from lectures, chapel or group activities.

Annual reports for denominational bodies are drafted by respective Chaplains on the basis of interviews with, and observation of, students in various contexts. These reports are discussed with the Faculty and form the basis of the Principal’s report to denominational representatives.

While students often feel that faculty members are very busy, Chaplains are committed to the pastoral care of students and are therefore available to discuss any individual issues or problems - personal, financial, study or ministry related. Visiting female Chaplains are also available to discuss any issues with students.

For all students, where the Chaplain is unavailable, appointments can be made with the Year Advisor or Dean of Students or Dean of Women.
9.5 Dean of Students and Dean of Women
The Dean of Students and the Dean of Women are responsible for the spiritual and personal welfare, and all other matters which affect the well-being of students and their families, including student housing, residence and catering.
The Deans are also responsible to the Principal for the co-ordination of chaplaincy reports for students offering for ordination in the Anglican and Presbyterian denominations.

9.6 Absences
Admission to the College involves a commitment to attend lectures, chapel, chaplaincy groups and meals during term times. The Dean of Students should be approached in the first instance regarding temporary absences from the College. Permission for such absences is not normally granted for extra-College activities. In the interests of developing Christian accountability, any absences should be discussed with one’s Chaplain. Absences of more than two days require the permission of the Principal.

9.7 Chapel Services
9.7.1 Attendance
Chapel is a very important aspect of our life together, and full attendance is expected of all College members. All students and faculty meet together for chapel at 9.05am on Tuesdays and Fridays. On Wednesdays and Thursdays split chapels take place in the following way. Students are in one of four Congregations, arranged by Mission Teams (see 12.3.4). On Wednesday at 9.05am two Congregations meet for chapel and the other two Congregations meet for Chaplaincy Groups or First Year Groups. On Thursday at 9.05am the Congregations are reversed. Women’s chapels are part of the split chapel arrangement. Chapel services are always open to visitors wishing to attend.
Community Chapels are held six times per year, to which the entire community, including all College staff and student families, are invited. Twice a year, a week is designated as a Week of Prayer for College Missions and for exiting students. This takes place during full chapel and split chapel times.

9.7.2 Morning Chapel
The pattern for these services is set out in the Chapel roster, which is distributed to all chaplains, preachers and Bible readers. The roster is under the oversight of the Chapel Master. As a general pattern, Tuesday and Friday chapels follow an order of service in the Sydney Sunday Services prayer book. Wednesday and Thursday chapels vary between “historically aware” and contemporary forms. The Lord’s Supper is usually held at the beginning and end of each term. Usually each Chaplaincy Group will have one block of split chapel services per semester to organize and lead.

9.7.3 Commencement Chapel and End of Year Chapel
At the commencement of the academic year we gather at 4.30pm in the Knox Lecture Theatre for the Lord’s Supper followed by dinner for the College community.
At the end of the year after the final November examinations, we gather at 10.30am for the Lord’s Supper followed by lunch and further celebrations.
9.8 Residence

All single students are expected to reside in College for the duration of their course. The residences available for single students are Carillon House and John Chapman House. Married students may apply to live in houses on College campuses, at Newtown, Croydon Park and North Parramatta where available. A minimum of two years residence is normally expected of married students unless exceptional circumstances apply and subject to housing availability. Exiting students must not vacate College houses until the end of the academic year. Students requesting concession to live out on compassionate grounds should consult the Dean of Students.

9.9 Recording of Lectures

No private recording of lectures is allowed, except by explicit prior permission of the lecturer, and then only on serious compassionate grounds, using the College’s equipment. The recording is to be deleted within seven days.

9.10 Dress

Students are encouraged in the matter of dress to show consideration for others in the College community. Footwear must be worn in the Kitchen and Dining Room.

9.11 Guests

Meals – Guests may be invited to any meal. Students are asked to make arrangements with the chef and to pay at the Concierge Desk. Current rates apply.

Accommodation – short-term accommodation may be available if arrangements are made well in advance with the Accommodation Manager by emailing accommodation@moore.edu.au. Current rates apply.

9.12 Notification of Illness

In a College of our size it is possible for some things to go unnoticed. If you do not arrive for a meal or lectures there is no guarantee that anyone will assume you are sick and offer to help. We do not want you to be without some kind of help and assistance in these situations. For this reason it is important to notify your chaplain when you are unable to attend lectures because of sickness.

9.13 Safety Precautions

Posters outlining the Moore College Emergency Plan are displayed next to the doorway of each public building in College. Should evacuation of buildings be necessary refer to the posters for the relevant egress points and assembly area.

Fire safety equipment is only to be used for approved purposes. For safety reasons, no smoking is permitted in the College buildings or grounds.

9.14 College Housing

College housing includes homes owned by the College at Newtown, Croydon Park and North Parramatta and homes in Newtown owned by others and made available to the College for student accommodation. Leases are signed for a calendar year with rent being charged weekly to student accommodation accounts. The College varies rent according to the standard of accommodation.
Enquiries for College housing may be made at any time to housing@moore.edu.au. Housing is allocated after consultation with the Dean of Students.

Housing applications for the forthcoming year are emailed to all students during late April or early May. Students are encouraged to email housing@moore.edu.au to discuss any particular housing needs. This enables College to be sensitive to individual student needs. Preliminary applications should be made in June. Final preferences should be given by close of applications in mid-August.

9.15 Service Teams

All students contribute on a service team during the year, to attend to various tasks which ensure comfortable College living. The community focus areas and teams are as follows:

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<th>Growing</th>
<th>Living</th>
<th>Proclaiming</th>
<th>Promoting</th>
<th>Supporting</th>
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<tr>
<td>Chapel Music</td>
<td>Fruit and Vege</td>
<td>Evangelism</td>
<td>Mission Awareness</td>
<td>Societas</td>
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<td>Chapel Technology</td>
<td>Grapevine</td>
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<td>Newtown Mission</td>
<td>External Studies</td>
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<td>Moore Social</td>
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<td>Scripture Teaching</td>
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Each of the Service Focus areas is headed up by a Senior Student.

9.16 Booking of Rooms

Students wishing to reserve common or lecture rooms for meetings of any kind, including study groups, should contact Concierge@moore.edu.au to book the room. Suitability of the room to be booked and charges will need to be discussed. All enquiries about booking for events should be made to lissa.allen@moore.edu.au.

9.17 Use of Pianos

The piano in the Dining Room is available for practice, but may only be used after obtaining approval from the Dean of Students. Use of the piano is dependent upon the availability of the room and due consideration of the kitchen staff.

9.18 Notice Boards

There is a notice board for use in the Bread Room. Please check with the Concierge before posting a notice. Notices must be marked with an expiry date. The Notice Board will be regularly checked and old notices disposed of. Please do not leave furniture in the Bread Room.

9.19 Mail

Mail is delivered daily to student mail boxes in the Mail Room for full-time residential students. If you and your family are living in a College house your primary postal/delivery address is your home address and not the College Office address.

9.20 Phones

A limited number of public telephones are provided in the single residences for students’ use.
9.21  Lockers

A number of lockers are available for non-residential students for a small non-refundable fee. The lockers are in the Mail Room in 19 King Street. Application for lockers should be made during Orientation by completing a form and giving it to the Concierge. Payment is made when a key is allocated.

9.22  Keys and Security Access Cards

All students will be issued with a security access card which gives access to the Mail Room (24/7), the Library (when open), lecture rooms (8am – 4pm) and any other rooms booked (see 9.16). Single residents’ security access cards also give them access to either John Chapman House or Carillon House. All cards can be picked up from the Concierge Desk at an arranged time.

Students moving into the single residences collect their room keys from the Concierge Desk. There is a separate refundable deposit of $40 for room keys. Students moving into one of the College houses collect their keys from the Concierge Desk at a pre-arranged appointment time. All keys must be returned in person; College Housing to the Property Office (on Little Queen Street) and single accommodation to the Concierge Desk.

9.23  Sport and Recreation

Various sports are organised during the course of the year, including touch football, ultimate frisbee and soccer. By special arrangement, St John’s and St Paul’s ovals are available from time to time. A pool table is available in the John Chapman House Common Room. Volley ball may be played in the Triangle of John Chapman House but not in the Quadrangle.

Moore College theological students are eligible to join the Sydney University Sports Union and so take advantage of their swimming, squash, tennis and gymnasium facilities. Contact the Moore College Student Union for further information.

All sport and recreational activities are outside the scope of the College’s public liability insurance and are therefore undertaken at the student’s own risk.

9.24  Concession Travel Passes

Most full-time students who are Australian citizens are eligible for a Government Travel Concessions which provides concessional fares for trains and buses. Although students may not be “in receipt of remuneration” in order to be eligible for concessional travel, State Rail and State Transit do not deem Student Minister stipends as “remuneration”. Consent to forward your student details to government agencies for the purposes of travel concessions is made at the time of orientation and registration.

For further information students should contact the Registrar’s Department.

9.25  Other University Courses

Full-time students who wish to undertake concurrent study at another institution should apply in writing to the Academic Dean. Such permission will not be granted unless the student is able to maintain an over-all average of 60% in the yearly examinations. Students may not absent themselves from lectures in the College for lectures at the University or elsewhere except by special permission.
9.26 Fees

1. For students applying for FEE-HELP assistance, any upfront portion of tuition fees is payable by the week immediately preceding the Census Date of each semester. Any student who has not applied for FEE-HELP by Census Date, will be required to pay upfront fees for that semester. Students need only apply for FEE-HELP once during the duration of their studies, unless they change courses.

2. For international students on student visas, fees are payable at the end of each semester in terms of their payment in arrears agreements.

3. For students not applying for FEE-HELP assistance, tuition fees are payable by the week immediately preceding the Census Date of each semester for units of study with that Census Date.

4. Students who are not able to pay in full tuition or accommodation charges when they are due during an academic year should contact the Finance Department at finance@moore.edu.au to make alternative arrangements.

5. Students who have outstanding debts (including Library fines, tuition fees & accommodations charges) due to the College may be excluded from classes and may not receive results of assessments. If a debt is still outstanding by the time end of year results are released the student will not be eligible to receive these results and will not be permitted to enroll in the following academic year or graduate (whichever is applicable). Non-enrolment in the following academic year also means that students with unpaid debts will forfeit any College accommodation. Any exceptions to this regulation must be approved by the Principal.

6. Spouses of students who are undertaking the three or four year courses are able to enrol in the Advanced Diploma of Bible, Mission and Ministry (full or part time). The current tuition fees apply and FEE-HELP is available for those who meet the eligibility criteria.

7. Accommodation for married students is charged weekly and may be paid at Reception in cash or EFTPOS, by cheque via mail or by BPAY. Board and accommodation for single students is charged weekly during each semester. Single students may elect board and accommodation during holiday breaks for a similar charge. Direct debit is the preferred method of payment. All students may opt into a direct debit system to meet their accommodation expenses. Direct debit forms are to be completed each year and returned to the Finance Department for processing.

8. Students in the single residences (Carillon House and John Chapman House) are charged rent from the first day of term or the day they take up residence, whichever is earliest, until the last day of term or the day they leave residence, whichever is the latest.

9. Fees and other amounts payable by students are determined by the Governing Board of the College after the preparation of the College financial budget in the August/September prior to each academic year. Additional charges are payable for meals and accommodation during College vacations.

10. Certain charges are subject to the Goods and Services Tax (GST).

11. Each year Moore College receives a grant from the Synod of the Diocese of Sydney to cover some general running costs of the College. Fees charged to students for tuition and for some single accommodation are the main other source of College income. Fees are set at a level which seeks to recover the costs of the College teaching program.

12. Supporters of the College frequently give money to provide assistance for needy students. Any student who is experiencing financial difficulties should discuss their situation with the Dean of Students or the Principal.
9.27 Government Financial Assistance

9.27.1 Family Income Supplement
The Department of Social Security has advised that theological students may be eligible for the Family Income Supplement. Further details and claim forms are available from Centrelink.

9.27.2 AUSTUDY Benefits
All Moore College accredited courses are approved courses for Centrelink student related payments.
Moore College’s institution code with Centrelink is 2P002.
Students taking at least 75% of the full-time load of an approved course (calculation based on credit points of units) may be eligible for AUSTUDY benefits. AUSTUDY application forms are available only from Centrelink.

9.28 Marriage
Students are advised in the event of the announcement of their engagement, that it is an act of courtesy to inform the Principal and, if candidates for ordination, their appropriate denominational authority. It is also wise to consult the Dean of Students in this matter particularly with reference to residential needs. The Principal will expect the student’s finances to be sufficient to sustain a home while continuing as a full-time student, if marrying before the completion of the course.

Students are also advised that assessments and other College obligations are expected to be met, even when a student marries during the course of their studies.

9.29 Change to Personal Circumstances
It is expected that students whose circumstances change significantly during their time at College will inform the Principal of such changes (e.g. engagement and marriage, change in denominational affiliation, changes in candidacy, application or re-application for Sydney candidacy).

Independent students who wish to apply for ordination candidature should also inform their chaplain and the Registrar. Those applying for Sydney candidature should make written application to the Dean of Students and the Sydney Diocese www.mtd.org.au by the beginning of 4th Term to be considered for candidature in the following year.

Students can make changes to their address and other contact details directly through their MyMoore account.
10. Calendar

10.1 Term Dates 2019

See full details on the College website College Calendar

Supplementary Exams (for Sem 2, 2017) 21 - 25 January 2019
Year 1 Orientation and Year 2 & 3 Intensives 2 – 15 February

FIRST SEMESTER 18 FEBRUARY – 21 JUNE
Term 1 18 February  19 April
College Missions 24 – 31 March
Autumn Break 20 – 28 April
Research Week 15 – 19 April
Term 2 29 April – 21 June
StuVac 10 – 13 June
Semester 1 Exams 14 – 21 June

Mid Year Break 22 June – 14 July

SECOND SEMESTER 15 JULY – 15 NOVEMBER
Term 3 15 July – 6 September
AMCL 15, 19 – 23 August
Research Week 5 – 9 August
Spring Break 7 – 15 September
School of Theology 11 – 12 September
Term 4 16 September – 15 November
Research Week 30 September – 4 October
StuVac 4 – 7 November
Semester 2 Exams 8 – 14 November
Graduating Students Dinner 14 November
End of Year Chapel and Lunch 15 November

10.2 Public School Holidays – 2019

Autumn Holidays 13 - 28 April
Winter Holidays 6 - 21 July
Spring Holidays 28 September – 13 October
Summer Holidays 21 December – 27 January 2020
# 11. Document History

<table>
<thead>
<tr>
<th>Student Handbook 2018</th>
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| Supersedes | Student Handbook 2018 Version 1.5 |

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<td>Clarification of MTh &amp; PhD thesis length</td>
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