2015

Student Manual

mission statement

Equipping and forming men and women
for **God's mission** in a rapidly changing and increasingly complex world.

vision statement

To be a leading centre of mission and ministry training delivered in supportive communities through flexible study modes.

theological framework

Ridley College is committed to academically rigorous theological training in the Anglican, Reformed Evangelical tradition that engages seriously with contemporary culture.

welcome to ridley

Whatever the future holds we believe the greatest gift we can give you is a deep understanding and commitment to the Bible. In a world with many gods and many truths we seek to develop students who are confident and passionate about the Christian faith. These graduates will help our Christian communities flourish in the face of an increasingly hostile world.

But understanding the Bible is not enough. We want you to be changed by God through the Scriptures and in the power of the Holy Spirit. We want you to stand out because of your godly character and spiritual faithfulness.

In preparing you for the future, Ridley is committed to providing relevant training in a supportive community. We are seeking to make our training as accessible and applicable as possible and to reach an increasingly diverse student body.

It is a great pleasure to welcome you to Ridley College. The College continues to be an exciting place of change and growth, and it is our prayer that you would change and grow this year as God prepares you for his service.

We look forward to your involvement in Ridley College.

Rev Dr Brian Rosner
Principal

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ridley dates 2015

(these dates are correct at time of printing, to check for updates check *www.ridley.edu.au/current-students/year-planner/*)

semester one registration

new students	4 February
returning students	3 February

semester one   16 February – 5 June

27 January - 13 February	Language intensives
16 February	Normal lecture timetable commences
20 – 21 February	Launch Camp for all students
27 February	FEE-HELP administration date for semester one applications
27 February	Final date for Variation of Registration without incurring fee
20 March	ACT Confirmation of Enrolment forms due back to the Registrar's Office
28 March - 5 April	Missional Leadership Retreat
30 March – 10 April	Reading Weeks (no lectures)
31 March	Final date for payment of semester one fees
20-24 April	Mission in Australia Week
18 April	Commissioning and Graduation
6 May	Visit Ridley – open night (*for prospective students interested in evening classes*)
7 May	Visit Ridley – open day
25 – 29 May	Swot Vac (no lectures)
1 – 5 June	Examinations
10 June	Board of Studies meeting – marks
15 – 18 June	Interview week
17 – 19 July	Ordination candidates & families weekend camp

semester two registration

new students	9 July
returning students	by 30 May

semester two: 20 July – 6 November

20 July	Normal lecture timetable commences
31 July	FEE-HELP administration date for semester two applications
31 July	Final date for Variation of Registration without incurring fee
14 August	ACT Confirmation of Enrolment forms due back to the Registrar's Office
24 - 28 August	Jonathan Edwards Congress
25 – 27 August	Preaching Conference
14 - 18 September	Global Mission Week
21 – 25 September	Reading week (no lectures)
31 August	Final date for payment of semester two fees
13 October	Visit Ridley – open night (*for prospective students interested in evening classes*)
14 October	Visit Ridley – open day
22 October	Valedictory
26 - 30 October	Swot Vac (no lectures)
2 – 6 November	Examinations - note that Cup Day is NOT a public holiday for students
11 November	Board of Studies meeting – marks

ridley dates 2015-2016

semester three registration

28 October — New and returning students

semester three — **16 November 2015 – 5 February 2016**

24 – 28 November — Interview week

27 November — FEE-HELP administration date for semester three applications

27 November — Final date for Variation of Registration without incurring fee

4 December — ACT Confirmation of Enrolment forms due back to the Registrar's Office

11 December — Final day for payment of semester three fees

21 December - 3 January — Reading weeks

4 January — Classes resume

12 February — Semester 3 assessments due

ridley contacts

ACCOUNTS

Finance Officer: Paul Game

9.00am–5.00pm, Mon, Tue, Thu

p: 03 9207 4900

f: 03 9387 5099

e: accounts@ridley.edu.au

AUSTRALIAN COLLEGE OF THEOLOGY

Monday–Friday, 8.30am–4.00pm

Level 10, 257 Clarence Street,

SYDNEY NSW 2000

p: 02 9262 7890

f: 02 9262 7290

e: info@actheology.edu.au

w: www.actheology.edu.au/

LIBRARY

Librarian: Ruth Millard

Assistant Librarian: Alison Foster

Monday–Saturday, check the website or phone for opening hours

p: 03 9207 4905

f: 03 9387 5099

e: library@ridley.edu.au

w: www.ridley.edu.au/studying-at-ridley/library/

MAIN OFFICE

Receptionist: Lillian Corke

Monday–Friday, 8.30am–5.00pm

p: 03 9207 4800 option 0

f: 03 9387 5099

e: info@ridley.edu.au

w: www.ridley.edu.au

REGISTRAR'S OFFICE

Registrar: Katrine Bramley

Assistant Registrars: Alison Flynn, Natalie Brough

Monday, Tuesday, Thursday, Friday, 9.00am–5.00pm

Wednesday, 9.00am–6.00pm *(during semester)*

p: 03 9207 4800 option 3

f: 03 9387 5099

e: registrar@ridley.edu.au

welcome to ridley

privacy protection

Ridley College will maintain the confidentiality of your personal information at all times, except to the extent necessary to discuss relevant matters with your referees, the Australian College of Theology, and other organisations in relation to the provision of student activities and services.

faculty

To contact all Ridley phone numbers, dial 03 9207 4800 and then either select the appropriate menu option or dial the faculty/staff member's phone extension as listed below:

Rev Dr Brian Rosner _____ available: Monday-Thursday
PRINCIPAL _ *on leave during semester two*
teaching areas: New Testament, Ethics _ _ _ _ _ ext 901 e: b.rosner@ridley.edu.au

Rev Dr Tim Foster _____ available: Monday-Thursday
VICE PRINCIPAL _ ext 917 e: t.foster@ridley.edu.au
teaching area: Ministry Skills

Rev Dr Lindsay Wilson _____ available: Monday-Thursday
ACADEMIC DEAN _ ext 910 e: l.wilson@ridley.edu.au
teaching areas: Old Testament, Ethics

Rev Dr Rhys Bezzant_____ available: Monday-Thursday
DEAN, MISSIONAL LEADERSHIP _ _ _ _ _ _ _ _ _ _ _ ext 921 e: r.bezzant@ridley.edu.au
teaching areas: Church History, Theology

Rev Dr Michael Bird _____ available: Monday-Thursday
COORDINATOR, POSTGRADUATE RESEARCH _ _ _ _ ext 920 e: m.bird@ridley.edu.au
teaching areas: Theology, New Testament

Rev Len Firth_____ available: Tuesday-Friday
LECTURER _ ext 922 e: l.firth@ridley.edu.au
teaching areas: Bible and Theology (NESB)

Rev Charlie Fletcher _____ available: Tuesday-Thursday
DEAN, GLOBAL MISSION _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ *on leave during semester one*
teaching areas: Ministry Skills _ _ _ _ _ _ _ _ _ _ _ ext 930 e: c.fletcher.@ridley.edu.au

Rev Dr Scott Harrower _____ available: Monday-Thursday
LECTURER
teaching area: Christian Thought _ _ _ _ _ _ _ _ _ ext 907 e: s.harrower@ridley.edu.au

Dr Andrew Malone _____ available: Monday, Wednesday
DEAN, RIDLEY ONLINE _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ *on leave during semester two*
teaching areas: Greek, New Testament, Old Testament _ ext 906 e: a.malone@ridley.edu.au

Ms Kara Martin_____ available: Mon - Thur
ASSOCIATE DEAN, MARKETPLACE INSTITUTE   ext 919 e: k.martin@ridley.edu.au
teaching areas: Workplace Ministry, Ridley Certificate,
Applied Theology, Christian Spirituality

Rev Anthea McCall _____ available: Monday, Wednesday
DEAN OF STUDENTS
teaching areas: Greek, New Testament,   ext 909 e: a.mccall@ridley.edu.au

Rev Richard Trist _____ available: Monday, Wednesday
DEAN, ANGLICAN INSTITUTE   ext 924 e: r.trist@ridley.edu.au
teaching areas: Field Education, Ministry Skills

staff

Karl Birchley
PRODUCTION ASSISTANT
ext 933 e: k.birchley@ridley.edu.au

Katrine Bramley
REGISTRAR
ext 915 e: k.bramley@ridley.edu.au

Natalie Brough
ASSISTANT REGISTRAR
ext 929 e: n.brough@ridley.edu.au

Wayne Chan
VIDEO PRODUCER
ext 933 e: w.chan@ridley.edu.au

Lillian Corke
RECEPTIONIST
ext 800 e: info@ridley.edu.au

Annabelle Crane (on leave)
PA TO THE PRINCIPAL & EXECUTIVE OFFICER
ext 904 e: a.crane@ridley.edu.au

Jane Daw
MARKETING & COMMUNICATIONS OFFICER
ext 937 e: j.ellison@ridley.edu.au

Danielle Deroon
PA TO THE PRINCIPAL
ext 904 e: d.deroon@ridley.edu.au

Alison Flynn
ASSISTANT REGISTRAR
ext 914 e: a.flynn@ridley.edu.au

Alison Foster
ASSISTANT LIBRARIAN
ext 905 e: library@ridley.edu.au

Lloyd Franklin
FACILITIES MANAGER
ext 911 e: l.franklin@ridley.edu.au

Paul Game
FINANCE OFFICER
ext 900 e: accounts@ridley.edu.au

Bruce Harris
EXECUTIVE OFFICER
ext 912 e: b.harris@ridley.edu.au

Diane Hockridge
INSTRUCTIONAL DESIGNER
email: d.hockridge@ridley.edu.au

Ruth Millard
LIBRARIAN
ext 905 e: library@ridley.edu.au

Shirley Zhou
MANAGEMENT ACCOUNTANT
e: s.zhou@ridley.edu.au

ridley student committee

The Ridley Student Committee (RSC) is a group of students who wish to serve the students and faculty in many aspects of Ridley's community life. There are ten student positions for the RSC. In 2015, nine students are serving, and the chapel coordinators are also able to be part of the committee if they so choose:

Chair: _____ Stephen Urmston

Vice Chair: _____ Karen Reid

Treasurer: _____ Jimmy Pattinson

Secretary: _____ Lizzie Schoer

General members:

　　Rowan Austin, Matt Browne, Sharm Davey, Linda Pollard, John Schoer

Chapel Coordinator _____ Matt Smith

Chapel Music Coordinator _____ Tim Cesnak

This year the RSC are planning to develop a role for an online student who can represent the particular interests and concerns of our online student community.

The RSC organises many aspects of student life at Ridley, and the team serves under a number of portfolios:

　　Prayer and Mission

　　Social Events

　　Seminars and Debates

　　Communications (including the Ridley Log Newspaper)

　　Facilities

If you would like to help in any of these ways, please inform any member of the committee or contact the RSC on rsc@ridley.edu.au

The RSC also manages the student lounge and the outdoor table tennis. The lounge is always stocked with tea, coffee and milk for whenever you need it during semester, and table tennis equipment is stored in the student lounge.

If you have any suggestions for the RSC, or simply want to contact them for questions or clarifications, please contact them in person or via email on rsc@ridley.edu.au, and they will get back to you shortly.

governing body

Ridley College is governed by a Board consisting of Anglican clergy, the Principal, business and academic advisers, faculty and student oberservers. The Board is responsible for overall policy and the appointment of staff.

The present members of the College Board are:

President

The Most Rev Dr Philip Freier, BAppSc, DipEd, MEdSt, PhD, BD

Chair

Ms Claire Rogers, BA, MBA, GAICD

Principal

Rev Dr Brian Rosner, BA (Hons), ThM , PhD

Deputy Chair

Right Revd Stephen Hale, BA, DipEd, BTh, DipA, FAICD

Members

Prof Greg Baxter, BSc(Hons), PhD

Mr Geoff Buchanan, LLB, BCom, FAICD, FGIA, FCIS

Mr Andrew Canobi, BA, CFA

Rev Mark Chew, BComm(Hons), GDipAppFin, GDBM, MDiv

Prof Ian Harper, BEcon(Hons), MEc, PhD, FASSA, FAICD

Rev Dr Tim Johnson, BSc(Hons), PhD, MDiv, GDDiv

Rev Sandy Jones, CertIV (BusMgmt), BTh, DipMin, SRN, RCC, FAIM

Rev Dr Wei Han Kuan, BA, LLB(Hons), MDiv, ThD

Mrs Moana Overton, BMs(Hons), CA

Rev Canon David Williams, MBBS, BTh, MA, MSc

Secretary of the Board

Mr Bruce Harris (Executive Officer), CA, ICSA, CPA, ACSA

ridley administration

act registration

Students should pay special attention to their registration details when they register at the start of the year/semester. Incorrect registration with the Australian College of Theology (ACT) may cause a delay in the receipt of results, a failure in the unit or may delay graduation.

It is each student's responsibility during the year to ensure that they are registered for the correct unit/s.

As a final check each student will receive a Confirmation of Enrolment in ACT Units form during week 3 of each semester or on day 2 of units run in extensive/intensive mode. These forms need to be returned with any changes to the Registrar's Office before the census date for the unit/s.

Students who are unsure of their registration details or need to vary their registration should immediately contact the Registrar's Office so that their unit/course/contact details can be confirmed. In order to vary or withdraw from units, students MUST complete a Variation of Registration form and submit it to the Registrar's Office as soon as possible. The forms are kept in the brochure rack in the Registrar's Office reception area or can be downloaded from *http://online.ridley.edu.au/course/view.php?id=95#section-3*

A copy of the 2015 Variation of Registration policy is given to each student as part of the Registration process. This policy outlines the dates and any penalties involved in varying registration details this year. This policy can also be found at *http://online.ridley.edu.au/course/view. php?id=95#section-3* or in the brochure rack in the Registrar's Office reception area.

please note: *even if no payment has been made, students may still be liable for the fees incurred.*

marks

The following marking system applies to all assessments:

percentage	level (as used by the ACT)
95+	HIGH DISTINCTION
90-94	HIGH DISTINCTION
85-89	HIGH DISTINCTION
80-84	DISTINCTION
75-79	DISTINCTION
70-74	CREDIT
65-69	CREDIT
60-64	PASS+
55-59	PASS
50-54	PASS
40-49	FAIL
0-39	FAIL

Please note that any student is entitled to request a second marking of an assessment if they believe they have grounds to query the mark awarded; requests for second markings should be directed to the Registrar's Office

Students also need to be aware that all marks are submitted to ACT-appointed moderators for approval each semester, and may be adjusted under external moderation (see results).

results

At the conclusion of each semester, students' results and academic progress are discussed at the Board of Studies meeting. At the conclusion of this meeting, results and sample assessments from each unit are submitted by the Registrar's Office to the ACT-appointed moderator for each field of study. Upon completion of the moderation process, the ACT releases student results electronically. Students should ensure that they have settled any outstanding fees, library fines (and for new students, completed their application process) before this date to ensure that they receive their results without delay. Students can access their results online via TAMS (Theological Academic Management System) at:

http://tams.act.edu.net.au/php/student_summary.php

username: ACT student number in full

password: date of birth and student number in the following format (include the slash for birth date; no spaces): dd/mm followed by the last three digits of student number

Students should be able to access their results by:

semester one: 17 July

semester two and full-year units: 18 December

Please note that a hard copy transcript of results will only be posted to students by the ACT following completion of their degree or diploma, or if they have undertaken unit/s of study as external cross-institutional students.

special consideration

Special consideration is only given in serious and/or exceptional circumstances which are beyond a student's control and when these circumstances prevent a student from performing at their best for a particular assessment.

A student who believes that their assessment in a unit is likely to be, or has been, adversely affected, may apply for special consideration on medical or compassionate grounds or for hardship/trauma beyond their control.

Special Consideration forms can be obtained from the Registrar's Office and students should discuss their application with the Registrar.

examinations

On-campus examinations are generally held on the same day/time as the lecture unless otherwise stated on the exam timetable. The exam timetable is displayed on College noticeboards and the website at least four weeks prior to the scheduled exam week. It is each student's responsibility to check the exam timetable for dates and times.

Ridley Online examinations can either be undertaken individually under the supervision of an appropriate supervisor known to the student, or, for students living in proximity to the College, with the on-campus class. Ridley Online students are notified of procedures for organising their exams each semester via the online learning platform.

attendance requirements

Ridley College expects all students to attend at least 80% of the lectures for which they are registered. It is expected that students will also meet the assessment criteria for these units. Students who fail to meet the attendance requirements of a unit will be at risk of failing the unit. Students should contact the Registrar's office if they are unable to attend a class/es. Please note that individual classes may have additional attendance requirements. For Ridley Online students, 80% participation in online forums is an expectation of enrolment and a component of assessment.

cancellation of units

Ridley reserves the right to vary, re-schedule or cancel timetabled units and we endeavour to keep students informed of changes or cancellations to units. Students who need to change their registration due to a unit cancellation or variation in the timetable will not attract financial or academic penalities.

change of details

If you change your name, address, become an ordination candidate etc, during the course of your studies, it is vital that these details are updated on the appropriate form at the College. This will ensure that you receive results at the correct address and are included on the appropriate mailing lists, which will avert oversights, delays and frustrations.

class sizes

Ridley aims to keep classes at a size that best suits the type of student interaction required for the unit. Units may be varied or re-scheduled if insufficient or greater than expected registrations are received.

communication

It is important that students endeavour to keep themselves fully informed of all matters pertaining to their studies. To facilitate this, students should regularly read the noticeboards located at the entrance to college, student lounge, and library. From time to time important messages will be emailed. Please let the Registrar's office know of any changes in contact details. The Marketing & Communications Officer also sends out a weekly email detailing events for the coming week, prayer points and so on during the semester.

On-campus communication takes place through alphabetically labelled mailboxes for students which are located in the Library - please check and clear these regularly.

fees

Course fees are invoiced at the beginning of each semester (semester one: February, semester two: July) and are due and payable by 31 March (semester one) and 31 August (semester two). Semester three fees will be invoiced by 6 November and will be payable by 11 December. Ridley College offers various methods of account payment, which are detailed on the invoices.

For information regarding our refund policy please refer to the Ridley College Variation of Registration Policy at *http://online.ridley.edu.au/course/view.php?id=95#section-3* or available from the Registrar's Office.

Fees for units which continue for the whole year are payable in semester two. Fees for units run in intensive/extensive mode may be invoiced separately, and details of payment will be listed on the invoice.

Ridley may use the services of its accredited mercantile agency for collection of any overdue fees; however, in particular cases, the Principal may exercise discretion for the fee collection to be handled internally. To discuss the possibiity of payment of fees by instalment plan, please contact our Accounts department.

2015 tuition fees

AUSTRALIAN STUDENTS

Diploma: _____ $1,256 per unit
(DipMin [pathway one])

Undergraduate:_____ $1,700 per unit
(DipTh, DipMin,AdvDipTh, AdvDipMin [pathway two], AssocDegTh, BChrStud, BMin or BTh)

Graduate:_____ $1,880 per unit
(GCertDiv, GDDiv or MDiv)

Postgraduate coursework: _____ $2,464 per unit
(GCertMin, GCertTh, GDMin, GDTh, MA[Theol] or MA[Min])

Postgraduate research: _____ $2,432 part-time mode per semester
(MTh, DMin, PhD or ThD)

Postgraduate research: _____ $4,864 full-time mode per semester
(MTh, DMin, PhD, ThD)

Study Tour (all students):_____ $6,360

OVERSEAS STUDENTS

Diploma: _____ $1,504 per unit
   (DipMin [pathway one])

Undergraduate: _____ $1,868 per unit
   (DipTh, DipMin [pathway two], AdvDipTh, AdvDipMin, AssocDegTh, BChrStud, BMin or BTh)

Graduate: _____ $2,068 per unit
   (GCertDiv, GDDiv or MDiv)

Postgraduate coursework: _____ $3,008 per unit
   (GCertMin, GCertTh, GDMin, GDTh, MA[Theol] or MA[Min])

Postgraduate research: _____ $3,008 part-time mode per semester
   (MTh, DMin, PhD or ThD)

Postgraduate research: _____ $6,016 full-time mode per semester
   (MTh, DMin, PhD or ThD)

Study Tour (all students): _____ $6,360

other fees

Ridley Online students

Ridley Online students are responsible for their own internet connection, and for return postage of any books borrowed from the library. The library pays for postage to students.

audit students

Students auditing a unit/s (participating in learning but not submitting assessment or receiving academic credit) pay 80% of the tuition fee upfront. This mode of study is available for both on-campus students and eRidleystudents.

fee-help

Ridley students are eligible to access financial help from the Commonwealth Government to help pay their tuition fees.

FEE-HELP provides students with a loan of up to $96,000 (indexed each year) over their lifetime towards their tuition fees. The fees are paid by the Government to the ACT (the Higher Education Provider). Student may pay back the debt at any time, but must do so when their taxable income reaches $51,309 (2013-14 figure, indexed each year in line with the CPI).

To be eligible for FEE-HELP a student must:

* be an Australian citizen (permanent residents, including New Zealand citizens are not eligible) or the holder of a permanent humanitarian visa or the holder of a permanent visa who is undertaking bridging study for overseas-trained professionals. If you fall into the last two categories you must also be resident in Australia for the duration of the unit

* have completed Ridley's application and registration procedures by the appropriate deadlines

* have lodged their separate FEE-HELP Application Form with the Registrar on or before the appropriate census date

There is a 25% loan fee each time a loan is taken out for undergraduate units of study, such as the undergraduate degrees BTh and BMin. There is no loan fee on assistance for units of study in the graduate and postgraduate courses, such as the Graduate Diploma, Master of Divinity, the Master of Arts (Christian Studies/Ministry/Theology) and research degrees.

FEE-HELP may be taken even if a student has a HECS debt.

2015 FEE-HELP administration dates

semester one: 27 February

semester two: 31 July

semester three: 27 November

Please note that extensives and intensives may have different FEE-HELP Administration dates.

No FEE-HELP applications can be accepted after these dates.

For further information on FEE-HELP:

- contact the Registrar if you have any questions or to obtain a FEE-HELP handbook and application form
- government website: http://education.gov.au/help-and-other-information
- or visit the ACT website : http://www.actheology.edu.au/

scholarships and bursaries

Scholarships and Bursaries are either awarded for a full year or by semester and may be received as full or partial remission of fees or a living allowance. If taken as a living allowance this will be included in your taxable income.

In 2015 Scholarship and bursary applications close on:

6 February for semester one/full-year consideration

10 July for semester two consideration.

All scholarships and bursaries are means tested, and both current and prospective students are welcome to apply. The scholarships and bursaries available in 2015 are:

Hunter Scott Scholarships

Available for training of ordinands or ordained ministers.

Ellen Margaret Taylor Bursary

Available to women from the country who wish to study theology at degree or postgraduate level. The bursary is awarded on the basis of excellence, to a student for whom study would not be possible without financial assistance.

Ridley College Scholarship for Indigenous Students

Available for students of Aboriginal and Torres Strait Islander descent who are eligible for (but not necessarily claiming) Centrelink's Abstudy allowance.

Frederick Roper Scholarship and Sarah Pendlebury Bursary

Available in situations of financial hardship or financial difficulties or insufficient means.

international student information

Ridley warmly welcomes students from overseas and is registered through the Australian College of Theology with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS provider code: 02650E). Overseas students studying at Ridley must provide supporting documentation that they have the required IELTS (International English Language Testing System) score applicable to their chosen course of study. Details of language requirements may be obtained from the Registrar's office.

The following Student Visa conditions apply:

"Students must maintain full-time enrolment in a course listed on CRICOS, and must also satisfy other course requirements, all of which can only be demonstrated by reference to information from the provider (Ridley College). If a student fails to satisfy course requirements, Ridley must report this to the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA). This is a legal requirement, and no exceptions can be made. Students must also inform Ridley College of any change to thier contact details."

A copy of the ACT Overseas Student Handbook will be forwarded to international students as part of their enrolment information.

Overseas students are strongly encouraged to visit the Immigration Department's website: www.immi.gov.au to make sure they comply with student visa regulations. Once an overseas student's application has been approved, a Confirmation of Enrolment document will be issued by the Registrar's office to enable the student to apply for a student visa.

interested in ordination?

Students considering ordination should speak to one of the faculty ordination advisers (Rev Richard Trist and Rev Anthea McCall) as early as possible in their studies. Various dioceses have quite significant lead times and processes, and our experience has been that the sooner students can settle on vocational goals, the greater the benefit from their course and co-curricular learning. Those considering ordination are reminded that the Diocese of Melbourne, for instance, requires a four year, full-time equivalent programme. An additional year of study to fulfil diocesan requirements must be undertaken in addition to the three-year BMin/BTh/MDiv programs.

ordination candidates

A number of dioceses in the Anglican Church of Australia and the Australian Defence Force entrust their ordination candidates to Ridley College for their training and ministry formation. This is a significant responsibility which Ridley takes very seriously. Dioceses receive annual reports from Ridley on each ordination candidate. In addition to required academic courses, ordination candidates have the opportunity to participate in a wide range of co-curricular activities to assist in their formation both in terms of their character and their skills. Students are encouraged to take responsibility for their own learning during such opportune years. Mondays have been set aside for the formation of ordination candidates with a short chapel service, lunch, Life and Ministry Groups and units of particular relevance to ordination candidates. All students are assigned a Faculty Ordination Advisor who will assist students as they grow and develop in character, knowledge and skills in preparation for ordained ministry.

The Diocese of Melbourne requires its candidates to complete certain academic and formational requirements which are outlined in full in their Handbook. These requirements are used as a standard for all ordination candidates and are taken over four years of full-time study or equivalent undertaken as a combined BMin /BTh, or for graduate students a combined Master of Divinity/Graduate Diploma of Divinity. Requirements include:

• Studies in Language, Bible, Church History, and Theology, as well as courses in Pastoral Care, Preaching, Christian Worship, Evangelism, Ethics, Management and Leadership, Anglican Identity, Children's and Youth Ministry, Cross Cultural Ministry, and Integrated Chaplaincy Training (ICT) or Clinical Pastoral Education (CPE).

• Participation in the Diocese of Melbourne's Supervised Theological Field Education (STFE) program. STFE requirements are arranged in consultation with the Director of STFE (Revd Richard Trist) and students need to speak to him in October of the preceding year. The general pattern is that students will complete a minor placement in their first year of

acceptance as a candidate, then two major placements in the next two ensuing years, and a minor placement in their final year. Late entry students are required to complete at least two major placements away from their home church. Students may gain credit for STFE by enrolling in the Field Education units.

- Involvement in the Monday Anglican Institute program including chapel, lunch and Life and Ministry Groups as well as the annual ordination candidates and families weekend (mid-July 2015).

- Participation in, and leadership of chapel teams together with preaching at Ridley.

- compulsory completion of the Diocesan Professional Standards Training seminars organised by the Diocese of Melbourne, and Christian Religious Education accreditation organised by Access Ministries according to their schedule.

- In order to integrate the various aspects of formation for ministry, candidates should meet with their ordination advisor at the beginning of each year and at the end of each semester.

An ordinands' surcharge applies in order to cover some of the costs incurred in the ordinands' programme. The Diocese of Melbourne pays this surcharge for its candidates. Other dioceses may pay this surcharge on behalf of their candidate, but candidates will need to negotiate this, and other fees, with their own diocese.

research projects and capstones

A research project or capstone experience is a compulsory component of the Master of Divinity award, usually undertaken towards the end of a student's course of study. It is also possible, though not required, to undertake an undergraduate-level project. Research projects may be worth 4cps (approximately 6,000 words) or 8cps (approximately 8,000 words).

Where a research project entails low risk human subject research, Ridley has a formal policy which must be adhered to - please see the Policies section later in this manual.

student and library cards

All students receive a student card, which also incorporates their library card. Students will receive their card at Registration Day or by post if they are unable to attend Registration. Ridley Online students will receive their cards by mail.

unit descriptions and reading lists

All units are categorised within the three major areas of study:

- Bible and Biblical Languages (units coded OT, NT, BB, LA)

- Christian Thought (CH, TH, PE)

- Ministry and Practice (DM, EM, PC).

Unit descriptions and recommended text books can be found at *www.ridley.edu.au/studying-at-ridley/subjects/* under the appropriate areas of study.

Lecturers will distribute unit outlines at the beginning of each semester which will include a reading list. Copies of previous unit outlines and exams can be found in the Library.

Copies of the recommended texts are available in the Library.

variation of registration

Students can vary their registration of enrolled units by completing a Variation of Registration form which can be located in the brochure rack in the Registrar's Office or from *http://online.ridley.edu.au/course/view.php?id=95#section-3* and submitting it to the Registrar. Please see the Variation of Registration Policy for dates and penalties (financial and academic).

Confirmation of Enrolment (CoE) forms are distributed to students during week 3 of each semester, and day 2 of intensive or extensive units. If students are not in class during that week, their form will be emailed. Online students will receive their Confirmation of Enrolment forms by email. Students must verify and sign the CoE as a final check that their unit enrolment/s and other details are correct. These documents are retained by the College as a record of ACT enrolment. Delays in returning the forms impede detection of any errors which may result in unwanted fees. We request student compliance with returning these forms promptly.

policies

As an affiliated College of the Australian College of Theology (ACT), Ridley College adheres to the policies set out by the ACT. These policies are available online at *www.actheology.edu.au/policies. php* or from the Registrar's Office.

student workload

Ridley College is a higher education provider preparing adults for gospel ministry. Students must ensure that their responsibilities outside College, including family, church and work commitments are managed such that they can devote sufficient time to their studies and the communal life of the College. Also underlying this principle is our aim to help train students in love for their classmates and staff, and concern for equity.

expectations

We advise that students must allow one day for each unit that they undertake. This usually requires one hour of reading or work outside of class for each hour of class (most classes require an extra three hours of work). Assessments and exam preparation will require additional time

Students need to balance their ministry and/or employment alongside their study and the choice and number of units taken. Students must plan ahead and manage their College workload and other commitments (including ministry commitments) to ensure that they can attend classes and that assessments are submitted on time. Some assessment details are available in advance on the subjects page of the website. Unit outlines distributed in Week One of semester detail due dates.

Each semester includes 'Reading Weeks'. These are not holidays, but non-lecture weeks that are provided to ease the burden of study and allow for assessment preparation, reading, and study.

course counselling and registration

For straightforward unit registrations Ridley has developed a self-guided process to streamline enrolment in November each year. However all new students must attend a faculty interview. Continuing students can access course counselling in the November and January Interview/Registration days. These are designed to assist students in planning their course progression, unit selection and advice on workload.

lateness and absence from class

Attendance and willingness to participate in class are vital to learning, and students are expected to attend every class. Excessive absence or lateness is disruptive to others and undermines class dynamics and learning. Students are required to attend class from the designated starting time and lecturers monitor class attendance each week. eRidley students are required to participate in the weekly online forums in the same way that on campus students attend classes.

Where a student is unable to attend they are required to notify the Registrar's Office with an explanation, preferably before class. Excessive lateness or absence from class is sufficient reason for the lecturer to recommend the student's withdrawal from the unit, and the appropriate financial and academic penalties will apply.

extensions and late penalties

The following policy has been developed by the ACT and is applicable to all ACT affiliated Colleges. It is new for 2015 onwards and is significantly different from our previous policy regarding late penalties.

This policy has been developed to ensure consistent application of penalties for the late submission of assessments in cases where no extension has been granted, and to provide consortium-wide guidelines in granting extensions to students with special circumstances.

late penalties

Unless an extension has been applied for and granted in accordance with this policy, where a student submits an assessment past its due date, the assessment marks will be reduced at the rate of 3% of the total possible marks for the assessment item per calendar day, up to 14 days late.

For example: for an assignment worth 50%, a student receives a mark of 40/50. However the student has handed in their assignment 10 days late, such that they receive a 30% penalty, reducing their mark by15/50 to 25/50.

If an assessment is submitted more than 14 days after the due date, a mark of zero will be awarded for the assessment upon submission of the completed assessment.

Students must complete all assessments in order to pass a unit. If a student has not submitted an assessment by the final date of the examination period of the semester in which the unit has been delivered for semester-length units and has not applied for an extension, the assessment will be deemed as a non-attempt, and consequently the student will receive a failing grade for the unit.

extensions

The granting of an extension for an assessment item should only be granted in the case of special circumstances, and in proportion with the period of time and the impact that the special circumstances have had. The Registrar's Office at Ridley handles all extension requests and may grant an extension if satisfied that special circumstances apply to the student that are:

- beyond the student's control; and
- make it impracticable for the student to complete the assessment/s during the period in which the student was to undertake the assessment/s.

The Registrar's Office must be satisfied that the student's circumstances are beyond the student's control if a situation occurs which a reasonable person would consider is not

due to the student's action or inaction, either direct or indirect, and for which the student is not responsible. The situation must be unusual, uncommon or abnormal.

Special circumstances that would make it impracticable for the student to complete the assessment instrument/s could include issues beyond the student's control in relation to:

1. medical circumstances; or

2. family circumstances; or

3. personal circumstances; or

4. employment related circumstances; or

5. course of study related circumstances.

All applications for assessment extensions at Ridley should be made via the Registrar's Virtual Office at *www.online.ridley.edu.au* and should be submitted before the due date of the assessment item for which the extension is being requested. The Registrar's Office may waive the time limit for making the extension request only if they are satisfied that it was not possible for the student to apply within the time limit.

Assessment extensions may only be granted if the assessment has not yet been attempted and submitted.

Each extension request will be examined and determined on its merits. The Registrar's Office will consider a student's claims, together with independent supporting documentary evidence that substantiates these claims. All extension requests made on medical grounds will normally require a doctor's certificate that covers the period in question.

Applications, together with all supporting documentation, should be held in the student's file. From time to time the ACT may conduct an audit of the application of this policy.

Assessments for which extensions have been granted must be completed within the period of extension granted by the Registrar's Office, which may be no later than the final date of the examination period of the semester in which the unit has been delivered for semester-length units. If further time is required, the student must apply for a Deferred Assessment, for which the deadline must be set by Ridley in accordance with the circumstances affecting the student. Reasonable alternate dates may be set by Ridley for units taught in intensive or extensive mode.

Heavy employment or study workload, church involvement and poor time management are not normally grounds for granting an extension.

low risk human subject research

The following information sets out a common policy on minor cases of human subject research in our undergraduate and graduate degrees and diplomas. It also applies to higher degrees by research.

It is designed to cover surveys, formal interviews, focus groups, and any placements for the purpose of observing others (ie. some form of research). It does not cover placements in which a student is simply gaining experience in ministry (eg. as part of an ordination, missional leadership or chaplaincy stream). The latter will need to outline their principles and expectations to students separately.

The internal ethics sub-committee consists of Lindsay Wilson (chair), Tim Foster, Kara Martin and Richard Trist. However, if you fit within the guidelines of our agreed principles, there is no need to make any application to our internal committee.

The National Statement issued by the Australian Government (updated March, 2014) sets out 4 key guidelines:

- Research merit and integrity
- Justice
- Beneficence
- Respect

We seek to apply these principles as follows:

1. People must give informed consent. This would usually involve the lecturer preparing a form or letter setting out how this fits within a student's studies, asking for their written permission (it can be done orally where appropriate, but this provides less protection for all involved). Subjects should normally sign a form indicating their consent, but it can be indicated in another way (eg. the return of a survey form).

2. Research on minors, Aborigines or Torres Strait islanders is explicitly excluded.

3. People should be given information (normally on Ridley letterhead) including the following:

   - contact information of the lecturer in charge of the unit (in case of feedback, further information wanted, or a complaint made).

   - that a person is free to withdraw from this research at any stage until the study is submitted for assessment.

   - how the information is going to be used confidentially and in a non-identifiable/de-identified way (ie. protecting their privacy).

   - what time and other expectations are involved. This must be very clear.

   - what feedback, if any, will be given. You would normally provide feedback, if requested, and you need to explicitly say so if you do not intend to do this.

Students should not administer any surveys, tests or questionnaires which have not been approved by the lecturer in the unit. They should remember that these are learning exercises as part of their initial studies and that they are not expert analysts. This requires humility and carefulness in reflections given to the subjects of the study. Their main task is to observe and learn, not teach and give advice.

complaints and grievances

If you have a serious complaint, then it is better that you take some action. This is better for you, and better for the College. Students may make complaints in the following ways:

complaints about academic matters

If you have a complaint about an academic matter, for example the quality of teaching, lack of clarity about expectations for assessment/s, or about your mark/s, then the first step is to talk to the lecturer involved. You are also entitled to request re-marking of any assessment, and this can be arranged via the Registrar's office. If you are not satisfied with the outcome of the initial discussion, you should submit a written (not emailed) complaint to the Registrar's office; you will receive a response within 30 days of receipt of the complaint.

If this does not resolve the complaint, then you should refer to the Australian College of Theology's Academic Grievance Policy available from the Registrar's office, Library and online at *www.actheology.edu.au/policies.php*

complaints about non-academic matters

If someone has offended you, or you have some complaint, then the first step is to talk to the person concerned. If you are not satisfied with the outcome, you should submit a written (not emailed) complaint to the Vice Principal, who will respond within 30 days of receipt of the complaint. If you have a complaint about some aspect of College life, or about how you have been treated then please do let us know via the Registrar's office.

If you have forwarded a written complaint to the Vice Principal, and are not satisfied with the outcome, then you may make a formal complaint with the Ridley College Grievance Committee. Complaints forwarded to the Grievance Committee are dealt with according to the Australian College of Theology policy available from the Registrar's office and online at *www.actheology.edu.au/policies.php*

discrimination and harassment

Ridley College is committed to providing an environment that is free from discrimination and harassment of all kinds. All staff and students of the College are expected to comply with the College's policy.

what is harassment?

Harassment is any offensive, belittling or threatening behaviour directed at an individual or group. Harassment is often focussed on the gender or sexual orientation, cultural or racial background, or disability, of an individual or group.

Harassment is behaviour that is unwelcome, unsolicited, usually unreciprocated and often (but not always) repeated. It makes the College, or association with it, unpleasant, humiliating or intimidating for the individual or group targeted by this behaviour. It can make it difficult for effective work or study to be done.

For harassment to occur, there does not need to be an intention to offend or harass. Moreover, harassment may be of a minor nature. Individual incidents may seem too trivial to warrant attention, or the person subject to harassment may seem unaffected. However, when the behaviour continues over a period of time and it not addressed, such behaviour can undermine the standard of behaviour generally in College.

Examples of harassing behaviour include:

- offensive physical contact, derogatory language or intimidating actions
- insulting or threatening gestures or language (overt or implied) or continual and unwarranted shouting
- unjustified and unnecessary comments about a person's capacities or attributes
- openly displayed pictures, posters, graffiti or written materials which might be offensive
- phone calls or messages on electronic mail or computer networks which are threatening, abusive or offensive
- persistent following or stalking within College, to and from College or elsewhere

Harassment is illegal. The Victorian Equal Opportunity Act and Racial and Religious Toleration Act, and the Commonwealth Sex Discrimination Act, Disability Discrimination Act and Racial Discrimination Act covers various areas of unlawful discrimination and harassment. In addition serious racial or religious vilification is an offence in Victoria. Harassment in the College community is not acceptable and will attract disciplinary action .

what can we do to prevent harassment in college?

- everyone in College has an obligation to ensure that their own behaviour cannot be seen as harassment. So be aware of your own behaviour and its potential impact on others. Without realising it, you may be putting someone under pressure. If you are not sure if you are making someone uncomfortable – ask.
- do not stay silent if you see one College member harassing another
- discourage jokes that degrade others
- if some aspect of College life seems to involve harassment, talk it over with the Registrar or a member of faculty

how should you deal with harassment?

If you are harassed, deal with it as quickly as possible.

Talk to:
- the person who is harassing you
- a College contact person or adviser

Any complaints of harassment will be treated as serious and dealt with promptly by the College. The College's Grievance procedure outlines the procedure to be followed in all cases of Harassment except Sexual Harassment which are dealt with according to the Anti Sexual Harassment Policy and Procedures.

sexual harassment

Sexual harassment is a particular form of harassment. The following definition has been published by the Human Rights and Equal Opportunity Commission:

'Sexual harassment is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances.'

Ridley College has adopted the following definition:

Sexual harassment covers a range of unwelcome, unsolicited and non-reciprocated behaviour which constitutes intentional or unintentional communication (verbal or otherwise) or physical contact of a sexual nature. It includes such unwelcome actions as:

- unwanted physical contact or gestures
- intrusive questions or insinuations about a person's private life
- comments, jokes or insinuations of a sexual nature
- sex-based insults or taunts
- persistent unwanted invitations of a personal nature
- implicit or explicit demands for sexual activities
- offensive communication of a sexual nature by means of a note, letter, telephone, computer, electronic-mail or any other means.

Sexual harassment that is also an offence under criminal law may be referred to the police.

Sometimes, someone may harass a person without realising that his/her actions or words constitute harassment. It is unlawful to harass someone, regardless of whether the harassment is intentional or unintentional.

Ridley is committed to:
- fostering an environment in which sexual harassment does not occur, and
- when it does occur, providing appropriate solutions

Different personnel work at each stage of this procedure. It is advisable in situations where a person who believes they have been harassed and the alleged harasser both seek sexual harassment advice, that they meet with different Sexual Harassment Advisers.

For details of the College's Sexual Harassment Advisers for 2015, please contact the Registrar's Office.

Students could also approach the Anglican Diocese of Melbourne and ask to speak to the Director of Professional Standards:

Ridley has adopted a ***three-stage model of responding to complaints of sexual harassment***:

stage one – Advising (clarifying and informing)

A Sexual Harassment Adviser will:
- invite you to talk about the concerning incident/s
- help clarify whether or not the behaviour as described by you, constitutes sexual harassment, and if so: (a) discuss options and strategies with you, (b) offer to inform the alleged harasser of your concerns via a statement written by you.

stage two – Conciliation

A Conciliator will:
- contact the alleged harasser to invite him/her to participate in the process of conciliation
- invite the alleged harasser to write a short statement of response to the concern
- with the consent of both parties, begin the process of coniciliation by meeting with both parties separately and/or together
- work towards establishing a mutually acceptable agreement.

stage three – Investigation and Determination

A Formal Investigation involves:
- making a formal complaint of sexual harassment
- convening an investigation panel to investigate the complaint and determine whether it can be substantiated
- imposing outcomes as a result of the findings.

women in ministry & in ministry training

The position of the College in relation to gender and ministry training is that:

a. We rejoice that men and women are equally made in God's image, given authority by God in his world, and called to imitate the Lord Jesus Christ and to be conformed to his likeness.

b. We warmly welcome women and men as students, faculty, staff, and Board members.

c. We are committed to the equal provision of identical training for women and men, training both women and men for any and every ministry and leadership role or ministry to which they may be appointed in the church or in the world.

d. The question of the roles of men and women in ministry and leadership is one on which we accept a variety of views within the College. Similarly we accept a variety of views on such questions as who should be baptised, how churches should be governed, issues of Christian discipleship, the use of charismatic gifts, and details of the future hope. We accept that a range of views can be held on such questions without the integrity of a person as a biblically faithful evangelical Christian being called into question.

e. This policy reflects the practice of the Anglican Church of Australia, and the Diocese of Melbourne.

f. This policy also expresses the ancient advice: 'In matters that are essential, unity: in matters that are debatable, liberty: in all matters, love.'

In the light of this position the College:

1. Requires all faculty, teaching staff and students to affirm that men and women are equally created in God's image, and have the same human dignity, while allowing a variety of opinions on how gender impacts the ordering of marriage, family, church life, and society.

2. Encourages discussion and open debate on the structural relationships between men and women in lectures, informal discussion, conferences, the internet and other forums.

3. Requires all faculty, teaching staff and students to address this issue with particular sensitivity, and to respect the decisions that students and graduates have made about the ministry roles they aspire to or have accepted.

4. Expects a high level of academic rigour and encourages a high standard of scholarship on this issue. People are encouraged to read widely, question arguments, challenge exegesis and consider alternatives.

5. Will take appropriate action should it become aware of a breach of this policy.

The College will appoint board members and employ faculty, visiting lecturers and tutors who are able to affirm this policy and serve within these parameters.

Any student who feels aggrieved by the behaviour of any faculty, visiting lecturer, other student, member of staff, preacher, service leader, Board member, visitor to the College, supervisor appointed by the College, or contractor or employee of a contactor, with respect to this policy should follow the non-academic grievance procedure set out in the Student Manual.

college community

chapel and chapel teams

Corporate worship services are held in the chapel, on Mondays for the Anglican Institute, and on Tuesday–Thursday mornings for the whole College community. It is expected that all students on campus at the time will attend Chapel and take part in a chapel or music team. The services are planned and led by a team of students. All students and ordination candidates attending morning classes are expected to serve on chapel teams. Forms are availalbe at Registration (see Community Involvement forms) or throughout the year from the Registrar's office so that you can indicate how you would like to be involved in Chapel.

contact person: Rhys Bezzant p: 03 9207 4800 ext 921 or or e: r.bezzant@ridley.edu.au

community meals

Community meals are held in the dining room for lunch on Tuesdays and Thursdays and dinner on Wednesdays. Students are required to make a contribution payment of $60.00 (12 weeks x $5) towards the cost of these meals for each day/evening chosen.

You can do this by completing a Community Meals form at the start of each semester to book your meals and make payment of the contribution cost. To ensure the provision of meals students must submit this form by the due date.

You may bring your own lunch and eat it in the dining room if you prefer.

Morning tea will continue to be provided Monday to Thursday at no cost to students.

Lunches on Monday and Wednesday are strictly for those in the relevant learning communities. There will be no contribution required for these meals.

computer access and email accounts

Several computers are located on the mezzanine level of the library for student use. To obtain a computer account, please fill in the Computing Declaration Form available from the Library staff.

contact person: the library staff on p: 03 9207 4800 ext 905 e: library@ridley.edu.au

critical incidents

medical concerns

Please notify the Main Office of any accidents that have occured on campus, injuries sustained or students that were transported to hospital, as early as possible. If it is impractical for the affected student to pass on this information, then it is the responsibility of any accompanying student to make contact with the Main Office. This is important not only to ensure that appropriate action has been taken, but also for staff to have adequate and accurate information in situations where information needs to be communicated to emergency contacts.

emergencies

We need to be prepared for emergency situations and critical incidents. Such instances are:
- serious contagious illnesses
- fire or explosion
- road traffic accident
- burglary/theft
- behaviour endangering life
- assault
- serious injury

In cases of fire alarm/fire, fire procedures must be followed according to the procedures below. In other emergency situations, contact must be made immediately with the Main Office. Students should then await instructions from staff/faculty. In an emergency situation when immediate assistance is required (eg. the police or an ambulance), an individual may first make contact with emergency services prior to informing the Main Office. Contact numbers in cases of emergency can be found on the cover of this Student Manual.

fire

All students are required to familiarise themselves with the standard fire orders. Emergency procedures for fire are set out on a card in each lecture room.

standard fire orders

Upon discovery of a fire the following steps should be taken:
1. Rescue any person in immediate danger if it is safe to do so and close all doors as you exit.
2. If the alarm has not sounded call the fire brigade immediately by breaking the fire alarm glass and pressing the button. This is located on the wall outside the Cole Room.
3. Ring the fire brigade immediately on 11441 or 000 giving address and details of fire.
4. Contact the Main Office (ext 800).
5. Approach fire with the appropriate extinguisher <u>only if safe to do so.</u>

Upon sounding of the alarm all students shall:
6. Evacuate to assembly point: Lawn outside Dining Room
7. Indicate your presence when your lecturer conducts a roll call to ensure everybody is accounted for.
8. Remain at the assembly point until advised by the fire brigade to return.

expectations and rules

Ridley expects their students to:

- Profess Christian faith.

- Follow a lifestyle that expresses Christian and Biblical values and standards.

- Be regular members of a Christian church

- Adhere to the standards of the churches (and other agencies) in which they worship and with whom they may serve in the future (eg the "Faithfulness in Service" document for those considering Anglican ordination).

- Be willing to be challenged in their Christian commitment, and to be trained for good ministry.

- Agree to take part in community life at Ridley, including taking part in Chapel, the social and pastoral life of the College, respecting the rights of others, respecting College staff, faculty, equipment and property, and not engaging in any kind of harassment.

- Disclose any criminal record.

- Agree that they will not bring alcohol or non-medicinal drugs onto the campus.

- Pay all fees and other costs on time.

- Not engage in behaviour that would cause offence to our Christian supporters.

- Contribute in a manner that expresses the gospel principle of love for all. This refers also to any communication in public or private weblogs or website forums that care be taken not to cause unnecessary offence to others.

- Attend at least 80% of lectures, and meet assessment requirements.

- Maintain a satisfactory standard of diligence and academic progress.

- Not interfere with other students on the campus.

- Agree to pay for any damage caused to or loss of College property.

Ridley College reserves the right to vary these expectations in individual cases.

learning communities

Ridley offers a number of learning communities which tailor teaching, formation and learning to the needs of different students in conjunction with our Common Core.

COMMON CORE

Everybody who trains at Ridley studies a common core. These key units provide the knowledge and skills which we believe are essential for formation and training in ministry. The Common Core includes biblical studies, hermeneutics, Christian thought, cross-cultural training and evangelism.

ANGLICAN INSTITUTE

Dean: Rev Richard Trist p: 03 9207 4800 ext 924 e: r.trist@ridley.edu.au

The Anglican Institute trains men and women for ordination in the Anglican Church of Australia, especially the Diocese of Melbourne. All ordinands must participate in the Anglican Institute throughout their time at Ridley, and those who are considering ordination or participating in the Year of Discernment are welcome to join as Associate Members.

Application forms to join the Anglican Institute are available from the Registrar's Office or from the website *www.ridley.edu.au/current-students/forms/* Completed forms should be submitted to the Registrar's Office.

MISSIONAL LEADERSHIP

Dean: Rev Dr Rhys Bezzant p: 03 9207 4800 ext 921 e: r.bezzant@ridley.edu.au

The Missional Leadership learning community is for those preparing for non-ordained ministries. It includes training for evangelists, church planters, youth and children's ministry, educational and other chaplaincy ministries, AFES/IFES workers, pastoral workers, those ministering in indigenous, ethnic and rural settings, seniors' ministry, and pastors from other denominations. Application forms to join the Missional Leadership learning community are available from the Registrar's Office or from the website *www.ridley.edu.au/ current-students/forms/* Completed forms should be submitted to the Registrar's Office.

ONLINE LEARNING

Dean: Dr Andrew Malone p: 03 9207 4800 ext 906 e: a.malone@ridley.edu.au

Ridley offers an online learning community which delivers content, reading and interactive group learning designed to connect with your ministry context. It is possible to complete one to three year undergraduate or graduate degrees via online learning, and to undertake studies over three semesters per year. The online learning platform offers excellent study resources including the Logos Bible software and eBooks.

GLOBAL MISSION

Dean: Rev Charlie Fletcher p: 03 9207 4800 ext 930 e: c.fletcher@ridley.edu.au

The Global Mission learning community is for those training to serve in gospel ministry overseas; it offers advanced cross-cultural mission studies that takes the basic core training to a 'vocational level', prepares people for admission to missionary candidature and provides a research base for missiological enquiry.

MARKETPLACE INSTITUTE

Associate Dean: Ms Kara Martin p: 03 9207 4800 ext 9919 e: k.martin@ridley.edu.au

Fellow: Rev Dr Ken Barnes e: k.barnes@ridley.edu.au

The Marketplace Institute is a centre of teaching, conversation, research and resources, dedicated to bridging the Sunday / Monday divide.

life and ministry groups

Life and Ministry Groups are organised by the College to provide pastoral support for students. Ordination candidates are required to attend these groups. Students who are full-time or have a 75% load are automatically allocated to a group led by a faculty member. Students with a 50% load or more may, if they wish, elect to join a pastoral group. This should be done at Registration (see blue Community Involvement forms).

Students are encouraged to attend the Life and Ministry Group meetings to which they have been allocated. These groups meet at 1.10pm on Wednesdays with specific groups on Mondays for the Anglican Institute and Wednesdays for Missional Leadership and Global Mission students. Ridley recognises a student's church as their primary centre of care and support.

contact person: Anthea McCall on p: 03 9207 4800 ext 909 or e: a.mccall@ridley.edu.au

occupational health and safety

footwear in the dining room and kitchen

Health regulations require students to always wear footwear when in the dining room or kitchen.

smoking

Smoking is not permitted in any college buildings, including on verandas and under the eaves.

ball games, skateboards and rollerblades

To maintain safety and limit damage to College property, the use of skateboards and rollerblades is prohibited anywhere in College. Ball games are not permitted, but can be played in the park diagonally opposite the roundabout near Walker Street.

parking

Please note that there is no parking available for students on campus unless disabled access is required. Parking within the grounds is reserved for staff and visitors only. For further details about travel to College, please see the website www.ridley.edu.au/about-ridley/campus-location-and-parking/

student lounge

The student lounge located on the ground floor of Baker, is available for all students. Please feel free to use it for making coffee/tea, reading the paper, heating lunch etc.. It is the responsibility of students to maintain the tidiness of these facilities.

notes

guidelines for essays and projects

The following notes regarding the presentation of essays and projects at Ridley are adapted from those supplied in the ACT student Handbooks. Even greater detail can be found in *The SBL Handbook of Style*. These notes represent the preferred style at Ridley as well as the guidelines to be followed in submission of essays and projects. This format applies to all written work at Ridley.

Note that a substantial number of these expectations are new from 2015. There is considerable variation from what you may be used to from prior years.

1   lodging assessment

1.1   electronic submission

From 2015, all assessment is to be submitted electronically. Every unit has an online space (on our 'moodle' platform); your enrolment details should automatically grant you access to every unit in which you are enrolled. Each assessment item should have an obvious link like '**SUBMIT ESSAY**'.

Documents should be uploaded as PDFs. The internal formatting of your document is spelled out below.

Assessment deadlines are automatically time-stamped. Most units will allow resubmission of documents, in case you make a mistake, but late (re)submissions will be flagged as such and penalised accordingly. Assignments that require resubmission, eg. because of poor formatting, are also subject to late penalties. Be aware that the due time of assignments may vary from class to class, though most are likely to have an 11:55pm deadline.

Assessments are not usually accepted by email or fax, and will only be allowed by prior arrangement with the Registrar's Office. Difficulties with electronic submission (preferably before 11:55pm on the due date!) should be addressed to the Registrar's Office.

1.2   penalties for late work

If an assessment is uploaded late (ie. without an extension, after any extension has expired, or for revision), then the following adjustments will apply. *These are new from 2015 and mandated by the Australian College of Theology.*

- Assessments are penalised at the rate of 3% for every day late - 3 marks will be deducted from every 100 for each 24-hour period past the deadline.

- There is no safety policy that prevents failing. It is a bad idea to submit four days late an assessment worthy of 60% (60% – 4×3% = 48%).

- An assessment may be submitted more than two weeks beyond its due date (or extended date), although a mark of zero is automatically recorded.

- Because all assessment items must be attempted, failure to submit an assessment will normally constitute an automatic fail for the whole unit.

Where a submitted assessment is not of acceptable length or format (see below), the Registrar's Office will return the assessment to you. You must revise and resubmit your assessment and will incur any applicable late penalty.

1.3 extensions

Extensions are granted only in certain circumstances. Application is made to the Registrar's office rather than to your lecturer, and is best done as early as possible. There is now an online form in the 'Registrar's Office' page of the online learning site. The Australian College of Theology has released strict guidelines about the timing and circumstances of extensions which are detailed at *http://www.actheology.edu.au/policy files/Late Penalties Policy.pdf*, hardcopies are also available from the Registrar's Office.

2 presentation summary

Although your primary task is to think and write clearly, the presentation of your writing also impacts your reader/s. Writing that is clearly and consistently presented and referenced allows your marker to focus on your argument. The remainder of these guidelines (§§3–6) contain helpful details on formatting your essays and projects. The most salient points are summarised here in §2.

2.1 assessment elements

Every essay should include a title page, an abstract, the body of the essay, and a bibliography.

Watch especially the length of your assessment. The body of the essay should be within ±10% of the stipulated word count. For example, a 2,000-word essay should be between 1,800 and 2,200 words.

2.2 intellectual property

Virtually every essay should engage with primary and secondary sources. You need to reference these sources – whether from the Bible, other primary documents, or later writings – in an appropriate fashion.

Where you use someone else's words, you must identify your quotation and acknowledge your source. You should mostly digest others' ideas rather than quote them directly, but even then you must acknowledge where the ideas have come from.

Sources are indicated in footnotes. Footnote markers should ideally be reserved until the end of a sentence. You may include several references within a single footnote, separated by semicolons.

2.3 referencing summary

There are many kinds of works to reference, but four are the most common. You may need up to three different formats for each individual work you use.

2.3.1   books

FIRST FOOTNOTE:	[3] Christopher J. H. Wright, *The Mission of God: Unlocking the Bible's Grand Narrative* (Nottingham: Inter-Varsity Press, 2006), 199–201.
LATER FOOTNOTE:	[7] Wright, *Mission of God*, 200.
BIBLIOGRAPHY:	Wright, Christopher J. H. *The Mission of God: Unlocking the Bible's Grand Narrative*. Nottingham: Inter-Varsity Press, 2006.

2.3.2 essays in an edited book

FIRST FOOTNOTE:	[12] Larry W. Hurtado, 'Following Jesus in the Gospel of Mark—And Beyond', in *Patterns of Discipleship in the New Testament*, ed. Richard N. Longenecker (Grand Rapids: Eerdmans, 1996), 15–17.
LATER FOOTNOTE:	[16] Hurtado, 'Following Jesus', 19–21.
BIBLIOGRAPHY:	Hurtado, Larry W. 'Following Jesus in the Gospel of Mark—And Beyond'. Pages 9–29 in *Patterns of Discipleship in the New Testament*. Edited by Richard N. Longenecker. Grand Rapids: Eerdmans, 1996.

2.3.3 journal articles

FIRST FOOTNOTE:	[14] James M. Hamilton Jr, 'Rushing Wind and Organ Music: Toward Luke's Theology of the Spirit in Acts', *RTR* 65 (2006): 29–32.
LATER FOOTNOTE:	[21] Hamilton, 'Rushing Wind', 17.
BIBLIOGRAPHY:	Hamilton, James M., Jr. 'Rushing Wind and Organ Music: Toward Luke's Theology of the Spirit in Acts'. *Reformed Theological Review* 65 (2006): 15–33.

The *SBL Handbook of Style* lists the standard abbreviations for common journals. You are not at liberty to compose your own abbreviations. (The latest edition of the *SBL Handbook* allows you to abbreviate journals also in the bibliography.)

2.3.4 dictionary or lexicon articles

FIRST FOOTNOTE:	[34] Michael F. Bird, 'Christ', *DJG* 116–118.
LATER FOOTNOTE:	[39] Bird, 'Christ', 123.
BIBLIOGRAPHY:	Bird, Michael F. 'Christ'. Pages 116–125 in *Dictionary of Jesus and the Gospels*. Edited by Joel B. Green, Jeannine K. Brown and Nicholas Perrin. 2nd ed. Downers Grove: IVP Academic, 2013.

The *SBL Handbook* lists the standard abbreviations for major dictionaries. You are not at liberty to compose your own abbreviations. It also permits you to provide just the abbreviation in the bibliography as well, but providing full details is good practice for other resources.

The many variations on these four kinds of works are detailed in the coming sections, including any electronic resources. Teaching staff are also usually happy to give advice.

Remember that Bible references are included within your sentences, like this (John 3:16), and are not placed in footnotes (unless you have a really long or complex list). You don't need to list the Bible in your bibliography.

3 presentation details

3.1 introduction

Your essay is marked primarily on content. However, presentation is important and the format and presentation should reveal clear thinking and careful organisation. Using a standard format such as the one outlined here will assist both you and your marker/s. In addition to what follows, careful attention should also be given to spelling, grammar and punctuation.

3.2 word limits

As previously stated, your assessment should keep to the set length, within 10% variation. For example, a 2,000-word essay should be between 1,800 and 2,200 words. This count includes everything from the introduction through to the conclusion, including quotations and in-text references and any headings. The count does not include title page, abstract, footnotes or bibliography. Footnotes may not exceed 25% of the prescribed essay length. Failure to keep within the requirements for length shall be considered grounds for returning the essay for revision and resubmission.

Special word limits apply for MDiv and MA projects and for research theses.

Be aware of how your word processor calculates your word count. For example, Microsoft Word defaults to counting the whole document and including footnotes. You may need to select only the body of your essay and ensure that 'include footnotes' is disabled.

3.3 basic formatting

Electronic submission means that many issues of formatting are less relevant than with a physical presentation. Still, give due thought to the following matters of spacing:

- Double space the body of your essay. This gives your marker/s space to annotate.

- Generous margins (2–3cm) also provide useful space.

- Block quotations should be indented from both margins. They don't need quotation marks.

- Footnotes and block quotations can be single spaced.

Providing page numbers is usually helpful, even on an electronic submission.

Use standard fonts to ensure your work displays well on markers' and moderators' screens.

Your filename should not include your name, and should always follow this format:

student number_unit code_assessment type
    (eg. 201512345_OT301_essay)

Where there are more than one of the same kind of assessment, specify this in assessment type (eg, 201512345_TH601_essay2).

3.4 general components

An essay should consist of the following essential components, each to begin on a fresh page is ideal.

3.4.1 title page

The title page should contain your ACT number, your course and unit, the full title or topic of the essay, the due date, the prescribed number of words and what you believe to be the actual word count in the body of the essay.

Student Number:	201512345
Course:	MDiv
Unit:	OT301
Title:	What are the main themes of the Joseph story?
Date due:	17/9/2015
Prescribed word count:	2,000
Actual word count:	2,071

Please note that *your name should not appear anywhere within your document* (eg. in headers/footers, in filename, in document information).

3.4.2 abstract

The second page of your submission should contain an abstract. An abstract is a piece of continuous prose, not numbered or bulleted points, and should be about 150 words in length. It is not an introduction but is designed to give a synopsis/summary of the argument of the essay (ie. a bird's-eye view of the whole).

3.4.3 the essay proper

The essay proper should consist of the following three elements:

- **A clear introduction:** This introduction should identify how you understand the question, the issues that will be discussed, and the method of approach that will be used. It is appropriate to disclose, in advance, the conclusion towards which you are arguing.

- **The body of the essay:** This should set out in a clear and concise way the subject under discussion, and follow the outline already foreshadowed in the introduction.

- **A conclusion:** This summarises what you have said, restating major findings.

While you are developing your essay-writing skills, it can be particularly helpful to include 3–6 headings throughout your essay.

The essay should be in your own words. Avoid lengthy quotations of primary or secondary sources. Where a quotation contributes to your argument then the author's words should be quoted exactly, in (single) inverted commas. Where an author's argument is expressed in your own words or alluded to, acknowledgment must also be made.

In terms of the art of essay writing, there are many useful resources, for example:

Elms, John. *Essay Tactics: A Guide to Essay Writing*. Melbourne: Macmillan, 1985.

3.4.4 bibliography

After your essay proper, you should include a bibliography. A bibliography includes all works you have used (not just those you have cited), though the Bible is presumed and does not need to be listed. Detailed instructions on the content and format of your bibliography are provided below (§3.9).

3.5 spelling

The best advice on spelling is consistency. Choose an appropriate dictionary and stay with it. The recommendation of the *Style Manual for Authors, Editors and Printers* is the latest *Macquarie Dictionary*.

3.6 quotations and quotation marks

In accord with the recommendations of the Australian Government *Style Manual*, single quotation marks are preferred for quotations. Double quotation marks – which you will often see in American publications – should be reserved for a quotation within a quotation.

Punctuation should occur outside quotation marks unless it is part of the quotation itself.

All quotations should be accurately reproduced, including original spelling, punctuation and abbreviations. Where there is a misspelling, it should be indicated by adding '[*sic*]' immediately after the error.

Wherever possible, footnote indicators should be placed at the end of a sentence. They should come after – not before – any punctuation, like this.[27] Remember that you can refer to several items within a single footnote. You should avoid piling up several adjacent footnote indicators, like this.[28] [29] [30]

A longer quotation may be presented as a block quotation. This is a separate paragraph with space both above and below, and also indented at both left and right margins. If you present a quotation as a block quotation you do not then also have quotation marks.

If some words are omitted from the original source, the omission should be indicated by three stops '…' known as an ellipsis.

References to biblical quotations should be placed within parentheses within the text of the essay ie. (Rev 21:4) rather than being placed in footnotes.

Quotation marks can be used to refer to meanings or definitions of terms or to highlight words which are being used in an unusual way. Italics should be reserved for titles of books and periodicals, for foreign words or phrases not common in English and, sparingly, for emphasis.

3.7 notes and bibliographies

There is a growing trend to employ bibliographic software like EndNote or Zotero or the built-in features of some word processors. *Such software does not work miracles and is only as accurate as the data fed into it*. In particular, data from library catalogues conforms to different conventions and is guaranteed to *breach* expectations.

You remain responsible for the accuracy of what is produced. If you use software, ensure that its input data and output styles match Ridley expectations. It may be wise to complete your first few assessments manually so that you are familiar with what is required.

3.7.1   purpose & plagiarism

Footnotes are used for a number for purposes:

- To specify the sources from which you have derived facts, opinions or quotations.

- To add comments, explanations, examples and allusions to differing views of other authors – though these often belong in the body of the essay.

- To supply evidence of facts stated in the text and other material which is relevant to the argument but which would interrupt its flow if included in the main text.

You include a bibliography to indicate the scope and parameters of your research. It informs your reader about the relevant sources you have cited or consulted. Again, it is not necessary to refer to the Bible in the bibliography.

Failure to acknowledge your sources is a serious breach of academic standards and may be considered plagiarism. You should ensure that all direct quotations and indirect allusions to the work of others are acknowledged.

Plagiarism is when you take someone else's words or ideas and present them as your own. Plagiarism may be deliberate or inadvertent but it is always regarded seriously. Common examples of plagiarism include:

- You quote an author's exact words without showing (with quotation marks and a footnote source) that this is what you are doing.

- You follow another person's ideas or views or structure without acknowledgment (with a footnote source). You can plagiarise another scholar's ideas even if you summarise them in your own words.

- You plagiarise another student's work, presenting it as your own. In this event both students may be penalised.

- You submit work written by someone else.

Plagiarism may result in minor or major penalties applied to your grade. Repeat offences are recorded and published through TAMS (Theological Academic Management System) across the Australian College of Theology and may impact your candidature.

3.7.2   presentation

The information included in a footnote and subsequently in the bibliography contains the same information. Note in the examples below that the *presentation* of that information varies between the two. You ought not simply copy between one entry and the other.

The convention outlined below is the one preferred at Ridley and should be used in all assessments. Even as you learn to tweak some of the finer details, it's especially important to be *consistent* in your presentation.

3.7.4   abbreviations

You should only abbreviate biblical books when they occur in parentheses (or footnotes); if describing Leviticus 18:5 in a full sentence, retain the full title of the book. Further, you only abbreviate the book if it is followed by both chapter and verse (Lev 18:5; not Lev or Lev 18). Conventions differ as to whether or not the abbreviated book is followed by a stop (1 Cor. 13:3); the trend is to omit such punctuation (ie. 1 Cor 13:3).

Abbreviations for biblical books and journals and commentary series are not random. Although some publishers invoke their own conventions, the current authorised list is provided in *The SBL Handbook of Style*, available in the library.

3.7.5   greek and hebrew

If it is relevant to include Greek or Hebrew terms, these should be given in full, foreign font. (They should only be transliterated if you're citing a transliteration from another author). Hebrew does not need to be pointed unless the pointing is exegetically significant. Greek should include all breathings and relevant accents.

3.8 format for referencing and bibliographic citation

Ridley's preferred style is sourced primarily from *The SBL Handbook of Style*, along with *The Style Manual for Authors, Editors, and Printers* as recommended by the ACT. The *SBL Handbook* has been devised with theological disciplines in mind, and contains many more details than those summarised here. The primary difference is that Australian presentation usually uses single quotation marks rather than double.

The *SBL Handbook* and the ACT allows students to use the Author-Date system rather than the Note system. This places references within the body of your essay (so Bird 2013, 122–123). This system is discouraged by Ridley – and it consumes your precious word count. If you wish to use it, details are given in the *SBL Handbook* (§6.5)

3.9 standards and conventions for notes and bibliographies

Full details and examples are given in the *SBL Handbook*. What follows here are some specific details for those wishing to glean the most important matters of consistency.

3.9.1   included information

Remember that the following conventions are almost always not followed in library catalogues. Whether compiling your references manually or through automated software, it is your responsibility to 'translate' between the differing conventions. Do not merely copy-paste from some other source.

*   **Authors' and editors' names:** Full names may be preferable to initials. If you use initials, include a space between them.

best:	John R. W. Stott
acceptable:	J. R. W. Stott
avoid:	J.R.W. Stott

*   **Title:** Despite how it's presented in the source, a colon should precede every subtitle and all words should be capitalised except articles, conjunctions and prepositions. (The *SBL Handbook* offers other conventions if you cite a title in a foreign language).

*   **Publishers:** Names should be abbreviated to the simplest word or two. Mentions of 'Press' or 'Publishing Company' and the like should be omitted – except in the case of University Presses. Despite some conventions, the trend is away from listing (American) states; you certainly do not mention country of publication.

incorrect:	*correct:*
Grand Rapids, MI: Wm B. Eerdmans Pub Co.	Grand Rapids: Eerdmans
London, U.K.: Cambridge	London: Cambridge University Press

    If you're unsure, the SBL Handbook now carries a long list of examples (§6.1.4.1).

*   **Volume and page numbers:** All numerals should be Arabic, not Roman. Volume and page numbers are separated by a colon (eg. 1:96–97). Give a full range of pages; don't use p. or pp. or f. or ff.

Most Latin terms once used in referencing (eg. 'ibid.', 'loc. cit.', 'op. cit.') have lost favour. The following examples show how you should treat repeated references to an earlier source.

3.9.2   examples

The *SBL Handbook* offers twenty pages of worked examples (§§6.2–6.4)! Most Ridley assessments will use only the four basic kinds of resources already summarised (§2.3 above).

Additional information or variation is collated here for convenience, but special variations may need to be explored in that *Handbook*.

*   **Multiple authors (and editors):** If there is more than one author, only the first has their surname reversed and only in the bibliography.

    Hill, Andrew E., and John H. Walton. *A Survey of the Old Testament*. 3rd ed. Grand Rapids: Zondervan, 2009.

    Boda, Mark J., and J. Gordon McConville, eds. *Dictionary of the Old Testament: Prophets*. Downers Grove: IVP Academic, 2012.

- **Commentary/book series:** If the book belongs to a recognised series, you should include the authorised abbreviation. If there is a volume number, include that too.

  Beasley-Murray, George R. *John*. 2nd ed. WBC 36. Dallas: Word, 1999.

  Walton, John H. *Job*. NIVAC. Grand Rapids: Zondervan, 2012.

  Wilson, Gerald H. 'King, Messiah, and the Reign of God: Revisiting the Royal Psalms and the Shape of the Psalter'. Pages 391–406 in *The Book of Psalms: Composition and Reception*. Edited by Peter W. Flint and Patrick D. Miller Jr. VTSup 99. Leiden: Brill, 2005.

  It is sometimes important to distinguish between the book title and series title. The middle example might sometimes (unhelpfully) be listed as *The NIV Application Commentary: Job*.

  Series editors are typically ignored for such commentary and book series.

- **Multiple publishers:** Where a work has been simultaneously produced by two publishers, you may choose to list only one of these. If you list both, it should be in the following format (which automated software typically handles badly!).

  Ciampa, Roy E., and Brian S. Rosner. *The First Letter to the Corinthians*. PNTC. Grand Rapids: Eerdmans; Nottingham: Apollos, 2010.

- **Journal issues:** Most journals have consecutive pagination, so you need only cite the volume number and not any specific issue. If you need or choose to include a specific volume, use a stop.

  Ferdinando, Keith. 'Mission: A Problem of Definition'. *Themelios* 33.1 (2008): 46–59.

- **Ancient documents:** You will usually need to cite both the ancient document and its modern source. Standard collections and abbreviations can be specified.

  [44] Augustine, *Letters of St. Augustin* 28.3.5 (NPNF1 1:252).

  Augustine. *The Letters of St. Augustin*. Pages 209–593 in vol. 1 of *The Nicene and Post-Nicene Fathers*, Series 1. Edited by Philip Schaff. 1886–1889. 14 vols. Repr., Peabody: Hendrickson, 1994.

  [59] John Calvin, *Inst*. 1.14.5, trans. Ford Lewis Battles, ed. John T. McNeill, 2 vols., LCC 20–21 (Philadelphia: Westminster, 1960), 1:165.

  Calvin, John. *The Institutes of the Christian Religion*. Translated by Ford Lewis Battles. Edited by John T. McNeill. 2 vols. LCC 20–21. Philadelphia: Westminster, 1960.

  [63] Theodore of Mopsuestia, *Comm.* John 12:38–41, cited in Joel C. Elowsky, ed., *John 11–21*, ACCS 4B (Downers Grove: InterVarsity Press, 2007), 72.

  Elowsky, Joel C., ed. *John* 11–21. ACCS 4B. Downers Grove: InterVarsity Press, 2007.

3.9.3 electronic sources

While many theological resources can now be accessed electronically, virtually all the reputable ones still have a print equivalent. The current scholarly expectation is that you will cite (and sight) that print equivalent. You should thus be able to use one of the formats above, as if you have been using the print version. (Page numbers can be derived from many PDF or eBook versions. Resourceful students can discover real scans and thus page numbers via Google Books or Amazon previews, or print versions may be sighted at the library.

Where an electronic resource is unable to provide a real page number, specify that you are using an electronic edition and provide the most useful navigation information:

[23] Craig L. Blomberg, *Jesus and the Gospels: An Introduction and Survey*, 2nd ed. (Nashville: B&H Academic), Kindle edition, ch. 14, 'Parables: Interpretive Method'.

[31] Blomberg, *Jesus and the Gospels*, ch. 14, 'Miracles: Historicity'.

General websites should be used cautiously. Where you deem such material relevant, include the title and URL of your source. If there is a production date (eg. for a blog post) include that, but there is no longer any need to include an access date.

[5] Rhys Bezzant, 'Jonathan Edwards on Mentoring', Euangelion, 17 November 2014, http://www.patheos.com/blogs/euangelion/2014/11/jonathan-edwards-on-mentoring

4 non-discriminatory language policy

The ACT requires students (and lecturers) to avoid discriminatory language. Avoid language that discriminates or vilifies individuals on the basis of their gender, colour, ethnicity, age, disability, race or religion.

Detailed explanations are available from the ACT Handbooks (hardcopies available in the library and Registrar's Office, and from www.actheology.edu.au/handbooks.php. The most common example is the now old-fashioned use of 'man' to mean 'humanity'. Students are encouraged to consider more inclusive language. (Although some progressive contexts seek to remove gendered language for God also, both the ACT and Ridley recognise the suitability of referring to God, Father, Son and Holy Spirit as 'he'. We do not capitalise these divine pronouns.)

5 resources

Further guidelines for the format of essays and projects can be found in the following resources.

The current Australian College of Theology *Handbooks*.

Style Manual for Authors, Editors and Printers. 5th Edition. Canberra: Ausinfo, 1994.

The SBL Handbook of Style: For Biblical Studies and Related Disciplines. 2nd ed. Atlanta: SBL, 2014.

McIntosh, Lawrence D. *A Style Manual for the Presentation of Papers and Theses in Religion and Theology*. Wagga Wagga: Centre for Information Studies, 1995.

Welcome to the Leon Morris Library

The Leon Morris Library is primarily a resource centre for the staff and students of Ridley College. This information will help you use the library more effectively. Please do not hesitate to ask library staff for assistance when you have questions about using the library.

Address: 170 The Avenue, Parkville, 3052
Telephone: (03) 9207-4905
URL: http://library.ridley.edu.au/
Email: library@ridley.edu.au
Fax: (03) 9387-5099

Staff
Ruth Millard (College Librarian)
Alison Foster (Assistant Librarian)
Lindsay Wilson (Faculty Liaison)

Library Hours

Lecture, Reading, Swot Vac & Exam Weeks			
Monday	9 am	-	7.30 pm
Tuesday	9 am	-	7.30 pm
Wednesday	9 am	-	9.30 pm
Thursday	9 am	-	7.30 pm
Friday	9 am	-	6 pm
Saturday	10 am	-	4 pm
Vacations			
Monday – Friday	9 am	-	5 pm

N.B. During LECTURE weeks the library will open at 8.30 am, Monday-Friday.

Variations to opening hours will be displayed on the library notice board and entrance door. Student library assistants are employed to work in the library when a librarian is not on duty.

Print Collections

Many theological resources are not (or not yet) available electronically. It is important to develop and retain research skills for locating and using print resources.

The Leon Morris Library has an excellent and growing print collection that has been built up over many years. It includes books (approx. 56,000 volumes), journals (approx. 150 current subscriptions), and some audio-visual materials.

The library uses the *Pettee* classification system (Union Theological Seminary system), which is especially devised for theological libraries. For a guide to the classification see page 11.

The library's resources are divided into the following collections:

1. The Theological Collection
This is the main library collection.

2. The Journal Collection
The journal collection contains the library's collection of periodicals, serials, etc., arranged in alphabetical order by title. Journals are not available for loan. After use, please return journals to

the shelves or to the shelving trolley.

Journal titles appear in the online catalogue, and a detailed listing of journal holdings is located at the beginning of the journal shelves.

3. The Reference Collection

The Reference Collection is located near the Loans Desk. It contains books that are important reference/information sources such as atlases, dictionaries, directories, encyclopedias, indexes and abstracts. Reference items have a **REFERENCE** label above the call number and are not available for loan. After use, please return them to the shelves or shelving trolley.

4. The Reserve Collection

The Reserve Collection is also located near the front desk. It contains books that are in high demand for lecture courses. They are placed here at the request of lecturers, and may be used in the library only – they are **not** available for loan. They are arranged in subject groups, distinguished by colour-coded stickers. Please use a maximum of THREE Reserve books at one time and return Reserve items to the shelves or to the shelving trolley after use.

5. The Theses Collection

This small collection contains Masters and Doctoral theses written by people associated with Ridley College. Theses are not available for loan, except by special arrangement with library staff.

6. Audio-Visual Material

The library has a selection of audiocassettes, CDs and MP3s that includes lectures and sermons on various topics, and a small collection of videos and DVDs. Cassette players with headphones are available for use in the library. There is a TV in the library seminar room. Other AV equipment (DVD camera, DVD player, data projector) may be pre-booked with library staff.

7. The Leon Morris Display

A display of the collected writings of Rev. Dr. Leon Morris, Principal of Ridley College from 1964 to 1979, is located in the cabinet near the top of the staircase. Items in this collection are not available for loan.

8. The Leon Morris Collection

Books donated to the library from the library of the Rev. Dr. Leon Morris are intershelved in the Theological Collection.

9. The Charles Perry Special Collection

Launched in July 2009, this collection is being developed into a specialist research collection covering evangelicalism in all its aspects. Books in this collection are intershelved in the Theological Collection.

10. The Q Collection (Quarto Collection)

This contains books that are too large to be shelved with the main collection. They are housed on the shelves in the alcove at the back of the library. Books in this collection have a "Q" before their call numbers.

11. The Marketplace Institute Collection

This small specialist collection of books related to marketplace and work issues is located near the Reserve Collection.

12. New Books and Journals

It is the library's practice to place new material on display before it is integrated into the collection. A *New Items List* is produced regularly. This list is displayed in the library and may be viewed on the Library page of the Ridley College web site (http://www.ridley.edu.au/studying-at-ridley/library/new-items/). The display shelving for new books is opposite the front desk. These books are available for loan. The latest issues of journals are displayed alphabetically on the shelves outside the photocopying and seminar rooms. Please return these issues to the display

after reading.

13. Exam Papers
Folders containing Ridley College past exam papers are located near the Reserve Collection.

Electronic Resources

1. Online databases
The following online databases are available:

- American Theological Library Association (ATLA) Religion Database – index for journal articles and book reviews, and essays in books.
- American Theological Library Association Serials (ATLAS) – full text journal database.
- Religion and Philosophy Collection (RPC) – journal index and full text database.
- Proquest Religion – journal index and full text database
- Australasian Religion Index (ARI) – index of journals published in Australia and New Zealand.
- Australasian Union List of Serials in Theological Collections (AULOTS) – database of the serials holdings of theological and religious libraries in Australia and New Zealand.

Online databases can be accessed from the catalogue workstations in the library. Eligible borrowers who sign an *Online Services Declaration Form* can also access the databases remotely via the internet.

2. Ebooks
In 2012 the library began purchasing titles in electronic book (ebook) format. We currently own about 280 titles and subscribe to 2 ebook databases that give us access to several thousand more titles. For eligible borrowers who sign an *Online Services Declaration Form,* ebooks are accessible from off-site and downloadable to a range of e-readers and devices.

3. Accordance Bible Software
Accordance Software (Hebrew and Greek language resources) is available on 3 computers (nos. 1, 4 and 6) on the library mezzanine level.

The Catalogue

The library catalogue is available online at
http://library.ridley.edu.au/

Items with the following prefixes to their call numbers are housed in separate areas within the library:
REFERENCE; PERIODICAL; CASSETTE; KIT; VIDEO; THESIS; Q; MORRIS ARCHIVE; DISTANCE RESERVE
Items with the prefixes MORRIS and PERRY are intershelved in the theological collection.
Please consult library staff if you have any questions about using the catalogue or locating an item on the shelf.

Circulation Services

1. Membership
The library is not a public facility. While non-members are welcome to read in the library, borrowing is restricted to eligible borrowers.
Eligible borrowers include:

- Ridley College staff and students

- Staff and students of St. Andrew's Hall
- Members of the library

2. Loans
All books and other materials are available for loan, except **REFERENCE, RESERVE** and **MORRIS ARCHIVE** books, **THESES** and **PERIODICALS**. Ridley students may have up to fifteen (15) items on loan at one time. The normal loan period is two weeks. Items not in demand may be renewed for one further two-week period via the online catalogue, by bringing them to the library, by phone (9207-4905) or by e-mail (library@ridley.edu.au). In some circumstances it may be possible to arrange with library staff to borrow items for an extended period.
Loan period may be reduced for in-demand items. For large classes, books relating to essay topics may be placed on **short-term loan**. Short-term loans are for one week only with no renewals. Students may have up to five short-term loan books out at a time.
Variations on borrowing arrangements apply for Ridley Online students.

3. Reservations
If an item you wish to use is on loan to another borrower, you can reserve the item by placing a hold on it at the catalogue, or by asking library staff to place the hold for you. You will be notified when the item you have requested becomes available. The item will be held for you for 7 days for normal loans and 3 days for short-term loans.

4. Fines
It is your responsibility to return items by the due date. Overdue loans waste much time for the library staff, and cause frustration to other would-be readers – please return your loans on time. Fines accrue at a rate of 55 cents (including GST) per item per day. Patrons may be excluded from borrowing further items while they have items overdue or outstanding fines.

5. Borrowing
To borrow, bring your books, etc., to the Loans Desk along with your student or library card. Library staff will checkout your items and date stamp each item.

6. Returns
To return items from loan, please put them through the slot at the end of the Loans Desk or through the book chute on the left of the Library/Babbage Learning Centre entrance. If you leave them anywhere else they may not be checked in as returned and you will be sent an overdue notice. Items on loan remain your responsibility until checked in by the library staff.

Services and Facilities

1. Babbage Learning Centre
The Babbage Learning Centre (on the ground floor of the library building) is available as a study space during library opening hours and when it is not booked for classes or meetings. You are welcome to take Reserve Books, Reference Books, journals and un-borrowed library books to the BLC. Please return them to the library or to the library table in the BLC when you are finished with them.

2. Network Accounts for Ridley Students
Students need a network account in order to access the computer, photocopying/printing/scanning and internet facilities in the library. Please contact library staff to arrange an account.

3. Computer Facilities for Ridley Students
Six workstations for use by students are located in carrels on the mezzanine level in the library. The computers are networked to the copiers in the Photocopying Room.

4. Internet access for Ridley Students in the Library

The library has Wi-Fi access, and the carrels down each side on the library mezzanine have wired network ports.

5. Photocopying/Printing/Scanning
Two copiers are available in the photocopy room located on the main level of the library. Students pay for their use of the copiers via their network accounts. Visitors to the library may purchase photocopy cards ($2 and $5) from the dispenser in the photocopy room. Change is usually available from library staff. Photocopying, printing and scanning costs are displayed in the photocopy room. Please take great care when copying old or tightly bound volumes, which are easily damaged. Copyright regulations, displayed near the copiers, must be respected – this is the user's own legal responsibility.

6. Library Committee
A Library Committee exists to assist in policy-making decisions in the library. The committee comprises two faculty members, the College Librarian, and one student representative. Suggestions for improvements to the library may be made to any committee member.

7. Book Requests
Book requests may be made in writing to the College Librarian, supplying as much bibliographical detail as possible. Requests will be considered by the Faculty Liaison person and College Librarian in the light of the library's selection criteria. If the request is rejected the College Librarian will inform the person who requested the item, so that he or she may take the matter up with the Faculty Liaison person if desired.

8. Locating Material Not Held at Ridley Library
Ridley Library members may visit other libraries to read and photocopy materials. Please note, however, that membership of Ridley Library does not entitle you to borrow from the University of Melbourne library, or from other college, theological or tertiary
libraries. Anyone wanting to borrow from another library needs to enquire about becoming a member of that library. Other libraries in Parkville include:

- St Andrew's Hall Library, 190 The Avenue, Parkville, Ph. 9388-1666 ; A specialist missions library (N.B. Ridley faculty, staff and students are welcome to borrow from the library)

- The Dalton McCaughey Library
     1 Morrison Close, Parkville
   Ph. 9340-8888 ; www.dml.vic.edu.au

- Whitley College Library
        Ph. 9340-8020 ; http://whitley.unimelb.edu.au/library

- Mollison and Leeper Libraries, Trinity College
        Ph. 9348-7469 ; www.trinity.unimelb.edu.au/resources/library
        (N.B. Diocese of Melbourne ordinands are entitled to borrow from the Mollison Library)

- Baillieu Library, University of Melbourne
        Ph. 8344-0444 ; www.library.unimelb.edu.au/

Also useful is MCDCat where you can search the libraries of all Melbourne College of Divinity teaching institutions:
http://www.mcdcat.edu.au/

Please ask a librarian if you need assistance in locating a particular book or journal not held by Ridley.

9. Inter-Library Loans
Books and photocopies of journal articles not held by Ridley may be obtained from other libraries on inter-library loan. This service is generally only available to staff and post-graduate students. An inter-library loan request form must be completed, and the copyright declaration signed when requesting photocopies of articles. Inter-library loan charges (usually $16.50 per item) are passed on to students who request items from other libraries.

Rules and General Information

1. You are welcome to bring (non-alcoholic!) **drinks** into the library. Please do not consume **food** in the library.

2. Study areas of the library are intended for quiet study. Please keep noise levels to a minimum especially around the photocopiers.

3. Please do not mark or in any way deface books, journals or other library property. Any person found to have marked a library book will be asked to purchase a replacement copy.

4. **Emergency exits** are located at the north end of the library.

5. **Carrels and Tables**
Thirty carrels on the mezzanine level are allocated to later year full-time students for their personal use. To apply for a carrel please speak to library staff.
When you finish working at a library table or one of the general use carrels please clear the desk completely. You are welcome to store personal items you wish to leave in the library on the storage shelves on the upper or lower levels.

6. **Mobile Phones**
Please turn your mobile phone OFF or to silent mode when you enter the library. Please do not make or answer calls in the library – this includes the Photocopying Room, the Seminar Room and the library stairwells.

Outline of the Pettee Classification System

A   Bibliography. General materials

B   Languages & Literature

C   Bible – General

D   Old Testament

E   Judaica. Apocrypha and Intertestamental Literature

F   New Testament

G   Patristics. Leading Christian writers

H   History – General

I   Church History – General

J   History of doctrine

K   Christian denominations

L-M   History, Church History, etc. of particular areas

              (MW60-69 Australia)

N   Missiology

O   Comparative religion. Non-Christian religions

P   Science. Psychology

Q   Philosophy. Ethics

R   Theology

S   Sociology. Church and society

T   Education

U   Church government. Worship

V   Music

W   Pastoral theology. Church Work

X   Spiritual theology. Devotional life

Y   Other topics.

Leon Morris Library Plan

Q Shelves   Q Shelves

11A History, Church history	HP35-IJ24
11B Church history, History of doctrine	IJ24-JH

12A History of doctrine, Denominational history	JH-KZT
12B Denominational history, History by country	KZU-LR50

13A History by country	LR50-LU64
13B History by country	LU64 – MM72

14A History by country	MN-MW66
14B History by country, Missions, Religions	MW66 – OC6

15A Religions, Psychology	OC6 – PW40
15B Psychology, Ethics	PW40 – QX2

16A Ethics, Theology	QX4-RD55
16B Theology	RD55-RK55

17A Theology	RK55-RR28
17B Theology	RR28-RW60

18A Theology, Sociology	RW60 - SH36
18B Sociology, Education	SH36 – TG13

19A Education, Church & Worship	TG13 – UG30
19B Church Worship & Music	UG30.2 – VK44

20A Music, Pastoral theology	VK44 - WB36
20B Pastoral theology Videos, DVDs, Cassettes, CDs	WB36 – WP6.9 CDs

21A Pastoral theology, Christian life	WP6.9 – XB57
21B Christian life, Arts, Medicine, Theses	XB57-YX87 Theses

22A Reference
22B Reference

23A Reference, Marketplace Institute Collection, Exam papers, ACT handbooks
23B Reserve

24 Reserve

Server Room   Library Office   Stairs

10B Christian literature, History	GX56-HP35
10A Christian literature	GR1-GX56

9B New Testament, Patristics & Christian literature	FX42-GQ91
9A New Testament	FS24-FX42

8B New Testament	FN70-FS24
8A New Testament	FL8-FN70

7B New Testament	FJ5-FL8
7A Apocrypha, New Testament	ED35-FJ5

6B Old Testament, Apocrypha	DN48-ED33
6A Old Testament	DL78-DN48

5B Old Testament	DG-DL78
5A Bible. Old Testament	CH-DG

4B Bible	CB24-CH
4A Literature, Bible	A-CB24

3B Theological journals
3A Theological journals

2B Theological journals
2A Theological journals

1B Theological journals
1A Theological journals

Stairs
New Books

Theological Journals

New Journals

Photocopiers

Seminar Room

Online Catalogues

Front Desk

Leon Morris Display

An Introduction to Using Online Databases

Leon Morris Library
Ridley College
Ph. (03)9207-4905
Email: library@ridley.edu.au

Online databases are excellent resources for finding journal articles and other information for essays and assignments.

Ridley subscribes to **five online databases**:
1. American Theological Library Association (ATLA) Religion Database - **index** of articles and book reviews in over 1700 theological journals, and essays in books that are multi-author works.

2. ATLASerials (ATLAS) – **full text** of over 300 theological journals.

3. Religion and Philosophy Collection (RPC) – journal **index** and **full text** database of over 300 theological journals.

(N.B. ATLA, ATLAS and RPC are provided together on the **EBSCO**host interface)

4. ProQuest Religion – journal **index** and **full text** database of over 200 theological journals.

5. Australasian Religion Index (ARI) – **index** of over 80 theological journals published in Australia or New Zealand, many of which are not indexed in any other database.

Free access is also available to
6. Australasian Union List of Serials In Theological Collections (AULOTS) - database of the journal holdings of theological and religious libraries in Australia and New Zealand.

Access
Ridley College staff and students can the databases both **in the library** and from **off-site** – contact library staff to sign the *Online Services Declaration Form* and obtain log-in details. Online databases can be accessed in the library from the **catalogue workstations.** Click on the "Online Resources" tab on the library catalogue: http://library.ridley.edu.au/

Suggested General Search Strategy
1. Search ATLA Religion Database with ATLASerials - this will also link you to most of the scholarly material on RPC and ProQuest Religion.
2. If you need more information, especially very recent material that has not yet been indexed for ATLA, search RPC and ProQuest.
3. Search ARI for Australian and New Zealand material.

ATLA RELIGION DATABASE, ATLASERIALS AND RELIGION AND PHILOSOPHY COLLECTION (RPC)
Choosing Databases to Search
Select the check boxes to the left of the databases you want to search. Click Continue.
It is recommended that you select only one from the list, as searching is limited to keyword searches if you mark both ATLA databases and RPC. Try searching **ATLA Religion Database with ATLASerials** first.

1. ATLA Religion Database with ATLASerials

Basic Search – DO NOT USE. Simple searches, as well as more advanced searches can be done in Advanced Search.

Advanced Search – This should appear as the default. If not, click on the Advanced Search tab.

Searching Options and Features on the Advanced Search Screen
Keyword Search
Enter your term(s) in the field(s) near the top of the screen, and click Search.
If you want to use more than three search terms, click on **Add Row.**

Select a Field
Use "Select a Field" to create a search using indexed fields. Choose the field you want your search term to appear in (e.g. TI Title, SU Subjects) from the dropdown list in the box next to the search box.

Boolean Operators
The Boolean search operators, **AND**, **OR** and **NOT,** allow you to broaden or focus your search results.

AND	Combines search terms so that *each* result contains *all* of the terms
OR	Combines search terms so that *each* result contains *at least one* of the terms
NOT	Each result contains the first word, but <u>not</u> the second word.

Wildcard (?) and Truncation (*) Symbols

?	? represents a SINGLE letter, e.g. type **ne?t** to find all citations containing **neat, nest** or **next**.
*	* can represent ONE OR MORE letters. Enter the root of a search term and replace the ending with an asterisk (*). e.g. type **missio*** to find the words **mission**, **missions**, **missionary, missionaries** and **missional**.

Grouping Terms Together Using Parentheses
Parentheses can be used to control a search query. Words enclosed in parentheses are searched first. Without parentheses, a search is executed from left to right.

Refine Search
You can refine your search using any of the options under **"Search Options"** and **"Limit your results"**

Limit your results
- **Publication Type** – To select more than one publication type, press "Ctrl" button and left click mouse.
  - *Article* = article in journal
  - *Review* = Book review in journal
  - *Book* = A book which contains essays by various authors (there will be a record for the book as well as for each essay in the book)
  - *Essay* = Essay in a book
- **Language** - To select more than one language, press "Ctrl" button and left click mouse.

Once you have set up your search, click "Search" button at the top or bottom of screen.

Searching by Publication
The **Publications File** lists the journals and magazines covered by the database.
To browse the Publications File click on the **Publications** toolbar button.

Searching for Scripture References
Click the **Scriptures** toolbar button. Books of the Bible are listed in canonical order and you can drill down to chapter and verse levels. Selecting an entry at the book, chapter, or verse level will execute a search for all records that include your Scripture reference. For example, if you select

Acts, then Chapter 1, then Verse 5, all records that have a Scripture reference that includes Acts 1:5 (e.g. Acts 1:5, Acts 1:1-11, Acts 1:1-15:35) will be displayed.
You can also search Scripture references via the **Scripture Citation Index** (in Indexes).

Searching by Indexes
Click on **Indexes** toolbar button.
Select the index you wish to search from the dropdown list**.**
Example 1. Author
- Enter name or part of name you want to search
- Click Browse to list your search results in alphabetical order.
- Mark the name or names you want to search
- Click "Add" to enter the name(s) into the "Find" box.
- Click "Search" to view your results.
Example 2. Subjects All
- Subjects relating to the Bible start with the word "Bible", so are all together in the "Subjects All" index e.g. articles about the Book of Genesis will have the subject heading "Bible. Genesis".
- The order and form of the Bible related subject headings takes some getting used to. Note that spaces come before full stops.
- Some headings in the order they appear in the index are listed below.

BIBLE
BIBLE --AUTHORSHIP
BIBLE --CRITICISM, INTERPRETATION
BIBLE AND SCIENCE
BIBLE PLAYS
BIBLE VERSIONS
BIBLE. ACTS
BIBLE. ACTS 1-5
BIBLE. ACTS --CRITICISM, INTERPRETATION
BIBLE. GENESIS
BIBLE. GENESIS 1-11
BIBLE. GENESIS --THEOLOGY
BIBLE. NEW TESTAMENT
BIBLE. NEW TESTAMENT --THEOLOGY
BIBLE. OBADIAH --CRITICISM, INTERPRETATION
BIBLE. OLD TESTAMENT
BIBLE. OLD TESTAMENT --THEOLOGY
BIBLE. SAMUEL
BIBLE. SAMUEL I
BIBLE. SAMUEL I --CRITICISM, INTERPRETATION
BIBLE. TIMOTHY

RESULTS DISPLAY
Add to folder icon
Add to folder allows you to add results on the page to the folder. Click on the Folder icon to put results in a folder for printing, emailing or saving.
Once you have marked the records you want from a search, click on the **Go to Folder View** link under "Folder has items" on right hand side of screen. A **Folder Contents** screen will be displayed. **Print, Email, Save or Export** results by clicking on the appropriate icon.

Full text
PDF Full Text - this icon means that the item is available in full-text on ATLAS or the Religion and Philosophy Collection (RPC). Simply click on the icon to access the full text.
Find this article in full text from ProQuest - this icon means that the article is available in full-text on the ProQuest Religion database. If you are at Ridley simply click on the icon to access ProQuest. If you are off-site you will need to log into ProQuest separately and search for the article.

If you wish to print, save or email the **full-text** of an article do so once the full-text appears.

Notes

If the record for an **ARTICLE or BOOK REVIEW** has a note **'This title is held in Ridley Library'** the journal should be available in Ridley Library. If the record for an **article or book review** does **NOT** have this note it means that Ridley does not hold the journal.

There are **no such notes for BOOKS or ESSAYS**. You need to check the Ridley catalogue to see if the library has the book that includes the essay you are interested in.

Refine Results

The **column on the left** of the results page allows you to refine your results:

- *Limit To* – N.B. Click on **Show More** for additional options
- *Source types*
- *Subject* - This section lists all the subjects that appear in the results. If you want to view only those records within your results that have one of these subjects click on the subject heading. The list of subjects may also give you ideas for other searches to run.
- *Publication* - This section lists the journal and book titles represented in your results.

Search History

All searches you perform during a session are available from the **Search History/Alerts tab.** From this tab you can combine searches.

E.g. To find records written by Macdonald that contain the word "God" combine two searches (S1 and S2). The results are listed as S3.

Search terms can also be entered directly into the "Find" Box, e.g. S3 and Jesus.

2. Religion and Philosophy Collection (RPC)

RPC is on the same EBSCO interface as the ATLA Religion Database and ATLASerials, and similar search strategies can therefore be used.

To search Indexes, click on **Indexes** under the **More** toolbar button. Select the index you wish to search from the dropdown list**.**

Fewer indexes are available for searching. Subject terms for RPC differ from subject terms on the ATLA Religion Database. Examples of Bible related subject headings and the order in which they would appear in an RPC Subject Terms Index Search are as follows:

BIBLE
BIBLE & LAW
BIBLE -- COMMENTARIES
BIBLE FILMS
BIBLE. ACTS
BIBLE. ENGLISH
BIBLE. NEW TESTAMENT -- CRITICISM, INTERPRETATION, ETC.
BIBLE. NEW TESTAMENT. GREEK
BIBLE. NUMBERS
BIBLE. OLD TESTAMENT
BIBLE. PENTATEUCH
BIBLE. SAMUEL, 1ST

RPC offers the option on the **tool bar** of searching by **Subjects**. Enter a word to search and subjects related to that word will be displayed. You can then select the subjects you want from the list.

PROQUEST RELIGION
Click on arrow next **to Searching: 2 databases** and select ProQuest Religion:
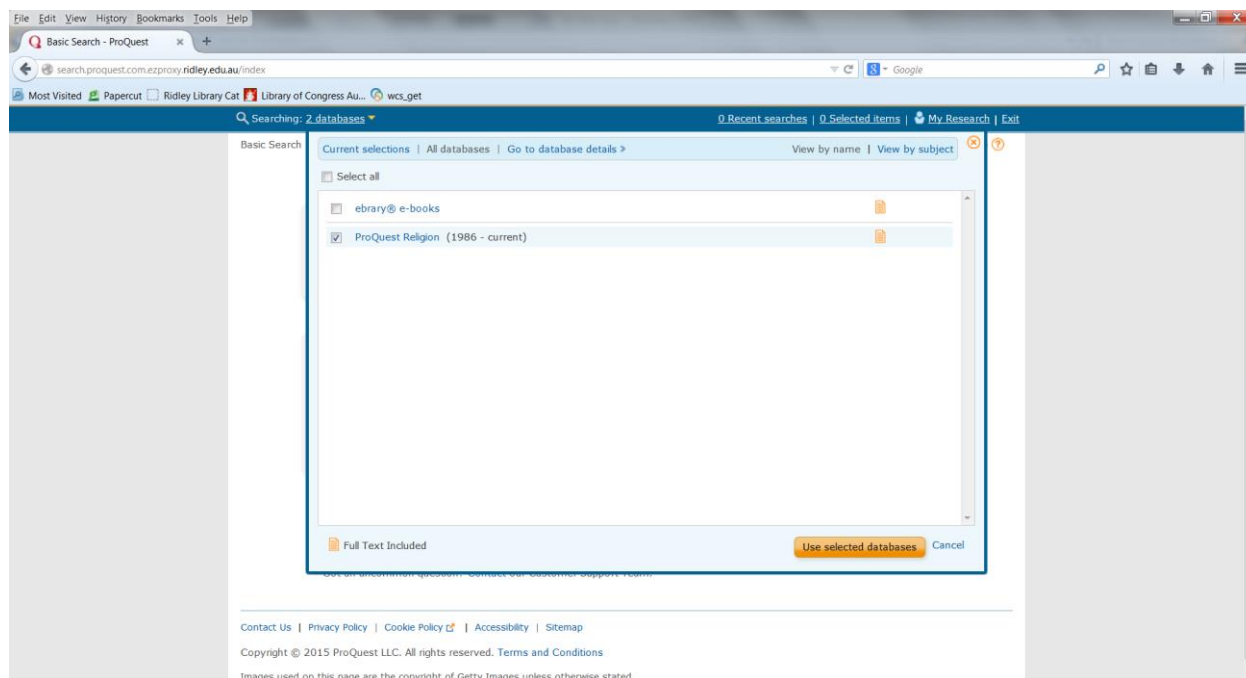
Searching Options and Features for Basic and Advanced Searches
Quotation Marks and Phrases
Use "quotation marks" to search for exact phrases.

Operators
Boolean, proximity and adjacency operators are used to broaden and narrow your search e.g.:

AND	Find records that contain all the words.
AND NOT	Find records that have the first word, but not the second word.
OR	Find records that contain any of the words.

Wildcard (?) and Truncation Characters

?	**?** represents a SINGLE letter, e.g. type **ne?t** to find records containing *neat, nest* or *next.*
*	* can represent ONE or MORE letters. Enter the root of a search term and replace the ending with an asterisk (*), e.g. type **missio*** to find records containing *mission, missions, missionary, missionaries* or *missional.*

Grouping Terms Together Using Parentheses

Parentheses can be used to control a search query. Words enclosed in parentheses are searched first. Without parentheses, a search is executed from left to right.

Basic Search

In Basic search you can search by keyword or phrase.

To refine your search further you can:
- Limit results to full-text articles, by checking the box marked **Full text**
- Limit results to scholarly journals, by checking the box marked **Peer reviewed**

Once results are displayed you can sort and refine them using the options displayed on the right hand side of the screen.

Advanced Search

Choose **Advanced search** if you would like to perform more complex searches. It provides a structured framework to help you build your search.
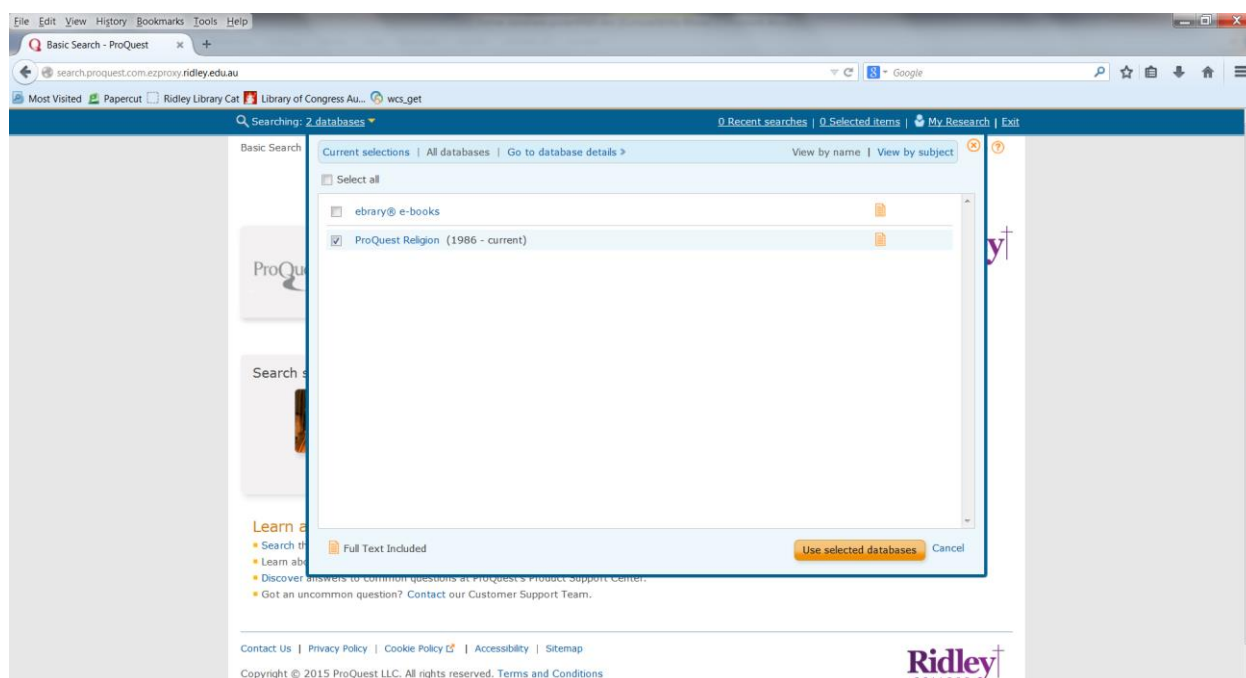
To do an Advanced Search
- Enter a keyword in the box
- Select the index field you wish to search within from the drop down field list on the right hand side, e.g. **"Author - AU "**, **"Document title - TI"**
- Repeat the above steps for subsequent search terms.
- Use the Boolean operators (AND, OR, NOT) in the left-hand drop down lists to help build your search.
- If you want to use more than three search terms, click on **Add a row** and repeat the steps above.
- Refine your search using the options displayed under **Search options**

Searching by Subject
Subject headings/topics on ProQuest Religion are **VERY GENERAL** e.g. Bible, Christianity, God, Jesus Christ, New Testament, Old Testament, Spirituality, Theology. There are no specific subjects for articles on individual books of the Bible, e.g. the subject heading for an article about the Gospel of John will be "New Testament".

There are three ways to search by subject:
1. Keyword Search
- Click on the **Advanced Search tab.**
- Enter your search term.
- Choose **"Subject heading (all) – SU"** from the drop down menu next to the search box.
- Click "Search".

2. "Look up Subject"
- Click on the **Advanced Search tab**
- Choose **"Subject heading (all) – SU"** from the drop down menu next to the search box and then click on Look up Subject. A pop-up window will appear where you can search for subjects.

3. Thesaurus
- Click on **Thesaurus** to search for subjects.

Publications
To view a list of publications covered by ProQuest Religion click on the "Publications" tab.

Results
Once you have entered your search term(s) and clicked Search, the **Results** page appears. It displays articles relevant to your search term, and helps you to navigate and mark the articles you are interested in.   Results can be refined by selecting options under **"Narrow results by"**, located on the right hand side of the screen.

To **PREVIEW** a record hold your cursor over the word **"Preview"** located to the right of the record's title

Viewing, Printing, Emailing and Downloading Results
To view an article click on the icon that corresponds to the format you wish to view:

Citation/Abstract: Provides the citation plus a brief summary of the article.

Full Text: Provides the citation, abstract and full text of the article in plain text.

Full Text - PDF: provides scanned page images of the article as originally published.

From the "Document View" screen you can save, email, print, cite or export the document by clicking on the function you want (as listed above your displayed document).

To save, email, print, cite or export **all your Marked Documents** click on the function you want (as listed at the top of your Results list)

ProQuest Smart Search
Smart Search results appear at the top of all results pages under **"Suggested subjects"**. When you run a search ProQuest, in addition to returning a results list, automatically evaluates your search terms to provide you with subjects relevant to your search. To search one of the suggested subjects simply click on it.

AUSTRALASIAN RELIGION INDEX

ARI offers keyword searching by Author, Title, Subject or General Keyword:

The record display includes a listing from AULOTS of journal holdings in theological libraries in Australia and New Zealand e.g.

AUSTRALASIAN UNION LIST OF SERIALS IN THEOLOGICAL COLLECTIONS (AULOTS)

- AULOTS is an excellent tool for locating journals in theological libraries in Australia and New Zealand
- Search by keyword for the journal title you want. The title and a summary of its holdings will display. Click on a library code to display address and contact details for that library.

Serial Details

Title: Horizons in Biblical Theology
Imprint: Pa. : Pittsburgh Theological Seminary
Run: 1(1979)+
ISSN: 0195-9085
Website: -

Holdings summary
(Click on library code for contact details)

Library Code	Library Name	Holdings
NCIS	Veech Library	1(1979)+
NCTH	A.G. Elliott Library	10(1988)+
NMTC	Moore Theological College Library	1(1979)+
NSMB	Kerr Library	29(2007)+
NUT	Camden Theological Library	1-16(1979-1994)impf.; 21-22(1999-2001)impf.
SFUATL	Adelaide Theological Library	1(1979)+
SL	Lohe Memorial Library	1(1979)+
VBCV	J.W. Searle Library	1(1979)+
VCB	Campbell Edwards Library	1(1979)+
VDML	Dalton McCaughey Library	1(1979)+
VTAB	Leo Harris Resource Centre	11:1-16:2 (1989-1994); 21:2-22:2(1999-2000); 23:2 (2001).
VUR	Leon Morris Library	1-14(1979-1992)impf.; 15(1993)+

Need more help?

Contact library staff – we are happy to assist.

Watch the video:
https://vimeo.com/101584314

Refer to online HELP for each database.

****

Ebooks (Electronic Books) - Ridley College Library

As of January 2015 you can access thousands of ebooks via our **online catalogue,** and via three different platforms – **EBSCO, EBL and ebrary.**

Ebooks on all three platforms are listed in the online catalogue.

TO ACCESS EBOOKS VIA THE RIDLEY CATALOGUE

1. Go to online library catalogue
   http://library.ridley.edu.au/

2. On **Basic** search screen search for a title in the usual way (e.g. by Title or Author). Search results will include both print books and ebooks.

To search for **EBOOKS ONLY** click **Advanced** search tab and **follow on-screen instructions:**

3. Select the title you want, and then click on URL link to ebook e.g.

God after metaphysics [ebrary ebook] : a theological aesthetic / John Panteleimon Manoussakis.

by Manoussakis, John Panteleimon.

Bloomington : Indiana University Press, c2007.

Subjects
- Orthodox Eastern Church -- Doctrines.
- God -- Knowableness.
- Experience (Religion).
- Christianity -- Philosophy.

Description: xiii, 213 p. : ill.

Series: Indiana series in the philosophy of religion

ISBN: 0253348803 (cloth : alk. paper)
9780253348807 (cloth : alk. paper)

Contents: The metaphysical chiasm -- The existential chiasm -- The aesthetical chiasm -- Prelude : figures of silence -- Interlude : language beyond difference and otherness -- Postlude : the interrupted self -- Touch me, touch me not -- The Sabbath of experience.

Notes: Includes bibliographical references (p. 199-210) and index.

Added Author: ebrary, Inc.

URL Link: Click here to read ebook

Add to my list | Request Item

Copy/Holding information

No Item Information

Jesus and his death [EBSCO eBook] : historiography, the historical Jesus, and atonement theory / Scot McKnight.

by McKnight, Scot.

Waco, Tex. : Baylor University Press, c2005.

Subjects
- Jesus Christ -- Historicity.
- Jesus Christ -- Person and offices.
- Atonement.

Description: 1 online resource (ix, 451 p.)

ISBN: 1423768329 (electronic bk.)
9781423768326 (electronic bk.)
143370918X
9781433709180

Contents: Part I: The debate -- Part II: The reality of a premature death -- Part III: A ransom for many -- Part IV: Jesus and the Last supper -- Conclusions.

Notes: Includes bibliographical references (p. 375-409) and indexes.

URL Link: Click here to access EBSCO eBook

Add to my list | Request Item

Copy/Holding information

No Item Information

4. You will be asked to log in:
Username: Enter last **5 DIGITS of your library barcode**
Password: Enter your **POSTCODE**

Please enter your username: [   ]
Username is last 5 digits of your library barcode
Please enter your password: [   ]
Login

5. Follow on screen prompts to read the ebook in your web browser or download the ebook to read offline on your device, e.g.

EBL ebook

ebrary ebook

EBSCO ebook

NOTES

- To download an ebook for reading on a laptop, PC or Mac *Adobe Digital Editions* is required. Free download at:
  http://www.adobe.com/au/solutions/ebook/digital-editions/download.html

- For downloading to **Apple and Android devices**, the *Bluefire Reader* app is recommended

- **Conditions of use** (e.g. length of time you can download an ebook for) vary between the platforms – see on-screen for details when reading or downloading an ebook.

- **To download** an **EBSCO ebook** you need to have a **My EBSCOhost account.** When you click on *Download This eBook (Offline)* you will be prompted to **Sign into my MyEBSCOhost account.** If you haven't already set up an account it is easy to do (and free!) – simply click on **Create a new Account** and follow the instructions:
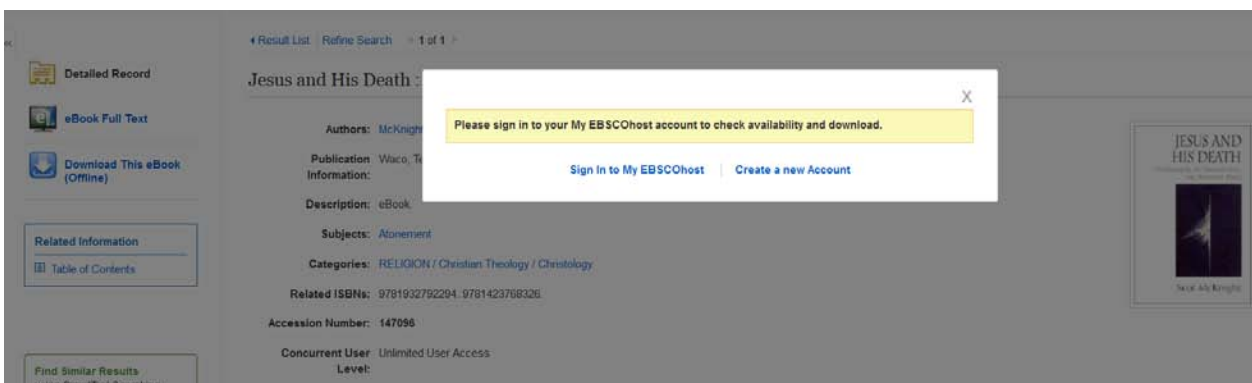
TO ACCESS EBOOKS VIA THE EBL, EBRARY AND EBSCO PLATFORMS

1. Go online library catalogue
   http://library.ridley.edu.au/

2. Click on the "Online Resources" tab:
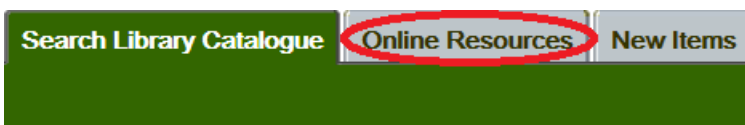
3. Select platform you want to use:
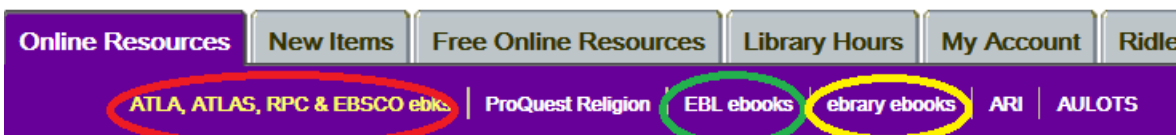
4. Log in:
Username: Enter last **5 DIGITS of your library barcode**
Password: Enter your **POSTCODE**

Please enter your username: [_____]
Username is last 5 digits of your library barcode
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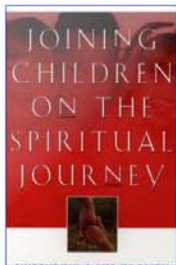### Joining Children on the Spiritual Journey : Nurturing a Life of Faith
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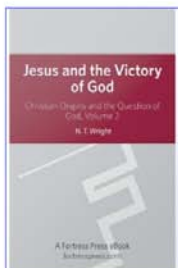
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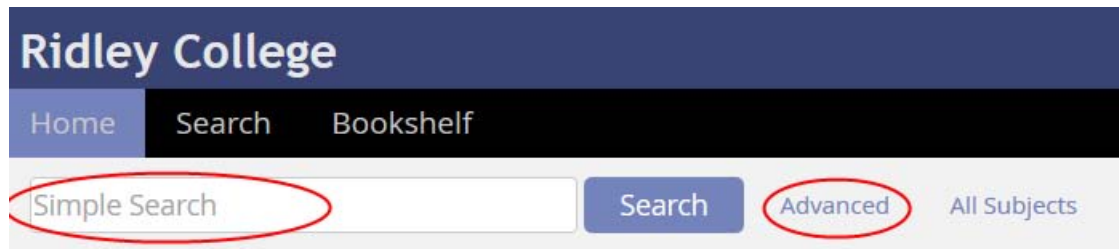
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Wright, Tom

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