



STUDENT WORKLOAD AND SUBMISSION OF WORK POLICY

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 by 15/50 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:

- medical circumstances; or

- family circumstances; or

- personal circumstances; or

- employment related circumstances; or

- 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.

expectations and rules

Ridley expects their students to:

- Profess Christian faith.
- Follow a lifestyle that expresses Christian and biblical values and standards.
- Be active 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.
- Disclose any criminal record.
- Pay all fees and other costs on time.
- Not engage in behaviour that would cause offence to our Christian supporters.
- Attend at least 80% of classes, or online equivalent, in each unit, and meet assessment requirements.
- Maintain a satisfactory standard of diligence and academic progress.
- Respect intellectual property and avoid plagiarism.
- Respect the rights of others, including students, Ridley staff, faculty, equipment and property.
- Not engage in any kind of harassment, or interfere with other students on campus or in online learning spaces.
- Agree to pay for any damage caused to or loss of Ridley property or resources.
- Always ask permission before recording (audio or video) any college activities or events, including recording during classes.
- Use social media responsibly and with consideration for Ridley faculty and staff, other students and the college's reputation.
- Adhere to the Ridley communication guidelines for using online learning spaces provided by Ridley.

The following additional expectations apply to students studying on campus:

- Agree to take part in community life at Ridley.
- Agree to not bring alcohol or non-medicinal drugs onto the campus.
- Participate in chapel: it is expected that all students undertaking morning classes on campus attend Ridley chapel daily and take part in a chapel team or music team.
- Participate in life and ministry groups: students should normally recognise their local church as their primary centre of care & support. It is expected that students attending on campus with a 75% of full-time load or more join a life and ministry group. Students with a half-time load are eligible to participate in a group if there is a vacancy.

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