

ENROLMENT GUIDE 2019

language intensives enrol by: 11 January
sem one extensives/intensives enrol by: 25 January
semester one/full-year unit enrolments due by: 1 February
semester two unit enrolments due by: 28 June
semester three unit enrolments due by: 18 October

undergraduate courses

diploma of ministry [pathway 2], diploma of theology [pathway 2],
associate degree of ministry, associate degree of theology,
bachelor of ministry, bachelor of theology

graduate courses

graduate certificate of divinity, graduate diploma of divinity,
master of divinity, master of ministry,
master of divinity/graduate diploma of divinity

postgraduate courses

graduate certificate of ministry, graduate certificate of theology,
graduate diploma of ministry, graduate diploma of theology,
master of arts (ministry), master of arts (theology)

mission statement >>

Equipping 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.

>> Changes for 2020

Students should note that the ACT is currently reviewing all of their coursework courses to ensure that they are compliant with the Australian Qualifications Framework (AQF) and changes to the structure of some courses and units will be implemented on 1 January 2020. Ridley will provide further information once the changes are finalised and will be in contact to assist students with course advice. Please note that no student will be negatively impacted by the proposed changes.

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course structures overview

Ridley College has introduced new units and learning pathways to better equip you for the challenges of contemporary ministry. New units, a larger core, and defined pathways are designed to ensure that you develop competencies in Bible, Christian Thought and Ministry whilst also offering flexibility to specialise in your area/s of interest. Ridley also offers complete 3 year degrees online (BTh, BMin, MDiv, MMin); specific information regarding online study can be found on page 8 of this guide.

Details of all Ridley units can be found on the College's main website at www.ridley.edu.au/subjects/. You will also find unit and course information in the *Australian College of Theology 2019 Handbook*.

Ridley courses are offered at undergraduate, graduate levels and postgraduate levels. When choosing your units of study each semester, please ensure you enrol in the units appropriate to your level of study. Undergraduate units are coded 300 and 400 (eg. NT301, CH425) while graduate units are coded 500 and 600 (eg. NT501, CH625) and postgraduate units are coded 700 (eg. NT706). Units of study available at Ridley are grouped into three major areas of study, and a range of unit fields within those areas of study:

areas of study			
	Bible and Languages	Christian Thought and History	Ministry and Practice
fields of study	BB - Biblical Studies	CH - Christianity in History	DM - Developmental Ministries
	LA - Language	PE - Philosophy & Ethics	EM - Evangelism & Missiology
	NT - New Testament	TH - Theology	PC - Pastoral & Church Focussed Ministries
	OT - Old Testament		

Most units equate to 4 credit points (cps), but there are a small number of units with differing credit points, so be sure to check the number of credit points you are enrolling in each semester. A full-time load per semester is 16cps, however a 12cps load is considered full-time for Centrelink allowances such as Austudy. Students should note that they may not take more than 40cps per year (including semester three units).

In the following pages you will find tables explaining the structures of each of our main courses; students enrolling in double degrees need to ensure that they complete the requirements of both awards. Ridley is authorised to offer most accredited courses of the Australian College of Theology (ACT), not all of which are detailed in this guide. Students who are interested in a course not listed in this guide should consult the relevant ACT Handbook and then discuss their options with the Academic Counsellor or Registrar's Office.

undergraduate course structure

Diploma of Ministry [pathway 2]

total credit points > 32

minimum time for completion > 1 year

maximum time for completion > 4 years

units required >

OT301: Old Testament Foundations
OT302: Old Testament Prophets and Writings
NT301: Jesus and the Gospels
NT302: Early New Testament Church
4cps Christian Thought and History (CH, TH, PE)
8cps Ministry and Practice (EM, PC, DM)
4cps elective study from any field at 300-400 level

Diploma of Theology [pathway 2]

total credit points > 32

minimum time for completion > 1 year

maximum time for completion > 4 years

units required >

OT301: Old Testament Foundations
OT302: Old Testament Prophets and Writings
NT301: Jesus and the Gospels
NT302: Early New Testament Church
4cps Christian Thought and History (CH, TH, PE)
12cps elective study from any field at 300-400 level

Associate Degree of Ministry

total credit points > 64

minimum time for completion > 2 years

maximum time for completion > 6 years

units required >

OT301: Old Testament Foundations
OT302: Old Testament Prophets and Writings
NT301: Jesus and the Gospels
NT302: Early New Testament Church
RYM31: Introduction to Personal Evangelism (2cps)
RYM32: Introduction to Ministry Foundations (2cps)
CH305: Early Church History
TH401: Knowledge of God *OR* TH305: Foundational Christian Beliefs
8cps biblical exegesis or language studies
4cps Christian Thought and History (CH, TH, PE)
12cps Ministry and Practice (EM, PC, DM)
12cps elective units

Associate Degree of Theology

total credit points > 64

minimum time for completion > 2 years

maximum time for completion > 6 years

units required >

OT301: Old Testament Foundations
OT302: Old Testament Prophets and Writings
NT301: Jesus and the Gospels
NT302: Early New Testament Church
RYM31: Introduction to Personal Evangelism (2cps)
RYM32: Introduction to Ministry Foundations (2cps)
CH305: Early Church History
TH401: Knowledge of God *OR* TH305: Foundational Christian Beliefs
16cps biblical exegesis or language studies
4cps in LA, OT, NT, BB, CH, TH, or PE
8cps Christian Thought and History (CH, TH, PE)
8cps elective units

...undergraduate course structure

Bachelor of Ministry

total credit points > **96**

minimum time for completion > **3 years**

maximum time for completion > **9 years**

units required >

foundational core units

OT301: Old Testament Foundations

OT302: Old Testament Prophets and Writings

NT301: Jesus and the Gospels

NT302: Early New Testament Church

CH305: Early Church History

RYM31: Introduction to Personal Evangelism (2cps)

RYM32: Ministry Foundations (2cps)

advanced required units

4cps Christianity in History (CH424 *OR* CH425)

16cps Theology (TH401, TH402, TH403, TH404)

12cps biblical exegesis (at least 4cps in each OT and NT)

4cps Evangelism and Missiology (EM***)

other requirements

16cps Ministry and Practice (EM, PC, DM) with a minimum of 4cps in at least two fields

20cps elective study from any field at 300-400 level

Bachelor of Theology

total credit points > **96**

minimum time for completion > **3 years**

maximum time for completion > **9 years**

units required >

foundational core units

8cps Language (LA003A/B, LA004A/B)

OT301: Old Testament Foundations

OT302: Old Testament Prophets and Writings

NT301: Jesus and the Gospels

NT302: Early New Testament Church

CH305: Early Church History

RYM31: Introduction to Personal Evangelism (2cps)

RYM32: Ministry Foundations (2cps)

advanced required units

4cps Christianity in History (CH424 *OR* CH425)

16cps Theology (TH401, TH402, TH403, TH404)

20cps biblical exegesis (at least 8cps in each OT and NT)

4cps Evangelism and Missiology (EM***)

other requirements

4cps Christian Thought and History (CH, TH, PE) *OR*
Bible and Languages (LA, BB, OT, NT)

16cps elective study from any field at 300-400 level

graduate course structure

Graduate Certificate of Divinity

total credit points > 16

minimum time for completion > 1 semester

maximum time for completion > 2 years

units required >

OT501: Old Testament Foundations *OR*

OT502: Old Testament Prophets and Writings

NT501: Jesus and the Gospels *OR*

NT502: Early New Testament Church

8cps elective study from any field at 500-600 level

Graduate Diploma of Divinity

with specialisations

total credit points > 32

minimum time for completion > 1 year

maximum time for completion > 4 years

units required >

OT501: Old Testament Foundations

OT502: Old Testament Prophets and Writings

NT501: Jesus and the Gospels

NT502: Early New Testament Church

4cps Christian Thought and History (CH, TH, PE); students considering articulating to the MDiv should complete CH505)

12cps elective study from any field at 500-600 level

Available specialisations include Marketplace Ministry and School Chaplaincy

Master of Ministry

total credit points > 96

minimum time for completion > 3 years

maximum time for completion > 9 years

units required >

foundational core units

OT501: Old Testament Foundations

OT502: Old Testament Prophets and Writings

NT501: Jesus and the Gospels

NT502: Early New Testament Church

CH505: Early Church History

RYM51: Introduction to Personal Evangelism (2cps)

RYM52: Ministry Foundations (2cps)

advanced required units

4cps Christianity in History (CH624 *OR* CH625)

16cps Theology (TH601, TH602, TH603, TH604)

12cps biblical exegesis (at least 4cps in OT and NT)

4cps Evangelism and Missiology (EM***)

other requirements

16cps Ministry and Practice (EM, PC, DM) with a minimum of 4cps in at least two fields

20cps elective study from any field at 500-600 level

As part of the requirement of this degree you must include *EITHER* a 4cps Capstone experience unit *OR* a Research Project (**690 - 8cps - 8,000 words *OR* **795 - 8cps - 14,000 words).

Master of Divinity

total credit points > 96

minimum time for completion > 3 years

maximum time for completion > 9 years

units required >

foundational core units

8cps Language (either Greek A & B or Hebrew A & B)

OT501: Old Testament Foundations

OT502: Old Testament Prophets and Writings

NT501: Jesus and the Gospels

NT502: Early New Testament Church

CH505: Early Church History

RYM51: Introduction to Personal Evangelism (2cps)

RYM52: Ministry Foundations (2cps)

advanced required units

4cps Christianity in History (CH624 *OR* CH625)

16cps Theology (TH601, TH602, TH603, TH604)

16cps biblical exegesis (at least 8cps in original language and a minimum of 4cps in OT and NT)

4cps Evangelism and Missiology (EM***)

other requirements

24cps elective study from any field at 500-600 level

As part of the requirement of this degree you must include *EITHER* a 4cps Capstone experience unit *OR* a Research Project (**690 - 8cps - 8,000 words *OR* **795 - 8cps - 14,000 words).

online course structure

From 2015 Ridley has been offering online units in three semesters: semester one is February-June, semester two is July-November, and semester three is November-February. The third summer semester has at least a one-week break over the Christmas period. The break between semesters one and two is usually five weeks. The third semester allows online and part-time students more flexibility in planning their studies and also provides students with the possibility of speeding up their pace of study. Please note however that you may not take more than 40cps of study over the full academic year (this includes semester three units), and that you must observe the minimum and maximum time frames for degree completion (listed below).

Bachelor of Ministry

total credit points > 96

minimum time for completion > 3 years

maximum time for completion > 9 years

units required >

foundational core units

OT301: Old Testament Foundations

OT302: Old Testament Prophets and Writings

NT301: Jesus and the Gospels

NT302: Early New Testament Church

CH305: Early Church History

RYM31: Introduction to Personal Evangelism (2cps)

RYM32: Ministry Foundations (2cps)

PC449a,b,c,d: Guided Spiritual Formation (1cp each)
runs over four semesters

advanced required units

4cps Christianity in History (CH424 OR CH425)

16cps Theology (TH401, TH402, TH403, TH404)

12cps biblical exegesis (at least 4cps in each OT and NT)

4cps Evangelism and Missiology (EM***)

other requirements

16cps Ministry and Practice (EM, PC, DM) with a
minimum of 4cps in at least two fields

16cps elective study from any field at 300-400 level

*A Field Education unit (PC444) is strongly recommended
for online students*

Bachelor of Theology

total credit points > 96

minimum time for completion > 3 years

maximum time for completion > 9 years

units required >

foundational core units

LA004A/B: New Testament Greek A & B

OT301: Old Testament Foundations

OT302: Old Testament Prophets and Writings

NT301: Jesus and the Gospels

NT302: Early New Testament Church

CH305: Early Church History

RYM31: Introduction to Personal Evangelism (2cps)

RYM32: Ministry Foundations (2cps)

PC449a,b,c,d: Guided Spiritual Formation (1cp each)
runs over four semesters

advanced required units

4cps Christianity in History (CH424 OR CH425)

16cps Theology (TH401, TH402, TH403, TH404)

20cps biblical exegesis (at least 8cps in each OT and NT)

4cps Evangelism and Missiology (EM***)

other requirements

4cps Christian Thought and History (CH, TH, PE) OR
Bible and Languages (LA, BB, OT, NT)

12cps elective study from any field at 300-400 level

...online course structure

Master of Ministry

total credit points > 96

minimum time for completion > 3 years

maximum time for completion > 9 years

units required >

foundational core units

OT501: Old Testament Foundations

OT502: Old Testament Prophets and Writings

NT501: Jesus and the Gospels

NT502: Early New Testament Church

CH505: Early Church History

RYM51: Introduction to Personal Evangelism (2cps)

RYM52: Ministry Foundations (2cps)

PC649a,b,c,d: Guided Spiritual Formation (1cp each)
runs over four consecutive semesters

advanced required units

4cps Christianity in History (CH624 OR CH625)

16cps Theology (TH601, TH602, TH603, TH604)

12cps biblical exegesis (at least 4cps in OT and NT)

4cps Evangelism and Missiology (EM***)

other requirements

16cps Ministry and Practice (EM, PC, DM) with a minimum of
4cps in at least two fields

16cps elective study from any field at 500-600 level

As part of the requirement of this degree you must include EITHER a 4cps Capstone experience unit OR a Research Project (690 - 8cps - 8,000 words OR **795 - 8cps - 14,000 words).**

Master of Divinity

total credit points > 96

minimum time for completion > 3 years

maximum time for completion > 9 years

units required >

foundational core units

LA004A/B: New Testament Greek A & B

OT501: Old Testament Foundations

OT502: Old Testament Prophets and Writings

NT501: Jesus and the Gospels

NT502: Early New Testament Church

CH505: Early Church History

RYM51: Introduction to Personal Evangelism (2cps)

RYM52: Ministry Foundations (2cps)

PC649a,b,c,d: Guided Spiritual Formation (1cp each)
runs over four consecutive semesters

advanced required units

4cps Christianity in History (CH624 OR CH625)

16cps Theology (TH601, TH602, TH603, TH604)

16cps biblical exegesis (at least 8cps in original language
with a minimum of 4cps in OT and NT)

4cps Evangelism and Missiology (EM***)

other requirements

20cps elective study from any field at 500-600 level

As part of the requirement of this degree you must include EITHER a 4cps Capstone experience unit OR a Research Project (690 - 8cps - 8,000 words OR **795 - 8cps - 14,000 words).**

a guide to choosing your under/graduate units

Part-time students should try as far as possible to follow a similar order of units to the appropriate full-time structure, although we recognise that timetabling may sometimes affect your choices.

part one > some general considerations

ON-CAMPUS UNIT OFFERINGS

(multimode students should consult both the on-campus and online unit offerings sections)

A > foundational units

- Our foundational, first-year units in Old Testament [OT301/501 & OT302/502], New Testament [NT301/501 & NT302/502], Early Church History [CH305/505], Introduction to Personal Evangelism/Ministry Foundations [RYM31/51 & RYM32/52] and Greek [LA004A/B] and Hebrew [LA003A/B] will be offered every year, usually in the mornings.
- In semester one 2019 RYM31/51 & RYM32/52 will be offered in the Wednesday evening slot, and in semester two, CH305/505 Early Church History will be offered in the Wednesday evening slot and is also available on Thursday mornings.
- Daytime students starting with only one unit should choose either a New Testament or an Old Testament core unit.
- Diploma and Graduate Diploma students who are considering the possibility of articulating to a 3-year degree at some stage should enrol in CH305/505 Early Church History rather than the Diploma/GDDiv-only overview unit TH305/505 Foundational Christian Beliefs.

B > advanced units in bible and christian thought and history

- In NT we generally offer one unit on the Gospels and one unit on an Epistle or Other Writings every year. In *semester one* 2019 we will offer NT420/620 Synoptic Gospels (english text) and NT430/630 Synoptic Gospels (greek text). In *semester two* NT422/622 Epistle to the Hebrews (english text) (evening) and NT439/639 Romans (greek text) will be offered. In *semester three (online)* we will be offering NT421D/621D Paul and Corinthian Christianity (english text) and NT431D/631D Paul and Corinthian Christianity (greek text).
- In OT on-campus we are offering in *semester one*, OT434/634 Wisdom Literature (hebrew text) and OT442/642 Megillot (english text). In *semester two* OT426/626 Psalter (english) and OT436/636 Psalter (hebrew text). In *semester three* we will also be offering OT434D/634D Wisdom Literature (hebrew text) and OT427D/627D Isaiah (english text) online.
- In Church History the advanced level unit CH424/624 Reformation Church History will be offered in semester one.

... a guide to choosing your under/graduate units

- In TH we will offer all of the TH401/601 - TH404/604 sequence over the year. You should complete CH305/505 before enrolling in any TH units. The theology units are best completed in sequential order.
- In PE in 2019 we will be offering PE301/501 Introduction to Christian Ethics in *semester one* and PE420D/620D Christian Apologetics in *semester three (online)*.

C > language units

Both of our language courses (LA004A/B New Testament Greek, and LA003A/B Biblical Hebrew) will be offered each year provided there are sufficient numbers. Greek A and Hebrew A units are run as a pre-semester intensive for three weeks in January/February. Preparation before the start of these units is required so you should submit your Unit Enrolment form no later than 11 January so as to receive preparatory information without delay. Greek B and Hebrew B units then run from mid-March through to the end of the year.

If you wish to study the New Testament in Greek, LA004A/B should normally be completed in your first year of full-time equivalent study, so that advanced level NT exegesis in original language can be undertaken in subsequent years. MDiv students are required to complete 8cps of biblical exegesis in original language. Similarly, if you are wanting to study the Old Testament in Hebrew you should normally complete LA003A/B Biblical Hebrew A & B in your second year of full-time equivalent study so that advanced level OT exegesis units can be undertaken in the subsequent year.

Please note that New Testament Greek B, LA004B, will be run on campus on Thursdays in 2019.

D > ministry units (EM, PC, DM)

- There are two compulsory ministry units (for students enrolled in three-year degrees) which are offered each year: RYM31/51 Introduction to Personal Evangelism and RYM32/52 Ministry Foundations [each 2cps]. Ridley also requires the completion of one further unit in the field of Evangelism and Missiology (EM***). Ridley requires all three year under/graduate-level students to complete these units. Online students are also required to complete PC449D/649D a-d Guided Spiritual Formation.
- Field Education is offered each year, on campus Ridley alternates between PC442/642 Congregational Field Education and PC443/643 Pastoral Care Field Education. In 2019, PC442/642 will be available. It is also possible to undertake PC444D/644D Practical Ministry Field Education which is available online.
- Ministry electives are offered in a variety of modes. In 2019 Ridley will be offering:
semester one:
on-campus
DM306/506 Foundations for Children's and Youth Ministry (extensive) (*enrol by 25 Jan*)
EM421/621 Living Faiths (extensive) (*enrol by 25 Jan*)
PC315/515 Christian Worship
PC447/647 Introductory Preaching (full year)
RYP42a/62a Advanced Preaching Workshop A (1cps)

... a guide to choosing your under/graduate units

semester two

on-campus:

DM346/546	Personal Formation for Developmental Ministries (extensive) (<i>enrol by 28 Jun</i>)
EM418/618	Ministry in Culturally Diverse Contexts
EM430/630	Gospel, Church and Australian Culture
PC402/602	Foundations of Pastoral Care
RYP42b/62b	Advanced Preaching Workshop B (1cps)

semester three

online:

DM447D/647D	Skills for Children's and Family Ministry
EM430D/630D	Gospel, Church and Australian Culture

E > mediterranean program 2019 - enrol by 10 Dec 18

Ridley's Mediterranean program offers a unique opportunity to engage in experiential learning, build global awareness and live in an exotic location on the Mediterranean at our campus in Antalya, Turkey.

Here you can study the Book of Revelation amidst the ruins of the Seven Churches to whom it was written, investigate Islam as the call to prayer rings out right next door, follow in the footsteps of Jesus through Israel and gain new insights about the world of the bible as you visit ancient sites. Students live in a community in five modern villas just metres from the port where Paul left the mainland on his first missionary journey (Acts 19:24).

Units may be taken for credit towards your ACT degree.

In 2019 Ridley will be offering (*enrol by 10 Dec 18*):

NT445/645	Study Tour (Greece and Turkey) (5 - 21 June)
NT427/627	Revelation (english text) (21 - 30 June)
NT437/637	Revelation (greek text) (21 - 30 June)
PC725	Understanding and Preaching NT set book (Revelation) (21 - 30 June)

F > undergraduate research projects

Bachelor-level students may wish to conclude their studies with a research project. This is usually best done in the final semester of study. It is a requirement that you have completed 8cps of advanced level units in the field of study in which you wish to conduct your research. If you are considering a research project you should speak in the first instance to a faculty member with competencies in the selected field of study. Research project proposal guidelines and forms, which detail the 2019 due dates, are available from the Registrar's Office, and your completed form should be returned to the Registrar's Office. Those interested in undertaking an Honours year upon completion of their Bachelor degree are invited to discuss this with the Assistant Registrar (postgraduate studies).

... a guide to choosing your under/graduate units

G > capstone experience units and graduate research projects

In 2015 the Australian College of Theology introduced the requirement that students completing a Master of Divinity or Ministry must complete a capstone unit.

The purpose of a capstone experience is to help a student reflect on their learning and development over their entire degree, integrating the various disciplines, noting how they have developed as a person, and forming a bridge from college study to the professional world.

A capstone unit is an existing unit but has different assessment. Students must complete the key learning activities for the unit, such as reading, attendance and online participation, but are not required to complete the normal essays, assignments or exams for that unit. Instead they complete 6,000-7,000 words of assessment for a 4 credit point unit. This assessment is set by the faculty.

The following Ridley units may be taken as a capstone unit:

- PC515 Christian Worship
- PC602 Foundations of Pastoral Care
- PC642/643/644/EM640 Field Education
- PE501 Introduction to Christian Ethics
- PE620 Christian Apologetics
- TH604 Church, Ministry & Sacraments

Please note: *If none of the above units are suitable for students completing their final year in 2019 they should contact the Registrar's Office as soon as possible to discuss an alternative unit.*

In order to take a unit as a capstone, students should indicate this on their unit enrolment form with 'Capstone' in brackets after the unit title.

H > graduate research projects

Students may elect to undertake a **690 (8cps/8,000 word) or **795 (8cps/14,000 word) research project in place of a Capstone Experience unit. Students wishing to enrol in a research project should ensure that they have a GPA of 2.8 or more, have completed a minimum of 8cps of advanced level units in the field of study in which they wish to conduct their research, and have completed 64cps of study.

Students interested in undertaking a research project should follow the steps below to have their project approved.

1. Student should discuss their proposed research topic with a faculty member with expertise in the selected field of study to ascertain the viability of the student's topic, or to consider possible questions that would address the student's interest.
2. Request a project proposal form and project guidelines from the Registrar's Office.
3. Submit a completed project proposal to the Registrar's Office, which provides:
 - Topic or research question
 - Project statement (max 100 words)
 - Draft project structure

... a guide to choosing your under/graduate units

- Proposed bibliography
 - Proposed faculty advisor
 - Proposed submission date of the project
4. Once approved by the Registrar's Office, the proposal will be sent to the next appropriate faculty/Board of Studies meeting for consideration.
 5. The faculty will appoint a faculty advisor, approve the proposal or indicate what changes are required. If changes are required, the faculty advisor will communicate these to the student. When these are met the faculty advisor may approve the proposal.
 6. Once approved, the faculty advisor will forward the proposal to the Registrar for ACT moderator approval. Once moderator approval is received the Registrar will inform the faculty advisor and student providing any comments offered by the moderator.

Please note: the ACT requires that the project represents the student's own work and supervision is to be minimal providing only broad direction.

Students, including MMin students, are not to undertake projects that require research involving human subjects, including interviews. This is due to the limited word count, the complexities of research methods, and ethics requirements. A case study is an acceptable alternative.

ONLINE UNIT OFFERINGS

(multimode students should consult both the on-campus and online unit offerings sections)

This section explains the usual pattern of online unit offerings around which you can base your planning. Please keep in mind that this may be subject to change in individual semesters, and that all offerings are subject to sufficient student numbers.

A > foundational units

Our foundational core units in Old Testament (OT301D/302D/501D/502D) (both semesters), New Testament (NT301D/302D/501D/502D) (both semesters), Early Church History (CH305D/505D) (semester two 2019), Introduction to Personal Evangelism/Ministry Foundations (RYM31D/32D/51D/52D) (semester two 2019) and Greek (LA004AD/LA004BD) are offered online every year at both undergraduate and graduate levels. Part-time students starting with only one unit should choose either a New Testament or an Old Testament core unit. NT302D/502D and OT302D/502D will be offered in semester three 2019

From 2019 Biblical Hebrew (LA003AD/LA003BD) will now also be offered online. Students should note that online Hebrew is taught over 14 weeks rather than the standard 12 lecture weeks

... a guide to choosing your under/graduate units

B > advanced units

- We will generally offer at least two advanced biblical exegesis units online each year, in both the Greek and English text versions. In 2019 semester one we are offering NT427D/627D Revelation (english text), NT437D/637D Revelation (greek text), and OT424D/624D Wisdom Literature (english text). In *semester two* NT420D/620D Synoptic Gospels (Matthew) (english text), NT430D/630D Synoptic Gospels (Matthew) (greek text), NT429D/629D Romans (english text), NT439D/639D Romans (greek text). In *semester three* we will be offering NT421D/621D Paul and Corinthian Christianity (english text), NT431D/631D Paul and Corinthian Christianity (greek text), OT434D/634D Wisdom Literature (hebrew text) and OT427D/627D Isaiah (english text).
- In Church History the advanced level unit CH424D/624D Reformation Church History will be offered in semester one.
- We will offer four units of Theology online every year [TH401D/601D, TH402D/602D, TH403D/603D and TH404D/604D]; you should complete CH305D/505D before attempting any theology units. The theology units are best completed in sequential order. We will also offer TH305D/505D Foundational Christian Beliefs in semester one.
- In Philosophy/Ethics 2019, PE301D/501D Introduction to Christian Ethics will be offered for the first time online in semester one. PE314D/514D Biblical Theology of Work will be offered in semester three, while PE420D/620D Christian Apologetics will be offered in semester three.
- In Biblical Studies 2019, BB407D/607D Biblical Theology of Mission will be offered in semester three.

C > language units

Both New Testament Greek A LA004AD and Biblical Hebrew A LA003AD will be offered online in semester one 2019 followed by New Testament Greek B LA004BD and Biblical Hebrew B LA003BD in semester two.

D > ministry units (EM, PC, DM)

- Guided Spiritual Formation [PC449D/649Da,b,c,d] is compulsory for online students enrolled in three-year degrees and should be enrolled in after other foundational core units have been completed (ie, after one year full-time equivalent study). This unit is taken over four consecutive semesters. It is a 4-credit-point unit in total; each semester's workload is equivalent to 1 credit point. Guided Spiritual Formation A and C are available each first semester, and Guided Spiritual formation B and D are available each second semester. You should thus plan a two-year window in which to tackle the four elements. Each part should be taken consecutively: A, B, C, D.
- Introduction to Personal Evangelism [RYM31D/51D] and Ministry Foundations [RYM32D/52D] are Ridley-required units (for three-year degree students) and are offered online each year and should be completed as part of your core foundational studies. In 2019 this unit will be offered in semester two.
- A Field Education unit [currently PC444D/644D] is highly recommended for all online students and will be available every year. This is usually taken after completion of the core units. Further Field Education units will become available in future years.

... a guide to choosing your under/graduate units

- Ministry electives will normally be offered online each year. In 2019 we are offering:

semester one:

EM408D/608D Cross-cultural Communication
 PC435D/635D Principles of Leadership and Management
 PC444D/644D Practical Ministry Field Education (full-year)
 PC447D/647D Introductory Preaching

semester two

EM410D/610D Aid and Development
 EM421D/621D Living Faiths

semester three

DM447D/647D Skills for Children's and Family Ministry
 EM430D/630D Gospel, Church and Australian Culture

Online students may also be interested in attending one or more of our extensive units being held on-campus:

DM306/506	Foundations for Children's and Youth Ministry <i>enrol by 25 Jan</i> 18-21 Feb, 15-16 Apr
DM346/546	Personal Formation for Developmental Ministries <i>enrol by 28 Jun</i> online theory component available from 22 Jul on-campus/zoom 5 Aug residential intensive 23 - 27 Sep on-campus/zoom 21 Oct

E > mediterranean program 2019

Online students are also invited to join our Mediterranean program. Further details can be found on page 12.

F > capstone experience units and research projects

Online students are required to complete either a Capstone Experience or a Research Project as described in the on-campus unit offerings section on pages 12-13. This requirement only applies to students completing a three year graduate degree.

ORDINATION CANDIDATES

Anglican Diocese of Melbourne

- In order to meet the requirements of the Anglican Diocese of Melbourne, undergraduate candidates must complete a four-year program leading to a BTh/ BMin double degree. Graduate-level candidates must complete the MDiv or MMin plus a Graduate Diploma of Divinity. You will need to ensure that you fulfill the unique requirements of both awards
- Ordination candidates need to complete the Diocesan and College requirements for ordination in addition to the requirements for their degree, which is why a 4-year program is normally required. Ordination candidates are required to consult with the

... a guide to choosing your under/graduate units

Dean of the Anglican Institute Richard Trist regularly throughout their course to ensure they are completing all aspects of their training and formation. Those considering ordination are also advised to discuss their plans either with Richard Trist or Anthea McCall.

- Ordination candidates are required to complete two supervised field placements, one of which will gain credit for Supervised Field Education [PC442/642 or PC443/643], and other units and activities of the Anglican Institute. These include the Anglican Institute Plenary, Anglican Identity, Preparation for Anglican Ministry, Advanced Preaching Workshops, and Educating, Forming and Training Others for Ministry. Participation in the regular Monday program of the Anglican Institute is compulsory for at least two years.
- An annual training fee applies in order to cover some of the costs incurred in the ordination candidates' training program. The Anglican Diocese of Melbourne (ADOM) pays this fee for its candidates. Other dioceses may pay this amount on behalf of their candidates, but candidates will need to negotiate this, and other fees, with their own diocese. See page 25 for details.
- Students engaged in the Year of Discernment may apply for Associate Membership of the Anglican Institute. Associate members enjoy all the benefits of the Anglican Institute but are not eligible to attend the ordination candidates and families weekend in July.

Other Dioceses

- Ordination candidates of all Dioceses are required to attend campus on Mondays for at least two years of their training.
- Ordination candidates from other Dioceses will need to confer with their Bishop concerning which degree/s and units are necessary for ordination.
- An annual training fee applies in order to cover some of the costs incurred in the ordination candidates' training program. The Anglican Diocese of Melbourne (ADOM) pays this fee for its candidates. Other dioceses may pay this amount on behalf of their candidate, but candidates will need to negotiate this, and other fees, with their own Diocese.

part two > the enrolment process for under/graduate students

STEP ONE:

Complete an enrolment form

As well as the information in this guide, a planning sheet for each degree is available through the Registrar's virtual office for your planning purposes to ensure that all degree requirements are met. Please endeavour to complete the planning sheet for your degree, then use that as a guide to help you select your units. You are welcome to complete the enrolment form just for the upcoming semester, or for the full-year if you prefer.

... a guide to choosing your under/graduate units

STEP TWO:

Seek assistance if required!

If you have tried to select your units but would like further assistance, please contact the Academic Counsellor in the first instance. The Academic Counsellor can be contacted Monday, Tuesday and Thursday 10am–5pm, Wednesday 10am–6pm and Friday 10am–1pm p: 03 9207 4800 opt 3 or e: studentsupport@ridley.edu.au

If required we will organise a faculty interview for you. Please bring your planning sheet and your draft enrolment form to this interview.

STEP THREE:

Return your enrolment form to the Registrar's Office

language intensives: **11 January 2019** (*preferred December 2018*)

extensives/intensives (S1): **25 January 2019**

semester one: **1 February 2019**

semester two: **28 June 2019**

semester three: **18 October 2019**

Enrolment forms are due no later than the above mentioned dates for both on-campus and online students; however **students enrolling in on-campus Language units should return their enrolment forms by 11 January so that they receive the relevant preparatory information.**

The Registrar's Office will check to ensure you are not enrolling in too many units and that you are eligible for the units you have chosen. You will be contacted by our office if there are any issues with your unit selection; if the units you have selected are appropriate, your enrolment will be processed and you will receive your hard copy enrolment pack via post in the week prior to the start of each semester. This pack will include your invoice, applicable Variation of Enrolment policy and your 2019 student card. New students will also receive an enrolment summary. You will also receive an email which will include information regarding access to Moodle and other matters related to your involvement in the Ridley community.

ACT confirmation of enrolment

During the first week of each semester every student will receive their official *Confirmation of Enrolment in ACT Units* form listing all the units they have enrolled in for that semester. This form needs to be carefully checked, signed and returned by the appropriate dates listed below as this is the basis upon which FEE-HELP is assigned, and finalises the reporting Ridley needs to complete for the ACT and the government. Please note that units with special census dates will be confirmed separately.

semester one Confirmation of Enrolment forms to be returned by . . . **8 March**

semester two Confirmation of Enrolment forms to be returned by . . . **2 August**

semester three Confirmation of Enrolment forms to be returned by . . . **22 November**

Late enrolments and unit variations

Late enrolments are only accepted up until the end of the first week of each semester. Please note that new cross-institutional students making late applications to study at Ridley will only be considered at the discretion of the Registrar's Office.

Any variations to your initial enrolment are made by completing a *Variation of Enrolment form* and should be submitted to the Registrar's Office as soon as possible. This form can be accessed via the Registrar's virtual office. Please note that there are time constraints upon when these changes can be made, and penalties may apply for late changes. *See the relevant 2019 Variation of Enrolment policy for details.*

Some intensive, extensive and full-year units have special administration and census dates which are denoted on the 2019 timetable with **. These units will be invoiced and confirmed separately and have specific Variation of Enrolment policies which are provided to you with your invoice for that unit.

Genuine students

All students enrolled in a unit/s through Ridley need to demonstrate that they are genuine in their intent to complete the requirements of their enrolled unit/s.

Ridley defines a genuine student as one who:

- demonstrates sufficient capacity to fulfil the requirements of their enrolled units
- meets the minimum class attendance requirements and/or meets the minimum online participation requirements
- maintains a minimum pass rate (please note that this may also affect a student's eligibility for continued FEE-HELP payments)
- completes the required enrolment processes as prescribed by the Registrar's Office, and
- responds promptly to official college correspondence.

part three > the final checklist

- Are you enrolling in 16 credit points or less each semester?
- Do you have the time and money to study the number of units you have chosen? You should ensure that you allow adequate time each week for class preparation, reading, completing assignments and exam preparation. Generally a minimum of 3 additional hours per unit for on-campus students, while Ridley Online students need to allow 8-12 hours of study each week per unit.
- Have you checked the ACT Handbook to see if you have met the pre-requisites for each unit?
- Have you completed a planning sheet for the rest of your course, and as much as possible checked that the units that you are planning to undertake will be offered in those years?
- Have you checked that your selection of units will meet all the requirements of your degree?

If there are any matters which are left unanswered from this guide, please notify the Registrar's Office so that we can update our information in subsequent editions!

postgraduate coursework structure

Graduate Certificate of Ministry

total credit points > 18
 minimum time for completion > 1 semester
 maximum time for completion > 2 years
 units required >

12cps of 700 level units in EM, PC and/or DM
 6cps of 700 level elective units from any field

Graduate Diploma of Ministry

total credit points > 36
 minimum time for completion > 1 year
 maximum time for completion > 4 years
 units required >

18cps of 700 level units in EM, PC and/or DM
 18cps of 700 level elective units from any field

Master of Arts (Ministry) - standard

total credit points > 48
 minimum time for completion > 1.5 years
 maximum time for completion > 6 years
 units required >

course structure

30cps of 700 level units in EM, PC and/or DM including either
 a 6cps (8,000 word) minor project, 12cps (16,000 word) major
 project or capstone experience
 18cps electives at 700 level from any unit field

Master of Arts (Ministry) - accelerated

total credit points > 32
 minimum time for completion > 1 year
 maximum time for completion > 4 years
 units required >

course structure

20cps of 700 level units in EM, PC and/or DM including either
 a 4cps (7,000 word) minor project, 8cps (14,000 word) major
 project or capstone experience

12cps electives at 700 level from any unit field

Graduate Certificate of Theology

total credit points > 18
 minimum time for completion > 1 semester
 maximum time for completion > 2 years
 units required >

12cps of 700 level units in LA, BB, OT, NT, TH, CH, and/or PE
 6cps of 700 level elective units from any field

Graduate Diploma of Theology

total credit points > 36
 minimum time for completion > 1 year
 maximum time for completion > 4 years
 units required >

18cps of 700 level units in LA, BB, OT, NT, TH, CH, and/or PE
 18cps of 700 level elective units from any field

Master of Arts (Theology) - standard

total credit points > 48
 minimum time for completion > 1.5 years
 maximum time for completion > 6 years
 units required >

course structure

30cps of 700 level units in LA, BB, OT, NT, TH, CH, and/or PE
 including either a 6cps (8,000 word) minor project, 12cps
 (16,000 word) major project or capstone experience
 18cps electives at 700 level from any unit field

Master of Arts (Theology) - accelerated

total credit points > 32
 minimum time for completion > 1 year
 maximum time for completion > 4 years
 units required >

course structure

20cps of 700 level units in LA, BB, OT, NT, TH, CH, and/or PE
 including either a 4cps (7,000 word) minor project, 8cps
 (14,000 word) major project or capstone experience

12cps electives at 700 level from any unit field

changes to postgraduate coursework structure

The Australian College of Theology has recently advised of changes to the Postgraduate coursework program which will impact all enrolled Postgraduate students from 2020.

In 2020 the Master of Arts (Ministry/Theology) will be replaced with the Master of Theological Studies, details of which will be made available as soon as they are finalised - the intent and structure of this course will continue along similar lines to the current MA courses.

The Graduate Certificate (Ministry/Theology) and Graduate Diploma (Ministry/Theology) courses will be retired on 31/12/2019. Students currently enrolled in these courses must maintain active enrolment in 2019, and will be automatically transferred to the Graduate Certificate of Divinity or Graduate Diploma of Divinity at the start of 2020.

If you wish to complete your current course rather than be transferred to the incoming course, you must ensure you are enrolled in units in semester one and semester two of 2020 and 2021. Enrolments will not be permitted in the retiring courses beyond 2021, so any students who have not met the requirements of their course by this time will be transferred to the appropriate replacement course.

Concession arrangements will be made at the discretion of the ACT Registrar to ensure students are not disadvantaged by these course changes.

Please be in contact with our office if you have questions about these changes; we are receiving updates from the ACT office and will continue to advise you as these course changes are finalised.

a guide to choosing postgraduate units

part one > the enrolment process for postgraduate students

STEP ONE:

Complete a Master of Arts Enrolment form

The MA enrolment form is available for download from the Ridley website www.ridley.edu.au/current-students/forms/ and included with this enrolment information pack. You are welcome to complete the enrolment form just for the upcoming semester, or for the full year if you prefer.

STEP TWO:

Seek assistance if required!

If you would like assistance with course planning, please contact the Assistant Registrar (Postgraduate Studies), available Monday, Wednesday and Thursday on p: 03 9207 4800 opt 3 or e: registrar@ridley.edu.au

Students thinking of Higher Degree by Research (Master of Theology, Doctor of Philosophy, Doctor of Ministry) in the future should consider building a Research Training Pathway into their MA degree by incorporating a unit of Research Methods and undertaking the major project. Research Methods units are independent online study units which may be undertaken during any semester, including Ridley's semester three.

STEP THREE:

Return your enrolment form to the Registrar's Office by the dates indicated on the form:

semester one:	25 January 2019
mid-year intensives:	3 May 2019
semester two:	28 June 2019
semester three:	18 October 2019

The Registrar's Office will check your enrolment and contact you if there are any issues with your unit selection; if the units you have selected are appropriate, your enrolment will be processed and you will receive your hard copy enrolment pack via post in the week prior to the start of the semester. This pack will include your enrolment summary, invoice, applicable Variation of Enrolment policy and your 2019 student card. You will also receive an email which will include information regarding access to Moodle and other matters related to your involvement in the Ridley community.

STEP FOUR:

During the first week of each semester every student will receive their official *Confirmation of Enrolment in ACT Units* form listing all the units they have enrolled in for that semester. This form needs to be carefully checked, signed and returned by the

...a guide to choosing postgraduate units

appropriate dates listed below as this is the basis upon which FEE-HELP is assigned, and finalises the reporting Ridley needs to complete for the ACT and the government. Please note that units with special census dates will be confirmed separately.

semester one Confirmation of Enrolment forms to be returned by . . . **8 March**

semester two Confirmation of Enrolment forms to be returned by . . . **2 August**

semester three Confirmation of Enrolment forms to be returned by . . . **22 November**

Late enrolments and unit variations

Late enrolments are only accepted up until the end of the first week of each semester for semester-based units and are not possible for the mid-year intensives.

If you need to vary your enrolment, this is done by completing a *Variation of Enrolment form* which should be submitted to the Registrar's Office as soon as possible. Please note that there are time constraints upon when these changes can be made, and academic and/or financial penalties may apply for late changes. *See the 2019 Variation of Enrolment policy* for details.

Some intensive, extensive and full-year units have special administration and census dates which are denoted on the timetable with **. These units will be invoiced and confirmed separately and have specific Variation of Enrolment policies which are provided to you with your invoice for that unit.

Specific unit information

A number of the 2019 700-level units have special arrangements which will need to be taken into account when planning your participation.

- **PC737: Transformational Leadership (Incubator module 4)** (*enrol by 25 January*)
- **PC789: Christ-Centred Preaching (Incubator advanced module)** (*enrol by 25 January*)
- **NT706: Understanding and Preaching The Book of Acts**
11-14 June at the Yarra Valley Estate (*enrol by 3 May*);
- **PE704: Apologetics in a Post-Modern World**
11-14 June at the Yarra Valley Estate (*enrol by 3 May*);
- **PC740: Gospel Spirituality for Leadership (Incubator module 1)** (*enrol by 28 June*)
- **NT703: Interpreting and Preaching the Sermon on the Mount** 19-22 August at El Kanah, Marysville (*enrol by 28 June*);
- Travel reimbursements up to \$500 are available for interstate students enrolling in either of the units taught at the Yarra Valley Estate. A reimbursement form will be made available, and needs to be returned along with all travel-related receipts by 31 July 2019. Reimbursement requests received after this date will unfortunately not be able to be met.
- PC789 Christ-Centred Preaching is an advanced unit in the Incubator program which is only available to students who have completed the foundational Incubator program. This unit may be credited to the Graduate Diploma of Ministry or the MA.

...a guide to choosing postgraduate units

It is a full-year unit and will be offered over eight half-days throughout the year.

- Places are limited at the Yarra Valley Estate so you are advised to enrol in the mid-year intensives promptly; please note that your place is not confirmed until the \$600 surcharge has been received - final payment is due by **3 May 2019**. This surcharge applies to all students attending the mid-year intensives, and cannot be charged to FEE-HELP.
- NT703 is part of the 2019 Annual Preachers' Conference; it includes an additional day immediately prior to the conference, and will be held 19-22 August inclusive. All expenses related to this unit are covered by FEE-HELP.

fees

Student fees cover 60% of the cost of running Ridley. This means that all students are subsidised, and in order to cover costs we rely upon income from generous donors including individuals, churches, Trusts and the Ridley Foundation.

STUDENT FEES

Unit fees are invoiced at the beginning of each semester (semester one–February, semester two–July, semester three–November, special census dates as advertised) and are due and payable in full by the relevant census date.

Ridley offers various methods of account payment, which are detailed on page 2 of your invoice.

Fees will be refunded in the event of withdrawal from a unit of study within the first two weeks of lectures, but not after that date unless there are valid medical or compassionate grounds. For a full explanation of the regulations governing changes in enrolment, please see the relevant *Variation of Enrolment policy* provided in your enrolment pack, also available from the Registrar's Office or online.

Fees for units which continue for the whole year are invoiced and payable in semester two.

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 fee collection to be handled internally.

ANGLICAN INSTITUTE FEES

Full Membership of the Anglican Institute is available to Candidates for Ordination.

The Anglican Diocese of Melbourne (ADOM) Candidates for Ordination are not required to pay Anglican Institute Training Fee.

Australian Defence Force and Candidates for Ordination from other Dioceses will pay a Anglican Institute training Fee of \$800 per semester.

Associate Membership

Students in the Year of Discernment may apply for Associate Membership of the Anglican Institute.

FEE DISCOUNTS AND SUBSIDIES (applicable to tuition fees only)

- Ordination candidates for the Anglican Diocese of Melbourne (ADOM) receive a \$1,700 subsidy (\$850 per semester) to cover the Anglican Institute Training Fee.

... fees

2019 TUITION FEES

Tuition fees are determined by the Australian College of Theology Board of Directors each year. In 2019 the following fees apply:

AUSTRALIAN STUDENTS:

Diploma: \$2,280 per 4 cps unit

DipMin [pathway one]

Undergraduate: \$2,280 per 4 cps unit

DipTh, DipMin, AdvDipTh, AdvDipMin [pathway two];

AssocDegTh, AssocDegMin, BChrStud, BMin and BTh

Graduate: \$2,280 per 4 cps unit

GCDiv, GDDiv, MDiv and MMin

Postgraduate coursework: \$2,280 per 4 cps unit

Postgraduate coursework: \$3,420 per 6 cps unit

GCertMin, GDipMin, MA[Min] and GCertTh, GDipTh, MA[Theol], MACS [phase 2]

Postgraduate minor projects (**795, 14,000 words): \$4,560 per 8 cps unit

Postgraduate major projects (**796, 16,000 words): \$6,840 per 12 cps unit

GCertMin, GDipMin, MA[Min] and GCertTh, GDipTh, MA[Theol]

Postgraduate research (part-time mode): \$4,000 per semester

MTh, DMin, PhD, ThD

Postgraduate research (full-time mode): \$8,000 per semester

MTh, DMin, PhD, ThD

Study Tour (all students): \$8,000

OVERSEAS STUDENTS (studying on a student visa)

Diploma: \$2,600 per 4 cps unit

DipMin [pathway one]

Undergraduate: \$2,600 per 4 cps unit

DipTh, DipMin, AdvDipTh, AdvDipMin [pathway two];

AssocDegTh, AssocDegMin, BChrStud, BMin and BTh

Graduate: \$2,600 per 4 cps unit

GCDiv, GDDiv, MDiv and MMin

Postgraduate coursework: \$2,600 per 4 cps unit

Postgraduate coursework: \$3,900 per 6 cps unit

GCertMin, GDipMin, MA[Min] and GCertTh, GDipTh, MA[Theol]], MACS [phase 2]

Postgraduate minor projects (**795, 14,000 words): \$5,200 per 8 cps unit

Postgraduate major projects (**796, 16,000 words): \$7,800 per 12 cps unit

GCertMin, GDipMin, MA[Min] and GCertTh, GDipTh, MA[Theol]

Postgraduate research (full-time mode): \$9,600 per semester

MTh, DMin, PhD, ThD

... fees

OTHER FEES

Ridley Online students

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 undergraduate tuition fee. This mode of study is available for both on-campus students and Ridley Online students.

Anglican Institute Training Fee

Candidates for ordination for dioceses other than those in the Anglican Diocese of Melbourne are required to pay an annual ordination training fee of \$1,700 (\$850 per semester)

FEE-HELP

Since 2005 Ridley students have been able to access financial help from the Commonwealth Government to help pay their tuition fees.

NEW > PLEASE NOTE: From 1 January 2019 the Government will introduce a combined total amount of tertiary education assistance available to students of \$104,440 over their lifetime. The fees are paid by the Government to the Australian College of Theology (the Higher Education Provider). The student may pay back the debt at any time, but must begin doing so when their taxable income reaches \$45,000. The figures are indexed annually in line with the CPI - the figures quoted here are for the 2018-19 tax year. Further information can be found at <https://www.studyassist.gov.au/help-loans/fee-help>

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 and have every intention of completing the course that they are requesting FEE-HELP assistance for,
- have lodged their separate FEE-HELP Application Form (eCAF) online before the appropriate census date (details provided by the Registrar's Office).

Undergraduate students should note that the government applies a 25% loan fee each time a loan is taken out for students enrolled in undergraduate degrees.

... fees

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

2019 administration dates

- semester one: **8 March**
- semester two: **2 August**
- semester three: **22 November**

2019 FEE-HELP census dates

- semester one: **15 March**
- semester two: **15 August**
- semester three: **6 December**

Units with special census dates have different administration and census dates from those listed above. These are detailed on the *Variation of Enrolment Policy* which relates to the units' special census date. All students enrolled in a unit with a special census date will receive a hardcopy of the appropriate Variation of Enrolment policy with their invoice. The Variation of Enrolment policies can also be found in the Registrar's virtual office.

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

For further information on FEE-HELP:

- contact the Registrar if you have any questions
- government website: www.studyassist.gov.au
- visit the ACT website: www.actheology.edu.au

FEE-HELP ELIGIBILITY AND ACADEMIC PROGRESSION

Students who enrolled in a course of study from 1 Jan 2018 must ensure that they maintain a minimum 50% successful completion rate for their equivalent first full-time year of study to ensure continued access to FEE-HELP funding. Students whose progression falls below this 50% threshold will be required to pay their tuition fees up-front until they can bring their progression rate back up to 50% before they are eligible to access FEE-HELP funding again.

Ridley has many ways of providing support for students who are struggling with their studies or study load. Students who find themselves struggling should contact the Academic Counsellor or Registrar's Office as early as possible in their studies so that appropriate support measures can be put in place.

SCHOLARSHIPS

These scholarships are either awarded for a full year or by semester. Applications close in 2019 on 8 February for semester one/full-year consideration, 5 July for semester two and 1 November for semester three. Application forms are available from the Registrar's office or can be downloaded from the website: www.ridley.edu.au/about-ridley/applying/fees-and-fee-help/scholarships/ All scholarships are means tested. Completed scholarship application forms should be submitted to the Registrar's office.

... fees

Hunter Scott Scholarships

Available for training of ordinands or ordained ministers.

Ellen Margaret Taylor Bursary

Available for women studying theology, with preference given to women from country Victoria.

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

2019 calendar

SUMMER INTENSIVE UNITS

Biblical Hebrew A (LA003A) 4 – 22 February, 25 February & 4 March

enrol no later than: 11 January 2019

New Testament Greek A (LA004A) 4 – 22 February, 28 February, 7 March

enrol no later than: 11 January 2019

2019 UNIT ENROLMENT EMAIL & PACKS SENT

full-year and semester one units:

During the week of the 11 February

semester two units:

During the week of the 8 July

semester three units:

During the week of the 28 October

2019 IMPORTANT DATES

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

semester one:	26 February – 15 June
4 – 22 Feb	Greek and Hebrew Intensives - at the Treacy Centre, 126 The Avenue
22 –23 February	LAUNCH 24 hour Camp
25 February	Normal lecture timetable commences
8 March	FEE-HELP administration date for semester one units
8 March	ACT Confirmation of Enrolment forms due to the Registrar's Office
8 March	Final date for Variation of Unit Enrolment
12 – 15 March	Mission in Australia Week
15 March	Final date for payment of semester one fees
15 March	FEE-HELP census date
6 April	Graduation and Commissioning Service <i>(to be held at Trinity Grammar School, cnr Cotham Rd and Charles St, Kew)</i>
15 – 26 April	Reading period, Easter (no lectures)
22 May	Open evening
23 May	Open day
3 – 7 June	SwotVac
6 – 13 June	Examinations
11 – 14 June	MA intensives (held at the Yarra Valley Estate) <i>enrol no later than 3 May</i>
20 June	Board of Studies (marks meeting)

... 2019 calendar

semester two:	22 July – 8 November
22 July	Normal lecture timetable commences
19 – 21 July	Ordination candidates & families weekend camp
2 August	FEE-HELP administration date for semester two units
2 August	Final date for Variation of Unit Enrolment without incurring fee
2 August	ACT Confirmation of Enrolment forms due
2 - 3 August	Evangelical Women in Academia Lecture
8 - 9 August	RESCON
15 August	Final date for payment of semester two fees
15 August	FEE-HELP census date
12 – 16 August	Global Mission week
19 – 23 August	Reading week (no lectures)
20 – 22 August	Annual Preaching Conference
23 – 27 September	Reading week (no lectures)
16 October	Open evening
17 October	Open day
24 October	Valedictory
28 October – 1 November	SwotVac (no lectures)
31 October – 7 November	Examinations
14 November	Board of Studies (marks meeting)
semester three:	11 November 2019 – 14 February 2020 (online only)
11 November	Semester three commences
22 November	Final date for Variation of Unit Enrolment without incurring fee
22 November	FEE-HELP administration date for semester three applications
22 November	ACT Confirmation of Enrolment forms due
6 December	Final date for payment of semester three fees
6 December	FEE-HELP census date semester three
25 Dec 2019 – 2 Jan 2020	Christmas and New Year's Day break (no online lectures)
26 January 2020	Australia Day
28 January 2020	Australia Day holiday
9 – 15 February 2020	Examinations
5 March 2020	Board of Studies (marks meeting)

contacts

ACCOUNTS

Accounts: Paul Game
 Monday, Tuesday, and Thursday, 9.00am–5.00pm
 p: 03 9207 4800 ext 900
 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: academicservices@actheology.edu.au | w: www.actheology.edu.au

LIBRARY

College Librarian: Ruth Weatherlake
 Associate Librarian: Alison Foster
 Librarian: Harriet Sabarez
 Monday–Saturday, check the website or phone for opening hours
 p: 03 9207 4800 ext 905
 f: 03 9387 5099
 e: library@ridley.edu.au | w: www.ridley.edu.au/studying-at-ridley/library

MAIN OFFICE

Receptionist: Kathryn Shedden
 Monday–Friday, 8.30am–5.00pm
 p: 03 9207 4800 opt 1
 f: 03 9387 5099
 e: info@ridley.edu.au | w: www.ridley.edu.au

REGISTRAR'S OFFICE

Registrar: Katrine Bramley
 Assistant Registrars: Natalie Brough and Alison Flynn (Postgraduate Administrator)
 Monday–Friday, 9.00am–5.00pm
 p: 03 9207 4800 opt 3 f: 03 9387 5099 e: registrar@ridley.edu.au

Academic Counsellor (current students): Jared Catchpoole
 Monday, Tuesday & Thursday 10.00am–5.00pm
 Wednesday 10.00am–6.00pm and Friday 10.00am–1.00pm
 p: 03 9207 4800 opt 3 e: studentsupport@ridley.edu.au

Admissions Officer (prospective students): Katherine Urwin
 Monday–Tuesday, Thursday - Friday, 9.00am–5.00pm
 p: 03 9207 4800 opt 2 e: admissions@ridley.edu.au

Logos Support: Jon Johnson
 Monday–Wednesday and Friday 9.00am–3.00pm
 p: 03 9207 4800 ext 916 e: logosadmin@ridley.edu.au