

ENROLMENT GUIDE 2020

language intensives enrol by: 17 January

sem one extensives/intensives enrol by: 17 January

semester one/full-year unit enrolments due by: 31 January

semester two unit enrolments due by: 26 June

semester three unit enrolments due by: 30 October

undergraduate courses

graduate courses

postgraduate coursework courses

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.

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2020 changes

As you may be aware, the Australian College of Theology (ACT) has recently completed a review of all their courses and units to ensure that they are aligned with the Australian Qualifications Framework (AQF). The outcome of this review is that a number of changes have been made to ACT courses, units, credit points and the unit coding system. Please find below and in the following pages a summary of the changes that have been made.

Students are strongly encouraged to read through this Guide and then contact the Academic Counsellor/Registrar's Office if they have any questions or concerns...we are here to assist you as we implement the 2020 changes!

the credit point system

From 2020 a 'standard' unit (previously 4 credit points) will be worth 12 credit points. This means that a full-time year of study will be equal to 96 credit points.

the unit coding system

The unit coding system has been revised to the following format:

AA111-LVV

unit field (**AA**)

unique content identifier (**111**)

unit level (aligned to the AQF level of the unit) (**L**)

unit volume (represents the volume of the unit in credit points) (**VV**)

For example:

NT301: Jesus and the Gospels is now coded as NT001-512, and

NT501: Jesus and the Gospels is now coded as NT001-712

unit levels

undergraduate courses

Level 5 > foundational

Level 6 > developing

Level 7 > advanced

Units completed prior to 2020 at Level 200/300 have been recognised as Level 5 units in the 2020 structure.

Units completed prior to 2020 at Level 400 have been recognised as Level 7 units in the 2020 structure.

graduate courses

Level 7 > foundational

Level 8 > developing

Level 9 > advanced

Units completed prior to 2020 at Level 500 have been recognised as Level 7 units in the 2020 structure.

Units completed prior to 2020 at Level 600 have been recognised as Level 8 units in the 2020 structure.

Level 600/700 projects and Level 600/700 capstone units completed prior to 2020 have been recognised as Level 9 units in the 2020 structure.

Units completed at Level 700 have been recognised as Level 8 units in the 2020 structure.

...2020 changes

fee-help

Students who currently defer their tuition fees to FEE-HELP should note that as they have been transferred to a new 2020 course they will need to re-apply for FEE-HELP. A request to complete a new eCAF (electronic Commonwealth Assistance Form) will be generated when we enrol you in your first unit for 2020. This is a relatively simple process that is completed via the ACT's student management system, Paradigm. Please attend to this request as soon as possible after you receive the email notification to ensure that your tuition fees can continue to be deferred to FEE-HELP.

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 11 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 2020 Coursework Handbook** available at <https://www.actheology.edu.au/documents/>

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 levels 5-7 (eg. NT001-512, CH011-612) while graduate units are levels 7-8 (eg. NT001-712, CH011-812) and postgraduate units are levels 8-9 (eg. NT204-812). 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 12 credit points (cps) in the 2020 system, 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 48cps, however a 36cps load is considered full-time for Centrelink allowances such as Austudy. Students should note that they may not take more than 120cps per year (including semester three units).

In the following pages you will find tables explaining the structures of each of our main courses including a summary of any changes to be aware of in the 2020 structure; 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 ACT 2020 Coursework Handbook and then discuss their options with the Academic Counsellor or Registrar's Office.

campus course structure

Diploma of Ministry (AQF level 5)

2020 course changes >

No changes to course structure

total credit points > 96

minimum time for completion > 1 year

maximum time for completion > 5.5 years

units required >

OT001-512: Old Testament Foundations
OT002-512: Old Testament Prophets and Writings
NT001-512: Jesus and the Gospels
NT001-512: Early New Testament Church
12cps Christian Thought and History (CH, TH, PE)
24cps Ministry and Practice (EM, PC, DM)
12cps elective study from any field at Level 5 or above

Diploma of Theology (AQF level 5)

2020 course changes >

No changes to course structure

total credit points > 96

minimum time for completion > 1 year

maximum time for completion > 5.5 years

units required >

OT001-512: Old Testament Foundations
OT002-512: Old Testament Prophets and Writings
NT001-512: Jesus and the Gospels
NT001-512: Early New Testament Church
12cps Christian Thought and History (CH, TH, PE)
24cps Bible & Languages and Christian Thought & History
(LA, BB, NT, OT, CH TH, PE)
12cps elective study from any field at Level 5 or above

Associate Degree of Ministry (AQF level 6)

2020 course changes >

No changes to course structure

total credit points > 192

minimum time for completion > 2 years

maximum time for completion > 6 years

units required >

OT001-512: Old Testament Foundations
OT002-512: Old Testament Prophets and Writings
NT001-512: Jesus and the Gospels
NT001-512: Early New Testament Church
EM063-506: Introduction to Personal Evangelism (6cps)
EM064-506: Ministry Foundations (6cps) **OR**
PC096/097-503: Guided Spiritual Formation A/B (3cps each) -
completed as part of the Formation Program see page 15
CH005-512: The Emergence of Christianity
TH005-512: Foundational Christian Beliefs **OR**
TH001-612: Knowledge of God
24cps Biblical set books or language studies
12cps Christian Thought and History (CH, TH, PE)
36cps Ministry and Practice (EM, PC, DM)
36cps elective study from any field
> students must complete a minimum of 48cps at Level 6 or above

Associate Degree of Theology (AQF level 6)

2020 course changes >

No changes to course structure

total credit points > 192

minimum time for completion > 2 years

maximum time for completion > 6 years

units required >

OT001-512: Old Testament Foundations
OT002-512: Old Testament Prophets and Writings
NT001-512: Jesus and the Gospels
NT001-512: Early New Testament Church
EM063-506: Introduction to Personal Evangelism (6cps)
EM064-506: Ministry Foundations (6cps) **OR**
PC096/097-503: Guided Spiritual Formation A/B (3cps each) -
completed as part of the Formation Program see page 15
CH005-512: The Emergence of Christianity
TH005-512: Foundational Christian Beliefs **OR**
TH001-612: Knowledge of God
48cps Biblical set books or language studies at Level 6/7
12cps in Bible & Languages and Christian Thought & History
(LA, BB, NT, OT, CH TH, PE)
24cps Christian Thought and History (CH, TH, PE)
24cps elective study from any field at Level 5 or above
> students must complete a minimum of 48cps at Level 6 or above

...campus course structure

Bachelor of Ministry

(AQF level 7)

2020 course changes >

No changes to course structure

total credit points > **288**

minimum time for completion > **3 years**

maximum time for completion > **9 years**

units required >

foundational core units

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

NT001-512: Jesus and the Gospels

NT002-512: Early New Testament Church

CH005-512: The Emergence of Christianity

EM063-506: Introduction to Personal Evangelism (6cps)

EM064-506: Ministry Foundations (6cps) **OR**

PC096/097-503: Guided Spiritual Formation A/B (3cps each) -
completed as part of the Formation Program see page 15

advanced required units

12cps Christianity in History (CH010-612 **OR** CH011-612)

48cps Theology (TH001-612, TH002-612, TH003-712,
TH004-712)

36cps Biblical set books (at least 12cps in each OT and NT)

12cps Evangelism and Missiology (EM***-712)

other requirements

48cps Ministry and Practice (EM, PC, DM) with a
minimum of 12cps at level 7

60cps elective study from any field at Level 5 or above

> *students must complete a minimum of 72cps at Level 7*

Bachelor of Theology

(AQF level 7)

2020 course changes >

No changes to course structure

total credit points > **288**

minimum time for completion > **3 years**

maximum time for completion > **9 years**

units required >

foundational core units

24cps language (LA005/LA006 greek, LA003/LA004 hebrew)

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

NT001-512: Jesus and the Gospels

NT002-512: Early New Testament Church

CH005-512: The Emergence of Christianity

EM063-506: Introduction to Personal Evangelism (6cps)

EM064-506: Ministry Foundations (6cps) **OR**

PC096/097-503: Guided Spiritual Formation A/B (3cps each) -
completed as part of the Formation Program see page 15

advanced required units

12cps Christianity in History (CH010-612 **OR** CH011-612)

48cps Theology (TH001-612, TH002-612, TH003-712,
TH004-712)

60cps Biblical set books (at least 24cps in each OT and NT and at
least 24cps at Level 7)

12cps Evangelism and Missiology (EM***-712)

other requirements

24cps Christian Thought and History (CH, TH, PE) **OR**
Bible and Languages (LA, BB, OT, NT)

36cps elective study from any field at Level 5 or above

> *students must complete a minimum of 72cps at Level 7*

...campus course structure

Graduate Certificate of Divinity (AQF level 8)

2020 course changes >

Requires completion of 24cps at Level 8 (or above) or the remainder of the credit points required for completion of the course at Level 8, whichever is lower.

total credit points > **48**

minimum time for completion > **1 semester**

maximum time for completion > **2 years**

units required >

OT001-712: Old Testament Foundations **OR**

OT002-712: Old Testament Prophets and Writings

NT001-712: Jesus and the Gospels **OR**

NT002-712: Early New Testament Church

> *requires 24cps elective study from any field at Level 8 or above*

Graduate Diploma of Divinity (AQF level 8)

2020 course changes >

Requires completion of 36cps at Level 8 (or above) or the remainder of the credit points required for completion of the course at Level 8, whichever is lower.

total credit points > **96**

minimum time for completion > **1 year**

maximum time for completion > **4 years**

units required >

OT001-712: Old Testament Foundations

OT002-712: Old Testament Prophets and Writings

NT001-712: Jesus and the Gospels

NT002-712: Early New Testament Church

CH005-712 The Emergence of Christianity **OR**

TH005-712 Foundational Christian Beliefs

*students considering articulating to a longer course
eg. MMin/MDiv should complete CH005-712*

> *requires 36cps elective study from any field at Level 8 or above*

...campus course structure

Master of Ministry (AQF level 9)

2020 course changes >

Requires completion of 36cps at Level 9 or the remainder of the credit points required for completion of the course at Level 9, whichever is lower.

total credit points > **288**

minimum time for completion > **3 years**

maximum time for completion > **9 years**

units required >

foundational core units

OT001-712: Old Testament Foundations

OT002-712: Old Testament Prophets and Writings

NT001-712: Jesus and the Gospels

NT002-712: Early New Testament Church

CH005-712: The Emergence of Christianity

EM063-706: Introduction to Personal Evangelism (6cps)

EM064-706: Ministry Foundations (6cps) **OR**

PC096/097-703: Guided Spiritual Formation A/B (3cps each) - completed as part of the Formation Program see page 15

advanced required units

12cps Christianity in History (CH010-812 or CH011-812)

48cps Theology (TH001-812, TH002-812, TH003-812, TH004-812)

36cps Biblical set books (at least 12cps in OT and NT)

12cps Evangelism and Missiology (EM***)

other requirements

48cps Ministry and Practice (EM, PC, DM) including *EITHER* a

12cps capstone experience unit (**205-912) *OR* a Research

Project [**200-912 (12cps - 8,000 words) *OR* **200-924 (24cps - 14,000 words) *OR* **200-936 (36cps - 16,000 words)]

60cps elective study from any field at Level 8 or above

> *students must complete a minimum of 36cps at Level 9*

Master of Divinity (AQF level 9)

2020 course changes >

Requires completion of 36cps at Level 9 or the remainder of the credit points required for completion of the course at Level 9, whichever is lower.

total credit points > **288**

minimum time for completion > **3 years**

maximum time for completion > **9 years**

units required >

foundational core units

24cps Language (LA005/LA006 greek, LA003/LA004 hebrew)

OT001-712: Old Testament Foundations (12cps)

OT002-712: Old Testament Prophets and Writings (12cps)

NT001-712: Jesus and the Gospels (12cps)

NT002-712: Early New Testament Church (12cps)

CH005-712: The Emergence of Christianity (12cps)

EM063-706: Introduction to Personal Evangelism (6cps)

EM064-706: Ministry Foundations (6cps) **OR**

PC096/097-703: Guided Spiritual Formation A/B (3cps each) - completed as part of the Formation Program see page 15

advanced required units

12cps Christianity in History (CH010-812 or CH011-812)

48cps Theology (TH001-712 or TH001-812, TH002-712 or TH002-812, TH003-712 or TH003-812, TH004-712 or TH004-812)

48cps Biblical set books (at least 24cps in original language and a minimum of 12cps in OT and NT)

12cps Evangelism and Missiology (EM***)

other requirements

24cps (LA, BB, NT, OT, CH, TH, PE)

48cps elective study from any field at Level 8 or above

as part of the requirements of this degree you must:

include *EITHER* a 12cps capstone experience unit (**205-912)

OR a Research Project [**200-912 (12cps - 8,000 words) *OR*

**200-924 (24cps - 14,000 words) *OR* **200-936 (36cps - 16,000 words)]

> *students must complete a minimum of 36cps at Level 9*

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 120cps 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 (AQF level 7)

2020 course changes >

No changes to course structure

total credit points > **288**

minimum time for completion > **3 years**

maximum time for completion > **9 years**

units required >

foundational core units

OT001-512: Old Testament Foundations
OT002-512: Old Testament Prophets and Writings
NT001-512: Jesus and the Gospels
NT002-512: Early New Testament Church
CH005-512: The Emergence of Christianity
EM063-506: Introduction to Personal Evangelism (6cps)
EM064-506: Ministry Foundations (6cps)
PC096-503, PC097-503, PC098-503, PC099-503: Guided Spiritual Formation (3cps each) runs over four semesters

advanced required units

12cps Christianity in History (CH010-612 OR CH011-612)
48cps Theology (TH001-612, TH002-612, TH003-712, TH004-712)
36cps Biblical set books (at least 12cps in each OT and NT)
12cps Evangelism and Missiology (EM***-712)

other requirements

48cps Ministry and Practice (EM, PC, DM)
48cps elective study from any field at Level 5 or above

A Field Education unit (PC094) is strongly recommended for online students

> *students must complete a minimum of 72cps at Level 7*

Bachelor of Theology (AQF level 7)

2020 course changes >

No changes to course structure

total credit points > **288**

minimum time for completion > **3 years**

maximum time for completion > **9 years**

units required >

foundational core units

24cps Language (LA005/LA006 greek, LA003/LA004 hebrew)
OT001-512: Old Testament Foundations
OT002-512: Old Testament Prophets and Writings
NT001-512: Jesus and the Gospels
NT002-512: Early New Testament Church
CH005-512: The Emergence of Christianity
EM063-506: Introduction to Personal Evangelism (6cps)
EM064-506: Ministry Foundations (6cps)
PC096-503, PC097-503, PC098-503, PC099-503: Guided Spiritual Formation (3cps each) runs over four semesters

advanced required units

12cps Christianity in History (CH010-612 OR CH011-612)
48cps Theology (TH001-612, TH002-612, TH003-712, TH004-712)
60cps Biblical set books (at least 12cps in each OT and NT)
12cps Evangelism and Missiology (EM***-712)

other requirements

12cps Christian Thought and History (CH, TH, PE) **OR**
Bible and Languages (LA, BB, OT, NT)
36cps elective study from any field at Level 5 or above

A Field Education unit (PC094) is strongly recommended for online students

> *students must complete a minimum of 72cps at Level 7*

...online course structure

Master of Ministry

(AQF level 9)

total credit points > 288

minimum time for completion > 3 years

maximum time for completion > 9 years

units required >

foundational core units

OT001-712: Old Testament Foundations

OT002-712: Old Testament Prophets and Writings

NT001-712: Jesus and the Gospels

NT002-712: Early New Testament Church

CH005-712: The Emergence of Christianity

EM063-706: Introduction to Personal Evangelism (6cps)

EM064-706: Ministry Foundations (6cps)

PC096-703, PC097-703, PC098-703, PC099-703: Guided Spiritual Formation (3cps each) runs over four semesters

advanced required units

12cps Christianity in History (CH010-812 **OR** CH011-812)

48cps Theology (TH001-812, TH002-812, TH003-812, TH004-812)

36cps Biblical set books (at least 12cps in OT and NT)

12cps Evangelism and Missiology (EM***)

other requirements

48cps Ministry and Practice (EM, PC, DM) including *EITHER* a 12cps capstone experience unit (**205-912) *OR* a Research Project [**200-912 (12cps - 8,000 words) *OR* **200-924 (24cps - 14,000 words) *OR* **200-936 (36cps - 16,000 words)]

48cps elective study from any field at Level 8 or above

A Field Education unit (PC094) is strongly recommended for online students

> students must complete a minimum of 36cps at Level 9

Master of Divinity

(AQF level 9)

total credit points > 288

minimum time for completion > 3 years

maximum time for completion > 9 years

units required >

foundational core units

24cps language (LA005/LA006 greek, LA003/LA004 hebrew)

OT001-712: Old Testament Foundations

OT002-712: Old Testament Prophets and Writings

NT001-712: Jesus and the Gospels

NT002-712: Early New Testament Church

CH005-712: The Emergence of Christianity

EM063-706: Introduction to Personal Evangelism (6cps)

EM064-706: Ministry Foundations (6cps)

PC096-703, PC097-703, PC098-703, PC099-703: Guided Spiritual Formation (3cps each) runs over four semesters

advanced required units

12cps Christianity in History (CH010-812 **OR** CH011-812)

48cps Theology (TH001-812, TH002-812, TH003-812, TH004-812)

48cps Biblical set books (at least 24cps in original language with a minimum of 12cps in OT and NT)

12cps Evangelism and Missiology (EM***)

other requirements

60cps elective study from any field at Level 8 or above

as part of the requirements of this degree you must: include *EITHER* a 12cps capstone experience unit (**205-912) *OR* a Research Project [**200-912 (12cps - 8,000 words) *OR* **200-924 (24cps - 14,000 words) *OR* **200-936 (36cps - 16,000 words)]

A Field Education unit (PC094) is strongly recommended for online students

> students must complete a minimum of 36cps at Level 9

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 [OT001-512/712 & OT002-512/712], New Testament [NT001-512/712 & NT002-512/712], The Emergence of Christianity [CH005-512/712], Introduction to Personal Evangelism/Ministry Foundations [EM063-506/706 & EM064-506/706] and Greek [LA005 & LA006] and Hebrew [LA003 & LA004] will be offered every year.
- In semester one 2020 OT001-512/712 will be offered on Tuesday mornings and in the Wednesday evening slot, and in semester two, OT002-512/712 will be offered on Tuesday mornings and in the Wednesday evening slot.
- 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 CH005-512/712: The Emergence of Christianity rather than the Diploma/GDDiv-only overview unit TH005-512/712 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 2020 we will offer NT023-612/712/812 Revelation (greek text) and NT016-612/712/812 Fourth Gospel (english text) (Wednesday evening). In semester two NT010-612/712/812 and NT011-612/712/812 Paul & Corinthian Christianity (english & greek text) will be offered. In semester three (online) we will be offering NT022-612/712/812 Revelation (english text) and NT023-612/712/812 Revelation (greek text).
- In OT on-campus we are offering in semester one, OT016-612/712/812 & OT017-612-712-812 Wisdom Literature (english & hebrew text). In semester two OT024-612/712/812 and OT025-612/712/812 Jeremiah (english & hebrew). In semester three (online) we will also be offering OT016-612/712/812 Wisdom Literature (english text).
- In Church History the advanced level unit CH011-612/712/812 History of Evangelicalism will be offered in semester one. This year's in context unit (formerly known as a study tour) is the Great Awakening Tour CH202-512/612/712/812 (unit commences 24 Feb, **enrol by 15 Jan**, tour 21-29 June). Student cost: \$990 (*invoiced in early Feb*) + airfare + tour cost (\$5,719.00 AUD). Eligible students can defer the tour cost to FEE-HELP. See the Ridley website for further details: <https://www.ridley.edu.au/subjects/study-tours/great-awakening-study-tour-2020/>

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

- In TH we will offer all of the TH001 - TH004 sequence over the year. You should complete CH005 before enrolling in any TH units. The theology units are best completed in sequential order.
- In PE in 2020 we will be offering PE001-512/712 Introduction to Christian Ethics in *semester two* and PE007-612-712-812 Christian Apologetics in *semester three (online)*.

C > language units

In 2020, only New Testament Greek A (LA005) will be run as a pre-semester intensive for three weeks in February. Preparation before the start of this unit is required so you should submit your Unit Enrolment form no later than 17 January so as to receive preparatory information without delay. Greek B (LA006) then run from mid-March through to the end of the year.

Biblical Hebrew A (LA003) and Biblical Hebrew B (LA004) will be offered as a mixed mode unit throughout 2020. On campus students wishing to enrol in Hebrew A and/or B are advised to enrol in the online units, but have the opportunity to engage with other students on Tuesday afternoons here on campus.

If you wish to study the New Testament in Greek, LA005/LA006 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 24cps of biblical exegesis in original language. Similarly, if you are wanting to study the Old Testament in Hebrew you should normally complete LA003/LA004 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, LA006, will be run on campus on Tuesdays in 2020.

D > ministry units (EM, PC, DM)

- There are two compulsory ministry units (for students enrolled in three-year degrees) which are offered each year: EM063: Introduction to Personal Evangelism (6cps) and either EM064: Ministry Foundations (6cps) OR PC096/97: Guided Spiritual Formation A/B. Guided Spiritual Formation A/B is completed as part of our campus Formation Program (see page 15).

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.

- Field Education is offered each year on campus and alternates between PC092-612/712/812 Congregational Field Education and PC093-612/712/812 Pastoral Care Field Education. In 2020, PC093 Pastoral Care Field Education will be available. It is also possible to undertake PC094-612/712/812 Practical Ministry Field Education which is available online.

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

- Ministry electives are offered in a variety of modes. In 2020 Ridley will be offering:

semester one:

on-campus

| | |
|-------------------|--------------------------------------------------------------------|
| DM011-612/712 | Youth in the Churches (extensive) (<i>enrol by 17 Jan</i>) |
| PC003-612/712/812 | Pastoral Skills and Methods |
| PC004-512/712 | Christian Worship |
| PC096-503/703 | Guided Spiritual Formation A (3cps) (<i>see section E below</i>) |
| PC117-703/803 | Advanced Preaching Workshop C (3cps) |

semester two

on-campus:

| | |
|-------------------|---------------------------------------------------------------------------------------------------------|
| EM001-512/712 | Mission Perspectives |
| EM204-912 | Sin and Evil Intensive (<i>enrol by 26 June</i>) <i>can also be taken as a Capstone Experience</i> |
| PC035-612/712/812 | Leadership & Management (Wednesday evening) |
| PC047-612/712/812 | Preaching I |
| PC049-612/712/812 | Chaplaincy Skills (intensive) (<i>enrol by 26 June</i>) |
| PC097-503/703 | Guided Spiritual Formation B (3cps) (<i>see section E below</i>) |
| PC118-703/803 | Advanced Preaching Workshop D (3cps) |

semester three

online:

| | |
|-------------------|-------------------------|
| PC035-612/712/812 | Leadership & Management |
|-------------------|-------------------------|

E > campus formation program

On-campus students have great opportunities to engage in the Ridley campus community. Since character is 'caught not taught' it is through the values and culture of the community that people see and experience what it means to be a mature follower of Jesus. We believe that chapel services, community meals, conversations over coffee in the college lounge, prayer before classes, and mentoring are not optional extras — they are as vital to developing Christian leaders as lectures and assessments.

During your first, foundational year (or part-time equivalent) on-campus students take part in two Guided Spiritual Formation units (PC096, PC097). These units combine personal reflection with group discussion and give you an opportunity to focus on your own spiritual life, forming good habits of reflection for a life of ministry. This is part of the Ridley pathway for any on-campus students who are doing a two year or longer award.

<https://www.ridley.edu.au/formation/>

F > mediterranean program next running in 2021

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

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

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 and include.

| | |
|-------|--------------------------------------|
| BB202 | Bible in Context (Greece and Turkey) |
| NT022 | Revelation (english text) OR |
| NT023 | Revelation (greek text) |

G > 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 24cps 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 2020 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).

H > 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 12 credit point unit. This assessment is set by the faculty.

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

- Sin and Evil Intensive Conference (BB, EM, TH)
- Reformation Church History
- Foundations of Pastoral Care
- Field Education units
- Introduction to Christian Ethics
- Christian Apologetics
- Church, Ministry & Sacraments

Please note: *If none of the above units are suitable for students completing their final year in 2020 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.

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

H > graduate research projects

Students may elect to undertake a (**200-912 12cps - 8,000 words OR **200-924 24cps - 14,000 words OR **200-936 36cps - 16,000 words) 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 24cps of advanced level units in the field of study in which they wish to conduct their research, and have completed 192cps 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
 - 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.

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

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 (OT001-512/712 and OT002-512/712) (both semesters), New Testament (NT001-512/712 and NT002-512/712) (both semesters), The Emergence of Christianity (CH005-512/712) (semester one & semester three), Introduction to Personal Evangelism/Ministry Foundations (EM064-506/706 and EM063-506/706) (semester two 2020) and Greek (LA005/LA006) and Hebrew (LA003/LA004) are offered online every year at both undergraduate and graduate levels. Students should note that online Hebrew is taught over 14 weeks rather than the standard 12 lecture weeks. Part-time students starting with only one unit should choose either a New Testament or an Old Testament core unit. NT001-512/712 and OT001-512/712 will be offered in semester three 2020.

For the first time this year we will be offering CH016-606/706/806 Anglican Identity online in semester two as well as on campus.

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 2020 semester one we are offering NT024-612/712/812 Other Writings (Eph/Phil) (english text), NT025-612/712/812 Other Writings (Eph/Phil) (greek text), and OT016-612/712/812 Wisdom Literature (english text), OT017-612/712/812 Wisdom Literature (hebrew text).
- In semester two NT016-612/712/812 The Fourth Gospel (english text), NT017-612/712/812 The Fourth Gospel (greek text) and OT026-612/712/812 Genesis (english text).
- In semester three we will be offering NT022-612/712/812 Revelation (english text), NT023-612/712/812 Revelation (greek text) and OT016-612/712/812 Wisdom Literature (english text).
- In Church History the advanced level unit CH010-612/712/812 Reformation Church History will be offered in semester two.
- We will offer four units of Theology online every year [TH001, TH002, TH003, TH004]; you should complete CH005 The Emergence of Christianity before attempting any theology units. The theology units are best completed in sequential order. We will also offer TH005-512/712 Foundational Christian Beliefs in semester one.
- In Philosophy/Ethics 2020, PE007-612/712 Christian Apologetics will be offered in semester three.
- In Biblical Studies 2020, BB007-612/712 Biblical Theology of Mission will be offered in semester three.

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

C > language units

Both New Testament Greek A LA005 and Biblical Hebrew A LA003 will be offered online in semester one 2020 followed by New Testament Greek B LA006 and Biblical Hebrew B LA004 in semester two.

D > ministry units (EM, PC, DM)

- Guided Spiritual Formation [PC096, PC097, PC098, PC099 (3cps each)] 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 12-credit-point unit in total; each semester's workload is equivalent to 3 credit points. 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 [EM063-506/706] and Ministry Foundations [EM064-506/706] 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 2020 these units will be offered in semester two.
- A Field Education unit [currently PC094-612/712/812] 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.
- Ministry electives will normally be offered online each year. In 2020 we are offering:

semester one:

| | |
|-------------------|-------------------------------------------|
| DM031-712/812 | Skills for Children's and Family Ministry |
| EM008-612/712 | Cross-cultural Communication |
| PC047-612/712/812 | Preaching I |

semester two

| | |
|-------------------|---------------------------------------|
| EM010-612/712 | Aid and Development |
| EM021-612/712/812 | Living Faiths |
| EM030-612/712/812 | Gospel, Church and Australian Culture |

semester three

| | |
|-------------------|-----------------------------------------|
| PC035-612/712/812 | Principles of Leadership and Management |
|-------------------|-----------------------------------------|

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

CH202-512/612/712/812 Church History in Context (Great Awakening Study Tour)
enrol by 15 Jan
tour 21-29 Jun

further details: <https://www.ridley.edu.au/subjects/study-tours/great-awakening-study-tour-2020/>

DM011-611/712/812 Youth in the Churches *enrol by 17 Jan*
10-13 Feb, 6-7 Apr

PC049-612/712/812 Chaplaincy Skills *enrol by 26 June*
21-25 Sep

BB204/EM204/TH204 Sin and Evil Intensive (*can also be taken as a capstone experience*) *enrol by 26 June*
24-28 Aug

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

E > mediterranean program *next running in 2021 see page 15*

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 16. 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 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 [PC092 or PC093], 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. See page 30 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. A fee applies in order to cover some of the costs incurred, see page 30 for details.

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.

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

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 in Ridley Online 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.

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

greek language intensive: **17 January 2020**

extensives/intensives (S1): **17 January 2020**

semester one: **31 January 2020**

semester two: **26 June 2020**

semester three: **30 October 2020**

Enrolment forms are due no later than the above mentioned dates for both on-campus and online students; however **students enrolling in campus language units should return their enrolment forms as early as possible and no later than 17 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 2020 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.

ACT confirmation of enrolment

During the first week of each unit every student will receive their official *Confirmation of Enrolment in ACT Units* form listing all the units they have enrolled in for that census date. 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 . . **6 March**

semester two Confirmation of Enrolment forms to be returned by . . **7 August**

semester three Confirmation of Enrolment forms to be returned by **4 December**

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 2020 Variation of Enrolment policy for details.*

Some intensive, extensive and full-year units have special administration and census dates which are denoted on the 2020 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 48 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 10-12 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 course?

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!

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. These changes include a new Postgraduate course, a different credit points structure, and a more defined learning progression throughout the course of your Postgraduate studies.

In 2020 the ACT is introducing the Master of Theological Studies (MTS) in place of the outgoing Master of Arts courses - the intent and structure of this course will continue along similar lines to the current MA courses, that is, it will be offered as a professional development degree for those in vocational ministry, generally with at least five years' experience in ministry and seeking to maintain their lifelong learning. Students enrolling in the MTS will receive advanced standing for up to 8 foundational and intermediate units based on their under/graduate studies, and will then be able to commence their MTS studies with further intermediate units and progress to the advanced units. A full description of this course structure is below.

The Master of Arts (Ministry/Theology) courses will be retired on 31/12/2019 and no new enrolments will be permitted in these courses. However, students currently enrolled in these courses who would like to complete their degrees under the old regulations are able to do so providing they maintain continuous enrolment in 2020 and 2021 and meet all the requirements of the degree by the end of 2021. Continuous enrolment is defined as enrolment in a minimum of one unit per semester throughout 2020 and 2021. No unit enrolments will 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.

The Graduate Certificate (Ministry/Theology) and Graduate Diploma (Ministry/Theology) will also be retired on 31/12/2019, although students who maintain continuous enrolment in 2020 will be able to complete these early exit awards under the outgoing regulations. Any students who do not maintain continuous enrolment or who have not met the requirements of these awards by the end of 2020 will be automatically transferred to the Graduate Certificate of Divinity or the Graduate Diploma of Divinity, which will be replacing these awards.

Transition arrangements will ensure students complete the equivalent volume of learning as would have been completed in the outgoing courses, and 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 the Registrar's Office if you have questions about these changes

postgraduate coursework structure

Graduate Certificate of Divinity (AQF level 8)

Please note that standard units are now 12 credit points.

This course replaces the Graduate Certificate of Ministry and the Graduate Certificate of Theology as an opportunity to pursue further advanced study.

total credit points > **48**

minimum time for completion > **1 semester**

maximum time for completion > **2 years**

units required >

48 credit points all at level 8 or 9

Graduate Diploma of Divinity (AQF level 8)

Please note that standard units are now 12 credit points.

This course replaces the Graduate Diploma of Ministry and the Graduate Diploma of Theology as an opportunity to pursue further advanced study.

total credit points > **96**

minimum time for completion > **1 year**

maximum time for completion > **4 years**

units required >

96 credit points all at level 8 or 9

Master of Theological Studies (AQF level 9)

Please note that standard units are now 12 credit points.

Graduates of a three-year undergraduate or graduate theological qualification are eligible to receive advanced standing for up to 96 credit points based on units completed in their previous degree, with the remainder of the MTS to be completed at intermediate (level 8) and advanced (level 9). Care must be taken in choosing your level 8 units to ensure you are not repeating units undertaken in your previous degree.

total credit points > **192**

minimum time for completion > **2 years**

maximum time for completion > **8 years**

units required >

all units must be taken at levels 7, 8, 9

A maximum of 60 credit points (5 units) at foundational level 7;

Remaining 132 credit points (11 units) at intermediate level 8 and advanced level 9;

A minimum of 36 credit points (3 units) must be completed at level 9, and must include

A capstone unit OR

A minor project (12 credit points) OR

A major project (either 24 credit points or 36 credit points)

Students who are considering moving on to a research degree are advised to complete AS001-812 Research Methods and a major project as part of their MTS, as this constitutes a Research Training Pathway which is a key eligibility requirement for entry to the ACT Master of Theology, Doctor of Philosophy, Doctor of Theology and Doctor of Ministry programs. Research Methods is an independent online study unit which may be undertaken during any semester, including Ridley's semester three.

a guide to choosing postgraduate units

part one > the enrolment process for postgraduate students

STEP ONE:

Complete the Enrolment form

The enrolment form can be downloaded from www.ridley.edu.au/current-students/forms/ and is also 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. Please note that this is no longer a separate Postgraduate enrolment form, but the standard enrolment form used across all levels of study. You will find details of the postgraduate coursework units in separate sections on p2 and p4 of the 2020 Ridley Timetable.

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:

Church History in Context (*Great Awakening Study Tour*): . . . 15 January 2020
semester one: 31 January 2020
Ridley Annual Preachers' Conference: 7 February 2020
mid-year intensives: 8 May 2020
semester two: 26 June 2020
semester three research methods: 30 October 2020

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 2020 student card. You will also receive an email which will include information regarding access to Ridley Online and other matters related to your involvement in the Ridley community.

...a guide to choosing postgraduate units

STEP FOUR:

During the first week of each unit every student will receive their official *Confirmation of Enrolment in ACT Units* form listing all the units they have enrolled in for that census date. 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 . . **6 March**

semester two Confirmation of Enrolment forms to be returned by . . **7 August**

semester three Confirmation of Enrolment forms to be returned by **4 December**

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 intensives and extensives.

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 penalties may apply for late changes. See the 2020 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.

Postgraduate coursework units

A number of the 2020 Postgraduate units have special arrangements which will need to be taken into account when planning your enrolment.

- CH202-812: Church History in Context (Great Awakening Study Tour) – unit commences with preparatory tasks 24 February; tour dates 21-29 June (*enrol by 15 January*)
- PC023-812_912: Professional Supervision for Ministry Workers – extensive, 28-29 February and 14-15 May (*enrol by 31 January*)
- TH017-812_912: Understanding and Preaching the Atonement – this unit is part of Ridley's Annual Preachers' Conference, now scheduled 20-23 April at El Kanah, Marysville (*enrol by 7 February*)
- DM035-912: Practice Framework for Children's and Youth Ministry – mid-year intensive, 22-26 June; non-residential, held at Ridley College (*enrol by 8 May*)
- NT204-812_912: New Testament Seminar (Philippians/Philemon) – mid-year intensive, 22-26 June; non-residential, held at Ridley College (*enrol by 8 May*)
- AS001-812_912: Research Methods is available online in semesters one, two and three; enrolment is due on the semester enrolment dates specified above.

...a guide to choosing postgraduate units

- PC024-812_912: Advanced Professional Supervision for Ministry Workers – extensive, 31 July-1 August and 18-19 September (*enrol by 26 June*)
- PC031-812_912: Gospel, Church and Australian Culture – online, over semester two (*enrol by 26 June*)
- In 2020 Ridley is introducing a new campus-wide intensive on the theme of Sin and Evil; this will be held on 24-28 August, with keynote speaker Roy Ciampa and seminars led by Brian Rosner, John Dickson and other Ridley faculty. Postgraduate students can enrol in one of the three level 9 seminars – BB204-912 Biblical Studies Seminar; EM204-912 Evangelism and Missiology Seminar; or TH204-912 Theology Seminar. These three units are also available as capstone units. (*enrol by 26 June*)

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 the census 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.

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.

... fees

2020 TUITION FEES

Tuition fees are determined by the Australian College of Theology Board of Directors each year. In 2020 the following fees apply:

AUSTRALIAN STUDENTS:

Undergraduate: \$2,400 per 12cps unit

*DipChrStu, DipTh, DipMin, AdvDipTh, AdvDipMin, AssocDegTh, AssocDegMin,
BChrStud, BMin and BTh (level 7)*

Graduate: \$2,400 per 12cps unit

GCDiv, GDDiv, MDiv and MMin

Postgraduate coursework: \$2,400 per 12cps unit

MA (ChSt), MA (MisL), MA (IntSt) and MA (ThSt)

Postgraduate research (part-time mode): \$4,320 per 24cps semester

MTh, DMin, PhD and ThD

Postgraduate research (full-time mode): \$8,640 per 48cps semester

MTh, DMin, PhD, ThD

Study Tour (all students):. maximum of \$8,200

OVERSEAS STUDENTS (studying full-time on a student visa)

Undergraduate: \$2,760 per 12cps unit

BChrStud, BMin and BTh

Graduate: \$2,760 per 12cps unit

GDDiv, MDiv and MMin,

Postgraduate coursework: \$2,760 per 12cps unit

MA (ChSt), MA (MisL), MA (IntSt) and MA (ThSt)

Postgraduate research (full-time mode): \$10,320 48cps 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

For many years the Anglican Diocese of Melbourne has given Ridley College an annual grant of approximately \$40,000 to enable the Anglican Institute program to run. Unfortunately this money is no longer available because of the need for the diocese to fund the redress scheme for victims of childhood sexual abuse.

The diocese will still give all eligible ordination candidates from Melbourne a small living grant, however the funding for the Monday program has ceased. In order to keep the program running, the College leadership has decided to charge a fee to members of the Anglican Institute to help cover costs.

This fee will cover the following:

1. Faculty and staff costs of running the program, and the provision of mentoring and personal support.
2. Lunch each Monday.
3. The cost of the candidate attending the annual Anglican Institute Weekend Away at Phillip Island in July.

The proposed fee is \$500 per semester for those who are ordination candidates (both Melbourne and other dioceses), and \$250 per semester for those who are in the Year of Discernment. These fees will be invoiced in May and October each year.

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 2020 the Government will introduce a combined total amount of tertiary education assistance available to students of \$106,319 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 \$45,881. The figures are indexed annually in line with the CPI - the figures quoted here are for the 2019-20 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

... fees

into the last two categories you must also be resident in Australia for the duration of the unit;

- have completed Ridley's application and enrolment 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.

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

2020 administration dates

- semester one: **6 March**
- semester two: **7 August**
- semester three: **4 December**

2020 standard FEE-HELP census dates

- semester one: **15 March**
- semester two: **15 August**
- semester three: **11 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

... fees

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 awarded by semester. Applications close in 2020 on 28 January for semester one consideration, 22 June for semester two consideration. 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.

Hunter Scott Scholarships

Available for training of ordinands or ordained ministers.

Leon Morris 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

2020 calendar

SUMMER GREEK INTENSIVE UNIT

New Testament Greek A (LA005) 3 – 21 February, 25 February, 3 March

enrol no later than: 17 January 2020

Biblical Hebrew A (LA003) *not running oncampus in 2020; (available online)*

2020 UNIT ENROLMENT EMAIL & PACKS SENT

full-year and semester one units:

During the week of the 10 February

semester two units:

During the week of the 6 July

semester three units:

During the week of the 16 October

2020 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: | 24 February – 29 May |
|----------------------|-------------------------------------------------------------------|
| 3 – 21 Feb | Greek Intensive |
| 21 –22 February | LAUNCH 24 hour Camp |
| 24 February | Normal lecture timetable commences |
| 6 March | FEE-HELP administration date for semester one units |
| 6 March | ACT Confirmation of Enrolment forms due to the Registrar's Office |
| 6 March | Final date for Variation of Unit Enrolment |
| 15 March | Final date for payment of semester one fees |
| 15 March | FEE-HELP census date |
| 24 – 26 March | Mission in Australia Week |
| 6 – 17 April | Reading weeks, Easter (no lectures) |
| 18 April | Graduation and Commissioning Service |
| 20 – 23 April | Annual Preaching Conference |
| 20 May | Open evening |
| 21 May | Open day |
| 1 – 5 June | SwotVac |
| 4 – 10 June | Online exams |
| 9 – 12 June | Campus exams |
| 18 June | Board of Studies (marks meeting) |

... 2020 calendar

| | |
|--------------------------|------------------------------------------------------------------|
| semester two: | 20 July – 23 November |
| 20 July | Normal lecture timetable commences |
| 17 – 19 July | Ordination candidates & families weekend camp |
| 7 August | FEE-HELP administration date for semester two units |
| 7 August | Final date for Variation of Unit Enrolment without incurring fee |
| 7 August | ACT Confirmation of Enrolment forms due |
| 6 - 7 August | RESCON |
| 15 August | Final date for payment of semester two fees |
| 15 August | FEE-HELP census date |
| 17 – 20 August | Global Mission week |
| 24 – 28 August | Reading week |
| 24 – 28 August | Ridley Intensive |
| 21 – 25 September | Reading week (no lectures) |
| 14 October | Open evening |
| 15 October | Open day |
| 22 October | Valedictory |
| 26 October – 30 November | SwotVac (no lectures) |
| 29 October – 4 November | Online exams |
| 2 - 6 November | Campus exams |
| 12 November | Board of Studies (marks meeting) |
| semester three: | 23 November 2020 – 12 February 2021 (online only) |
| 23 November | Semester three commences |
| 04 December | Final date for Variation of Unit Enrolment without incurring fee |
| 04 December | FEE-HELP administration date for semester three applications |
| 04 December | ACT Confirmation of Enrolment forms due |
| 11 December | Final date for payment of semester three fees |
| 11 December | FEE-HELP census date semester three |
| 25 Dec 2020 – 1 Jan 2021 | Christmas and New Year's Day break (no online lectures) |
| 26 January 2021 | Australia Day |
| 01 – 07 February 2021 | Examinations |
| 17 February 2021 | 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 5, 33 York 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 9.00am–3.00pm
p: 03 9207 4800 ext 916 e: logosadmin@ridley.edu.au