

ENROLMENT GUIDE 2023

enrolment deadlines:

semester one/full-year unit enrolments enrol by: **3 February**

semester two unit enrolments enrol by: **23 June**

semester three unit enrolments enrol by: **20 October**

special enrolment deadlines apply for the following units:

by 13 January

Self-care and Resilience in Ministry intensive (PC073)

by 20 January

Biblical Hebrew A intensive (LA003)

Children's and Youth Ministry extensive (DE037)

by 12 May

Practice Framework for Children's and Youth Ministry intensive (DE035)

Chaplaincy Skills I intensive (PC049/206)

by 11 August

A Theology of Church and Ministry for the 21st Century intensive (PC087/TH030)

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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ACT changes

The Australian College of Theology (ACT) is continuing the process of developing their course structures, units, credit points and the unit coding system which began in 2020. Please find below and in the following pages a summary of those changes for your ongoing reference.

You are strongly encouraged to read through this guide and then contact the Academic Counsellor on studentsupport@ridley.edu.au to assist you with your course planning, or the Registrar's Office if you have any questions or concerns. We are here to assist you with any queries regarding your enrolment.

the credit point system

Standard units (previously 4 credit points) are now worth 12 credit points; a full-time year of study consisting of eight units equates to 96 credit points. Units which were previously 1 credit point or 2 credit points are now 3 credit points and 6 credit points respectively.

the unit coding system

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

AA111-LVV

unit field (**AA**), eg OT, TH, PC

unique content identifier (**111**) eg 001, 205

unit level (aligned to the AQF level of the unit) (**L**) eg AQF levels 5, 6, 7, 8 and 9

unit volume (represents the volume of the unit in credit points) (**VV**) eg 3, 6, 12

For example:

OT301: Old Testament Foundations is now coded as OT001-512, and

OT501: Old Testament Foundations is now coded as OT001-812

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 new structure.

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

graduate courses

In order to comply with Tertiary Educational Quality & Standards Agency (TEQSA) requirements the structure of graduate courses was altered on 1 January 2022 to allow only level 8 and level 9 units. Existing students will retain all completed level 7 units in their current course, but from 1 January 2022 graduate-level students must enrol in level 8 and level 9 units, and level 7 units will no longer be available at graduate level.

Level 8 > foundational and developing

Level 9 > advanced

...course changes

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

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

Units completed at level 700 have been recognised as level 8 units in the new structure.

Projects and capstone units completed prior to 2020 have been recognised as level 9 units in the new structure.

Transition arrangements apply to students continuing their postgraduate coursework Masters'-level degrees in 2022, and continuing students may require fewer level 9 units; please speak to the Academic Counsellor if you would like to clarify your requirements.

Students who commenced a Masters'-level degree in 2022 are required to complete a minimum of 96 credit points (eight standard units) at level 9 including a capstone, a minor or major project, or an advanced independent reading unit.

course structures overview

We have 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 while 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 12 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 2023 Coursework Handbook** available at <https://www.actheology.edu.au/documents/>

Ridley courses are offered at undergraduate, graduate, and postgraduate levels. When choosing your units each semester, please ensure you enrol in the units appropriate to your level of study. Undergraduate units are delivered at levels 5-7 (eg. NT001-512, CH011-612) while graduate and postgraduate units are delivered at levels 8-9 (eg. NT001-812, PC002-812, OT206-912). 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 & Languages	Christian Thought & History	Ministry & Practice
fields of study	BB - Biblical Studies	CH - Christianity in History	DE - Developmental & Educational Ministry
	LA - Language	PE - Philosophy & Ethics	EM - Evangelism & Missiology
	NT - New Testament	TH - Theology	PC - Pastoral & Church Focussed Ministry
	OT - Old Testament		
	AS - Academic Skills		

Most units equate to 12 credit points (cps), but there are a small number of units with differing credit points; 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 (which includes semester three units).

In the following pages you will find tables explaining the structures of each of our 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 **ACT 2023 Coursework Handbook** and then discuss their options with the Academic Counsellor.

campus course structure

Undergraduate Certificate of Ministry (AQF level 5)

total credit points > **48**
 minimum time for completion > **6 months**
 maximum time for completion > **2 years**
 units required >

24cps from:

NT003-512: New Testament Overview*

BB002-512: Biblical Theology and Interpretation*

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

24cps Ministry and Practice (EM, PC, DM)

**replaces NT001 & NT002 (which are still available online)*

Undergraduate Certificate of Theology (AQF level 5)

total credit points > **48**
 minimum time for completion > **6 months**
 maximum time for completion > **2 years**
 units required >

24cps from:

NT003-512: New Testament Overview*

BB002-512: Biblical Theology and Interpretation*

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

12cps Christian Thought and History (CH, TH, PE)

12cps Bible & Languages or Christian Thought & History
(BB, LA, NT, OT, CH, TH, PE)

**replaces NT001 & NT002 (which are still available online)*

Diploma of Ministry (AQF level 5)

total credit points > **96**
 minimum time for completion > **1 year**
 maximum time for completion > **5.5 years**
 units required >

24cps from:

NT003-512: New Testament Overview*

BB002-512: Biblical Theology and Interpretation*

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

12cps Christian Thought and History (CH, TH, PE)

24cps Ministry and Practice (EM, PC, DE)

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

**replaces NT001 & NT002 (which are still available online)*

Diploma of Theology (AQF level 5)

total credit points > **96**
 minimum time for completion > **1 year**
 maximum time for completion > **5.5 years**
 units required >

24cps from:

NT003-512: New Testament Overview*

BB002-512: Biblical Theology and Interpretation*

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

12cps Christian Thought and History (CH, TH, PE)

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

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

**replaces NT001 & NT002 (which are still available online)*

...campus course structure

Associate Degree of Ministry (AQF level 6)

total credit points > 192

minimum time for completion > 2 years

maximum time for completion > 6 years

units required >

NT003-512: New Testament Overview*

BB002-512: Biblical Theology and Interpretation*

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

12cps from:

EM063-506: Personal Evangelism(6cps)

EM064-506: Ministry Foundations (6cps)

PC156-603 Guided Spiritual Formation - Relating to Self (3cps)

PC155-603: Guided Spiritual Formation - Knowing God (3cps)

(completed as part of the Formation Program see page 17)

CH005-512: Early Church History

TH005-512: Foundational Christian Beliefs **OR**

TH101-612: Knowledge & Doctrine of God

24cps Biblical set books

36cps Ministry and Practice (EM, PC, DE)**

48cps elective study from any field

**replaces NT001 & NT002 (which are still available online)*

*** students must complete a minimum of 24cps at Level 6 or above*

Associate Degree of Theology (AQF level 6)

total credit points > 192

minimum time for completion > 2 years

maximum time for completion > 6 years

units required >

NT003-512: New Testament Overview*

BB002-512: Biblical Theology and Interpretation*

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

12cps from:

EM063-506: Personal Evangelism(6cps)

EM064-506: Ministry Foundations (6cps)

PC156-603 Guided Spiritual Formation - Relating to Self (3cps)

PC155-603: Guided Spiritual Formation - Knowing God (3cps)

(completed as part of the Formation Program see page 17)

CH005-512: Early Church History

TH005-512: Foundational Christian Beliefs **OR**

TH101-612: Knowledge & Doctrine 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

**replaces NT001 & NT002 (which are still available online)*

...campus course structure

Bachelor of Ministry (AQF level 7)

total credit points > 288
 minimum time for completion > 3 years
 maximum time for completion > 9 years
 units required >

foundational core units (level 5)

NT003-512: New Testament Overview*
 BB002-512: Biblical Theology and Interpretation*
 OT001-512: Old Testament Foundations
 OT002-512: Old Testament Prophets and Writings

12cps from:

EM063-506: Personal Evangelism(6cps)
 EM064-506: Ministry Foundations (6cps)
 PC156-603 Guided Spiritual Formation - Relating to Self (3cps)
 PC155-603: Guided Spiritual Formation - Knowing God (3cps)
(completed as part of the Formation Program see page 17)

CH005-512: Early Church History

advanced required units

12cps Christianity in History (CH010 **OR** CH011)
 48cps Theology (TH101-612, TH102-612, TH103-712,
 TH104-712)
 36cps Biblical set books (at least 12cps in each OT and NT)
 12cps Evangelism and Missiology (EM***)

other requirements

48cps Ministry and Practice (EM, PC, DE) with a
 minimum of 12cps at level 7
 60cps elective study from any field
 Ridley strongly recommends that students complete
 Preaching I (PC047)

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

**replaces NT001 & NT002 (which are still available online)*

Bachelor of Theology (AQF level 7)

total credit points > 288
 minimum time for completion > 3 years
 maximum time for completion > 9 years
 units required >

foundational core units (level 5)

24cps language (LA005/LA006 greek, LA003/LA004 hebrew)
 NT003-512: New Testament Overview*
 BB002-512: Biblical Theology and Interpretation*
 OT001-512: Old Testament Foundations
 OT002-512: Old Testament Prophets and Writings

12cps from:

EM063-506: Personal Evangelism(6cps)
 EM064-506: Ministry Foundations (6cps)
 PC156-603 Guided Spiritual Formation - Relating to Self (3cps)
 PC155-603: Guided Spiritual Formation - Knowing God (3cps)
(completed as part of the Formation Program see page 17)

CH005-512: Early Church History

advanced required units

12cps Christianity in History (CH010 **OR** CH011)
 48cps Theology (TH101-612, TH102-612, TH103-712,
 TH104-712)
 60cps Biblical set books (at least 24cps in each OT and NT and at
 least 24cps at Level 7)
 12cps Evangelism and Missiology (EM***)

other requirements

12cps Christian Thought and History (CH, TH, PE) **OR**
 Bible and Languages (LA, BB, OT, NT)
 48cps elective study from any field

Ridley strongly recommends that students complete
 Preaching I (PC047)

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

**replaces NT001 & NT002 (which are still available online)*

...campus course structure

Graduate Certificate of Divinity (AQF level 8)

2021 course changes >

Requires completion of 48cps 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 > **6 months**

maximum time for completion > **2 years**

units required >

24cps from:

NT003-812: New Testament Overview*

BB002-812: Biblical Theology and Interpretation*

OT001-812: Old Testament Foundations

OT002-812: Old Testament Prophets and Writings

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

**replaces NT001 & NT002 (which are still available online)*

Graduate Diploma of Divinity (AQF level 8)

2021 course changes >

Requires completion of 96cps at Level 8 (or above) or the remainder of the credit points required for completion of the course at Level 8 and Level 9, whichever is lower.

total credit points > **96**

minimum time for completion > **1 year**

maximum time for completion > **4 years**

units required >

24cps from:

NT003-812: New Testament Overview*

BB002-812: Biblical Theology and Interpretation*

OT001-812: Old Testament Foundations

OT002-812: Old Testament Prophets and Writings

12cps from:

CH005-812 Early Church History

TH005-812 Foundational Christian Beliefs

students considering articulating to a longer course eg. MMin or MDiv should complete CH005-812

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

**replaces NT001 & NT002 (which are still available online)*

...campus course structure

Master of Ministry (AQF level 9)

2021 course changes >

Requires completion of 60cps 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 (level 8)

NT003-812: New Testament Overview*

BB002-812: Biblical Theology and Interpretation*

OT001-812: Old Testament Foundations

OT002-812: Old Testament Prophets and Writings

CH005-812: Early Church History

12cps from:

EM063-806: Personal Evangelism (6cps)

EM064-806: Ministry Foundations (6cps)

PC156-803: Guided Spiritual Formation - Relating to Self (3cps)

PC155-803: Guided Spiritual Formation - Knowing God (3cps)

(completed as part of the Formation Program see page 17)

advanced required units (level 8)

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

48cps Theology (TH101-812, TH102-812, TH103-812, TH104-812)

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

12cps Evangelism and Missiology (EM***)

other requirements

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

48cps in Ministry and Practice (EM, PC, DE) **which must include**

EITHER

a **capstone experience** unit

**205-912 (12cps - 7000words) in the fields of EM, DE or PC

OR

a **research project**

200-912 (12cps - 7,000 words) **OR

200-924 (24cps - 12,000 words) **OR

**200-936 (36cps - 16,000 words)

(see section J page 18)

Ridley strongly recommends that students complete Preaching I (PC047)

> **students commencing in 2023 must complete a minimum of 96cps at level 9.**

**replaces NT001 & NT002 (which are still available online)*

Master of Divinity (AQF level 9)

2021 course changes >

Requires completion of 60cps 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 (level 8)

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

NT003-812: New Testament Overview*

BB002-812: Biblical Theology and Interpretation*

OT001-812: Old Testament Foundations

OT002-812: Old Testament Prophets and Writings

CH005-812: Early Church History

12cps from:

EM063-806: Personal Evangelism (6cps)

EM064-806: Ministry Foundations (6cps)

PC156-803: Guided Spiritual Formation - Relating to Self (3cps)

PC155-803: Guided Spiritual Formation - Knowing God (3cps)

(completed as part of the Formation Program see page 17)

advanced required units (level 8)

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

48cps Theology (TH101-812, TH102-812, TH103-812, TH104-812)

48cps Biblical set books (at least 24cps in original language and a minimum of 12cps each 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 **capstone experience**

**205-912 (12cps - 7000 words)

OR

a **research project**

200-912 (12cps - 7,000 words) **OR

200-924 (24cps - 12,000 words) **OR

**200-936 (36cps - 16,000 words)

(see section J page 18)

Ridley strongly recommends that students complete Preaching I (PC047)

> **students commencing in 2023 must complete a minimum of 96cps at level 9.**

**replaces NT001 & NT002 (which are still available online)*

online course structure

Ridley offers online study in three semesters: semester one is February-June, semester two is July-November, and semester three is November-February. The 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 option of accelerating 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 timeframes for degree completion (listed below).

Bachelor of Ministry (AQF level 7)

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: Early Church History
 EM063-506: Introduction to Personal Evangelism (6cps)
 EM064-506: Ministry Foundations (6cps)
 PC156-603, PC155-603, PC157-603, PC158-603:
 Guided Spiritual Formation (3cps each); these units
 run in semesters one and two each year and should
 be completed in sequence; however note that PC156
 preceeds PC155.

advanced required units

12cps Christianity in History (CH010-612 OR CH011-612)
 48cps Theology (TH101-612, TH102-612, TH103-712,
 TH104-712)
 36cps Biblical set books (at least 12cps in each OT and NT)
 12cps Evangelism and Missiology (EM***-712)

other requirements

36cps Ministry and Practice (EM, PC, DE)
 60cps elective study from any field at Level 5 or above

*A Field Education unit (PC094) and Preaching I (PC047) are
 strongly recommended*

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

Bachelor of Theology (AQF level 7)

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: Early Church History
 EM063-506: Introduction to Personal Evangelism (6cps)
 EM064-506: Ministry Foundations (6cps)
 PC156-603, PC155-603, PC157-603, PC158-603:
 Guided Spiritual Formation (3cps each); these units run in
 semesters one and two each year and should be completed in
 sequence; however note that PC156 preceeds PC155.

advanced required units

12cps Christianity in History (CH010-612 OR CH011-612)
 48cps Theology (TH101-612, TH102-612, TH103-712,
 TH104-712)
 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) and Preaching I (PC047) are
 strongly recommended*

> 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

OT001-812: Old Testament Foundations
 OT002-812: Old Testament Prophets and Writings
 NT001-812: Jesus and the Gospels
 NT002-812: Early New Testament Church
 CH005-812: Early Church History
 EM063-806: Introduction to Personal Evangelism (6cps)
 EM064-806: Ministry Foundations (6cps)
 PC156-803, PC155-803, PC157-803, PC159-803: Guided Spiritual Formation (3cps each); these units run in semesters one and two each year and should be completed in sequence); however note that PC156 precedes PC155.

advanced required units

12cps Christianity in History (CH010-812 **OR** CH011-812)
 48cps Theology (TH101-812, TH102-812, TH103-812, TH104-812)
 36cps Biblical set books (at least 12cps in OT and NT)
 12cps Evangelism and Missiology (EM***)

other requirements

60cps electives

A Field Education unit (PC094) and Preaching I (PC047) are strongly recommended

36cps in Ministry and Practice (EM, PC, DM) **which must include EITHER**

a **capstone experience in DM, EM or PC**

**205-912 (12cps - 7,000 words)

OR

a **research project**

200-912 (12cps - 7,000 words) **OR

200-924 (24cps - 12,000 words) **OR

**200-936 (36cps - 16,000 words)

(see section J page 18)

> **students commencing in 2023 must complete a minimum of 96cps 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: Early Church History
 EM063-706: Introduction to Personal Evangelism (6cps)
 EM064-706: Ministry Foundations (6cps)
 PC156-803, PC155-803, PC157-803, PC159-803: Guided Spiritual Formation (3cps each); these units run in semesters one and two each year and should be completed in sequence); however note that PC156 precedes PC155.

advanced required units

12cps Christianity in History (CH010-812 **OR** CH011-812)
 48cps Theology (TH101-812, TH102-812, TH103-812, TH104-812)
 48cps Biblical set books (at least 24cps in original language with a minimum of 12cps each in OT and NT)
 12cps Evangelism and Missiology (EM***)

other requirements

24cps LA/BB/NT/OT/CH/TH/PE

36cps electives

A Field Education unit (PC094) and Preaching I (PC047) are strongly recommended

as part of the requirements of this degree you must:

include EITHER

a **capstone experience**

**205-912 (12cps - 7,000 words)

OR

a **research project**

200-912 (12cps - 7,000 words) **OR

200-924 (24cps - 12,000 words) **OR

**200-936 (36cps - 16,000 words)

(see section J page 18)

> **students commencing in 2023 must complete a minimum of 96cps 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,
- there are additional level 9 units available to enable graduate-level students to meet their level 9 requirements - please consult the timetable for details and contact the Academic Counsellor with any questions.

A > foundational units

- Our foundational first-year units are available every year. These units are OT001-512/812 Old Testament Foundations and OT002-512/812 Prophets & Writings, NT003-512/812 New Testament Overview, BB002-512/812 Biblical Theology and Interpretation, CH005-512/812 Early Church History (semester two), LA005 & LA006 New Testament Greek / LA003 & LA004 Biblical Hebrew, EM063-606/806 (6cps) Personal Evangelism, EM064-606/806 (6cps) Ministry Foundations, and Guided Spiritual Formation PC156-603/803 (3cps) Relating to Self and PC155-603/803 (3cps) Knowing God.
- Students starting with only one unit should choose either of the Old Testament foundational units OT001 or OT002, the New Testament foundational unit NT003 New Testament Overview, or BB002 Biblical Theology and Interpretation.
- Diploma and Graduate Diploma students who are considering the possibility of articulating to a 3-year degree at some stage should enrol in CH005-512/812: Early Church History rather than the Diploma/GDDiv-only overview unit TH005 512/812 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 we will offer Epistle to the Hebrews (english and greek text) on Tuesday mornings: NT012-712/812/NT206-912 (english), NT013-712/812/ NT207-912 (greek). An hour of Hebrews greek reading will be available after lunch on Tuesdays.

In semester two Paul & Corinthian Christianity (english and greek text) will be offered on Tuesday mornings: NT010-612/712/812 (english), NT011-612/712/812 (greek). This unit will also be offered as a capstone, *NT205-912 Paul & Corinthian Christianity (english text) (capstone)*.

- In OT on-campus in semester one we are offering Genesis (english and hebrew text) on Wednesday mornings: OT026-612/712/812 (english), OT027-612/712/812 (hebrew). An

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

hour of Genesis hebrew reading will be available after lunch on Wednesdays.

In semester two on Wednesday mornings we are offering Megillot (english and hebrew text): OT028-712/812/OT206-912 (english) and OT043-712/812/OT207-912 (hebrew), with an hour of hebrew reading after lunch.

- In CH the advanced level unit CH010-712/812 Reformation Church History will be offered in semester one on Thursday afternoons. This unit is also offered as a **capstone**, **CH205-912 Reformation Church History (capstone)**, and again at level 9 as CH206-912 Specialised Studies in CH: Reformation Church History.
- In Theology we will offer all of the TH101-TH104 sequence over the year. It is advised you complete CH005 before enrolling in any TH units. The theology units are best completed sequentially. TH103 and TH104 are both available as **capstone units (TH205-912)** and as Specialised Studies in TH at level 9 (TH206-912).

Please note changes to the TH unit codes and names with the new codes and names listed as follows: TH101: The Knowledge and Doctrine of God, TH102: Creation and the Fall, the Person and Work of Christ, TH103: The Doctrines of Grace and Eschatology, TH104: The Church and its Ministry.

TH005-512/812 Foundational Christian Beliefs will be offered Thursday mornings in semester one. This unit is suitable for UCert/Diploma/GDDiv/GCertDiv courses.

- In Philosophy and Ethics, PE007-712/812 with PE206-912 Christian Apologetics will be offered in semester one on Wednesday afternoons. This unit will also be offered as a **capstone**, **PE205-912 Christian Apologetics (capstone)**. PE002-712/812 with PE021-912 Theological Ethics will be offered in semester two on Wednesday afternoons.

C > language units

Both of our language courses (LA005-612/812 New Testament Greek A, and LA003-612/812 Biblical Hebrew A) will be offered each year provided there are sufficient numbers.

Greek A will no longer run as a pre-semester intensive, but instead as a semester one timetabled unit on Tuesday afternoons and Greek B will follow in semester two.

Hebrew A will continue to run as a pre-semester intensive for three weeks in February commencing February 6, with Hebrew B (LA004-612/812) running from March 14 through to the end of the year on Tuesday afternoons.

Preparation before the start of these language units is required so you should submit your Unit Enrolment form as early as possible, preferably in December, but no later than 20 January, to allow sufficient time to complete the preparatory materials.

If you wish to or are required to study original language as part of your course, LA005 and LA006 NT Greek 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 want to study the Old Testament in Hebrew you should normally complete LA003 and LA004 Biblical Hebrew in your second year of full-time equivalent study so that advanced level OT exegesis units can be undertaken in the subsequent year.

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D > ministry units (EM, PC, DE)

- As part of our on campus Formation Program (see page 17), Ridley usually requires students who are completing a 2+ year course to enrol in **two of the following three** ministry units: EM063-606/806 (6cps) Personal Evangelism (semester one on campus) **and/or** EM064-606/806 (6cps) Ministry Foundations (semester two online) **and/or** PC156-603/803 (3cps) (semester one) & PC155-603/803 (3cps) (semester two). Ridley also requires all three-year under/graduate level students to complete one further unit in the field of Evangelism and Missiology (EM***).
- 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 2023, PC092-612/712/812 Congregational Field Education will be available. It is also possible to undertake PC094-612/712/812 Practical Ministry Field Education which is available online. Both can be taken as a **capstone** in 2023, **PC205-912 Congregational Field Education** or **PC205-912 Practical Ministry Field Education**.
- Ministry electives are offered in a variety of modes. In 2023 Ridley will be offering:

semester one:

on-campus

PC073-812/912	Self-care and Resilience in Ministry (<i>Feb intensive - enrol by 13 Jan</i>)
DE037-512/812	Children's and Youth Ministry (<i>extensive - enrol by 20 Jan</i>)
EM021-612/712	Living Faiths (<i>Fridays from 24 Feb - 31 March; enrol by 3 Feb</i>)
EM205-912	Living Faiths capstone (<i>Fridays from 24 Feb - 31 March; enrol by 3 Feb</i>)
PC002-612/712/812	Pastoral Care
PC205-912	Pastoral Care capstone
PC004-512/812	Christian Worship
PC047-612/712/812	Preaching I
DE035-912	Practice Framework for Children's and Youth Ministry (<i>June intensive - enrol 12 May</i>)
PC049-712/812/912	Chaplaincy Skills I (<i>June intensive - enrol 12 May</i>)

semester two:

on-campus:

EM018-612/712/812	Ministry in a Culturally Diverse Context
EM030-712/812/912	Gospel, Church and Australian Culture
PC076-612/712/812	Personal and Spiritual Formation for Christian Ministry (<i>extensive - enrol by 23 June</i>)
PC154-812	Introduction to Christian Leadership (<i>Aug intensive - enrol by 23 Jun</i>)
PC152-906	Advanced Leadership Formation
PC136-812/912	Theological Approaches to Wellbeing
PC087-812/912	A Theology of Church and Ministry for the 21st Century (<i>Sep intensive - enrol by 11 Aug</i>)

semester three (*online only*):

PC035-612/712/812	Principles of Leadership & Management
PC205-912	Principles of Leadership & Management capstone

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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 (PC156 in semester one, PC155 in semester two). 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. These units can be taken for credit or audited. If for credit, please note they are 3 credit points each. For more information see <https://www.ridley.edu.au/formation/>

F > Ridley Centre for Leadership

The Ridley Centre for Leadership brings together highly respected and experienced Christian leaders to offer leadership training and development for leaders in churches, Christian schools and organisations. The Centre offers theological students a new suite of leadership units which provide essential knowledge and skills, build self-awareness, cultivate emotional intelligence, promote spiritual growth and develop an authentic leadership style.

Students can complete these units as a Graduate Certificate of Christian Leadership. Students enrolled in other courses can also include these units as electives in their course.

offered in 2023

PC154-812	Introduction to Christian Leadership (<i>Aug intensive - enrol by 23 Jun</i>)
PC151-806	Supervised Leadership Formation (<i>enrol by 3 Feb</i>)
PC152-906	Advanced Leadership Formation (<i>enrol by 23 Jun</i>)

H > CCYM Training Program

The Centre for Children's and Youth Ministry training program connects trainee, church, and Ridley in order to establish sustainable children's and youth ministries in local churches.

The program is ideal for children's and youth ministry leaders taking the first step in formal theological education, and for church workers and team leaders developing their theological reflection for ministry with children and young people. Students will develop key skills in four main areas: college, church, community and coaching.

Students interested in the CCYM training program should contact Graham Stanton on:
e: g.stanton@ridley.edu.au

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I > undergraduate research projects

Bachelor-level students may wish to conclude their studies with a research project, and are able to enrol in **200-712 to complete a 7,000-word 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.

It is also possible to enrol in a longer project (either **200-824: 12,000 words or **200-836: 16,000 words). Students wishing to complete one of these longer projects must first complete AS001-912: Introduction to Research Methods, and also need to meet other pre-requisites in their chosen field of study. It is also important to bear in mind that you will be assessed at a graduate rather than undergraduate level.

If you are considering a research project you are encouraged to discuss this with a faculty member with expertise in the selected field of study. If you wish to undertake a major project (24cps or 36cps) you will need to complete Research Methods, and as part of the assessment in that unit you will be guided through the process of preparing and submitting a project proposal. Those interested in undertaking an Honours year upon completion of their Bachelor degree are invited to discuss this with the Assistant Registrar (Postgraduate Studies) on registrar@ridley.edu.au

J > capstone units (**205-912) and graduate research projects (**200-912/924/936)

Students completing a Master of Divinity or Master of Ministry must complete either a capstone unit or a research project to finish off the requirements of their degree.

The purpose of a capstone unit 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 adapted from an existing unit available in the semester the student wishes to complete their capstone. Students must participate in 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 7,000 words of integrative assessment/s as described above. These assessment are set by the faculty member teaching the unit. Master of Ministry students are required to enrol in a capstone in a Ministry and Practice field of study, that is, a capstone unit coded DE, EM or PC.

The following Ridley units may be taken as a capstone unit in 2023 (**205-912):

- CH205-912 Reformation Church History (capstone) (S1 Thurs afternoons & S2 online)
- EM205-912 Aid & Development (capstone) (S1 online)
- EM205-912 Living Faiths (capstone) (S1 Fridays from 24 Feb - 31 March; enrol by 3 Feb)
- NT205-912 Paul & Corinthian Christianity (eng text) (capstone) (S2 Tues mornings)
- PC205-912 Pastoral Care (capstone) (S1 Tues afternoons & S2 online)
- PC205-912 Congregational Field Education (capstone) (full year - on campus)
- PC205-912 Practical Ministry Field Education (capstone) (full year - online)
- PC205-912 Principles of Leadership & Management (capstone) (S3 online)
- PE205-912 Christian Apologetics (capstone) (S1 Wed afternoons & S2 online)
- TH205-912 The Doctrines of Grace and Eschatology (capstone) (S1 Thurs mornings & online)
- TH205-912 The Church and its Ministry (capstone) (S2 Thurs mornings & online)

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Please note: *If none of the above units are suitable for students completing their final year in 2023 they should contact the Registrar's Office as soon as possible to discuss an alternative unit.*

Capstone units have a dedicated unit code **205-912, so please be careful to use this code when completing your Enrolment form, along with the standard unit's title to ensure you are correctly enrolled. Students should write 'Capstone' in brackets after the unit title, eg PC205-912 Leadership & Management (Capstone).

Students may elect instead to undertake a research project to meet the final requirements of their degree. Unlike capstone units which are the equivalent of only one unit, research projects may be **200-912 12cps - 7,000 words/one unit; OR **200-924 - 12,000 words/two units; OR **200-936 - 16,000 words/three units. Students wishing to enrol in a research project should ensure that they have

- an overall GPA of 2.8 or above
- have completed a minimum of 24cps of level 8 or higher units in the field of study in which they wish to conduct their research
- have completed at least 192cps of study.

AS001-912 Introduction to Research Methods is also a pre-requisite for any student enrolling in the 24cps or 36cps projects.

In order to undertake a research project students should follow the steps as set out in the AS001-912 syllabus.

1. Students are invited to discuss their proposed project topic with a faculty member with expertise in the selected field of study, to discuss the viability of their proposed topic.
2. Complete AS001-912 Introduction to Research Methods, which will guide you through the process of developing a project proposal and submitting the UQAF for Project form
3. Submit the completed UQAF for Project form via the assessment submission space, outlining:
 - Topic or research question
 - Project statement (max 100 words)
 - Draft project structure
 - Proposed bibliography
 - Proposed faculty advisor
 - Proposed submission date of the project

Once received by the Registrar's Office, the proposal will be sent to the next appropriate Board of Studies/faculty meeting for consideration.

4. 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 satisfactorily met the faculty advisor will approve the proposal.
5. Once approved, the faculty advisor will forward the proposal to the Registrar to send for ACT moderator approval. Once moderator approval is received the Registrar will inform the faculty advisor and student, providing any comments

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offered by the moderator.

Please note: the ACT requires that the project represents the student's own work and supervision is to provide broad direction only; faculty advisors may be willing to read a final draft.

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,
- there are additional level 9 units available to enable graduate-level students to meet their level 9 requirements - please consult the timetable for details and contact the Academic Counsellor with any questions.

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 (online)

Our foundational core units in Old Testament (OT001-512/812 and OT002-512/812), New Testament (NT001-512/812 and NT002-512/812), Early Church History (CH005-512/7812) (semester one), Introduction to Personal Evangelism (EM063-506/806) and Ministry Foundations (EM064-506/806) (semester two), 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 foundational core unit.

note: NT003-512/812 New Testament Overview will be offered online in semester three this year for the first time. This unit is an alternative to NT001 Jesus and the Gospels. NT003 New Testament Overview and BB002 Biblical Theology and Interpretation have recently been offered on-campus in place of the foundational core units NT001 & NT002.

B > advanced units (online)

- We will generally offer at least two advanced biblical exegesis units online each year, in both the Greek and English text versions.
- In semester one we are offering NT026D-712/812/NT206-912 and NT027D-712/812/NT207-912 Romans (english and greek text), and in OT we are offering OT022D-712/812 Isaiah (english text).
- In semester two we are offering NT008D-612/712/812 and NT009-612/712/812 Synoptic Gospels - Matthew (english and greek text). In OT we are offering OT026D-712/812/OT206-912 and OT027D-712/812/OT207-912 Genesis (english and hebrew text).
- In Church History the advanced level unit CH010D-712/812/CH206 Reformation

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

Church History will be offered in semester two. This unit will also be offered as a *capstone, CH205-912 Reformation Church History (capstone)*.

- We will offer four units of theology online every year [TH101D, TH102D, TH103D, TH104D]; it is advised you complete CH005D Early Church History before attempting any theology units. The theology units are best completed sequentially.

TH103D and TH104D are both available as *capstone units (TH205-912)*.

Please note changes to the TH unit codes and names with the new codes and names listed as follows: TH101: The Knowledge and Doctrine of God, TH102: Creation and the Fall, the Person and Work of Christ, TH103: The Doctrines of Grace and Eschatology, TH104: The Church and its Ministry.

TH005D-512/712 Foundational Christian Beliefs will be offered in semester three only this year. This unit is suitable for UCert/Diploma/GCertDiv/GDDiv courses.

- In Philosophy and Ethics, PE007D-712/812 with PE206D-912 Christian Apologetics will be offered in semester two. This unit will also be offered as a *capstone, PE205D-912 Christian Apologetics (capstone)*.
- In addition to CH016D-606/706/806 Anglican Identity (also available as PC088D) online in semester one, we now offer the Anglican Institute online unit PC085D-706/806 Anglican Prayer Book (also available as CH020D), which will be available in semester two. Each unit is worth 6 credit points.

C > language units

Both New Testament Greek A LA005D and Biblical Hebrew A LA003D will be offered online in semester one 2023 followed by New Testament Greek B LA006D and Biblical Hebrew B LA004D in semester two. If you wish to or are required to study original language as part of your course, LA005D and LA006D NT Greek 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 want to study the Old Testament in Hebrew you should normally complete LA003D and LA004D Biblical Hebrew in your second year of full-time equivalent study so that advanced level OT exegesis units can be undertaken in the subsequent year.

Graduate-level students must enrol in their biblical language units at level 8.

D > ministry units (EM, PC, DE)

- Guided Spiritual Formation: This sequence of units [PC156D, PC155D, PC157D, PC158D] is required for all online students enrolled in three-year degrees. This sequence 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. PC156D and PC157D are each available in first semester, and PC155D and PC158D are each available in second semester. You should thus plan a two-year window in which to undertake the four components consecutively, noting that PC156D actually precedes PC155D.
- Introduction to Personal Evangelism [EM063D-506/806] and Ministry Foundations [EM064D-506/806] are Ridley-required units (for three-year degree students) offered online each year, and should be completed as part of your core foundational studies. In

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2023 these units will be available in semester two.

- A Field Education unit [currently PC094D-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. This unit is also available as a **capstone, PC205D-912 Practical Ministry Field Education (capstone)**.

- Ministry electives will normally be offered online each year. In 2023 we are offering:
semester one:

EM010D-612/712/812 Aid and Development

EM205D-912 *Aid and Development (capstone)*

EM030D-712/812/912 Gospel Church and Australian Culture

PC047D-612/712/812 Preaching I

PC094D-612/712/812 Practical Ministry Field Education (*full year*)

PC205D-912 *Practical Ministry Field Education (capstone) (full year)*

semester two:

PC002D-612/712/812 Pastoral Care

PC205D-912 *Pastoral Care (capstone)*

PC004D-512/812 Christian Worship

semester three

PC035D-612/712/812 Principles of Leadership and Management

PC205-912 *Principles of Leadership and Management (capstone)*

Online students may also be interested in attending one or more of our intensives, extensive or in-context units held on-campus- please check the timetable for dates.

PC073-812/912 Self-care and Resilience in Ministry

DE037-512/812 Children's and Youth Ministry

DE035-912 Practice Framework for Children's and Youth Ministry

PC049-712/812/912 Chaplaincy Skills I

PC076-612/712/812 Personal and Spiritual Formation for Christian Ministry

PC154-812 Introduction to Christian Leadership

PC151-806 Supervised Leadership Formation

PC152-906 Advanced Leadership Formation

PC036-812/912 Theological Approaches to Wellbeing

PC087-812/912 A Theology of Church and Ministry for the 21st Century

PC119-812/912 Experiential Leadership Development

E > capstone experience units and research projects

Online students are required to complete either a capstone unit or a research project as described in the on-campus unit offerings, section J on page 18. This requirement only applies to students completing a three-year graduate degree. Master of Ministry students must complete a Ministry and Practice (DE, EM, PC) capstone unit.

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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. Students need to ensure that they fulfill the unique requirements of both awards so regular course counselling is strongly recommended.
- 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 Rhys Bezzant 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 with Rhys Bezzant.
- Ordination candidates are required to complete two supervised field placements, one of which will gain credit for Supervised Field Education [PC092, PC093 or PC094], 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 may apply in order to cover some of the costs incurred in the ordination candidates' training program. See page 31-32 for details.
- Students engaged in the Anglican Diocese of Melbourne 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 may apply in order to cover some of the costs incurred, see page 31-32 for details.

Other Dioceses

- Ordination candidates of all Dioceses who are studying on campus are required to attend the Anglican Institute formation program on 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 fee may also apply in order to cover some of the costs incurred; see page 31-32 for details.

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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 MyRidley 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 whole 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 - Friday during business hours by phone on 03 9207 4800 or email 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.

Self-care and Resilience intensive: **13 January 2023** (*December 2022 if possible*)

Biblical Hebrew intensive: **20 January 2023** (*December 2022 if possible*)

Children's and Youth Ministry extensive: **20 January 2023** (*December 2022 if possible*)

semester one: **3 February 2023**

semester two: **23 June 2023**

semester three: **20 October 2023**

Enrolment forms are due no later than the above mentioned dates for both on-campus and online students.

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 2023 student card in the mail. You will also receive an email which will include information regarding access to My Ridley and other matters related to your involvement in the Ridley community. Students paying their tuition fees upfront will receive an invoice via email.

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

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that units with special census dates will be confirmed separately.

semester one Confirmation of Enrolment forms to be returned by > **10 March**

semester two Confirmation of Enrolment forms to be returned by > **4 August**

semester three Confirmation of Enrolment forms to be returned by > **27 November**

Late enrolments and variations of enrolment

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 2023 Variation of Enrolment policy for details.*

Some intensive, extensive and full-year units have special census dates which are denoted on the 2023 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
- 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!

postgraduate coursework degrees

In 2020 the ACT introduced a new postgraduate coursework course, the Master of Theological Studies (MTS).

This course is offered at Ridley 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 may receive some advanced standing based on their under/graduate theological 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 Graduate Certificate of Divinity and the Graduate Diploma of Divinity are now also available as stand-alone professional development qualifications; students are able to replace the standard unit requirements of these courses with units taken from the professional development program.

To distinguish these units as postgraduate units, they are set out on the Ridley timetable in separate sections on p2 and p4. All units in these courses are to be taken at levels 8 or 9, and students may also consider graduate-level coursework units (also coded 8) as long as they have not already completed these units in their under/graduate degrees.

postgraduate coursework structures

Graduate Certificate of Divinity (AQF level 8)

This course replaces the Graduate Certificate of Ministry and the Graduate Certificate of Theology as an opportunity to pursue further advanced study or a research training pathway

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 and 9

Graduate Diploma of Divinity (AQF level 8)

This course replaces the Graduate Diploma of Ministry and the Graduate Diploma of Theology as an opportunity to pursue further advanced study with a research training pathway

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 and 9

...postgraduate coursework structure

As part of the College's commitment to vocational lifelong learning, we now offer a growing number of specialised Graduate Certificate courses.

Graduate Certificate of Professional Pastoral Supervision (AQF level 8)

A coursework certificate supporting professional practice and further study in the area of pastoral supervision, mentoring and coaching.

total credit points > **48**

maximum time for completion > **2 years**

units required >

PC023-812: Professional Supervision for Ministry Workers

PC024-812: Advanced Professional Supervision for Ministry Workers

PC051-812: Supervision Practicum

> 12cp elective unit from specialised range of electives

Available in 2023:

PC073-812/912: Self-care and Resilience in Ministry

PC076-812: Personal and Spiritual Formation for Christian Ministry

Graduate Certificate of Christian Leadership (AQF level 8)

A coursework certificate supporting professional practice and further study in the area of Christian leadership.

total credit points > **48**

maximum time for completion > **2 years**

units required >

PC154-812: Introduction to Christian Leadership

> 36cps of electives from specialised leadership units

Available in 2023:

PC151-806: Supervised Leadership Formation

PC152-906: Advanced Leadership Formation

Graduate Certificate of Pastoral Care for Mental Health (AQF level 8)

A coursework certificate which equips students with a non-theological background or theological undergraduate award with a current and advanced knowledge of pastoral care for mental health in the local church and other ministry contexts

total credit points > **48**

maximum time for completion > **2 years**

units required >

PC136-812: Theological Approaches to Wellbeing

PC137-812: Theological Perspectives on Mental Health

PC135-812: Pastoral Care for those with Mental Ill-Health **OR**

IN004-812: Mental Health Issues in Christian Counselling

> 12cp elective unit from a specialised range of electives

Available in 2023:

PC002-812: Pastoral Care

PC073-812: Self-care and Resilience in Ministry

...postgraduate coursework structure

Master of Theological Studies (AQF level 9)

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 8 and 9, with a minimum of five units at level 9, and must include:

A capstone unit (12 credit points) OR

A minor project (12 credit points) OR

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

Students who enrol in either of the major projects must first complete AS001-912 Research Methods. Please note that Research Methods and a major project constitute a Research Training Pathway which is a key eligibility requirement for entry to the ACT Higher Degree by Research degrees. Research Methods is a self-directed online unit with tutor support which is available every semester.

Doctor of Ministry coursework phase (AQF level 10)

Candidates enrolled in the coursework phase of their Doctor of Ministry select level 9 units from the postgraduate offerings, including the compulsory unit AS001-912 Research Methods. It is required that candidates choose units which form a coherent course of study preparing them for their chosen research topic. DMin students also undertake three units of Personal Formation throughout their candidature, and a compulsory Conference Participation unit towards the end of their degree. You will find details of the postgraduate coursework units in separate sections on p2 and p4 of the Ridley timetable.

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. You will find details of the postgraduate coursework units in separate sections on p2 and p4 of the timetable.

STEP TWO:

Seek assistance if required!

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

Students considering 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 MTS by incorporating AS001-912 Research Methods and undertaking the major project. Research Methods is an independent online study unit with tutor support 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:

PC073-812/912.13 January 2023
 semester one3 February 2023
 DE035-812/912.12 May 2023
 semester two:23 June 2023
 PC087/TH030-812/91211 August 2023
 semester three: (AS001 Intro to Research Methods): 20 October 2023

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 2023 student card in the mail. You will also receive an email which will include information regarding access to My Ridley and other matters related to your involvement in the Ridley community. Students paying their tuition fees upfront will receive their invoice via email.

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

... a guide to choosing postgraduate units

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 > **10 March**

semester two Confirmation of Enrolment forms to be returned by > **4 August**

semester three Confirmation of Enrolment forms to be returned by > **27 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 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 financial and academic penalties may apply for late changes. See the *2023 Variation of Enrolment policy* for details.

Some intensive, extensive and full-year units have special 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.

fees

STUDENT 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.

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.

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.

2023 TUITION FEES

Tuition fees are determined by the Australian College of Theology Board of Directors each year. In 2023 the following fees apply:

AUSTRALIAN AND OFFSHORE STUDENTS:

Undergraduate (level 5-7): \$2,679 per 12cps unit

UCertMin, UCertTH, DipChrStud, DipMin, DipTh, AdvDipMin,
AdvDipTh, AssocDegMin, AssocDegTh, BChrStud, BMin and BTh

Graduate (level 8-9): \$2,802 per 12cps unit

GCDiv, GDDiv, MMin, and MDiv

Postgraduate coursework (level 8-9): \$2,802 per 12cps unit

MA(ChrStud), MTS, DMin

Postgraduate research (part-time): \$5,016 per semester

MTh, PhD, ThD, and DMin research phase

Postgraduate research (full-time): \$10,032 per semester

MTh, PhD, ThD, and DMin research phase

Experiential Leadership Development : up to \$4,320

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

Undergraduate (level 5-7): \$3,087 per 12cps unit

BMin and BTh

Graduate (level 8-9): \$3,228 per 12cps unit

GCDiv, GDDiv, MMin and MDiv

Postgraduate research (full-time): \$11,976 per semester

MTh, PhD

... 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) are invoiced a fee of \$395 per 12cp unit. This mode of study is available for both on-campus and online students. Please note that FEE-HELP is not available to auditing 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 due to other priorities within the Diocese.

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 2023 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 introduced a combined total amount of tertiary education assistance available to students over their lifetime. The current HELP loan limit is \$109,206. 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 \$47,014. The figures are indexed annually in line with the CPI - the figures quoted here are for the 2021-22 income 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

... fees

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 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 loan fee each time a loan is taken out for students enrolled in undergraduate degrees. This loan fee used to be 25%, however, from 1 January 2022, the loan fee will reduce to 20% for units of study with a census date on or after 1 January 2022.

2023 standard FEE-HELP census dates

semester one: **17 March**

semester two: **11 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.acttheology.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 upfront 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.

... fees

SCHOLARSHIPS

These scholarships are means-tested and awarded by semester. Applications close in 2023 on 6 February for semester one consideration and 3 July 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/. 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

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.

2023 calendar

SUMMER INTENSIVE & EXTENSIVE UNITS

LA003 Biblical Hebrew A

unit commences: 6 Feb

delivery mode: on-campus

intensive: 6–24 February, 28 Feb, 7 March

enrol by: 20 January 2023 (December 2022 preferable)

PC073 Self-care and Resilience in Ministry

unit commences: 20 Jan 2023

delivery mode: on-campus

intensive: 13 – 17 February

enrol by: 13 January 2022

DE037 Children's and Youth Ministry

unit commences: 6 Feb

delivery mode: extensive 13–16 February (hybrid) and 26–27 April (virtual)

enrol by: 20 January 2023

2023 IMPORTANT DATES

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

semester one:	27 February – 2 June
3 February	S1 unit enrolment forms due
6 – 24 February	Biblical Hebrew intensive
13 - 17 February	Self-care and Resilience in Ministry intensive
13 - 16 February	Children's and Youth Ministry extensive
11 -17 February	22-S3 exam week
23 February	Orientation Session
25 -26 February	LAUNCH 24 hour Camp
27 February	Normal lecture timetable commences
1 March	additional Orientation Session
8 March	22-S3 Board of Studies (marks meeting)
10 March	ACT Confirmation of Enrolment forms due to the Registrar's Office
17 March	Final date for Variation of Unit Enrolment without incurring fee
17 March	Final date for payment of semester one fees
17 March	FEE-HELP census date
27 – 30 March	Mission in Australia Week
7 - 14 April	Reading week, Easter (no lectures)
24 - 28 April	Reading week, Anzac Day (no lectures)
26 27 April	Preacher's Conference
29 April	Graduation and Commissioning Service
24 May	Open evening
25 May	Open day
5 June	SwotVac
7 June	exams commence
21 June	Board of Studies (marks meeting)

... 2023 calendar

semester two:	17 July – 20 October
23 June	S2 unit enrolment forms due
26 June - 30 June	Mid-year intensives
14 – 16 July	Ordination candidates & families weekend camp
17 July	Normal lecture timetable commences
3 - 4 August	RESCON
4 August	ACT Confirmation of Enrolment forms due
11 August	Final date for Variation of Unit Enrolment without incurring fee
11 August	Final date for payment of semester two fees
11 August	FEE-HELP census date
14 - 17 August	Global Mission week
21 – 25 August	Reading week
21 – 23 August	intensives/extensives
25 – 29 September	Reading week
25 – 29 September	Professional Development intensives
11 October	Open evening
12 October	Open day
19 October	Valedictory
20 October	S3 unit enrolment forms due
23 October	SwotVac (no lectures)
25 October	Exams begin
8 November	Board of Studies (marks meeting)
semester three:	13 November 2023 – 9 February 2024 (online only)
13 November	Semester three commences
27 November	ACT Confirmation of Enrolment forms due
6 December	Final date for Variation of Unit Enrolment without incurring fee
6 December	Final date for payment of semester three fees
6 December	FEE-HELP census date semester three
25 Dec 2023 – 1 Jan 2024	Christmas and New Year's Day break (no online lectures)
26 January 2024	Australia Day
10 – 16 February 2024	Examinations
6 March 2024	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 ring library 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 (Operations) and Alison Flynn (Postgraduate Studies)
 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): Felicity Clift
 Monday - Friday 9.00am–5.00pm
 p: 03 9207 4800 opt 3 e: studentsupport@ridley.edu.au

Admissions Officer (prospective students)/Overseas Student Liaison Officer: Jessica Fields
 Monday - Friday, 9.00am–5.00pm
 p: 03 9207 4800 opt 2 e: admissions@ridley.edu.au

My Ridley Support: Jon Johnson
 Monday–Wednesday 9.00am–3.00pm
 p: 03 9207 4800 ext 916 e: moodleadmin@ridley.edu.au