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Alphacrucis
College

Handbook for the
Bachelor of Ministry
2025

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WELCOME

Kia Ora, it is our pleasure to welcome you to Alphacrucis and our Bachelor of Ministry (BMin). We are delighted that you have responded to the call of God on your life and taken this important step to thoroughly prepare yourself for ministry. While the BMin is regarded as a qualification for entering Christian ministry employment, we want to emphasise that it is highly suitable for those wishing to pursue careers in other professional fields. The course provides a Christian worldview and leadership skills that can complement other specialised qualifications and provide graduates with the powerful platform to take their faith into the marketplace. The Graduate Attributes on page 5 highlights the overall value of the programme.

The BMin provides a unique opportunity to engage in higher ministry education within the framework of a Pentecostal expression of the faith. Alphacrucis has developed a strong theological underpinning to the dynamic experiences of the Pentecostal practice. This is critical for the development of the next generation of leaders who want to combine an empowering of the Spirit with thorough training and accurate Christian worldview. The BMin combines contemporary scholarship with a dynamic experience of the presence of God.

The degree can be undertaken by fulltime study in campus-based courses, through intensives that are offered on a regular basis, by distance/e-learning studies or through blended delivery.

Alphacrucis also works collaboratively with other ministry training providers in New Zealand. This means that students in partner colleges will receive facilitated cross crediting. Please talk to the Head of Studies about continuing your studies with Alphacrucis so that we can provide the most efficient service.

We look forward to having you on the journey with us.

Nga Manaakitanga,

Leeana Kukutai

National Director, Alphacrucis College

To discuss any aspects of the Bachelor of Ministry please contact:

Margie Lamborn

Head of Studies, BMin

Alphacrucis College

60 Rockfield Road, Penrose

Auckland.

Email: margie.lamborn@acnz.ac.nz

Phone: 027 305 4480

www.acnz.ac.nz

PROGRAMME TITLE: BACHELOR OF MINISTRY

PROGRAMME AIMS AND OUTCOMES

PURPOSE

The BMin is designed to prepare people for ministry in a variety of situations. These include:

- Church leadership and pastoral ministry positions, particularly in Pentecostal and Charismatic denominations. The roles of pastoral leadership, youth, music, children's ministries and missions are all appropriate positions that the degree equips for. Please check with your denominational authorities if this degree is accepted as a pre-requisite for ordination.
- The BMin is also valuable for shaping a Christian worldview and leadership skills applicable to other careers. For many it will form a companion degree to another specialized professional qualification, for example law, business, medicine etc.
- The College has a strong ethos for shaping Christian and professional character and this is expressed through the graduate attributes detailed below which shape the content and delivery of all courses.

BMIN AIMS

To prepare people from Pentecostal, Charismatic and other interested traditions for service in ministry (both in church and community) that is both flexible and responsive to contemporary change and challenge:

- a) To provide students with knowledge and skills with which to collect, analyse, organize, summarize and critically evaluate information on a broad range of topics and contemporary issues in Christian theology and ministry from a wide range of sources.
- b) To prepare students to make appropriate choices by applying biblical knowledge, and other Christian perspectives and understanding to situations in daily life.
- c) To equip students to understand and communicate biblical content and Christian worldview.
- d) To enable students to apply concepts and principles drawn from systematic and coherent bodies of knowledge to a wide range of day-to-day ministry and Christian leadership situations, where appropriate skills of insight, analysis, communication and problem solving are integrated and applied.
- e) To develop students' intellectual acumen sufficiently for the pursuit and evaluation of relevant research, and for understanding, evaluating and responding to new information, concepts and evidence from a wide range of sources.
- f) To develop skills in collaboration, interpersonal interaction, and leadership appropriate to Christian ministry and/or team-based learning.
- g) To exercise initiative and informed judgment in applying knowledge and skills to challenges and expectations of ministry and, as appropriate, supervising and organising the activities of others.
- h) To prepare students to exercise self-discipline in study and express academic knowledge, understanding and applications in a clear, coherent and well-reasoned manner and thereby encourage students to embrace and pursue lifelong learning.

BMIN OUTCOMES

At the point of graduation, the student will be able to:

- a) demonstrate a deep knowledge of Christian history, doctrine and tradition.
- b) analyse and interpret the biblical text, using sound hermeneutical methods, as a core document of the Christian faith with consideration for the contemporary application of the text;
- c) explain and communicate a Christian worldview, with particular emphasis on the role of the gospel in providing an ethical framework for personal living;
- d) demonstrate skills in critical thinking and self-directed research, using a range of sources and methods;
- e) discuss and analyse contemporaneous topics, issues and challenges impacting on Christian ministry and the Pentecostal community, and create solutions to these challenges;
- f) demonstrate breadth and complexity of professional ministry skills pertinent to engagement with congregational communities, including Māori Christians;
- g) collaborate with the broader community of Christian ministers and community leaders to provide appropriate collegial support;
- h) demonstrate self-reflection and evaluation of ministry performance for the purpose of vocational development.

GRADUATE ATTRIBUTES

It is the goal of the college that graduates from this degree will demonstrate the following attributes:

Attribute 1. Christian Worldview:

Knowledge of the Christian story, derived from the Scriptures and tradition of the church and awareness of the implications of this story for self-identity in the context of local and global communities. This includes a commitment to engage with alternate worldviews and show appreciation of the values and perspectives of others.

Attribute 2. Leadership:

Ability to provide effective Christian leadership to individuals, groups and organisations, demonstrated in the capacity to influence and enable others to accomplish worthwhile objectives which contribute to the human good and the kingdom of God. This includes seeking to emulate the example of Jesus Christ in serving and empowering others.

Attribute 3. Integrity and Justice:

Ability to apply a Christian worldview in the diverse situations and responsibilities of life, and to exercise faith, hope, love and generosity as prevailing attitudes. This includes the active promotion of the gospel, social justice, equality, mutual respect and an ecological ethos.

Attribute 4. Communication:

Ability to communicate effectively to a range of audiences, in appropriate contexts using high levels of verbal, written and technological skills. This includes visual and media literacy, numeracy, rhetoric and persuasion.

Attribute 5. Personal and Social Skills:

Relational skills that incorporate the flexibility for both independent and collaborative situations. This includes personal and group organisational skills, conflict management and resolution, as well as the ability to value and respect the opinions of others.

Attribute 6. Critical and Creative Thinking:

Capacity for critical and reflective thinking that is explored not only individually but within a community context. This includes a capacity to be creative and to research, analyse and resolve problems in innovative and prophetic ways.

Attribute 7. Professional Knowledge:

Use and maintain knowledge about a discipline or field, in terms of theoretical, conceptual and methodological elements, striving continually and independently to secure further knowledge and where appropriate, defined professional skills.

ACCREDITATION INFORMATION

NZQA

Alphacrucis is registered as a Private Training Establishment accredited by the New Zealand Qualifications Authority under the provisions of the Education Act 1989. The college holds a Category 2 status, meaning NZQA is Confident in its Educational Outcomes and Self-assessment capability. Alphacrucis College has NZQA approval for this programme and accreditation to deliver it.

Alphacrucis is required to ensure that all our programmes are consistent with not only the graduate outcomes for this programme but also with other providers across New Zealand. Consistency of graduate outcomes provides assurance that all graduates of New Zealand qualifications meet the outcomes to an equivalent, nationally acceptable standard. Assuring national consistency supports the credibility of New Zealand qualifications, both in New Zealand and internationally.

ASSEMBLIES OF GOD IN NEW ZEALAND

Alphacrucis is the national ministry training college of the Assemblies of God in New Zealand.

OTHER LINKS

Alphacrucis has relationships with many other Pentecostal and Charismatic churches and movements, and also participates on a regular basis in meetings of the Christian Theological and Ministry Education Society (CTMES), and the Association of the Pentecostal and Charismatic Bible Colleges of Australasia (APCBC).

Alphacrucis has links with the Asia Pacific Education Office of the Assemblies of God (APEO).

Links have been developed with many Bible colleges and schools in New Zealand and overseas, including the Asia Pacific Theological Association of the Assemblies of God (APTA), of which the College is a charter member.

FACULTY

Lecturer	Subject Area
Dr Sean du Toit	Biblical Studies
Steven Gerbault	Biblical Studies
Dr Michael Frost	Theology
Steve Allen	Theology & Spirituality
Kerry Gordon	Church History
Peter Tate	Leadership
Ken Harrison	Leadership
Jo Robertson	Ministry
Raewyn Harrison	Practical Ministry
Robert Coenradi	Practical Ministry

ADMISSION

ADMISSION REGULATIONS

NZ Citizens and Permanent Residents (with English as their first language)

Candidates for the BMin must fulfil the requirements for entrance into a New Zealand University or apply under Mature Age provisions.

University Entrance Requirements

1. Bursaries Examination:
Up to and including 1986: an aggregate total of 160 marks in four subjects.
From 1987 to 1992: four individual subjects with D grades or higher. (Practical Art up to 1988 counts as two subjects for this purpose).
From 1993: three individual subjects with C grades or higher plus Higher School Certificate, or an 'A' or 'B' Bursary.
2. UE gained before 1986.
3. Up to and including 1992, a combination of credits, in a minimum of four subjects, gained from UE before 1986 and/or Bursaries Examinations since. A credit required a mark of at least 40% in 1986 or a D grade or higher from 1987 on. (Practical Art up to 1988 counts as two subjects for this purpose).
4. From 1993: a combination of credits in three individual subjects in the Bursaries Examination plus Higher School Certificate.
5. From 2005, NCEA: a minimum of 42 credits at Level 3 or higher on the National Qualifications Framework (NQF). NQF credits can be gained either from unit standards or from achievement standards. The required number of credits must include a minimum of 14 credits at Level 3 or higher in each of two subjects from the approved subject list, with a further 14 credits at Level 3 or higher taken from no more than two additional approved subjects or domains on the NQF. In addition, a minimum of 14 credits at Level 1 or higher in Mathematics on the NQF and a minimum of four credits in Reading and four credits in Writing at Level 2 or higher in English or Te Reo Māori are required. The Reading and Writing credits need to be selected from a schedule of approved achievement and unit standards.
6. A qualification from another New Zealand tertiary institution at Level 5 or above.

Mature Age Entry

A person who does not hold a university entrance qualification but who is a New Zealand citizen or permanent resident and is aged 20+ years on or before the first day of semester in which a proposed programme of study is offered is eligible to apply for Special Admission.

NZ Citizens and Permanent Residents (who do not have English as their first language)

In addition to the requirements for NZ Citizens and Permanent Residents (above), students in this category must fulfil English language requirements. These are detailed in the International Students section below.

International Students:

International students will, generally, require an overall band of 5.5 or higher in IELTS (academic), with a minimum of 6.0 in reading and writing.

Students may apply for a waiver from the IELTS requirement if they are able to supply ample evidence of English capability from another test or by having completed other qualifications in English.

ADMISSION POLICY

Admission to the Alphacrucis College BMin is determined by application. In deciding whether or not to admit a student, the College will take into account:

- Satisfactory fulfilment of entry requirements
- The application form and its content

The College retains the right to refuse admission to a programme if the student is deemed to be unlikely to cope academically, or if the application form or character references indicate that a student is likely to struggle with college life and college discipline.

OTHER REQUIREMENTS

To successfully complete the course, students will require regular access to a computer and the internet.

POLICY FOR AWARDING CREDIT

Policies for awarding credit are outlined as follows:

1. The determination whether a candidate has satisfactorily completed a paper is made by the Academic Committee on the recommendation of the Programme Director or Head of Studies in which the paper is offered.
2. In order to complete a paper satisfactorily and to gain the number of credit points specified for that paper a candidate shall:
 - attend classes as required by the Attendance Policy of the College
 - complete required assessments as outlined in the paper
 - reach a satisfactory level of achievement in assessments as outlined in the paper
3. Where a candidate is prevented by unavoidable disruption from satisfying the requirements the policy for aegrotat passes will be followed

4. Students must satisfy the requirements of all the Learning Outcomes in order to pass each paper and achieve the qualification.
5. Late assignments will attract a penalty of 3% per day up to a maximum of 21%. No essay will be accepted more than one calendar week after the due date.
6. All assignments must be typed. Hand-written assignments will be returned to the student and will incur the 3%/day penalty until submitted in an acceptable format.

Important Note: Please see the **Alphacrucis Student Handbook** for the relevant policies and processes for extension requests, attendance requirements, aegrotat passes, resubmissions, re-enrolments and appeals.

CREDIT RECOGNITION AND TRANSFER AND RECOGNITION OF PRIOR LEARNING
Alphacrucis College New Zealand is committed to maintaining the integrity of its academic courses in alignment with the New Zealand Qualifications Authority and grants credit transfer and/or RPL accordingly. Credit transfer refers to credit that is awarded on the basis of prior formal learning or study that another tertiary institution has assessed and certified. Cross-credits may be available for a student who has qualified for a Certificate or Diploma at Alphacrucis, or a student who did not complete, or was not a candidate for an award but who successfully completed one or more papers from a Schedule of Papers of Study at Alphacrucis. Recognition of prior learning (RPL) refers to learning that has taken place outside of formal education and training.

The College limits the award of credit transfer to a fifty per cent maximum. That is, students must complete no less than half of a total programme as an ACNZ enrolled student.

Transition for Current Alphacrucis Diploma Students

Students may cross credit a maximum of 180 Level 5 credits into the BMin from previous Diploma studies at Alphacrucis, and providing that the level/credit requirements of the BMin can be met.

CREDIT TRANSFER POLICY

Credit transfer refers to credit that is awarded on the basis of prior formal learning or study at another tertiary institution. Credit transfer may be given for a specified paper or papers where previous study is regarded as having satisfied both the outcomes and the assessment requirements of the Paper.

If the applicant is eligible for credit for previous studies, they should request advice from the Registrar about credit transfer when accepting the offer of admission. Please note that credits gained more than 15 years prior may not be eligible for cross credit.

The Head of Studies for the BMin is responsible for overseeing the credit transfer applications and will report to the Academic Committee all credit transfers awarded once per Semester.

Students from Diploma programmes

For students wishing to credit transfer from a diploma programme at another institution, credit transfer may be allowed for similar subjects. Students may cross credit a maximum of 180 credits into the BMin from previous Diploma studies at another institution, and providing that the level/credit requirements of the BMin can be met. No level 4 credits may be transferred into the BMin.

Students from Degree programmes

Where the other institution has subjects with clearly defined New Zealand Qualifications and Credentials Framework (NZQCF) levels, credits and outcomes, credit transfer will be allowed for similar subjects. The number of credits to be transferred depends on:

- Meeting Level/credit requirements of the BMin
- Satisfactory passes in the other institutions courses
- Maximum credit transfer of 240 credits

RECOGNITION OF PRIOR LEARNING

Recognition of prior learning (RPL) refers to learning that has taken place outside of formal education and training, including knowledge, skills, competencies, and attributes which may have been learnt during work experience, through involvement with community organisations or activities or sporting groups and activities, or through general life experience.

RPL can be used in two ways: first, to gain access to a course or qualification or for credit in the BMin. RPL is different to credit transfer because the student is *being assessed* to determine if they have met the learning outcomes in a particular paper outside of formal education. In determining the applicability of RPL, the Academic Committee may require assessment including (but not necessarily limited to) methods such as:

- preparation of a portfolio with examples of previous work
- letters from employers or community leaders explaining applicant experience, responsibilities, skills and capacities
- practice related learning
- work based assessment
- interviews
- A "CV" of related experience and training
- relevant professional training
- reflective essays combined with other evidence, where the applicant explains what they have learnt, how they learnt it, and how it relates to their current course or qualification; or
- a combination of all these methods.

Students in the BMin programme can complete a maximum of 120 credit points in a calendar year.

See the Student Handbook for the full policy and procedures.

BMIN REGULATIONS

DEGREE COMPLETION REQUIREMENTS

Overall Levels and Credits

- a. The degree has subjects that fall into the following categories:

Subject Group	Divisions	Subject ranges included
Biblical Studies	Biblical Studies	BIB – Biblical Studies
	Ancient Languages	ANL – Ancient Languages
Christian Thought	Theology	THE – Theology
	Church History	HIS – Christian History
	Christian Spirituality	SPI – Spirituality
Ministries	Ministry	MIN – Ministry
	Mission	MIS – Missions
	Practical Ministry	MIN – Practical Ministry CHP – Chaplaincy Practice
	Management	MAN – Management
	Leadership	LEA – Leadership RES – Research

- b. To complete the degree students must have the following credit distribution and meet the core structure:

Subject Group	Credits	Requirements
All Groups	Minimum of 360 credits, with a minimum of 72 at Level 7	180 credits in the Compulsory Core Subjects
		<i>PLUS</i>
		105 credits in Restricted Elective Subjects
		<i>PLUS</i>
		75 Elective credits

- c. Course Structure:

- 12 compulsory core subjects
- 7 restricted elective subjects
- 5 elective subjects

Core Subjects	BIB101: Narrative of the First Testament BIB102: Writings of the New Testament HIS101: History of Christianity LEA101: Leadership Principles MIN101: Introduction to Ministry MIN102: Communicating the Gospel MIS101: Introduction to Cross-cultural Ministry THE101: Understanding the Faith BIB201: Hermeneutics SPI201: Christian Spirituality and Vocation THE205: Personal and Public Ethics MIN202: Contemporary Preaching	8@L5 = 120 Cr 4@L6 = 60 Cr Total 12 = 180 Cr
Restricted Electives	1x 200 Biblical Studies (BIB/ANL) 1x 200 Christian Thought (THE/HIS/SPI) 2x 200 Ministries (MIN/MIS/ MAN /LEA) 1x 300 Biblical Studies (BIB/ANL) 1x 300 Christian Thought (THE/HIS/SPI) 1x 300 Ministries (MIN/MIS/ MAN /LEA)	4@L6 = 60 Cr 3@L7 = 45 Cr Total 7 = 105 Cr

Electives	2x 100 level or above 1x 200 level or above 2x 300 level	3@L5/6 = 45 Cr 2@L7 = 30 Cr Total 5 = 75 Cr
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Note:

Electives and Restricted Electives as available each year

L100 = NZQF Level 5

L200 = NZQF Level 6

L300 = NZQF Level 7

d. Staircasing

Students who have completed either the Diploma in Theological Studies Level 5 or the Diploma in Christian Leadership Level 5, leading to the New Zealand Diploma in Christian Studies Level 5, can apply to enter the second year of the Bachelor of Ministry.

e. Recommended Course Progression of papers to make up the total of 24 papers in the Bachelor of Ministry degree (based on full-time study):

Year 1: Semester 1	Year 1 Semester 2
BIB101: Narrative of the First Testament (Core) HIS101: History of Christianity (Core) MIN101: Introduction to Ministry (Core) THE101: Understanding the Faith (Core)	BIB102: Writings of the New Testament (Core) LEA101: Leadership Principles (Core) MIN102: Communicating the Gospel (Core) MIS101: Introduction to Cross-cultural Ministry (Core)
Year 2: Semester 1	Year 2: Semester 2
BIB201: Hermeneutics (Core) SPI201: Christian Spirituality and Vocation (Core) BIB214: Pentateuch (RE) MIN207: Healing Ministry of the Church (RE)	THE205: Personal and Public Ethics (Core) MIN202: Contemporary Preaching (Core) THE204: Pentecostal Pneumatology (RE) MAN210: Legal & Governance (RE)
Year 3: Semester 1	Year 3: Semester 2
ANL102: New Testament Greek 1 (E) LEA302: Strategic Thinking & Planning (RE) MIN304: Church in Society (RE) 200/300 (E)	ANL203: New Testament Greek 2 (E) THE304: Theology & Popular Culture OR ANL302 (RE) 300 (E) 300 (E)

AVAILABILITY OF PAPERS

Papers in the curriculum will be available through several delivery options:

- Semester length day-class
- Distance study
- Intensives
- Blended Delivery

Semester Length Classes

These are taught at the Alpacrucis Penrose Campus. See the annual calendar for subject availability (on website and Moodle)

Distance Study

All Alpacrucis distance study is supported by the E-learning platform.

Intensive Delivery

All lectures for an intensive will be delivered during a 4- or 5-day full time class. Support for completing the paper will be provided through Alphacrucis' on-line learning platform. These will be available at the Alphacrucis campus and from time to time at selected locations through NZ. See the annual calendar for subject availability (on website and Moodle).

Blended Delivery

Subjects are delivered through a combination of in-class lectures, on-line classes and web-based e-learning.

GRADUATION REQUIREMENTS

Students are eligible to graduate from the award in which they are enrolled if:

- they have met all the course requirements as prescribed in the award's regulations
- no financial debt is owed the college
- there is no current suspension or exclusion on their record
- they have not already graduated from that award.

The Registrar will prepare a list of candidates for admission to the Degree to be presented to the Academic Committee. The Academic Committee will recommend to the NZ Alphacrucis Council the candidates for admission to the Degree.

Degrees will be conferred at the Graduation of each year. The Registrar will prepare the testamur to be conferred by the Council at graduation. Testamurs will be signed by the Chair of the Council and the Director of Campuses.

MINIMUM AND MAXIMUM COMPLETION TIMES

Each paper within the BMin is worth 15 credits points. The qualification will therefore require a total of 24 papers (360 credit points).

For full time students, this is 8 papers per year over three years. The minimum completion time for full time students is 6 semesters. These are normally studied consecutively. Students may apply for permission to suspend their studies by up to 2 semesters during the entire degree. Students may also enrol for part time study.

Part time study is generally considered by the College to be 3 or less papers per semester. The maximum period in which to complete the degree is 10 years. This includes any suspensions in study or repeated papers.

Early Exit: Students who have not met the degree requirements and who are unable to continue with their studies may apply to the Academic Committee to have any credits they have completed credited towards an Alphacrucis Diploma qualification.

STUDENT ENROLMENTS

Students will make paper selections each academic year or Semester. It is the student's responsibility to ensure that those selections enable them to achieve the degree requirements. Students are encouraged to seek the guidance of the Registrar or Head of Studies to ensure that they are meeting the degree requirements.

ASSESSMENT

Assignments, Tests, Examinations

All papers will be assessed using a variety of assessment tools. The paper outlines for each subject will clearly state the requirements for completing the course.

Grading Policy

- A candidate's grade for a paper offered by the College is determined upon an assessment of performance in required coursework and/or examinations.
- Grades for assessments and overall papers for a candidate are recorded as follows:

Grade	Percentage Range
A+	90-100%
A	85-89%
A-	80-84%
B+	75-79%
B	70-74%
B-	65-69%
C+	60-64%
C	55-59%
C-	50-54%
D	40-49%
E	below 40%
DNC	Did Not Complete

Once a grade has been determined by the Academic Committee, it shall not be changed except:

- (a) following an appeal by the student pursuant to the provisions set down by the Academic Committee; or
- (b) in exceptional circumstances, a change initiated by the College is approved by the Academic Committee, provided that the application is submitted before commencement of the next study period, or the student has not graduated.

EXTENSIONS FOR ASSIGNMENTS

Extensions of assignment deadlines will only be granted on the following grounds:

- i. Medical illness (certified by Doctor's Certificate)
 - ii. Extreme Hardship
 - iii. Compassionate Grounds
- Requests for extensions **must be submitted** via the link found on the Moodle website
 - Requests for extensions must be made before the due date of the assignment
 - Requests for extensions should **not** be made to individual lecturers
 - In extreme cases, students who are unable to complete the assessment for a paper due to extenuating circumstances, will, subject to approval by the Academic Committee, receive an 'Extension' (E) grade for that paper. The student then has a period of time determined in discussion with the lecturer (usually one month - maximum of 60 days) to complete any/all assessment for that paper. The student will incur no financial penalty in this case, due to the extreme nature of his/her situation. Further, once any/all forms of assessment have been submitted, the 'Extension' grade will be replaced by the new grade.
 - Extensions will not be granted for reflections where the contribution to the final grade is less than 5%

RESUBMISSIONS AND RESITS

Where a student receives a 'Fail' grade for completed assessment, and the lecturer believes that the student has made a genuine effort to satisfy the assessment requirements, the lecturer may decide to ask the student to re-submit that assessment. If this occurs, the student will be given an 'Incomplete'

grade, and has three weeks following the notification of the grade to re-submit the assessment. If the re-submitted assessment is deemed satisfactory, the 'Incomplete' grade will be replaced by a new grade. This grade will be 75% of the mark given for the resubmitted assignment e.g. If the marker gives a resubmitted assignment a grade of 80% the actual mark received will be 60%. This penalty will be incurred down to a minimum of 50%.

In the event of the assessment not being re-submitted within the stipulated period, the student will receive a 'Fail' grade. Students will only be allowed to re-submit one piece of assessment per paper, and further unsatisfactory assessments will result in a 'Fail' grade (unless exceptional circumstances are approved by the Director of Campuses).

If a student fails to satisfactorily meet all the Learning Outcomes in a particular paper, s/he will receive a permanent 'Fail' on his/her transcript. If the student then wishes to pass the paper, s/he must re-enrol (with a 50% discount on the enrolment fees only if a grade of 30% or greater was initially achieved) and resubmit all forms of assessment required by the lecturer. If approved by the relevant lecturer, and if the 'Fail' grade was not the result of poor attendance, the student will not be required to attend classes. If this resit is not completed by the end of the semester following the fail grade, then students wishing to redo the paper will be required to pay full-fees and attend all classes. A student will not be permitted to repeat a paper more than once.

APPEALS

A student is free to appeal against the grade given in any assignment if they believe that some error in grading has occurred or if there are more general concerns about the grade given. The process of appeals is as follows:

Discuss the Result with the Marker

- If a student has reason to believe that an error has been made or an injustice exists after receipt of notification of paper results, the student may discuss such matters with the marker responsible for that aspect of the paper.
- The purpose of this initial phase is to clarify the result and to correct incorrect perceptions and misunderstandings.
- This phase may be resolved by the student accepting the result, or the marker determining to re-address the issue (i.e. supplementary, re-marking of paper, etc.)

Lodgement of Appeal

- Should the student not be satisfied with the outcome of such discussions, the student may apply for a review of the matter and/or re-grading of the assessment.
- Applications must be submitted, in writing, to the Academic Committee within fourteen (14) days of the publishing of the grade.
- All applications must be accompanied by supporting information and documentation. The specific grounds on which a request for a review is based must be stated clearly.
- Such reviews could lead to no change or to either a less favourable or more favourable outcome for the student.
- The review shall be completed by the relevant department head (Alphacrucis) and one or two other faculty, apart from the marker.
- After the review has been completed, students should not expect staff members to respond to informal approaches or pressures.
- Notice of the outcome of any review will be communicated in writing to the student requesting the review.

Aegrotat

A student prevented from completing any major item or items of work for assessment in a paper, or who considers that his or her performance in completing any major item or items of work for assessment in a paper has been impaired by illness or injury or bereavement or any other critical circumstance, may apply for aegrotat consideration for the paper.

Appeals to NZQA

Should a student believe that the above process has been unjust the student may lodge a claim with the Disputes Resolution Service: <https://tedr.org.nz/>

ATTENDANCE

Where students are studying the subject by distance the submission of assessment material by the required dates and accessing lectures in Moodle is evidence of attendance. When any student's attendance falls below 80% the attendance record will be referred to the Head of Studies and may result in the student not being awarded the Certificate.

Students may be excused for notified absence caused by illness or other unavoidable circumstances. See the student handbook for full details of attendance requirements.