



MORLING
COLLEGE

WWW.MORLING.EDU.AU

STUDENT HANDBOOK



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ABOUT MORLING COLLEGE

Morling's Mission

Equipping and shaping Christ-centred followers to impact the world.

Morling Values

Morling's academic and administrative staff are committed to three core values:

1. Christ is Central.

Gospel-focused and Bible-based education that submits to the authority and centrality of Christ and his Word. Equipping and shaping you to proclaim and live out the gospel.

2. People Matter.

Caring education that values people and welcomes a diversity of theological opinion and ministry practice within a framework of shared gospel conviction.

3. Education is Transformative.

Life-transforming and excellent education that empowers you to pursue passionate Christian discipleship. A transforming balance and integration between academic study, practical training, and spiritual formation.

BIBLE, MINISTRY, THEOLOGY



Morling is an affiliated College of the Australian College of Theology (ACT) (CRICOS 02650E).

EDUCATION, COUNSELLING, CHAPLAINCY & SPIRITUAL CARE

Our Education, Counselling, Chaplaincy and Spiritual Care Courses are all awarded and accredited through Morling College Ltd and accreditation is given by the Tertiary Education Quality and Standards Agency (TEQSA). (TEQSA Provider Code: PRV12034).

Morling College is accredited for our Graduate Certificate, Graduate Diploma and Master of Counselling. (CRICOS 03265F)

CONTACT INFORMATION

CONTACT INFORMATION

Administration and General Enquiries

Phone: Sydney: (02) 9878 0201

Perth: (08) 6313 6200

E-mail: enquiries@morling.edu.au

Website: www.morling.edu.au

ADDRESS

Morling Sydney Campus

122 Herring Road, Macquarie Park, NSW 2113

Ministry & Learning Centre

5 Saunders Close, Macquarie Park, NSW 2113
(mailing address)

Morling Perth - Vose Campus

20 Hayman Rd, Bentley, WA 6102 (mailing address)

MORLING ONLINE

Students studying online can contact the Morling Online Department for assistance with accessing online course materials, tech support and other issues as required.

Phone: (02) 8458 2319

E-mail: online@morling.edu.au

LIBRARY

Students can contact the Library during open hours (see Library section for more information).

Phone: (02) 9878 0201

Press 1 for Library, then - Press 1 for Gilbert Wright (Sydney) or 2 for Heather and Noel Vose (Perth)

E-mail: library@morling.edu.au

ACADEMIC STAFF AND COURSE ADVISERS

Contact details for lecturers are available in Moodle, on the relevant Unit page. The list of Course Advisers for each Award / Level of Study is available in the Course Planning section of Moodle.

Academic Staff (Faculty and other lecturers) operate an open-door policy which means no appointment is necessary to see them. However, it is appreciated if students respect staff privacy when their office door is shut. Students can leave messages or items for academic staff at the Administration Office, MALC Concierge or CCSC/Ezra Reception if necessary.

Some academic staff members are part-time at the College, or in the case of many of our Counselling, Chaplaincy & Spiritual Care (CCSC) faculty, have regular client meetings. For these staff members, we recommend making an appointment, or checking with the CCSC administrators to determine if the faculty member is available.

FINDING INFORMATION

Information for students can be found through:

MORLING WEBSITE

www.morling.edu.au

The Morling website contains many resources for students including:

- Academic Calendars and Important Dates
- Timetables
- Unit Offerings
- Staff Biographies
- Event Registration Links
- Morling Press Information
- Information about Morling Boards and Committees
- Policies

MORLING ONLINE (MOODLE)

www.morlingonline.edu.au

Morling Online (Moodle) is our central online repository for all information related to the Units students are enrolled in. This includes contact details for lecturers, course Unit outlines, reading lists, and assessment details, as well as student forms, technical help, academic writing guides, study skills support, course planning tools and exam timetables.

@MORLING

@Morling is our weekly newsletter communication with all students (both on-campus and online). This is emailed to all enrolled students each Monday and is the main way of communicating what is happening at Morling. It is the student's responsibility to read this and ensure that it is labelled 'safe' to ensure arrival.

SOCIAL MEDIA

Follow Morling on Facebook and Instagram to keep up to date with all announcements and events.

Facebook: [/morlingcollege](https://www.facebook.com/morlingcollege)

Instagram: [/morlingcollege](https://www.instagram.com/morlingcollege)

Join the **Morling College Student Facebook Group** to keep in touch with other student: [groups/morlingstudents](https://www.facebook.com/groups/morlingstudents)

STUDENT CARD SERVICES

All students are entitled to a Student Card provided by the Administration Office. Student cards from Morling College serve as:

- Student Identification Card
- Library Borrowing Card
- Photocopy Card
- Transport Concession Card (if applicable)
- Car Park/Boomgate Entrance Card

NSW Transport Concessions are available only to full-time on-campus students. Full-time online students are not entitled to these concessions.

Transperth Tertiary Concessions are available to full-time on-campus students only. Tertiary SmartRider applications can be found here: <https://www.transperth.wa.gov.au/SmartRider/Types-of-SmartRider/Tertiary-SmartRider>

Student Cards may also be used to obtain a discount at some large Christian bookshops.

For on-campus students: Student Cards will be issued during Week 1. Students should visit Reception to have their photo taken at their earliest convenience and a Student Card will be provided as soon as possible.

For online students: To obtain a Student Card, online students can either visit the office on-campus, or log a [student helpdesk ticket](#). Student Cards will only be issued if all the following information is provided:

- Full name (First name and FAMILY NAME)
- Email address
- Name of Award (e.g. BMin, MDiv)
- Student Number
- One .jpg or .jpeg passport-style photo

Students should also indicate if they would like to collect it from the office (or Library, after hours) or have it posted.

LOST CARDS

Your initial card is free. However, if your card is lost or stolen and it needs replacing, a \$20.00 fee will be charged.

ADDING FUNDS TO YOUR STUDENT CARD

Students are able to add funds to their student account from their PC or laptop by following this link: <https://www.morling.edu.au/student-card-services/>

CAMPUS INFORMATION

MORLING SYDNEY CAMPUS

The Sydney campus is located in Macquarie Park. The College moved to his location in 1962. It is located near Macquarie University and the Macquarie Park Business district.

THE MINISTRY AND LEARNING CENTRE

The Ministry and Learning Centre (MALC) is where many College activities happen. This is the main location of lecture rooms, the Library and staff offices.

The Ministry and Learning Centre is also the location of the Baptist Ministry Centre Of NSW & ACT and the NSW office of Baptist Financial Services. Macquarie Baptist Church and Maquarie Korean Baptist Church also meet on campus.

RECEPTION

The Ministry and Learning Centre (MALC) Concierge can be found on Level 1. They will assist you with any directions around the Morling campus and can assist visitors coming to the Morling campus.

The MALC Concierge also serves as the Morling Receptionist, with all enquiries related to payment of fees, collecting and posting mail, student cards, and general enquiries taking place here. Their hours are 8:30am to 5:00pm, Monday to Friday.

Academic Staff offices, the Tinsley Institute, Morling Online and the Education Department offices are located on Level 3 of the MALC.

The Counselling and Chaplaincy and Spiritual Care

Department and The Ezra Centre is located at the Herring Road entrance on the Macquarie Park Campus.

LECTURE ROOMS

MALC lecture rooms:

Level 1:

- Library Seminar Room
- Multipurpose Room 1
- Multipurpose Room 2

Level 2:

- Lecture Room 1
- Lecture Room 2
- Tinsley Lecture Room

Level 3 spaces may be used for groups and small classes:

- Meeting rooms
- Tinsley Board Room

MORLING RESIDENTIAL COLLEGE AND MORLING VILLAGE

Community is a central aspect of college life at Morling. We offer a number of townhouses, units and individual rooms for Morling students who study on-campus and their families. Morling Residential College (MRC) provides accommodation for both Morling students and students from other institutions. Morling Village provides accommodation predominately for Morling students and their families in one, two or three bedroom townhouses and units. More information and application forms can be found on the [College website](#).

Casual/overnight accommodation is also available.





PARKING AND RESIDENT PARKING

The College encourages students to use public transport or to car pool when coming to the College campus. If students choose to drive, they will need to use their Student Card to access the car park. Parking is available through the main Saunders Close entrance. Vehicles can exit through the internal driveway to Herring Road.

The speed limit in College grounds is 20 kilometres per hour (10 km/hr in the Morling Village residential area). Students must drive their vehicles only on the sealed road or in designated parking areas. Drivers should always be conscious of the safety of children.

Please observe all 'No Parking' and 'Disabled Parking' signs. General 'No Parking' areas include the carparks along the road leading to the main car-park and towards Morling Village beyond the MALC which are permanently allocated to residents.

CAMPUS AND CAR PARK ENTRY

Swiping a valid Student Card on arrival at the Saunders Close boom gate will allow entry to the Morling campus and car park. If a student has a guest coming to campus, they should meet them at the gate and use their card to give them access. During office hours the boom-gate intercom also allows a visitor without a card to be granted access.

COMMON ROOM

Students are welcome to use the MALC Cafe space on Level 1. Students are asked not to use the stove, oven or dishwasher but are welcome to use the refrigerators and microwaves. Another Common Room can be found next to the Dining Room. It is the responsibility of

students to maintain the tidiness of these facilities.

ACCESSIBILITY

We want our Morling campus to be welcoming for all people. At our Sydney campus, there is lift and ramp access to MALC, MRC, Dining Room and Ezra Centre. Ramp access is available across the College grounds. Each floor of the MALC has accessible bathrooms, as well as on the ground floor of MRC.

ON-CAMPUS WIFI

Free WiFi available on-campus. The password can be found on the at Reception, on Moodle, and the Library home page.

MEALS IN THE DINING ROOM

Meals are available in the Dining Room during semester. These nutritious meals are available at a subsidised price to encourage healthy fellowship together with staff and each other. Students are requested to pre-order meals online (5-15 days in advance). To order, use your Morling ID card number, log in to <https://websubmit.morling.edu.au/MonitorOnline>

Whether ordering meals online or selecting a meal in the Dining Room, students will need to pay with a Credit/Debit card. Students who live on-campus will need to pay for meals if this is not incorporated into their accommodation fees.

Students are not permitted to enter the College kitchen unless authorised to do so by the kitchen staff. Footwear is required to be worn in the Dining Room.





PERTH VOSE CAMPUS

The Perth Vose Campus is located in Bentley and has served the Baptist community offering Theological Education in Perth since 1963.

The Perth Vose Campus is located across the road from Curtin University and neighbours SwanCare and the Department of Corrective Services Academy.

RECEPTION

The Reception area is in the main administration building at the back of the carpark.

During teaching weeks, our office hours are:

- Monday: 8.30am - 4.30pm
- Tuesday, Wednesday & Thursday: 8.30am - 6.30pm
- Friday: 8.30am - 4.30pm
- Saturday: 9.00am - 1.00pm

During Semester Breaks and Study Breaks, our office hours at 8.30am to 4.30pm.

The Receptionist assists any visitors on-campus and will answer all general queries for the campus. All enquiries related to payment of fees, collection of student cards, parking permits and general enquiries take place here.

Staff offices and the Library are also located in the Administration block. Prior to an appointment with a staff member, students should report to Reception.

LECTURE ROOMS

Lecture Rooms 1 and 2 are the original lecture rooms and are located next to the JOC and across from the Chapel.

The John Olley Centre (JOC) was built in 2015 and contains three lecture rooms:

- Room 3
- Room 4
- Room 5

STUDENT PARKING

On-campus students will be issues with Parking Permits in Week 1. These need to be displayed in the dashboard of the student's car to avoid the car being towed.

Please observe all 'No Parking' and 'Disabled Parking' signs.

STUDENT DINING ROOM AND LOUNGE

The Student Dining Room and Student Lounge are available for student use. Students can relax, have discussions, prepare and eat food, use the vending machine, play table tennis or foosball and study in these spaces. There are two lawns outside the Student Dining Room and Lounge with outdoor tables and chairs for students to enjoy. Community Lunch is held in the Student Dining Room or out on the lawn on Wednesdays after Chapel.



ACCESSIBILITY

We want our Perth Vose Campus to be welcoming to all people. Ramp access is available across the College grounds, as well as accessible bathrooms at both ends of campus.

ON-CAMPUS WIFI

Free WiFi is available on-campus. The password can be found at Reception or in the Library.

COMMUNITY LIFE

Every Wednesday during ACT teaching weeks Guided Spiritual Formation (GSF), Chapel and Community Lunch are held and are open to everyone.

GSF is a workshop that runs on Wednesdays, and you don't have to be enrolled in the unit to attend. There is also Chapel which usually involves worship, prayer and a message. Then at 12pm everyone gathers in the Student Dining Room for Community Lunch. Lunch is prepared by students or staff and is available to anyone at a small price or students can feel free to bring their own lunch. Students and staff enjoy a social time of fellowship while they eat, and it is a great way to get to know your fellow students and lecturers better.

CAMPUS SECURITY

Both Morling College's campuses are open and used by many in our neighbourhood. Students are advised to lock their vehicles securely (with valuables out of sight) and not to leave property unattended (including in the Library and Lecture Rooms).

Children must be closely supervised while on-campus.

LIBRARY INFORMATION

The College Library provides information resources for the students and teaching staff of Morling College. The College Library consists of two branches, one in Sydney the Gilbert Wright Library and one in Perth the Heather and Noel Vose Library.

The Library staff may be contacted in person during opening hours (times indicated on the Library catalogue homepage); and enquiries are welcome during these hours.

Access to the Library catalogue and further information on any of the following can be found on [Moodle](#) or the [Morling Website](#).

There are Library Help Guides available on the Library Database pages and the Moodle Library Resources page. These outline how to access databases online, referencing information, and information about the EBSCO app.

TO FIND OUT WHAT THE LIBRARY HOLDS

All items are listed in the computer catalogue, which is available online on the Library catalogue homepage. After login, students can reserve and renew items through the catalogue.

DATABASES AND ELECTRONIC RESOURCES

Databases give access to journal articles by author, title and subject and are important to use when researching and completing assignments. Most journals are available through OpenAthens. The databases contain a large index of journal articles with many available to be viewed in full. The Library currently subscribes to the EBSCOhost database and the Proquest database. Links to these databases can be found on the Library catalogue homepage.

JOURNALS

As well as thousands of electronic journals, the Library has around 100 active journal titles in print form. All journals are listed in the catalogue, including over 30 titles that have a URL link to the full-text articles. You may need your OpenAthens username and password to access these resources.

EBOOKS

The Library's immense ebook holdings are available through four different platforms – Ebook Central, EBSCO, Perlego, and Wheeler's. All available ebooks

Catalogue Student Login

Student's login/Username: Student Number

Password: Student Number*

**Please change this upon logging in the first time.*

are listed on the catalogue, except for Perlego; we have added the titles available in the theology and religion subject category but due to the size of the Perlego ebook collection we will not be adding everything.

OpenAthens is needed to access EBSCOhost and Proquest ebooks.

To access ebooks through Perlego, please register by using the link on [Moodle](#).

To access ebooks through Wheelers, please register on their website to obtain an account.

WHAT IS PERLEGO?

Perlego describes itself as the "Spotify for books," which pretty much explains the concept. A subscription gives you access to thousands of textbooks in ebook format, from a wide range of publishers. Perlego is a service that enables students to have unrestricted access to many of their textbooks any time of day.

Perlego is currently available to students in the Bible and Theology, and Counselling, Chaplaincy and Spiritual Care faculties.

OPENATHENS

The Library also subscribes to a variety of journal series that can be accessed via the Library Catalogue or the OpenAthens gateway. At the commencement of Semester all enrolled students should receive an email from OpenAthens to activate their account. Please contact the Library Staff if this does not occur.

Borrowing

All students are entitled to borrow resources from either library. Students may borrow up to 20 items. Most can be borrowed for 4 weeks; however, if another library member reserves the book, it may be recalled and must be returned within 1 week of the recall notice being sent.



Some items identified as high-use items may be restricted to a 1 week loan period. Some items are not for loan.

BORROWING FOR ONLINE STUDENTS

(Who live remotely and cannot visit a campus)

Students living within the Sydney or Perth metropolitan area are considered on-campus students for the purpose of Library access and, as such, are expected to be able to borrow books and conduct their own research directly in the physical Library.

We can post items to students living outside the Sydney and Perth metropolitan areas. Please see Moodle for how to secure library resources this way.

Once a student has reached their maximum loan limit, i.e. 20 items, or has overdue items, they will be required to return the necessary items before more items can be sent.

All students can request items from interstate – please reserve items using the same procedure.. They will be posted to your local library for you to collect.

Books will not be posted to addresses outside Australia. Overseas students are entitled to ask for photocopying and scanning by Library staff.

REQUESTS FOR SCANS

(For students who live remotely and cannot visit a campus)

Journal articles or sections of books may be scanned and sent to students who live outside the Sydney or Perth metro area by completing the Document Request Form, found on Moodle.

Copyright guidelines will apply and limits on the number of requests at any particular time may apply if demand is too great. Scanning is free. The Librarian retains the right to refuse requests for unreasonable amounts of scanning. Please see Moodle for more details and the copyright guidelines.

RETURNING LIBRARY ITEMS

All students agree to return any material borrowed from the Library without damage or markings and will replace any items lost or damaged. Library items must be returned to the Library on or before the due date (if students are posting items they should allow for the postage time).

RENEWING BOOKS

Books may be renewed a maximum of 4 times via the Library catalogue. Books may also be renewed by phone or by email to libraryhelpdesk@morling.edu.au. Overdue or reserved items cannot be renewed.

RESERVING AN ITEM

Books which are currently on loan may be reserved via the Library catalogue in the Library or online. The item will be recalled and when the book becomes available it will be issued to the requesting student, a notification will be sent, and the item will be held on the Reservation Collection shelf for 7 days. One-week loans are held for 3 days.

OVERDUE LIBRARY ITEMS

Students are responsible for returning Library items by the due date. The Library does send courtesy notices via email. If item/s are overdue, borrowing privileges will be suspended. If an overdue item has still not been returned by the fourth week, a final notice will be sent and the item is considered lost. This incurs a replacement cost and administration fee. No further books can be borrowed whilst items are overdue.

PHOTOCOPYING AND PRINTING

Sydney - the library photocopiers can be activated with your Student Card. Scanning from these copiers is available either to email or USB. At present there is no charge for scanning but a Student Card must be used to activate the machine.

Printing can be directed to the photocopiers from the Library computers or the web submit portal. Print jobs can be released and activated from any of the photocopiers by using the swipe-and-release function and your Student Card. Printing costs are set at 10c per page.

Perth – the library photocopier requires a login code for copying. You can create an account and add credit at reception. Copying and printing costs 15c a page. Scanning is free and does not require logging in.



COMMUNITY LIFE

A Worshipping Community

Being part of a worshipping community is an important aspect of Morling's formative process. While student's involvement in their own church is essential, we also want to encourage those in our community to strengthen their relationship with God and each other during their time on-campus, or in other ways online.

Weekly Chapel Service

During the main academic semesters we hold a chapel service on Tuesday and Wednesday on our Sydney campus and Wednesday on our Perth Campus. All students and staff are invited to gather together to worship and celebrate the living God. Students are encouraged to be involved in service leading, prayers, Bible readings and the music/tech team. Preachers at most of these services are academic staff, alumni, local pastors or visiting scholars.

Whilst attending chapel is not compulsory, all students are encouraged to attend, either on-campus or via the Sydney campus chapel live-stream. Recordings of chapel services are also available on Moodle.

Prayer at Morling

We hope that prayer pervades the life of Morling and is a demonstration of our dependency on God through all that we hope to achieve for building the kingdom of God. Therefore, all students, and staff, both administrative and academic are encouraged to pray for the College community throughout the year. There is an expectation that prayer would naturally radiate out of a faith response rather than just through formalised arrangements.

COLLEGE COMMUNITY PRAYER

At times, the College community is encouraged to come together and engage with each other in prayer. These sessions are conducted by the Student Representative Group and by staff throughout the semester.

MORLING STAFF

The Morling Academic and Administrative Staff desire to model a prayerful focus and regularly pray together.

There are sometimes matters for prayer which are better addressed more confidentially, such as particular student pastoral needs and other facets of College life. If you have a particular prayer request that you would like to share then please contact our Student Services Team or complete the Prayer Request Form on Moodle so that Staff can pray for



you.

A Transformative Community

Morling asks students to be engaged in a number of activities and relationships that will help foster and facilitate opportunities for transformation. These are designed to encourage students to regularly reflect on their growth and development as disciples of Christ.

Extra-curricular and co-curricular activities are important at Morling as opportunities for community connection, integrative learning, practice and reflection and for personal, spiritual and ministry formation beyond their enrolled Units. Morling seeks to provide students with opportunities for growth and expose students to new areas of ministry or service.

It is expected that all full-time Bible and Theology students will be involved in extra-curricular or co-curricular activities during their studies. There are some activities that will be required for certain groups of students (e.g. Accreditation students). Part-time students or students that are enrolled in Counselling, Chaplaincy and Spiritual Care, or Education Courses can choose to be involved as they wish.

Discipleship Groups

At Morling, we don't want you to go it alone! Although not for ACT credit, participation in a group is a vital part of your overall development as a Christian who is training for future ministry.

Participation in a Discipleship Group is required for all full-time BAT students studying through the Sydney-campus or online, NSW&ACT Baptist accreditation candidates and those completing a Guided Spiritual Formation (GSF) unit for ACT credit, and is strongly encouraged for all scholarship recipients and part-time students.

CCSC and EDU students are very welcome to join as well if they are able to.

Perth-Vose Campus

For those in our Perth-Vose campus, you will continue to meet in the GSF group on Wednesday mornings.

Sydney Campus & Online

For those on the Sydney campus, you will meet once a week with other students in a small group led by one of our wonderful faculty. You will share together in your journey as a student and grow in your personal and ministry walk.

Online students are able to join a blended 'on-campus' group - or a fully online Discipleship Group via Zoom.

More information and a form to select your group can be found on the Discipleship Group [Moodle page](#).

Mentoring at Morling

Students are encouraged to form mentoring relationships as they study and to establish networks of accountability and support in their churches, ministry contexts and communities. Further information about who would make a good mentor and their role is outlined at orientation and on [Moodle](#).

Communicating Concerns with the College

Mentors can directly communicate with the College (e.g. to the Director of Student Services, Morling Online, and/or lecturers) in the event of any major problems that have arisen and are causing a student significant difficulty in completing their course. In such circumstances the student should also personally contact the lecturer(s) to discuss their difficulties.

Extra Curricular and Co-curricular Activities

Each year students have the opportunity to be involved in a range of extra or co curricular activities. These include partnership mission trips, church visits/deputations and attendances at conferences such as ReachOut.

Where students are invited to attend conferences they may also represent Morling. In these cases, the conference fee is usually covered by Morling so that students can engage in the conference as well.



A Supportive Community

At Morling College we recognise that students need a variety of support structures to succeed with their studies.

Pastoral Support

All students at Morling College are encouraged to seek pastoral support throughout their studies. It is hoped that they will have their own support networks through family, friends, church communities, small groups and mentors. We also recognise, however, that the process of study in itself may raise a number of personal issues for students and/or their families for which these networks may not be entirely adequate.

All students are welcome to discuss sensitive or confidential matters with the Director of Student Services or a member of the Student Services Team. Students are also welcome to discuss personal or academic concerns with any of the Student Representative Group.

Links to support services, health welfare and counselling services are available on our website: <https://www.morling.edu.au/student-support-services/>

THE EZRA CENTRE COUNSELLING SUPPORT

Counselling services are available to students and the public through The Ezra Centre situated on the

Sydney campus of Morling College. Counsellors and Interns are available for appointments. For further information or confidential enquiries please contact The Ezra Centre at admin@ezra.org.au, phone: (02) 8197 1746, or visit the website: www.ezra.org.au

Academic Support

Morling lecturers are committed to helping students develop the skills and disciplines needed to research and write well. Morling's Academic Tutor is available to students (on-campus and online).

Students concerned about their academic skills, Course Progression, or achievement can:

- Discuss these areas with their lecturer, Study mentor or Course Adviser
- Utilise Study Skills Tutorials (available on Moodle)
- Contact Morling's Academic Tutor (academictutor@morling.edu.au) to be further equipped in research and writing.

Overseas Student Support

Support specifically to help Overseas Students is available through the Director of Student Services.

At the start of each semester there is an Overseas Student's Meeting and specific orientation which all Overseas Students are required to complete.



Overseas Students may also request a meeting to further discuss:

- Getting accustomed to the Morling community and to Australian culture (e.g. home sickness, cultural, social and academic adjustment).
- Understanding student visa conditions.
- Enrolment changes (reducing study load, program leave, discontinuation) and to understand how these impact on their student visa.
- Understanding Morling policies and procedures.
- Advice about services available to them and where to get help.
- Problems with their supervisor or lecturer.
- Academic monitoring, academic progression, academic planning and goal setting.
- Advise on personal, family or financial issues

Student Representative Group (SRG)

The Morling Student Representative Group (SRG) aims to encourage, empower and support all Morling students to be transformed, unified and missional in and with Christ.

Each year the student body is represented by the SRG and led by a Senior Student/s. The SRG meets regularly to advocate for student issues and discuss how to enrich our College community. The SRG, in consultation with the College Leadership, make decisions about disbursement of SRG funds and other matters related to student life. The SRG also help to organise regular activities and community gatherings and celebrations. Any student can raise a concern or suggestion about College life by contacting a member of the SRG or emailing the Senior Students.

Further information about the SRG can be found on [Moodle](#).

Student Help Desk

One of our main priorities at Morling is making sure our students can easily access the support services and advice they need, to successfully complete their studies. Students can log a request for help through the Student Help Desk and a Student Services team member will respond to your question or guide you to the answer!

<https://studenthelpdesk.morling.edu.au/portal/tickets>

Orientation to Study

An important aspect of being a supportive community is providing orientation to those who are new to study. Each Semester we offer a number of orientation activities to those who are beginning their studies and to the broader Morling community. These are important times to connect and reconnect, to pray, and to learn together.

Orientation is provided for new students when they are accepted for study.

Studying at College involves a commitment to grow and be transformed as a disciple of Christ. The following responsibilities and expectations for students indicate the high level of importance placed on students engaging in all aspects of College life with Spirit-led integrity and purpose.

Detailed information about policies relating to study and student wellbeing can be found on the College website. Bible and Theology students can access the policies of the ACT from their website.

By enrolling a student agrees to uphold the following responsibilities and expectations, including upholding the Community Code and Student Code of Conduct. Failure to uphold these may impact a student's enrolment at Morling.

COMMUNITY CODE AND STUDENT RESPONSIBILITIES

Community Code

Morling College's vision is to equip and shape Christ-centred followers to impact the world. We seek to be people who hold to the values of Christian faith and display exemplary character.

Morling's Community Code aims to provide a portrait of what we hope our community to be as we study, work and share our lives. It reflects our Staff and Student Codes of Conduct and other policies which should be read in conjunction with this Code.

1. The Morling College Community

Morling's vision, mission, values, curriculum and community life are formed by a firm commitment to the person and work of Jesus Christ as declared in the Bible. This identity and allegiance shape the educational community of staff and students. The Morling community pursues truth and excellence with grace and diligence, treats people and ideas with love and respect, thinks critically and constructively about complex issues, and willingly responds to the world's most profound needs and greatest opportunities.

Morling College is rooted in the evangelical Baptist tradition. It is made up of Christian staff who, along with students choosing to study at Morling College, agree to form a community that strives to live according to Biblical precepts, believing that this will optimise the College's capacity to fulfil its mission and achieve its aspirations.

This Community Code document highlights that as members of a community we place ourselves under obligations to one another. As a community, members enter into an agreement and a relational bond whereby they accept reciprocal benefits and mutual responsibilities and strive to achieve respectful and purposeful unity that aims for the advancement of all, recognising the diversity of viewpoints, life journeys, stages of maturity, and roles within the Morling community.

2. Community Life at Morling College

Being a part of the Morling Community involves a commitment on the part of all members to embody attitudes and to practise actions identified in the Bible as good, and to avoid those which are not. Such a distinctly Christian way of living finds its fullest expression in Christian love, which was exemplified fully by Jesus Christ, and is characterised by humility, self-sacrifice, mercy

and justice, and mutual submission for the good of others. Members of the Morling College community, therefore, commit themselves to fulfilling the following expectations:

1. Cultivate Christian virtues, such as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control, compassion, humility, forgiveness, peacemaking, mercy and justice;
2. Live lives characterised by honesty, civility, truthfulness, generosity and integrity;
3. Communicate in ways that build others up, according to their needs, for the benefit of all;
4. Treat all persons with respect and dignity, and uphold their God-given worth from conception to death;
5. Be above reproach in the area of sexual relationships, where the Bible upholds sexual intimacy between a male and female only, within marriage;
6. Be responsible citizens both locally and globally who respect authorities, submit to the laws of this country, and contribute to the welfare of creation and society;
7. Exercise careful judgement in all lifestyle choices, and take responsibility for personal choices and their impacts on others;
8. Encourage and support other members of the community in their pursuit of these values and ideals, while extending forgiveness and healing to one another.

3. Areas for careful Discernment and Sensitivity

A heightened level of discernment and sensitivity is appropriate within a Christian educational community such as Morling College. In order to foster the kind of campus atmosphere most conducive to College ends, this Community Code both identifies particular Christian standards and recognises degrees of latitude for individual freedom. True freedom is not the freedom to do as one pleases, but rather empowerment to do what is best. In all respects, the Morling College community expects its members to exercise wise decision-making according to biblical principles, carefully accounting for each individual's capabilities, vulnerabilities, values, and considering the consequences of those choices to health and character, social relationships, and God's purposes in the world.



+We acknowledge people face significant challenges in practising biblical sexual morality within a highly sexualised culture. A biblical view of sexual morality holds that a person's decisions regarding his or her body are physically, spiritually and emotionally inseparable. Such decisions affect a person's ability to live out God's intention for wholeness in relationship to God, to others, and to oneself. Further, the Bible affirms sexual intimacy is reserved for marriage between one man and one woman. Members of the Morling community agree to observe these principles. They also agree to strive for Christian discipleship, personal responsibility for actions taken, and avoidance of situations where temptation to compromise would be particularly strong.

4. Commitment to the Community Code

This document applies to all members of the Morling College community. Unless specifically stated otherwise, expectations of this document apply to all staff and students; both on and off Morling College's campus and extension sites.

All students and staff are asked to read and consider the Community Code during their application process. Acceptance as a student or staff member invites them to be a member of the Morling College community with all the mutual benefits and responsibilities that are involved.

- Staff: Upholding this Code is a requirement for employment as well as commitment to abide by Morling College Employment Policies.
- Students: Morling College welcomes all students who qualify for admission. Students are expected to abide by the expectations contained within the Community Code, and College policies published on the website.

A record of their affirmation and agreement to meet this Code as well as other policies and responsibilities while a member of the Morling Community (with extra comment if necessary) is noted in their file.

5. Accountability

The College provides formal accountability procedures to address actions by community members that represent a disregard for this Community Code or other applicable policies. These procedures and processes are outlined in Morling College's Student Handbook and Employment Policies and will be enacted by designated representatives of the College as deemed necessary.

By enrolling or working at Morling College people accept an invitation to be a member of the Morling College community with all the mutual benefits and responsibilities that are involved.

Student Code of Conduct

Expectation of Students

As a student studying at Morling College, you are expected to:

- pursue your studies with integrity and diligence
- treat everyone with respect, dignity, honesty, impartiality, and courtesy
- treat everyone equitably, irrespective of gender, race, disability, medical condition, cultural background, age
- actively participate in learning activities
- participate in personal and spiritual formation activities
- respect the views and opinions of others, and maintain each individual's confidentiality and privacy
- be familiar with, and abide by, Morling College's policies and procedures
- notify the Dean of Students, or Lecturer as soon as possible if difficulties arise that cause substantial disruption to study, e.g. absences, inability to complete an assessment
- use email, social media, student portal and internet appropriately and in accordance with this policy
- pay all fees and charges on time

Students enrolled in on-campus units

- attend all lectures, seminars, workshops and other contact sessions, including chapel
- arrive to class at the times shown on the timetable
- follow procedures for classroom behaviour as determined by your lecturer
- refrain from eating or drinking in the classrooms

Inappropriate Behaviour

Inappropriate behaviour will not be tolerated.

Inappropriate behaviour includes, but is not limited to:

- any form of Academic Misconduct for example, copying, cheating, plagiarism or collusion.
- violence of any kind
- damage or abuse of MC property
- using offensive language or images

- stalking, bullying or any form of behaviour that might reasonably be perceived as harassment or otherwise intimidating
- any form of electronic communication which contravenes this policy
- smoking, use of alcohol or illegal drugs on MC site/s or at MC activities

Disciplinary Committee

Any student found to be in significant breach of the MC Community Code may be asked to attend a meeting with the MC Disciplinary Committee. This committee will be comprised of the Principal, the Dean of Students and one other person from MC deemed to be impartial to the circumstances in question.

- A student who is asked to attend a meeting with the MC Disciplinary Committee may be accompanied by one other person who is not a practising solicitor or barrister.
- A student who is not satisfied with an outcome of the committee is entitled to access the provisions of the Grievance (Non-Academic) Policy: Education; Counselling, Chaplaincy and Spiritual Care or the MC Grievance (Academic) Policy. Bible and Theology students will have recourse through the relevant ACT policies.

TREATMENT OF STUDENTS

Students of Morling College can expect to:

- Be treated with courtesy and respect;
- Be treated equitably irrespective of gender, race, disability, medical condition, cultural background, age;
- Rely on the privacy of their personal information;
- Be provided with timely and accurate information as it pertains to courses, enrolment and administrative matters;
- Receive an outline for Unit of study, showing the outcomes, assessment and other requirements and expectations;
- Have reasonable access to staff;
- Use facilities and equipment that are safe and comply with WH&S guidelines.

Academic Expectations

In addition to general community and relational expectations, Morling students are also expected to (as applicable for your mode of study):

- Attend and participate in all set lectures, seminars, workshops and/or other contact sessions;

- Submit assessment tasks on time;
- Use assessment to evaluate your progress towards learning objectives;
- Maintain high standards and a studious approach to your study program;
- Prepare for each class by undertaking and completing the required work;
- Arrive to class on time;
- Avoid all forms of academic misconduct;
- Turn off all mobile phones during class times, chapel and examinations;
- Be familiar with, and abide by, Morling College's policies and procedures.

EXPECTATIONS OF STUDENTS IN LECTURES AND ONLINE VIRTUAL CLASSROOM SESSIONS

The following expectations seek to establish a productive learning environment and reflect the values of Morling College.

Be Prepared, for example:

- Complete readings and other preparation activities
- Let lecturers know if you cannot attend
- Know your schedule so that you plan your week accordingly
- Arrive on time and have the right equipment.

Stay Engaged, for example:

- See lectures as an opportunity to grow academically, spiritually and relationally
- Ask questions during class and contribute to class discussions
- Listen carefully and take lecture notes
- Relate the lecture topic to your faith and ministry.

Show Respect and Grace, for example:

- Encourage an environment of discovery where it is OK to explore ideas
- Do not ridicule or judge others due to their academic ability, gender, age, cultural or ethnic background, proficiency of English, theological views or denominational affiliation
- Welcome the contributions of others in lectures or online discussions by not monopolising time or by interrupting
- Practise humility and do not foster unhealthy competition
- Communicate with your lecturer or Unit Coordinator about absences or assessment concerns



Minimise Distractions, for example:

- Turn off mobile phones or set them to silent
- Avoid off-topic conversations
- Dress respectfully
- Avoid eating during lectures

Use Technology Appropriately, for example:

- Only utilise laptops/tablets/smart phones etc. to aid you in your access to material, online sessions, note taking or reading
- Do not use social networking, email, shopping or gaming sites etc. during lectures
- Ask for permission before recording or filming a lecture

Do not use personal media devices etc. during lectures unless part of the lecture design.

EXPECTATIONS OF ENGLISH PROFICIENCY

Being able to read, write and speak in English is integral to successfully participating in the learning process. In addition to the English Proficiency Requirements for Admission that have been determined by the Australian College of Theology and TEQSA, Morling College requires all students to possess the necessary English knowledge and skills to meet the requirements of their chosen Award.

It is expected that students will have, or will be actively developing, the knowledge and skills to:

- Understand and engage with the readings and other study materials in a Unit;
- Be confident to use the vocabulary and specialised language of theology and biblical studies;
- Be able to interpret assignment questions and select relevant research materials for the task;
- Express their knowledge and opinions clearly and persuasively in assignments;
- Share their knowledge and experience with others and engage in meaningful conversations in and outside the lecture room; and,
- Communicate clearly with staff.

ENGLISH LANGUAGE PROFICIENCY

English proficiency is important for all students - both for those whose primary language is English and for those from a non-English-speaking backgrounds (NESB). Students are responsible for developing their English language proficiency and should take note

of feedback indicating that improvement is needed. Students are encouraged to seek support through both formal and informal programs at Morling and via other providers.

If it becomes evident that a student's level of English proficiency is not at the standard needed for their level of study they may be required to vary their Award.

EXPECTATIONS OF COMPUTER ACCESS AND USE

All students at Morling will need access to a computer and to the Internet. Being able to competently use a computer and utilise online resources are essential skills for study at Morling College. Students are responsible for developing their Information Technology (IT) skills. Students should talk to their lecturer if they have concerns about the IT skills required for their level of study.

It is expected that all Morling students will be able to do the following tasks as part of their studies:

- Send and receive email;
- Access Websites and Online Videos
- Use Microsoft Word, PowerPoint or other word processing software to prepare assignments;
- Access Moodle and upload assignments as PDFs;
- Open a Portable Document Format (PDF) documents and save documents in PDF format.

Students are responsible for fulfilling the requirements of their chosen Award (Course) and the Units of study which are involved. It is also their responsibility to ensure that they meet any pre-requisites or co-requisites for enrolled Units. The staff at Morling College are here to assist students in this process, with resources available to help students navigate their way.

DISABILITY SUPPORT

In accordance with our Students with Disabilities policy, Morling College is committed to making reasonable modifications to academic programs to accommodate students with disabilities. However, in so doing it will not compromise the academic standard or any essential component of a program.

Where, because of disability, a student requires special provisions for learning and/or assessment (including examinations), they should complete an application and submit this to Academic Services.

Information must be provided by an appropriate medical practitioner or health care provider, with attached documentation if required.

Where the disability is permanent, a student's special provision will be effective for the duration of their study. Where the disability is temporary or can change, special provision will be offered for maximum of 2 year, and will be extended after receiving updated medical information.

Approval will be at the discretion of Academic Services in consultation with the Director of Student Services.

Special consideration may include:

- Extensions for assignments
- Extra time in an exam.
- Special printing of exam papers (colour paper, font size).
- The use of a viva, scribe or a college-provided computer during the exam.
- An alternative location due to physical requirements.
- An alternative assessment (subject to approval by the relevant Moderator).

Each Semester, students should notify their lecturers that they have approved Special Consideration for Assessments, and also coordinate any exam requirements with Academic Services.





STUDYING AT MORLING

Enrolment

HOW TO ENROL

1. Consult the relevant On-Campus Timetables, Online Units and Intensives information as well as Course Planning pages on [Moodle](#) and the [Morling Website](#).
2. Complete the relevant Online Enrolment Form, completing all required sections of the form.

When a student's enrolment has been processed, Academic Services will send a Confirmation of Enrolment via email. Check this thoroughly and contact Academic Services before Administration Date if you believe there is an error.

ENROLMENT RESOURCES

The Morling website and Moodle contain helpful resources such as On-Campus Timetables, Online Units and Intensives information and all enrolment-related forms, Course Planning Central and other resources which students are advised to consult, particularly before enrolment.

For Bible and Theology students, the most authoritative information is held in the relevant ACT Student Handbook; available on the [ACT website](#). We urge students to be familiar with these policies.

CCSC students, should consult their Course & Unit Guide and the yearly Unit Offerings Guide. Students are encouraged to contact the CCSC Administrators for further advice and guidance relevant to their course.

TRACKING YOUR COURSE

Students are advised to consult their Course Adviser or Academic Services in relation to tracking their Award. Students should come prepared with a summary of the Units completed and ideas for future study and ministry.

Students studying with the ACT can access a personalised online Course Planner via this link: <https://planner.acttheology.edu.au/login>

COURSE ADVISERS

A list of current Course Advisers is available on Moodle. Please note that Course Advisers may change from time to time due to Staff changes.

CHANGING MODE OR STUDY LOAD?

If a student is planning to change their Course of study (for example: Course level, full-time to part-time or vice versa) they should speak to someone within the Student Services Team or their Course Adviser before submitting an Enrolment Form.

FEE-HELP

If changing Course or Award level, a new Request for FEE-HELP form is needed if a student plans to defer their tuition fees to FEE-HELP.

Withdrawals and Variations of Units

Before making changes to enrolment, students should discuss their plans with the Student Services Team or their Course Adviser/ Administrator and consult the policies regarding a variation to enrolment. Detailed information is found in the relevant Variation of Enrolment Policy.

Students must consult the Important Enrolment Dates table for information on the fees and possible academic penalties associated with a variation of enrolment. The dates listed may be different for Intensive or Field Education Units. Consult the Unit Outline or Units page of the Morling website for the relevant dates and information.

Students must use the appropriate Enrolment Variation Form to withdraw from Units, add Units (after enrolment), or substitute one Unit for another. Withdrawing from a Unit on Moodle, telling the Unit Coordinator or Course Adviser, or notification by phone or email is not sufficient. The Enrolment Variation Form is available on Moodle.

Any fees the variation will incur should be paid prior to submission of the form to Academic Services before 5pm on the dates outlined in the Important Dates table. Late fees, administration fees and the Variation to Enrolment fees cannot be deferred to FEE-HELP.

Consideration for Unexpected Circumstances

Students facing significant and unexpected circumstances have a variety of options to help them

complete their studies. Further information about each option is available on [Moodle](#) under 'Course Essentials & Forms'.

EXTENSIONS FOR ASSIGNMENTS

While it is expected that all students will submit their assessments no later than the due date; if circumstances mean that they not be able to meet a due date students should apply for an extension.

Requests for extensions must be submitted before the original due date.

DEFERRED ASSESSMENTS: BIBLE AND THEOLOGY & COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

What is a Deferred Assessment?

A Deferred Assessment allows students time to complete assessments after the normal teaching period has ended, where Special Conditions apply, mostly likely in the event of a serious illness or misadventure. The granting of a deferred assessment is in the form of a long extension (over 3 weeks).

A deferred assessment may only be granted if the assessment or exam has not yet been attempted. It is the student's responsibility to submit the appropriate request - available on [Moodle](#). Unless an application has been made, the usual penalties for failing to complete assessments will apply.

TUITION FEE REFUNDS (TFR)/COMPASSIONATE WITHDRAWALS (CW)

Students wishing to withdraw from a Unit after the Census Date due to circumstances that warrant special consideration can apply.

What is a Tuition Fee Refund?

A Tuition Fee Refund (TFR) is a compassionate withdrawal after the Census Date and after the Withdrawal Date. It is offered only when there are circumstances which are unusual, uncommon or unexpected. Typically, these circumstances:

- Are beyond a student's control;
- Do not make their full impact on the student until on, or after, the Census Date;
- Make it impracticable for the student to complete the requirements for the Unit during the period in which they undertook, or were to undertake, the Unit.

IMPORTANT THINGS TO KNOW ABOUT CONSIDERATION FOR UNEXPECTED CIRCUMSTANCES

- There is no guarantee that a request or application for an extension, deferred assessment or tuition fee refund will be granted.
- Documentation will be held in confidence by Morling College and the ACT.
- Students currently receiving government funding (e.g. AusStudy) will need to notify the relevant department of a change in study.
- There may be serious immigration consequences for Overseas Students and this may affect their Confirmation of Enrolment. Students should discuss any variation of enrolment with a Course Adviser and Academic Services.
- Bible and Theology Students can find more information in the ACT Student Policy Handbook available on the [ACT website](#).

Unit Content and Lectures

UNIT CONTENT

The content for each Unit will typically be delivered through Morling Online. Students are expected to engage with every topic within a Unit and ensure that non-assessed activities (such as readings) are completed.

LECTURE ATTENDANCE

The following information is particularly relevant to Bible and Theology Students. Counselling and Education students are encouraged to check with their Faculty and Faculty-specific publications as to regulations regarding their study.

On-campus and virtual classroom students are required to attend at least 80% of lecture hours. Students should have a good reason for missing lectures and supporting documentation may be requested by their Unit Coordinator. It is the student's responsibility to notify their Unit Coordinator in writing for absences. Under exceptional circumstances, students who have been absent for more than three weeks of lectures may be offered additional assessments in order to fulfill the required hours of study.

Students who are at risk of failing due to not meeting attendance requirements should consult with their



Unit Coordinator and/or Course Adviser as soon as possible. Online students do not have attendance requirements for lectures; however, attendance at regular online Virtual Classroom tutorial sessions is expected. Online students are also expected to maintain regular weekly progress through their lesson material.

STUDY MATERIALS

Unit Outlines

Unit Outlines are available on Moodle. It is the student's responsibility to read these carefully and take note of assessment items, required texts and other specific requirements of the Unit.

Textbooks

Normally each Unit will have one to two recommended text books. Enquiries about purchasing text books can be made online:

- **Booko.com.au** - provides an overview of prices from online sellers and some bookshops
- **Book Depository** - <http://www.bookdepository.com>
- **Booktopia Online** - <http://www.booktopia.com.au/> and search by author, title, etc.
- **Koorong** - www.koorong.com, bookshops throughout Australia. Students can receive a discount if they show their student card in-store. An online discount code is also available for students at the start of each semester.
- **Abebooks** - <http://www.abebooks.com/>
- **Amazon** - www.amazon.com

ESTIMATED TIME REQUIREMENTS FOR STUDY

While the time needed to complete the requirements of a Unit will vary for each student, it is important that students plan their time and monitor commitments they make to other activities. Students should carefully consider what impact making commitments to ministry opportunities or part-time jobs will have.

Morling Online (Moodle)

Before a student can access any content on Morling Online (Moodle) they need to be officially enrolled in the appropriate Unit. When a student's enrolment is processed, a Morling Online (Moodle) account will be created and an automatic email with the student's username and temporary password will be sent. If students have not received this email, they should first check their spam folder, and then contact Morling

Online. Please be aware that enrolling late before the start of semester will result in delays in Moodle access. For early access to Moodle, please enrol at least 4 weeks prior to the start of semester.

MORLING ONLINE SUPPORT

Students who need assistance accessing online study resources, should contact our Morling Online Department for support and advice by phone: (02) 9878 0201 or by email: online@morling.edu.au

LOGGING INTO MOODLE FOR THE FIRST TIME

www.morlingonline.edu.au

1. Login at the top right (or the login page)
2. Enter User Name: This is your nine-digit Student number as shown in your moodle confirmation email.
3. Enter the temporary password given in the confirmation email.
4. There will be a prompt to change the password. Passwords require at least one uppercase and one lowercase letter, a number and a symbol. Future changes to passwords, email addresses, etc. can be made by clicking 'Edit profile'.

If a student has a problem they can email online@morling.edu.au with a detailed description of the problem, including their student username and the relevant name/s of Unit/s.

ACCESSING UNIT RESOURCES

Access to preliminary unit information in Morling Online (Moodle) will be opened three weeks prior to the commencement of semester. Access to this is dependent on students enrolling at least 4 weeks prior to the start of semester. Resources will usually be arranged in 13 sections reflecting the 13 teaching weeks in a semester. Each section/week will contain the resources for that lesson. These may be 'hidden' and opened by the lecturer week by week.

- **Virtual Classroom Sessions:** Online Units regularly include 2–3 online virtual classroom sessions. These are designed to enable online students to connect and engage with each other and their lecturer in 'real-time'. These are not teaching sessions. Regular attendance at these sessions is expected of all online students. Dates and times for these sessions will be scheduled in consultation with students during week 1 of semester.
- **Discussion forums:** If a unit has discussion forums, these can be accessed via a link on the Overview

Page of your Unit. These may be 'hidden' until a few days before the commencement date for the discussion.

- **Moodle messages:** Students can send a message via Moodle to other participants in a Unit. Moodle messages are delivered as pop-ups if the user is online or via email if they are not.
- **Weekly Unit Materials:** a variety of learning resources are available each week, for students in the various modes of a unit (on-campus, livestream, online etc). Students are able to make use of the materials for all modes, if they wish, to enhance their learning experience. Learning activities associated with the mode you are enrolled in are compulsory each week.

WHAT OTHER RESOURCES ARE AVAILABLE THROUGH MORLING ONLINE (MOODLE)?

Moodle also contains a large number of support resources to help you through your studies, including study skills and academic support, course essentials and forms, a noticeboard, library resources and help with Moodle and Turnitin.

Once you become a Morling student, everything you need to continue and complete your studies is available on Moodle - your Morling Study Centre!

Assessments

Students must submit assignments and sit examinations for most Units. Specific details of the assessment scheme appear in the Unit Outline for each Unit. It is essential that students familiarise themselves with these details as soon as they download their Unit Outline so that they understand how the Unit is to be assessed.

Queries about the assessment scheme should be directed to the relevant lecturer/Unit Coordinator. This should be done sooner rather than later so that a student's study and learning do not suffer through being misdirected.

REQUIREMENTS FOR ASSESSMENT TASKS

Morling College has specific requirements regarding the formatting and presentation of assignments. Students can download a copy of the General Requirements for Assessments Handbook under 'Course Essentials & Forms'. Other helpful guidelines regarding study at tertiary level are also available on Moodle.

SUBMITTING ASSESSMENT TASKS

Most Assessment Tasks will require an online submission via the Unit's Moodle page. Most of these tasks will also use the Turnitin program: a text-matching system used as a training tool as well as a plagiarism prevention tool.

COMPLETION OF ALL ASSESSMENTS IN A UNIT

For Bible and Theology students: ACT regulations specify that all pieces of assessment for a Unit must be completed in order to pass that Unit, even if these receive a subsequent fail mark due to lateness. 50% overall is needed to record a passing grade for a Unit. There is no minimum requirement for individual assessment items.

For CCSC students: The major assessment in a unit must be passed in order to pass the unit. This will be stipulated in the Unit outline, and Assessments Outline documents on Moodle. If in doubt, contact your lecturer or CCSC administrators.

RETURN OF ASSIGNMENTS

Students should normally expect marked assessment items to be returned within three weeks. Feedback on assessments are usually given online through the Assignment portal.

PENALTIES FOR LATE SUBMISSION

If no extension has been granted the following penalties apply:

Bible and Theology

- The Australian College of Theology has introduced new late penalties for 2022. Unless a student has applied for and been granted an extension, late assignments will now be deducted 5% of the total marks of the unit per calendar day (not 3% as previously).
- After 10 days, the assignment will receive zero (not 14). These changes make it even more important that you reach out to us for help early, if you are experiencing difficulties in completing your work. ACT students should consult the [ACT Policy for more information](#).

Counselling, Chaplaincy and Spiritual Care

- Up to a week: 10% of the mark given
- Up to two weeks: 20% of the mark given



- Up to three weeks: 30% of the mark given
- Up to four weeks: 40% of the mark given
- Beyond four weeks: all marks are forfeited.

RE-SUBMISSION OF ASSESSMENTS

At the discretion of the Unit Coordinator you might be offered to re-submit an assessment item. If this is the case, re-submitted assessments will be given no more than 50% (minimum pass grade).

MODERATION OF ASSESSMENTS

Bible and Theology

At all levels Bible and Theology Units are accredited through the Australian College of Theology but assessed internally by Morling College lecturers (some projects can have external markers). All assignments are marked by Morling College lecturers, and each unit is moderated by external parties.

This means that assignments and examinations are both set and marked by the Unit lecturer, but marks are moderated and released to students by the Australian College of Theology (ACT).

Normally results are released in late July and immediately before Christmas respectively.

Education

At the end of each Semester the Moderation Committee for the Faculty of Education meets to review the results of individual students in each unit for the Semester. The Moderation Committee meets to review the results in the interests of justice and fairness with reference to academic standards.

It may be necessary to moderate the grades of students in a particular unit. This may occur, for example, where the grades awarded by a lecturer in a given unit are deemed to be either too high or too low on average, relative to:

- a) the marks awarded by the same or other lecturers in the same unit in previous years, and/or
- b) the marks awarded by the same or other lecturers in other units in the current or previous years, and/or
- c) accepted standards of marking and grade distribution in other tertiary institutions.
- d) moderation of grades will only be made in

exceptional circumstances where clear discrepancies in grades with respect to (a) to (c) above exist. If moderation of grades does occur, students will be informed in writing that their grades have been moderated. If no such written advice is forthcoming, students may take it that no moderation of grades has occurred.

A report is prepared for the Morling College Academic Board that reviews the recommendations made by the Moderation Committee and makes the final ruling on the results.

Counselling, Chaplaincy and Spiritual Care

All CCSC assessments are set and marked by the unit lecturer. High Distinctions or Failing papers are double marked by the educator and a member of faculty. All results are moderated internally by the CCSC faculty and educators. After internal moderation the Dean of CCSC approves the release of grades, which are emailed to students by Academic Services.

For the purposes of continuous course improvement a different unit every semester is sent to the external moderator. The unit, learning outcomes, assessments, and marking are all examined by the external moderator and a report submitted to the relevant CCSC Associate Dean with recommendations and comments.

Normally results are released in late July and immediately before Christmas respectively.

GRADING

HD	High Distinction	85-100%
D	Distinction	75-84%
C	Credit	65-74%
P+	Pass Plus <i>Pass Plus is only application for BAT assessments</i>	58-64%
P	Pass	50-64%
F	Fail	0-49%

Language Units are an exception to this and are graded differently. Please see assessment information on the relevant Unit page of Moodle.

Academic and Non-Academic Misconduct

The College regards the action of any student who plagiarises or misuses the work of other persons as dishonest and incompatible with the Christian standards of the College. All students are encouraged to seek academic advice regarding their study and utilise the Study Skills information available through the Moodle.

All Morling students should be familiar with their faculty's policy on academic misconduct and the College's policy on plagiarism. Practical information is available in the General Requirements for Assignments Handbook.

See the [Policies page of our website](#) for a each of our policies pertaining to Academic and Non-Academic Misconduct.

Exams

Some units of study include an exam at the end of semester. The examination period usually starts one week after the end of lectures. Students should factor this in when arranging work or other commitments.

Information about exams is made available on [Moodle](#) for the relevant units and on the Moodle Dashboard closer to the exam period.

Completion of Units

GRADE POINT AVERAGE

A candidate's (student's) grade point average (GPA) is calculated by multiplying the grade point for each Unit by the number of credit points for that Unit. The sum of these is then divided by the total number of credit points accumulated for the award. Units to be included in GPA calculation are those with the following grades or codes: HD, D, C, P+, P, F, FW. All other grades contribute to the completion of your award but are not counted in the calculation of a GPA (e.g. GSF).

- A graduate GPA of 2.8 in an award has been accepted by the Boards of the ACT as equivalent to a Distinction average.

- Failed and Failed Withdrawn Units will be recorded permanently on the transcripts of candidates and be used in the calculation of your Grade Point Average.

	Grade	Percentage	Grade Points
HD	High Distinction	85%+	4
D	Distinction	75%+	3
C	Credit	65%+	2
P+	Pass Plus	58%+	1.5
P	Pass	50%+	1
F	Fail	0-49%	0

Progression and Intervention Policy

Morling and the ACT are committed to supporting students in their study and enabling students to complete their course. This is done by monitoring a student's Unit results each semester, providing on-going academic support for students, and intervening when students are at risk of not meeting satisfactory course progression requirements.

Consequences may include conditions imposed on enrolment, exclusion from study for a period of time, and other special requirements as determined on a case-by case basis. Full details on the potential outcomes of less than satisfactory course progression are outlined in the Policy. Any student who has less than satisfactory progression in any semester will be notified by Academic Services and advised of the applicable consequences.

The consequences of poor course progression are different for domestic and overseas students due to the specific Student Visa regulations that apply to overseas students. See the full relevant Progression and Intervention Policy for more information.



FINANCE

Fees

Semester Fee information can be found on the [Morling website](#). Students should carefully note the fees for their chosen Award (Course).

- The tuition fees listed for Faculty of Theology units taken for credit towards an Award of the Australian College of Theology are subsidised by Morling College. To see the ACT's full Tuition Fee Summary please see the [ACT website](#).
- Administration fees apply to an enrolment according to the schedule of Important Dates throughout a semester. Administration fees are charged per unit. Administration fees incurred for Certificate in Theology enrolments are charged at the listed audit amounts.
- All language units (LA - Greek and Hebrew) are charged the Undergraduate (Bachelor) rate in all awards.
- Guided Spiritual Formation (GSF) is one unit taken over four semesters, charged per enrolled quarter.
- Online units cannot be taken in Audit mode.

OVERSEAS STUDENTS

- International fees for Faculty of Education students not residing in Australia are charged at the domestic rate.
- Overseas Students on a Student Visa can only enrol in an accredited course of study and tuition fees must be paid upfront in full by the end of Week 1 each semester. FEE-HELP and the Installment Plan are not available.

FINANCIAL DIFFICULTY

- Students having financial difficulty should contact the Finance Manager to discuss their situation.
- Students with an outstanding account balance at the end of the semester will not receive their results and will not be allowed to enrol or graduate until their account has been paid.

Scholarships

Morling offers a range of scholarships to students. Some are in the form of a monetary grant which is placed on a student's account while others are more substantial and may cover fees.

Morling scholarships aim to allow students to focus on their studies and participate in College life by relieving financial pressures that come through tuition fees or living expenses. We hope the scholarship program will enable women and men who have not had the opportunity to come to Morling to study, including those from culturally diverse and indigenous communities.

Most of our students come to College because they have been encouraged to be further equipped by someone they know. In response to this, we have developed Matching Scholarships, whereby church leaders and communities can invest in student's lives financially towards their study.

There are two main matching scholarship types for donors/sponsors: Unit for Unit, and 1/1/1.

Matching scholarship funds should be paid before the start of any study period and are used towards unit fees only. Note that Morling's contribution will only be processed for students who have been offered a Morling scholarship and after the matching funds have been donated.

Further details on these scholarships and others available can be found on the [Scholarships page of our website](#).

Payment Options

A full list of payment options can be found on the [Morling College Website](#). These options include:

- FEE-HELP
- Upfront Payments
- Online Payments

BOARDS AND RELATED ENTITIES

Morling College Board/ College Council

The College Board takes a strong pastoral interest in the life of Morling College. It is the group to which all staff, through the Principal, are accountable. The Board makes the major policy decisions regarding the life and future of the College. The College Board consists of ten persons elected by the BUNSW Assembly, one person selected by the BUWA Assembly Council, the Chair of Morling College Academic Board and one person with academic expertise co-opted by the Morling College Board itself.

Information about Board Members can be found on the [website](#).

Morling College Academic Board

The Academic Board has oversight for courses and course delivery for those courses that are directly accredited, i.e. Education and Counselling. The Academic Board meets between four and six times per year and functions as an advisory committee which makes recommendations to the Morling College Board who will make final decisions. The functions of the Academic Board include but are not limited to: moderation and approval of marks; approve/recommend graduands to the Morling College Board; approve development of new units/courses; benchmark against other institutions; approve/recommend approval of course accreditation documentation; oversee quality control of courses.

Other Committees

For current members of these committees please contact Morling's Chief Operations Officer.

- Risk Management Committee
- Finance Committee
- Morling Residential Subcommittee
- Property Development Committee
- Human Resources Committee

Tinsley Institute

The Tinsley institute was founded by Rev Dr Michael Frost and works in close conjunction with Morling College students and staff. Morling has a long tradition and an enviable reputation as a college that takes seriously the need to equip the whole believer for the task of taking the whole gospel to the whole world.

Morling graduates are currently serving all over the world in places such as Malawi, Cambodia, Thailand, Central Asia, the United Kingdom, and beyond.

The partnership between the Tinsley Institute and Morling College is one of the largest providers of missional subject choices in Australia. The Tinsley faculty has expertise in cross-cultural mission, evangelism, church planting, and missional church thinking and practice.

Morling Press

Morling Press is dedicated to publishing popular Christian academic books as well as re-publishing Baptist classics. Our mission is to publish excellent books which will equip Christians in their faith and challenge them to better serve God and His church. Academic Staff books and Morling Press published works are available for sale through the [Morling Press bookstore](#), online and at Morling College.

The Morling Foundation

The Morling Foundation was established to resource and support Morling College in its ongoing vision to provide quality, biblically grounded education and training.

The Morling Foundation manages funds from property proceeds and large donations. These funds have been used to build the new Ministry and Learning Centre (MALC) debt-free and funded Morling Residential College (MRC), which was opened in 2016 as we celebrated 100 years of Morling College. It has been extraordinary to hear the many stories of God's goodness over the years. But even more inspiring has been the vision of what God is doing and will continue to do.

On the plaque unveiled at the opening of the MRC are the words, from Hebrews 13:8, "Jesus Christ is the same yesterday, and today, and forever." This reminds us of the glorious truth that the Lord Jesus, who guided and directed us as a denomination to begin Morling, is the same Lord Jesus who directs and guides us today and until he returns.

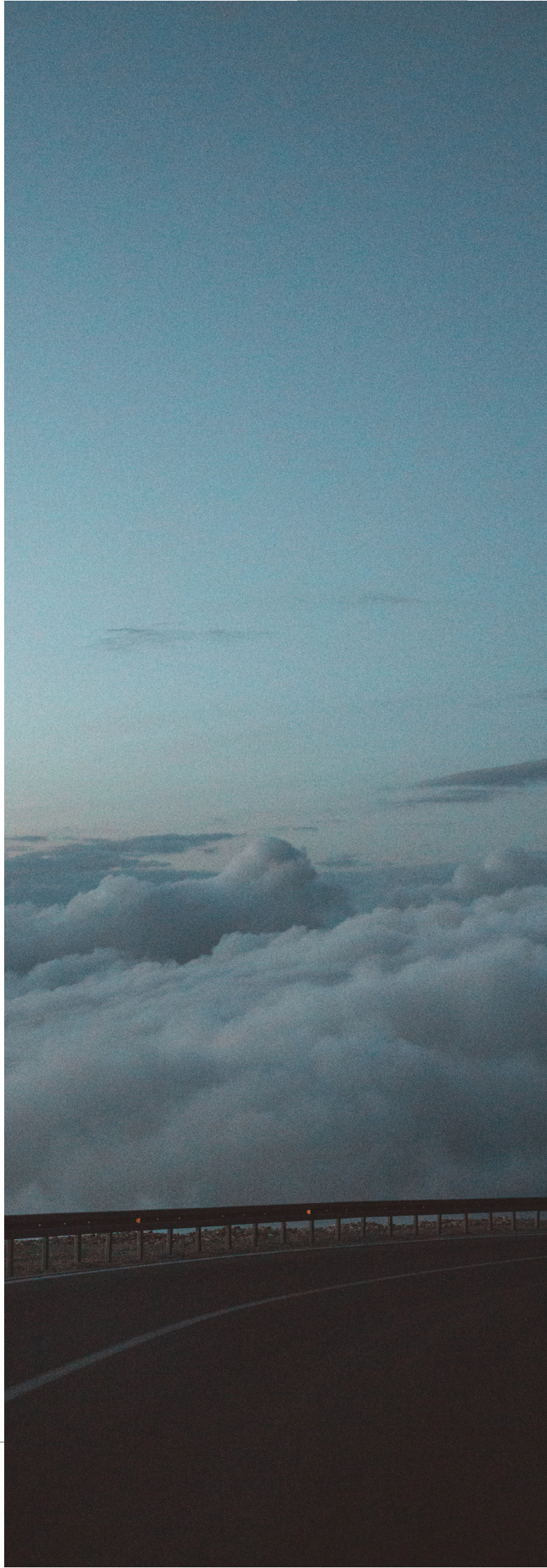
Kel Willis International Student Fund

For some time now Kel Willis has been pondering the best way to contribute to the growth of the Church in third world countries. While the Church in third world countries has strengthened, advanced and been encouraged by the quality of its leadership, the inability to access the right training for potential leaders has sadly inhibited growth in many instances.

In recent years Morling has subsidised or fully covered the cost of training for a small number of key people from the Global South. This has resulted in emerging leaders with a vision for their own people grow in their passion for God and developing skills to equip them for future effective ministry in their own lands, which has been wonderful to see.

Morling has embraced Kel's vision to set up a fund for Overseas Students and we are excited about the opportunity it will give us to equip more students to make a significant difference to their churches and indeed their nations. Please give prayerful consideration to giving to our International Student Fund.

All Donations to Morling College, the Morling Foundation and the Kel Willis International Student Fund are tax deductible.







POLICIES FOR FURTHER READING

Morling College policies can be found on the Morling website: <https://www.morling.edu.au/policies/>

Policies may vary depending on your faculty of study.

ACT POLICIES

The Australian College of Theology's policies referred to in this Handbook are listed below. These, plus a complete list of ACT policies, can be downloaded from the ACT website: actheology.edu.au/documents Students are advised to refer to these policies for detailed information.

KEY POLICIES:

- Grievance Resolution Policy for Domestic Students
- Grievance Resolution Policy for Overseas Students
- Tuition Fee Refund Policy
- Coursework Course Enrolment Policy
- Unit Enrolment & Results Policy
- Extensions Policy
- Academic Misconduct policy
- Late Penalties Policy
- Non-discriminatory language policy
- Course Progress Policy
- Credit Transfer Rules
- Prior Learning Policy
- Whistleblower policy

ACT CONTACT

Students may contact the Australian College of Theology directly at any time.

Address: Level 5, 33 York Street, Sydney NSW 2000

Phone: +61 (2) 9262 7890

Email: AcademicServices@actheology.edu.au

EDUCATION, COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE POLICIES

All policies relating to Education, Counselling, Chaplaincy and Spiritual Care can be found on the [Morling College website](#). Students are advised to refer to these policies for detailed information

KEY POLICIES:

- Grievance (Academic Matters) Policy & Procedure
- Grievance (Non-Academic Matters) Policy & Procedure
- Academic Misconduct Policy
- Admissions Requirements
- Advanced Standing & Recognition of Prior Learning
- Course Progression Policy
- Leave of Absence Policy
- Overseas Student Extension, Deferment, Suspension and Cancellation of Enrolment Policy: Counselling
- Overseas Students Release and Transfer Policy: Counselling
- Plagiarism Procedures
- Refund of Tuition Fees and Re-crediting of FEE-HELP Debt Policy
- Refund of Tuition Fees Policy for International Students
- Special Circumstances Policy
- Student Assessment Policy
- Suspension of Candidature Policy
- Tuition Fee Refund Policy
- Unit Changes Policy
- Variation to Enrolment Policy



As an affiliated college of the Australian College of Theology, Morling College is approved to deliver the following courses of the ACT (CRICOS 02650E).



MORLING COLLEGE

NSW: SYDNEY CAMPUS

122 HERRING ROAD, MACQUARIE PARK NSW 2113

MINISTRY AND LEARNING CENTRE:

5 SAUNDERS CLOSE, MACQUARIE PARK NSW 2113 (*mailing address*)

WA: PERTH VOSE CAMPUS

20 HAYMAN RD, BENTLEY WA 6102 (*mailing address*)

E: ENQUIRIES@MORLING.EDU.AU

P: **SYDNEY:** (02) 9878 0201 | **PERTH:** (08) 6313 6200

WWW.MORLING.EDU.AU

Morling College acknowledges the traditional custodians of the lands where the Morling College campus, hubs, and students are located and pay our respects to their Elders past, present and emerging.