

ADELAIDE COLLEGE OF DIVINITY
Code of Practice

The Adelaide College of Divinity is committed to an environment that fosters mutual learning, partnership and dialogue in tertiary theological education. The ACD strives for excellence in educational practice in teaching and learning.

Adelaide College of Divinity (ACD) is a Higher Education Provider and a Registered Training Organisation under the Training and Skills Development Act 2008 and the Higher Education Support Act 2003. We aim to comply with the legislation and standards under the Tertiary Education Quality and Standards Agency Act 2011 and the Australian Quality Training Framework.

All that we do is based on our shared commitment to provide quality theological and ministry education through our courses. That includes our concern for you as students and your learning needs from initial enquiry through admission, enrolment, study, assessment and progress to graduation.

Enquiry

Our marketing and advertising to prospective students is ethical and accurate. We aim to give you the information you need about study with us and how to complete your course.

Admission and Enrolment

Before you enrol you will be informed of all the costs and charges you will incur throughout your course.

We have a fair refund policy which we provide to you, along with all other student policies, prior to enrolment. In the event that we are not able to fulfil our obligations to you we have measures in place to ensure that you may be able to complete your course at another tertiary ministry education provider or a refund.

We ensure that your records maintained by us are complete and accurate. We maintain confidentiality of your information which will not be divulged to third parties unless authorised by you or under law. You may request access to see your own records to confirm their accuracy and completeness.

Teaching and Assessment

Our courses, teaching and assessment are relevant to current and emerging ministry needs having been developed in consultation with church leaders and ministers. You will have opportunity for ministry practice in the field as part of your course assessment.

Our teachers and assessors have current knowledge and skills in ministry practice informed by scholarship and experience. Many of our lecturers are ordained and currently active in ministry.

We will recognise your prior study, learning and experience where relevant to our courses.

Our teachers and assessors will provide constructive and timely feedback on your work.

Study Experience

We aim to provide you with the opportunity to realise your capabilities through equal access to and participation in our courses. We ensure as far as possible that learning experiences are positive and free of discrimination or harassment. We are concerned to ensure our mutual obligations for health, safety and welfare of students and staff are met.

We will deal fairly and constructively with any concerns or complaints you may have.

We are committed to continuously improving all that we do and will seek feedback from you about your experience in studying with us.

Graduation

We aim to ensure that you have every opportunity to acquire the knowledge and skills to take your place confidently in Church and society and to contribute to both when you graduate.

We regularly engage with ministers, church leaders and visiting scholars to review and update our courses and participate in teaching and assessment.

Your Responsibilities as Student

Our aim of mutual learning, partnership and dialogue places obligations on both students and staff. We expect that all members of our learning community will respect the rights, dignity and welfare of people who study and work at the ACD.

In particular, we expect that you will:

- Respect the differing views and beliefs of other students and staff and be open to listen to them
- Be honest in your academic work and acknowledge the ideas and work of others
- Become familiar with the requirements of your course and track your progress
- Submit work on time, and contact the lecturer or distance education administrator in advance if the due date cannot be met
- Talk to a staff member if you are having difficulty with study
- Understand and comply with ACD Regulations, policies and procedures
- Ensure that you meet enrolment due dates and provide the information and documentation we need for our records
- Inform us of any changes to your personal details as soon as possible.