

Some Frequently Asked Questions about Academic Procedures at CIS

REQUIREMENTS FOR DEGREES

Q How do the undergraduate programs work?

The requirements are listed in the handbook but for the **Bachelor of Theology** the following is necessary:

Total points required: 216 points

Each course unit is 9 points

Two majors and one sub-major

A major is 54 points and follows the requirements of the sub-discipline or discipline

A sub-major is 36 points and follows the requirements of the sub-discipline or discipline

At least a sub-major in the sub-disciplines of Biblical Studies AND Theology

At least 9 points in the sub-discipline of Church History

The requirements are listed in the handbook but for the **Bachelor of Ministry** the following is necessary:

Total points required: 216 points

Each course unit is 9 points

One major and one sub-major in Christian Life and Ministry or its sub-disciplines

At least a sub-major in the sub-disciplines of Biblical Studies AND Theology

A major is 54 points and follows the requirements of the sub-discipline or discipline

A sub-major is 36 points and follows the requirements of the sub-discipline or discipline

Q What is the difference between a sub-major and a major?

A sub major is a structured four units (36 points) within a discipline or sub-discipline. Each sub-discipline has a list of core units that must be undertaken in order to complete the sub-major.

A major is a structured six units (54 points) within a discipline or sub-discipline. It too has core course units that must be undertaken in order to satisfy the requirements of majoring in the sub-discipline. The full requirements are stated in the Handbook.

Q. Do I need to study course units in a particular order?

Normally foundational course units (7100 level) are required before 7200/7300 level course units. The Handbook states the pre-requisites within each sub-discipline. For example within the Bachelor of Theology, B7110 Introduction to Biblical Studies must be completed before any other Biblical Studies course unit. There are, however, some sub-disciplines where the introductory course unit is coded at 7200 level.

Q. Do I have to do all my course units at CIS?

There are a number of Member Institutions (MIs) within the Sydney College of Divinity that you may study at provided that you:

1. follow the procedures for such enrolment as detailed in the Academic Structures, Regulations & Procedures as found in the CIS Handbook;
2. satisfy the requirements for the major/sub major sequences as required to graduate from CIS.

If you intend to study outside the SCD, for example at the Australian Catholic University or the University of Notre Dame Australia, please note that the maximum amount that may be credited to your degree is 144 credit points. You will need clearance before you commence study elsewhere. NB: you may not be enrolled in an SCD degree and another degree concurrently.

Q. I have a previous degree or have completed other studies before commencing at CIS, can these be counted towards my degree?

Credit is considered on a case-by-case basis and is awarded by the Sydney College of Divinity. Each Member Institution presents their credit applications to the relevant SCD Committee.

36 points credit, the equivalent of four course units in Humanities are normally awarded for a completed undergraduate degree (e.g., B,Com., B,Ed., B,A, etc.) towards the Bachelor of Theology. In order for credit to be considered, a certified copy of your transcript needs to be supplied to the Registry.

If you have completed other studies that you wish to be considered for credit you will need to provide a certified copy of your transcript to the Registry as well as the appropriate course outlines.

ATTENDANCE AND WITHDRAWALS

Q What are the general attendance regulations for semester length course units?

Students are expected to participate in all class sessions, field work and any other activities as prescribed for the course unit, and satisfy the assessment work required.

In order to pass a course unit a student must attend at least two-thirds of all prescribed activities for that course unit and satisfy the assessment work required. **NB: Students must attend at least 80% of classes**

In individual cases, alternative arrangements may be allowed after consultation with the Registrar and the teacher concerned. A student may attempt any course unit only twice. Please consult the CIS Handbook for the regulations governing repeating a course unit that has been failed on the first attempt.

Q I am enrolled in an Semester Intensive course unit but cannot attend all the sessions, what should I do?

In order to pass a course unit each student must attend at least 80% of classes. For a five-day continuous intensive, this means four days. In the case of a split intensive - such as three days followed by two weekends - you must again attend four days in all. You are required to be present at two of the first three days.

If you know in advance that you will be absent for more than this amount of time, then it is better not to enroll in an intensive; if it becomes impossible during the intensive to fulfill attendance requirements, please seek advice from the Registrar as soon as possible.

Q If I need to withdraw from a course unit what should I do?

If the course unit is semester based (twelve lecturing weeks' duration) then you may withdraw within the first three weeks by completing a withdrawal form available from the Registry. The tuition component (including the SCD Levy), if paid, is refunded to the person who paid the fees. In such a situation, enrolment in the course unit will not appear on your transcript.

After the first three weeks withdrawal without penalty needs to be sought in writing from the Registrar. This is considered by the CIS Academic Board and if granted will appear on your transcript as a W grade for the course unit. Any refund of fees needs to be requested in writing and will be considered on a case-by-case basis.

If the course unit is a Semester Intensive then you are permitted to withdraw by the end of the second day by completing a withdrawal form or by writing to the Registry. The tuition component of the fees, if paid, will be refunded. Once you have attended three days you will need to write to the Registrar (the same process as withdrawing after the first four weeks of a

semester, outlined above). Any refund of fees needs to be requested in writing and will be considered on a case-by-case basis.

Q Can I re-enrol in a course unit that I may have failed?

Yes, provided that the following regulations of the CIS Academic Structures, Regulations and Procedures:

Should a student re-enrol in a course unit having failed a previous attempt to complete the course unit, the following principles will apply:

- 1.5.1 A student is not required to re-enrol in a previously failed unit except when the unit is a core or required unit or is a pre-requisite unit for another course unit the student wishes to take.
- 1.5.2 A student cannot re-enrol in the same unit 3 times - only 2 attempts are allowed.
- 1.5.3 The unit to be re-enrolled in must be a currently accredited unit. This may rule out the re-enrolment into the same unit that was previously failed.
- 1.5.4 No matter what type of failure has occurred, (because of low standard or incompleteness) a Fail is recorded on the student's academic record.
- 1.5.5 The second attempt (re-enrolment) of the same unit would normally involve completion of the entire unit again, including attending lectures if face to face delivery.
- 1.5.6 It is at the discretion of the CIS Academic Board to 'customise' the way in which a student repeats a failed unit in conjunction with the pastoral care strategy being used for the student. Areas of such customisation would include:
 - 1.5.6.1 Attendance requirement – the second attempt might be only offered via distance at the time the student re-enrols or is not offered and so the student would need to complete the unit via independent study.
 - 1.5.6.2 Assessment requirements – if the assessment requirements have changed for the unit at the time of the second attempt then all new assessment pieces are required. If the assessment requirements for the second attempt are the same then recognition of previously passed assessment pieces may be considered. This would be determined as part of the pastoral care strategy of the student.
 - 1.5.6.3 Tuition Fee – a discount may be provided for a second attempt.

REFUNDS

Q Am I eligible for a refund if I withdraw from a class?

Notwithstanding implications as regards FEE-HELP, students withdrawing from:

- A semester length course unit before the first three weeks of semester, will not be charged for the unit;
- An intensive course unit before the end of the second day, will not be charged for the unit.

Students who are approved by the CIS Academic Board to withdraw without academic penalty after week three of the semester will usually still forfeit the tuition costs for that unit.

ASSIGNMENTS

Q How do I submit assignments?

A cover sheet (found on the Registry stand) should be attached to the assignment and the package placed in the assignment chute in front of the Registry, no later than Institute closing time on the day the assignment is due. Please note that the declaration on the front of the coversheet must be signed and dated or the assignment will not be marked.

Q What should I do if the Institute is closed when I come to submit an assignment?

In exceptional circumstances, such as the Institute being closed earlier than advertised, assignments may be left at the Circulation Desk of the Veech library (if open) or placed in the after-hours library chute located beside the external doors of the Veech Library. **Please note that the letter box located in the fence on 99 Albert Road is not cleared, so no assignments should be placed there.** Assignments not placed in the Registry chute are not guaranteed and students should have a copy of their work “just in case” it does not reach the lecturer concerned.

Q What happens once my assignment has been corrected?

Marked assignments are returned to the Registry and may be collected from the Veech Library. If you attend semester Intensives you may wish to have your assignment posted to you. In this case, please enclose a stamped self-addressed envelope for your assignment to be returned to you. Please note that exams are not returned to students.

Q What should I do if I am unable to submit an assignment by the due date?

In the event that you cannot submit an assignment by the due date it is most important that you understand and follow the Policy on Extension of Written Assessment.

Students must ordinarily submit all assignments by the due dates set by the teacher and published in the Course Unit Booklets. If this is not possible due to exceptional circumstances

then a Request for Extension of Written Assessment must be completed. This form is available online and on the Registry shelves.

Grounds for Extension

An extension of an assignment's due date may be granted on the following grounds:

- Medical illness (certified by Medical Certificate)
- Extreme hardship
- Compassionate grounds

In such cases an extension of up to 28 days may be granted without penalty but only if requested before the assignment due date. The student should submit an "Application for Extension" including supporting documentation for authorizing and signing by the Lecturer and Registrar prior to the due date. The student will then be informed of the result of the request.

In extreme cases, extensions beyond 28 days may be granted. Such extensions must be applied for in writing, including supporting documentation, setting out the extreme circumstances. The Assessment Review Committee of the CIS Academic Board will consider such an unusual extension and notify the student of the outcome in writing.

Late Penalty

Late assignments without an approved extension will attract an automatic penalty deduction of 5% of the marks available for the item of assessment for every day (including weekends and holidays), or part thereof, beyond the date and time of submission (or any extension granted).

Assignments submitted without an approved extension beyond 10 days after the due date will receive a zero mark and NOT be annotated by the teacher.

Example:

Student submits an assignment worth 50 marks 4 days late.

Total mark available=50

Penalty: 4 days late = 5% of 50x4 = 10 mark penalty

The student's original mark is 40.

Final mark =40-10=30

Q. Can I record any of the lectures that I attend?

It is most important that you observe the following section of the CIS Handbook:

1.24.1 The Use of Personal Computers during Lectures:

1.24.1.1 Students are permitted the use of laptop computers during lectures.

1.24.1.2 For occupational health and safety reasons, such equipment must be operated only by battery.

- 1.24.1.3 The use of such equipment during lectures and discussion/tutorial sessions must be limited to those matters related to the lectures.
 - 1.24.1.4 The security of such equipment used whilst at the Catholic Institute of Sydney is the responsibility of the student. The Catholic Institute of Sydney accepts no liability in regard to the security of such equipment.
- 1.24.2 The Use of Mobile Phones and Personal Communication Devices
- 1.24.2.1 Mobile phones and personal communication devices must be switched off throughout lectures and discussion/tutorial sessions.
- 1.24.3 Recording of Lectures
- 1.24.3.1 Sound or video recording of lectures and discussion/tutorial sessions is not permitted without the explicit permission of the lecturer.