



---

**THEOLOGICAL EDUCATION BY EXTENSION  
COLLEGE**

(ASSOCIATION INCORPORATED UNDER SECTION 21, No.  
2007/030481/08)

**TEE COLLEGE  
POLICY, RULES  
AND REGULATIONS**

**Equipping Anyone Anywhere For Ministry**

**PROVISIONALLY REGISTERED WITH THE DEPARTMENT OF EDUCATION  
UNTIL 31<sup>ST</sup> DECEMBER 2010 AS A PRIVATE HIGHER EDUCATION  
INSTITUTION UNDER THE HIGHER EDUCATION ACT, 1997.  
PROVISIONAL REGISTRATION CERTIFICATE NO. 2008/HE08/002**

**It is the responsibility of the student to read and be familiar with the policy rules, regulations and requirements of the College contained in this Handbook. The College is not responsible for student's failure to do so.**

**This Booklet will only be sent to you once, so please keep it for reference during future years.**

## **TABLE OF CONTENTS**

1) ADMISSIONS POLICY .....	4
1.1) GUIDELINES ON ADMISSION TO DEGREE STUDIES WITHOUT MATRICULATION EXEMPTION .....	4
2) APPEALS POLICY .....	7
2.1) FOR ASSIGNMENTS .....	7
WHAT CONSTITUTES AN APPEAL.....	7
WHAT IS NOT CONSIDERED AN APPEAL .....	7
APPEAL PROCEDURE THAT STUDENTS MUST FOLLOW : .....	8
2.2 ) APPEALS POLICY FOR THE FINAL PIECE OF MODERATED WORK.....	8
WHAT CONSTITUTES AN APPEAL.....	8
WHAT IS NOT CONSIDERED AN APPEAL .....	9
APPEAL PROCEDURE THAT STUDENTS MUST FOLLOW : .....	9
3) ASSIGNMENTS .....	9
4) CANCELLATION OF REGISTRATION .....	10
5) CARRYING OVER OF RESULTS TO THE FOLLOWING YEAR .....	10
6) COPYING .....	11
7) PLAGIARISM .....	11
8) COPYRIGHT OF TEE COURSE MATERIAL .....	12
9) DELIVERY OF COURSE MATERIAL .....	12
10) DISCIPLINARY ACTION .....	12
DISQUALIFICATION MEANS .....	12
EXPELLED MEANS .....	12
11) EXAMINATION REGULATIONS.....	12
12) EXTENSIONS .....	13
CERTIFICATE & AWARD .....	13
DIPLOMA AND DEGREE.....	14
13) FINANCE & FEES POLICY.....	14
14) LIBRARY .....	16
LIBRARY HOURS .....	16
CONDUCT.....	16
BORROWING AND USING BOOKS AND OTHER MEDIA .....	17
RETURNING LIBRARY BOOKS AND THE PAYMENT OF FINES.....	17
REFERENCE AND JOURNAL SECTIONS.....	18
REGIONAL LIBRARIES .....	18
COPYING FACILITIES .....	18
15) MODERATION AND ASSESSMENT POLICY .....	19
16) PROGRAMMES OFFERED BY TEE COLLEGE .....	20
AWARD IN THEOLOGY AND THE CERTIFICATE OF COMPETENCE IN THEOLOGY .....	20
DIPLOMA IN THEOLGY AND MINISTRY AND THE DEGREE IN THEOLOGY .....	20
PROGRAMMES AND THE CHURCH .....	20
17) PURCHASE OF COURSE MATERIAL.....	20
18) REGISTRATION REGULATIONS .....	21
19) RE-REGISTRATION REGULATIONS .....	21
20) RESUBMISSION OF ASSIGNMENTS (DIPTHMIN AND BTH) .....	22

21) RECOGNITION OF PRIOR LEARNING .....	23
POLICY - TRANSFER OF CREDITS .....	23
POLICY - RECOGNITION OF PRIOR LEARNING .....	24
APPEALS.....	25
PROCEDURE .....	26
22) RESULTS .....	27
23) SURETY PROVISION.....	27

## **1) ADMISSIONS POLICY**

Any adult will be admitted into studies provided that :

- they meet the educational requirements for the programme they wish to enrol for
- They provide a certificate of good conduct from any previous higher education institution
- They do not have outstanding debt or library books from the Theological education by Extension College.
- Re-registration by current students providing that they are in good standing with the College
- Subject only to the discretion of the TEE College Council

For Admission Procedures, please see the section on “How to Register” in the current Yearbook.

### **1.1) GUIDELINES ON ADMISSION TO DEGREE STUDIES WITHOUT MATRICULATION EXEMPTION**

**From 2009, in order to qualify for admission to degree studies, a student must be in possession of the National Senior Certificate (NSC). Students who completed their schooling prior to 2009 e.g. from 2008 and before, must hold a Senior Certificate with a Matriculation endorsement, or qualify for a certificate of exemption.**

Students who do not hold a senior certificate with a matriculation endorsement may apply for one of the below listed exemptions:

#### **1. Conditional Exemption based on age ( 23+ with Std 10 / Grd 12)**

- Will you be at least 23 years of age on or before 31/12/2008?
- Did you pass a minimum of four Grade12 Higher Grade subjects or four Standard Grade subjects with symbols A – E?
- Were at least three subjects passed at one examination sitting?
- Was one subject passed on Higher Grade?

If you answered **YES** to **ALL** the above questions you may apply for conditional exemption on the grounds of age 23+ (Std10 /Grd 12)

*Please contact the college and ask for the Application Form*

## **2. Conditional Exemption based on age ( 45 or older)**

- Will you be at least 45 years old on the 31/12/2008? No school qualifications are required.

If you answered YES, you may apply for conditional exemption based on age 45+.

*Please contact the college and ask for the Application Form*

## **3. Complete exemption based on complete 3 or 4 year diploma**

- Did you have a Senior Certificate (Std 10 /Grd 12) with at least 5 subjects passed before you started your Diploma studies?
- Did you complete your 3 or 4 year Diploma at a SA Teachers college, Technikon, University or Nursing college affiliated to a SA University?

If you answered **YES** to **ALL** the above, you may apply for a complete exemption.

*Please contact the college and ask for the Application Form.*

## **4. Ordinary conditional exemption**

- Does your Grade 12 / Std 10 “advice of results” reflects that you passed with conditional exemption?

If you answered **YES**, you may apply for ordinary conditional exemption

**NOTE:** Students studying under cover of a certificate of ordinary conditional exemption must fulfil the condition (E.g. pass the outstanding subject). Re-registration for the next year will be refused if the condition has not been fulfilled.

*Please contact the college and ask for the Application Form*

## **FOREIGN SCHOOLING CERTIFICATES**

### **5. Complete exemption based on A and O levels**

- Did you pass a combination of five A and O level subjects?
- Are at least two of the subjects recognised A Level subjects?
- Do the subjects cover the following groups:
  - English Language
  - Any recognised 2<sup>nd</sup> language
  - Mathematics, Biology, Science, Geology, Physiology, General Science, a recognised 3<sup>rd</sup> language.

If you answered **YES** to **ALL** the above, you may apply for a complete exemption.

*Please contact the college and ask for the Application Form.*

**6. Conditional exemption based on age 23+ (IGCSE subjects – Namibia)**

- Will you be at least 23 years or older on the 31/12/2008?
- Did you pass at least four IGCSE subjects with symbols A-C?
- Were at least three subjects passed at one examination sitting?
- Was English FIRST language or Afrikaans FIRST language one of the subjects passed?

If you answered **YES** to **ALL** the above questions you may apply for conditional exemption on the grounds of age 23+ IGCSE Subjects

*Please contact the college and ask for the Application Form*

**7. Conditional exemption based on age 23+ (O – Level students)**

- Will you be at least 23 years or older on the 31/12/2008? Did you pass at least four O- level subjects with symbols A-C (A-C+ for Kenya Cert of Secondary Ed) or 1-6?
- Were at least three subjects passed at one examination sitting?
- Was English Language one of the subjects passed?

If you answered **YES** to **ALL** the above questions you may apply for conditional exemption on the grounds of age 23+ O- Level subjects.

*Please contact the college and ask for the Application Form*

**8. Complete exemption based on HIGSCE subjects (Namibia)**

- Did you pass five HIGSCE subjects (Grades 1-3)?

**OR**

- Did you pass four HIGSCE subjects (Grades 1-3) and 1 IGCSE subject (Symbols A-C)

**OR**

- Did you pass four HIGSCE subjects (Grades 1-3) and 1 HIGSCE subject (Grade 4)?

- Do the subjects cover the following groups:?

- **Group 1:**

A first language

- **Group 2**

A second language (English must be passed as first or second language at HIGSCE level) **and** 2 subjects from the **following 3 groups:**

- **Group 3**

A third language, Chemistry, Physics, mathematics, Physical Science or Biology

- **Group 4**  
Art, Economics, History, geography, or a subject from Group 3 (provided offered from one group only) (excluding third languages).
  
- **Group 5**  
Accounting, Computer Studies or Design and Technology provided the subject must be accompanied by a passmark in mathematics on at least IGCSE level.
- Did you pass the required subjects in two examination sittings or less?

If you answered **YES** to **ALL** the above questions you may apply for complete exemption

*Please contact the college and ask for the Application Form*

## **2) APPEALS POLICY**

### **2.1) FOR ASSIGNMENTS**

#### **WHAT CONSTITUTES AN APPEAL**

The grounds for appeal are:

- ◆ The quality of marking is clearly very poor. (This does not include claimed disparity between results given by different markers for similar work)
- ◆ The marker's comments/feedback (inadequate, offensive, incorrect etc)
- ◆ The student feels an injustice has been done e.g. accusation of plagiarism, or copying which the student believes is unfounded.

#### **WHAT IS NOT CONSIDERED AN APPEAL, and can be solved by contacting the Marker or Registrar:**

- ◆ Results are incorrectly allocated
- ◆ Results are omitted
- ◆ Results are incorrectly calculated
- ◆ Some obvious injustice has occurred e.g. the marker overlooked a question, gave no mark without explanation and/or consultation with the College.
- ◆ The marker has clearly made a mistake of some kind.

## **APPEAL PROCEDURE THAT STUDENTS MUST FOLLOW :**

- ◆ Students must contact the marker within 7 days of receiving their assignment back from the marker.
- ◆ If the matter is not resolved, or if it was not possible to reach the marker, students must phone the College within a further 7 days
- ◆ When phoning the College, students must request an Assignment Appeal Form to be faxed or emailed to them.
- ◆ The Appeal Fee must be submitted to the Accreditation Manager of the College together with the fully completed Appeal Form and the ORIGINAL Assignment script.
- ◆ The outcome of the Appeal will be communicated to the student and the Marker by the Accreditation Manager.
- ◆ If the Appeal is successful (upheld), the student will be refunded the Appeal Fee.
- ◆ If the Appeal is not successful (not upheld), the student will forfeit the Appeal Fee.
- ◆ If the student is still not satisfied, a Further Appeal may be made to the College Co-Ordinating Group (CCG), using the relevant form motivating the appeal and supplying additional evidence that the matter was not correctly dealt with in the first instance. The Further Appeal must be submitted together with the fully completed Further Appeal Form and ORIGINAL Assignment script, to the Principal within 7 days of receiving the notification from the Accreditation Manager that the Appeal was not upheld (was unsuccessful).
- ◆ The decision of the CCG will be communicated to the student, the Accreditation Manager and the Marker by the Principal. This decision will be final.
- ◆ If the Further Appeal is upheld (is successful) the Further Appeal Fee will be refunded to the student. If the Further Appeal is not upheld (is not successful) the Further Appeal Fee will be forfeited.

## **2.2 ) APPEALS POLICY FOR THE FINAL PIECE OF MODERATED WORK**

### **WHAT CONSTITUTES AN APPEAL**

The grounds for appeal are:

- ◆ The quality of marking is clearly very poor. (This does not include claimed disparity between results given by different markers for similar work).
- ◆ The final result of an Exam.

## **WHAT IS NOT CONSIDERED AN APPEAL, and can be solved by contacting the Marker or Registrar:**

- ◆ Results are incorrectly allocated
- ◆ Results are omitted
- ◆ Results are incorrectly calculated
- ◆ Some obvious injustice has been caused e.g. the marker overlooked a question, gave no mark without explanation and/or consultation with the College.
- ◆ The marker has clearly made a mistake of some kind.
- ◆ A student who just wants to ask where he/she could have improved an answer or what needs to be done to get through next time. Students have until the end of February of the following year only to seek this tutorial assistance.

The Moderation is considered final, however there must be opportunity for some to appeal, so there is a graded appeal process :

- ◆ Request to Check a Result
- ◆ Request for a Re-Mark

## **APPEAL PROCEDURE THAT STUDENTS MUST FOLLOW :**

- ◆ The student must contact the College no later than 7<sup>th</sup> January and request (by fax or email) the Exam & Moderated Assignments Appeal Form
- ◆ The student must clearly indicate on the Exam & Moderated Assignments Appeal Form whether they wish to request that the Result Be Checked (a lower fee), or whether they request a Re-Mark (a higher fee).
- ◆ The fully completed form, payment of the relevant Appeal Fee and the original script and summative sheet for projects (the exam script will be on the premises) must be sent to the Accreditation Manager BEFORE 10<sup>th</sup> January.
- ◆ The outcome of the Appeal will be communicated to the student by the Accreditation Manager.
- ◆ If the Appeal is successful (upheld), the student will be refunded a portion of the Appeal Fee.
- ◆ If the Appeal is not successful (not upheld), the student will forfeit the Appeal Fee.
- ◆ No Further Appeal is allowed because this piece of work has already been moderated twice (internally and externally) before being appealed.

## **3) ASSIGNMENTS**

- Assignments MUST be posted to the MARKER and not the College.
- The College will accept no responsibility for assignments that are not posted directly to the marker.

- Postage will be charged if your assignment is re-directed to a Marker from the College. This may also result in your assignment being late and being returned unmarked.
- No assignments may be sent by e-mail unless the marker has given you permission to do so.
- Assignments may not be faxed, either to the College or the marker
- Markers are allowed to mark copies of “lost” assignments only if the proof of postage of the original assignment is supplied by you.
- Assignments posted more than two weeks after the due date (Certificate and Award) will be returned unmarked. Those posted after the emergency date for the DipThMin and BTh, will be returned unmarked. You will have to register to re-do them in the following year.
- A copy of every assignment must be made and kept by the student
- The student must keep proof of postage of every assignment.

#### **4) CANCELLATION OF REGISTRATION**

- All cancellations must be done in writing and directed to the Student Services Department.
- Students who cancel their course/s before the due date of the first assignment will be charged a 40% cancellation fee per course.
- The Registration Fee applicable to Degree and Diploma students is non-refundable.
- Students who cancel their course/s after the due date of the first assignment will be responsible for the full fee of the course.
- No postponements are allowed.
- Students are liable for payment of fees even if they have not done any work. The student will have to pay repeat fees when registering again.
- If students register again in a subsequent year for courses that have been cancelled, they are required to pay the ‘repeat’ fees published in the annual fees schedule (only if the course remains unchanged. If the course has been edited, no repeats will be allowed and the student will have to re-register for the full course at the full course fee).

#### **5) CARRYING OVER OF RESULTS TO THE FOLLOWING YEAR**

The following is applicable to the Award, the Certificate, and the DipThMin and BTh.

The student may be entitled to carry over marks/results to the following year ONLY:

- If the student has passed or is competent in two of the three pieces of required work (assignments, projects, examinations) for a course which required three pieces of course work.
- If the student has passed or is competent in two of the four pieces of required work (assignments, projects, examinations) for a course which required four pieces of course work.
- If the student has passed or is competent in one piece of the two pieces of required work (assignments, projects, examinations) for a course which required two pieces of course work.

The student must register for the missing component/s in the year following if credit for the other pieces of work is to be retained.

Marks and results may only be carried across to the following year.

## **6) COPYING**

Students are not allowed to copy another student's work or to submit work that is identical to that of another student. If a student is found to be in contravention of this regulation, the following penalties will normally be incurred:

1<sup>st</sup> Offence: The whole COURSE will be cancelled for the year

2<sup>nd</sup> Offence: ALL COURSES will be cancelled for the year

3<sup>rd</sup> Offence: The student will be expelled from the College and their Church authority will be informed. Re-admission to the College will be subject to specific written authority from the student's church authority as well as from the College's Exam Board.

TEEC College reserves the right to disqualify or expel any student who engages in academic irregularities.

## **7) PLAGIARISM**

It is illegal to copy material from other sources into your own work, without saying where it has come from. The formal name for this offence is **plagiarism**.

The first time the marker notices you have been copying straight from a book, internet etc. without acknowledgement, you will be advised and the marker will keep a record of this advice. If you continue to plagiarise, you will have to redo the assignment. Repeat offenders will have their course cancelled for the year.

## **8) COPYRIGHT OF TEE COURSE MATERIAL**

All TEE course material is protected by copyright and may not be reproduced or printed either in part or as a whole, nor may any material be used for profit.

## **9) DELIVERY OF COURSE MATERIAL**

- All Course Material for registered students will be sent by trackable post.
- TEE College is not responsible for any Course Material not collected from the Post Office.
- Students may come in to collect Course Material.
- Students must check their Course Material against the Packing Slip for any errors.
- TEE College will not accept responsibility for any discrepancies after 2 weeks of the student receiving the Course Material.
- The cost of postage of Course Material to students living outside of South Africa will be charged to the student.

## **10) DISCIPLINARY ACTION**

TEEC College reserves the right to disqualify or expel any student who engages in financial or academic irregularities, or abusive behaviour towards College staff.

### **DISQUALIFICATION MEANS**

A student who has been disqualified will not be allowed to write any other assignments or exams during that academic year, and all his/her courses for that year will be cancelled.

Re-admission to the College will be subject to the discretion of the College and the specific written approval of the student's church authority

### **EXPELLED MEANS**

Expelled means all course in the current academic year are cancelled and the student is no longer allowed to register at the College. No Academic Record or Certificate of Good Conduct will be issued. The Student's church authority will be informed.

Re-admission to the College will be subject to the specific written authority from the Student's church authority as well as from the College's Exam Board.

## **11) EXAMINATION REGULATIONS**

Entry into the Examination Room by the student will only be allowed on presentation of the current Student Card and the Identity Document of the student.

**A student will be disqualified if he / she:**

- Takes any unauthorised material into the examination room. Unauthorised material includes books, documents or objects on which notes are written. Notes on any part of the body; for example, the hands, or on garments are not permitted. Unmarked writing equipment and unmarked Bibles without study notes written in them are allowed.
- Communicates in any way with anyone other than the invigilator.
- Leaves the examination room without the permission of the invigilator.
- Leaves the examination room within the 1<sup>st</sup> hour.
- Contravenes any other current college regulation.

**Procedure:**

- If the invigilator sees or suspects any contravention of the above, the student's answer book and any other related evidence will be removed. A fresh answer book will be supplied and the candidate will be allowed to resume writing the exam.
- The invigilator will write on the cover of the confiscated answer book "Confiscated due to irregularity". This is to be followed by the invigilator's signature and date. The confiscated answer book, proof of irregularity and invigilator's report must be placed in a separate envelope, sealed and sent to the college by registered mail.
- The College will submit the report to a designated sub-committee of the College Council, who will investigate fully and fairly and make the decision regarding disqualification.
- The sub-committee will be empowered to hear appeals.
- In addition to disqualification, the whole matter will be submitted to the student's church authority for their consideration.

**Disqualification:**

A student who has been disqualified will not be allowed to write any other exams during that academic year, and all his/her courses for that year will be cancelled.

***Re-admission to the College will be subject to the discretion of the College and the specific written approval of the student's church authority.***

## **12) EXTENSIONS**

### **CERTIFICATE & AWARD**

- There are NO extensions.

- If a student submits either their 1<sup>st</sup> or 2<sup>nd</sup> assignment up to 2 weeks late, 10 marks will be deducted from their total mark.
- Assignments that arrive at the marker, having been posted more than 2 weeks late will be returned to the student unmarked.
- It is the student's responsibility to ensure that their assignments arrive at the marker on time.

## **DIPLOMA AND DEGREE**

- There are NO extensions.
- Assignments must be posted on the due date and no later than the second 'emergency' date published in the Yearbook and in the Assignment Booklet.
- Assignments that arrive at the marker, posted later than the second 'emergency' date will returned to the student unmarked.
- It is the student's responsibility to ensure that their assignments arrive at the marker on time.

## **13) FINANCE & FEES POLICY**

- The Degree and Diploma Fee structure requires the payment of :
  - a Student Registration Fee (non-refundable)
  - Exam Fees (for courses with exams)
  - Course Fees

If Degree and Diploma Students take advantage of the Discounts available under Options A and B, the Student Registration Fee AND the Exam Fees and the Course Fees must be paid in full upon Registration.

If Degree and Diploma Students choose Option C, the Student Registration Fee and minimum deposit per course must be paid upon registration. The Exam Fee (for those courses with exams) and the balance of the Course Fees will be charged to the students account and must be paid of in the stipulated number of instalments and time-frame.

- A Late Registration Fee (applicable to South African Degree and Diploma Students only) will be charged per course for students who register after the closing date (between the 15<sup>th</sup> January and 31<sup>st</sup> January only). This Fee is payable in full upon Registration.
- Once a Student Registration has been accepted and processed by the TEE College, the Student is responsible and liable for their Student Fees.
- When a student chooses a Fee Payment Option, they are bound by the rules of that specific Option. If the student chooses Option A or B (where discounts are applied) they will only be granted the discount if they pay the full amount

stipulated in the yearbook or registration form (for the current registration period) on or before the due date pertaining to the specific Option.

- If the student chooses Fee Option C, the student agrees to pay the minimum deposit as stipulated in the yearbook or registration form (for the current registration period only) and agrees to pay off the account within the stipulated number of instalments and time-frame. Failing to do so will result in the account being overdue.
- Students registering for course 6/7000 Developing Skills for Theological Studies in the second registration period (March – June) using Option C must settle their account by 30 September or it will be considered overdue.
- A non-reversible interest of 10% will be charged to all overdue accounts.
- Students registering to repeat assignments only or assignments and exams only are required to pay the fee for these in full upon registration.
- No Results, Academic Records, Recognition of Prior Learning (RPL) or any general sales will be granted to any student with an overdue account.
- All moneys received from the student will first be used to recover any outstanding debt, before new debt can be considered.
- A student will not be allowed to register unless all outstanding debt (including outstanding Library books) has been settled and at least the minimum deposit paid for the new academic year as stipulated in Fee Option C.
- A student who has outstanding debt for 2 (two) years or more will not be allowed to register unless the full outstanding debt is settled and the full fees for the current registration are paid upon registration.
- A student can choose to pay the account by direct transfer, money order, postal order, credit card, debit card or cheque.
- If a student pays by cheque and the bank (for whatever reason) returns the cheque to TEE College, the student will be given 48 hours to pay at least the minimum amount required. Failure to do so will result in the students registration being cancelled, and the student will be liable for 40% Course Cancellation Fee as well as an Administration Fee and any costs (e.g. bank charges) incurred by TEE College. Should the student pay the minimum amount required within 48 hours they will be bound to the rules of the Option C Fee Payment.
- Should a student wish to cancel their studies they need to do so in writing. If the letter is received before the 1<sup>st</sup> (first) assignment is due, a 40%

cancellation fee of the full course fee will be charged. The Student Registration Fee (applicable to Degree and Diploma students only) is non-refundable. If the cancellation letter is received after the 1<sup>st</sup> assignment is due, the student will be charged the full course fee. Even if a student has done no work, they are still liable to pay the full course fee.

- If a student has a credit on their account and they require a refund, the student needs to write a letter requesting the refund and furnishing the College with the correct banking details and contact number of the student. NOTE : Refunds can only be paid to the person/institution who paid the course fee.

## **14) LIBRARY**

**Note:** In order to enter and make use of the library, students must produce a **current** student card.

### **LIBRARY HOURS**

Monday, Tuesday and Thursday	08:30 – 15:30
Wednesday (due to College devotions)	08:45 – 15:30
Friday	08:30 – 15:00
Saturday (Gauteng Tutorial days only)	08:00 – 12:30

### **CONDUCT**

- Silence must be kept at all times. Cell phones must be put on to 'silent' mode and any calls received must be taken outside the library.
- Bags and briefcases may not be taken into the library under any circumstances. Designated lockers at reception are to be used.
- Books taken off the shelves should not be put back. They may be placed in the trolley provided, or left on the study tables.
- No eating, drinking or smoking is permitted in the library.
- Library staff reserves the right to ask students to open their bags, jackets and/or coats should there be any suspicion that library items might have been concealed.
- Students may make use of the computers provided in the Library for writing assignments, researching Library electronic media or for watching Library DVDs. No private or church work may be done on the Library computers. Rules for the use of computers are posted in the library. Under no circumstances are students allowed to use the library office computer. Queries should be directed to the librarian in attendance.

## BORROWING AND USING BOOKS AND OTHER MEDIA

- **Current student cards must be presented every time a student enters the library. This policy will be strictly applied.** If a student does not bring a **current** card a new one can be purchased from the Student Services Department (charge applicable) before using the library. (The Student Services Department is not open on Tutorial Saturdays.)
- Only registered students will be allowed to borrow books, videos or DVDs from the Library, or study in the Library.
- Students may only take books for another student if they are in possession of a written request with an accompanying student card from the relevant student.
- Only four books per student will be issued at one time.
- Books borrowed in person will be issued for two weeks, with one possible 2-week renewal. Books that are borrowed via mail will be due back in four weeks, with one possible 2-week renewal. Other media will not be posted.
- Books that are in demand, prescribed books, recommended books, and videos/DVDs will not be renewed.
- **Books may be renewed by phone.**
- Students are not permitted to **underline, write in, mark or defaced books in any way whatsoever**. If a book returned by a student is defaced, written in, marked or underlined, the cost of replacing the book will be charged to the students account. Repeat offenders will be blacklisted and not allowed to borrow library books.

## RETURNING LIBRARY BOOKS AND THE PAYMENT OF FINES

- Books which cannot be brought back to the library during the Library's working hours, may be posted back to the College's postal box number. A tracking number must be obtained. If the books get lost without a tracking number, they will be charged to the student's account.
- Students may return library books on another's behalf, but any fine incurred will be added to the account of the student to whom the books were issued.
- Fines for overdue books will be imposed on an escalating scale. This scale is updated annually and is available from the Librarian and/or the Bursar. Reminders and warning letters will be sent and the cost for posting those letters will be added to the students' accounts.
- If a student does not respond to the warnings or pay the fines, the student's church authorities will be informed and the cost of the books will be charged to the student's account. Results will not be released until the account is settled.
- If the books are still not returned, the student will be permanently blacklisted. i.e. The student will no longer enjoy the privilege of being able to have library books issued to him/her. However, she/he will still be able to use the library, but as a "read-only" user.

- The cost of posting library books to a student will be charged to the student's account. Library books will not be posted to countries beyond South Africa.
- Students will be charged with the cost of replacing any book, video or DVD that is either lost or damaged in any way. Defacing books by underlining or writing in them will be regarded as a damaged book. PLEASE NOTE : IT WILL BE THE RESPONSIBILITY OF STUDENTS TO REPORT ANY DEFACED or DAMAGED BOOKS TO THE LIBRARIAN **BEFORE** LEAVING THE LIBRARY WITH THEM.
- All books must be handed in by 10 October, or the last day of the student's exams. Failure to do so will result in results being withheld and possibly failure to graduate.
- In order to borrow books after 10 October, or after the student's last exam, the student will need to register for the following year.

## REFERENCE AND JOURNAL SECTIONS

- No journals, newspapers or magazines may be borrowed.
- Students may use the reference section only when a library staff member is in attendance.

## REGIONAL LIBRARIES

Many regions are equipped with a small theological library. Students should contact their Regional Co-ordinator in order to make an arrangement to use the library.

Except where different rules are published for a Regional Library, the same rules and penalties will apply to the use of Regional Libraries as to the main TEE College Library.

## COPYING FACILITIES

These are available at TEEC within the regulations of the Copyright Act. Payment is in advance. The cost per page is adjusted annually and is available from the Librarian and/or Bursar.

Due to staff capacity, you must order and pay for your required photocopies in advance. The order may take up to 48 hours to fulfil and you may need to come back to collect these photocopies.

**NOTE** : Should your order take more than 15 minutes of the Librarian's time, an administration fee will be added to the cost, with an additional administration charge for every 15 minutes thereafter.

**FAXING**: No photocopy orders will be faxed to students, they will have to be sent by post (either within South Africa or across the borders), so if a student

needs photocopies, these should be ordered in good time to reach the student.

## **15) MODERATION AND ASSESSMENT POLICY**

The College makes provision to ensure that **assessment is appropriately conducted** to meet the Unit Standard as well as to accommodate the needs, purpose and diverse situations distance theological education students' face.

- 1) In order to prepare the students for assessment:-
  - Assessments (assignments, projects, exams) are reviewed annually by College staff and assessors.
  - Assignment booklets are provided which contain general information, skills development pages appropriate to each course and the assessment tasks themselves.
  - Tutorials and study groups are organised in major centres.
  - The regionally appointed tutors in the major centres are supplied with assignment booklets, course material (on loan), course outlines, and Tutor's Assignment Guidelines.
  - Assessors (markers) phone numbers are provided on the assignment covers so that phone call enquiries can be made.
  - Course Advisors are assigned responsibility for specific courses and receive queries at the College.
  - Tutorial letters are sent to students with returning work to provide further guidance, and letters are sent from the College to clarify any large errors or misleading instructions.
- 2) **Assessors meet** annually for further training and consultation, receive regular general correspondence and are in email conversation with the Course Advisors and each other before, during and after each assessment. **All new assessors are personally trained** by the College staff before they are permitted to mark.
- 3) A **panel of invited theological experts** is appointed each year to review the TEE College's standard of implementation, to verify the students' result and to report these and their recommendations for further improvement, to the Quality Assurance Committee (QAC) of the TEE College.
- 4) The **TEE College Council** which represents the member Churches from which our students come has a representative on the QAC, receives regular reports from the staff and all major curriculum developments are approved by them. The College responds to their insights presented on behalf of the Churches they represent.
- 5) Students are sent an **Evaluation form** annually. Their responses are analysed and responded to where relevant and practicable.
- 6) TEE College has implemented an **appeals process** which it submitted as part of its policy documents to the CHE.

- 7) An overall assessment of the College by invited persons reports to the Quality Assurance Committee annually.

#### Review

- 8) **The Quality Assurance Committee recommendations are recorded, filed and their recommendations responded to.**
- 9) **Course Advisors' reports after the quality assurance checks of assessors are filed and responded to as necessary.**

NOTE : Government regulations require that the College retains and files the students moderated final piece of work in every course.

## **16) PROGRAMMES OFFERED BY TEE COLLEGE**

TEE College is provisionally registered with the Department of Education until 31<sup>st</sup> December 2010 as a Private Higher Education Institution under the Higher Education Act, 1997. Provisional Registration Certificate No. 2008/HE08/002

### **AWARD IN THEOLOGY AND THE CERTIFICATE OF COMPETENCE IN THEOLOGY**

These programmes are underwritten by the participating churches of the TEE College Council and are not registered as a qualification on the National Qualifications Framework.

According to the South African Quality Assurance Authority (SAQA) regulations these programmes are deemed to be short courses because they consist of fewer than 120 credits each.

### **DIPLOMA IN THEOLGY AND MINISTRY AND THE DEGREE IN THEOLOGY**

These programmes are registered as Level 6 Qualifications on the National Qualifications Framework (NQF). Full details can be obtained on the SAQA website [www.sqa.org.za](http://www.sqa.org.za). They are fully accredited by the Council on Higher Education.

### **PROGRAMMES AND THE CHURCH**

Completion of these programmes does not guarantee that you are qualified for ministry in your Church. You should communicate with your Church authorities in that regard.

## **17) PURCHASE OF COURSE MATERIAL**

- Sale of course material is at the sole discretion of the TEE College Directors.

- Certain course material may be purchased without registering with the college.
- All orders must be placed in writing, on the official order form, with the Bursar.
- Full payment must accompany the order.
- Course Material that includes Text Books is not for sale.
- Orders received between 1<sup>st</sup> October and 15<sup>th</sup> February may only be processed after 15<sup>th</sup> February.
- No telephonic orders will be accepted.

## **18) REGISTRATION REGULATIONS**

- All registrations have to be done on the official College Registration Form (Programme specific)
- Registration forms must be completed in full and signed by the student.
- No registration will be processed without payment of the applicable fees.
- All new DipThMin registrations must be accompanied by the original Certified copy of the student's Std 10 (Grd 12) Certificate as well as an original certified copy of the Student's Identity Document (ID).
- All new BTh registrations must be accompanied by the ORIGINAL or NOTARISED copy of the students Matric Exemption Certificate, as well as an original certified copy of the student's ID.
- No registrations will be accepted after the closing date.
- Registration opens on the 1<sup>st</sup> October each year and closes on 15 January for DipThMin and BTh; on 31 January for the Award; and on 15 February for the Certificate of Competence in Theology.
- Late Registration is allowed in exceptional circumstance only for the DipThMin and BTh on payment of a Late Registration Fee.
- No registration will be accepted if a student has been expelled from any other institution.
- Award Students MUST indicate, on their registration form, the LANGUAGE that they wish to study in. TEE College will not accept any responsibility if this is not done.
- It is the student's responsibility to obtain a Registration Form from the college.
- A Student Card with Student Number will be issued to all registered students. The Student Number MUST be quoted in all correspondence to the College.

## **19) RE-REGISTRATION REGULATIONS**

For all the programmes the following applies:

1. Students who wish to have results carried over from the previous year must register to repeat assignments, exams or the full course in the following calendar year or they will lose these results and have to repeat the course in full.
- 2) A student may register to repeat (at a lower fee) :
  - Only if the course remains unchanged. If the course has been edited, no repeats will be allowed and the student will have to re-register for the full course at the full course fee.
  - one out of two pieces of required work which has not been successfully completed in a course.
  - one out of three pieces of required work which has not been successfully completed in a course.
  - two out of four pieces of required work which have not been successfully completed in a course.
- 3) Any student who has been unsuccessful in more than the above should repeat the course in full in the following calendar year. The full repeat fee applies.
- 4) Courses may be repeated more than once if a student is not successful. However marks/results will only be carried over for one calendar year.

## **20) RESUBMISSION OF ASSIGNMENTS (DIPTHMIN AND BTH)**

If a student has received an **M** or **R** symbol for an **assignment**, the marker will return the script to the student, who will have the opportunity to resubmit those **tasks within the assignment that are marked M or R**. The deadline for re-submission is the due date of the assignment immediately following.

The final piece of work does not have a re-submission opportunity. This applies to both full and half courses as well as Electives.

### **HOW MANY TIMES MAY WORK BE RE-SUBMITTED?**

Re-submission is only permitted for assignments with **M** and **R** symbols (i.e. for students who submitted their assignment by the due date but have not yet achieved the outcomes). There is only **one** opportunity to re-submit work and that is **with the very next assignment**. After the marker has looked at a re-submission he/she will adjust the result and report it to the College. If a student has not yet achieved the outcomes after the re-submission, the assignment should be repeated in the following academic year.

## **OUTCOMES NOT YET ACHIEVED AT YEAR END**

1. If in courses with two assessments (assignments, projects, exams) the student has not yet achieved all the outcomes, even after the re-submission, or if the student did not submit anything at all for one assessment, the student may register to re-write that assessment only, in the following year i.e. 1 assessment may be carried over to the following year.
2. In courses where there are four assessments (assignments, projects, exams) and the student has not yet achieved all the outcomes, or the student did not submit anything at all for one or even two of the assessments, the student may register to re-write either one or two assessments in the following year i.e. 2 assessments may be carried over to the following year.
3. In the Elective courses which have three assessments (assignments, projects, exams) the student may register to repeat one assessment the following year, if the student has not yet achieved all the outcomes or was unable to submit one of the assignments.
4. Where no assessments (assignments, projects, exams) were submitted at all, or in courses where the student did not achieve all the outcomes in three or more assessments even after re-submission, the student will have to register to repeat the entire course.

## **21) RECOGNITION OF PRIOR LEARNING**

### **POLICY**

Courses will not be credited to any applicant who is not registered with TEE College.

Applicants may only be credited with courses amounting to no more than half (50%) of the qualification they wish to register for.

The following policy and procedure apply to the Bachelor of Theology Degree and Diploma in Theology and Ministry. A much simpler application process applies to Award in Theology and Certificate of Competence in Theology students. Please contact the TEE College for details.

### **POLICY - TRANSFER OF CREDITS**

**Transfer of Credits** is the policy and procedure for applicants who wish to receive credits towards a TEE qualification on the basis of course/s passed at registered, accredited institutions. Credits can only be granted for courses if they match existing TEE Courses.

There is a fee for (a) the Application for Transfer of Credits and (b) a fee per course credited. Please contact the TEE College for the current applicable fees.

***No application will be processed if:***

- The applicant does not have the minimum entry requirements for the qualification.
- The application form is not completed in full.
- The application form does not have all the required documentation attached.
- The application fee is not paid.

Roles and Responsibilities regarding Transfer of Credit

***It is the responsibility of TEE College to:***

- supply information booklet
- make the assessment timeously
- give feedback to the applicant
- inform the applicant of the appeals process

***It is the responsibility of the applicant to:***

- Apply for Transfer of Credit and to pay the applicable fees.

**POLICY - RECOGNITION OF PRIOR LEARNING**

**Recognition of Prior Learning** is the policy and procedure for applicants who are confident that they are competent in a TEE course because:

- They have completed a similar course or courses at unregistered, unaccredited institutions, or
- They have gained sufficient life experience and knowledge to be able to prove to the College's RPL Committee and Assessors that they can fulfill all the necessary requirements to meet the criteria for the TEE course that they seek a credit for.

The College will supply all applicants with the necessary information and documentation required to assist them in their application.

Please note that the RPL process is lengthy and takes a minimum of 3 months to complete.

Fees Charged :

- (a) An initial application fee;

- (b) A further fee (per course applied for) on submission of a portfolio of evidence as set in consultation with the RPL Committee. No portfolio of evidence will be accepted without payment of the applicable fee;
- (c) A fee per course credited.

These fees are substantial. Please contact the TEE College for the current applicable fees.

***No application for RPL will be processed if:***

- The applicant does not have the minimum entry requirements required for the qualification.
- The application form is not completed in full.
- The application form does not have all the required documentation attached.
- The application fee is not paid.

Roles and Responsibilities regarding RPL

***It is the responsibility of TEE College to:***

- supply information booklet
- supply unit standards
- supply diagnostic assessment
- appoint an assessor
- make the assessment timeously
- give feedback to the applicant
- inform the applicant of the appeals process

***It is the responsibility of the applicant to:***

- Apply for RPL and to pay the applicable fees.
- Complete the diagnostic assessment
- To submit a portfolio of evidence

## **APPEALS**

If an applicant is unhappy with the outcome of his/her RPL application, and believes that he/she can provide new evidence that will support his/her application, then he/she may submit an appeal within 10 working days of having received notification of the outcome of the application. The appeal will only be considered if:

- a) It is motivated in writing.
- b) It includes the original marked portfolio of evidence
- c) it includes further new evidence to support the appeal.
- d) The applicant pays the applicable fee for the appeal. Please contact the TEE College for the current applicable fee.

The RPL Secretary will convey the outcome of the appeal to the applicant in writing. This decision will be final.

## PROCEDURE

### Procedure - Applying for Transfer of Credits

- Applicant must have the minimum entry requirements for the qualification that they wish to apply for.
- Applicant must obtain the application form from the College.
- The applicant then completes the application form in full and sends it to college with proof of payment of the application fee and ALL the required documentation.
- The RPL Committee will assess the application.
- The RPL Secretary will notify the applicant in writing, of the RPL Committee's decision.
- The RPL Secretary will update the applicant's student record and the finance department will charge the relevant fee for each course credited to the student.

### Procedure - Applying for Recognition of Prior Learning

- Applicant must have the minimum entry requirements for the qualification that they wish to apply for.
- The applicant must obtain the information booklet that contains RPL application form from the College.
- The applicant completes the application form in full and sends it to the college with the proof of payment of the application fee and all the required documentation e.g. certified copy of ID, original Matric or Senior Certificate.
- The College will send further information, which includes diagnostic assessments and the relevant unit standards to assist the applicant in putting the portfolio of evidence together.
- The applicant compiles the portfolio and other requested evidence together, and submits it to the RPL Secretary with the further RPL fee.
- The RPL Committee will assign an assessor to assess the applicant's portfolio of evidence.
- Once the assessor has assessed the portfolio of evidence, it will be returned to the RPL Secretary with a decision as to whether to give a credit for the course or not. The RPL Secretary will inform the applicant of this decision by post.
- If the applicant is successful, the RPL Secretary will ensure that the applicant's student record is updated (a credit is passed for the applicable course), and the current applicable fee per course credited will be charged to the students account.

## Procedure - Appeals

If an applicant is unhappy with the outcome of his/her RPL application, and believes that he/she can provide new evidence that will support his/her application, then he/she may submit an appeal within 10 working days of having received notification of the outcome of the application. The appeal will only be considered if:

- a) It is motivated in writing.
- b) It includes the original marked portfolio of evidence
- c) it includes further new evidence to support the appeal.
- d) The applicant pays the current applicable fee for the appeal.

The RPL Secretary will convey the outcome of the appeal to the applicant in writing. This decision will be final.

## **22) RESULTS**

Results are sent to students before the College closes for the Christmas break. Results are available on the College website [www.tee.co.za](http://www.tee.co.za) by the first week in December.

Results will be withheld if a student has any outstanding debt with the College i.e. fees, library books, DVD's etc.

## **23) SURETY PROVISION**

In the unlikely event of the Theological Education by Extension College ceasing to operate, students in the current academic year may be refunded to a maximum of 50% if their full course fees have been paid.