



THEOLOGICAL EDUCATION BY EXTENSION COLLEGE

RULES, REGULATIONS AND POLICIES

Equipping Anyone Anywhere For Ministry

TEE COLLEGE IS REGISTERED WITH THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING AS A PRIVATE HIGHER EDUCATION INSTITUTION UNDER THE HIGHER EDUCATION ACT, 1997.

REGISTRATION CERTIFICATE No. 2008/HE08/002

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

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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 booklet. The College is not responsible for a student's failure to do so.

This Booklet is only sent out once to a student, on their first registration with the College (and again after major revisions). It is important that you keep the most recent copy of this booklet, and refer to it for all your years of study with the College. This information can also be downloaded from the College website.

Revised: October 2011

This version of the Rules, Regulations and Policies supersedes all previous versions.

1 Programmes offered by TEEC

The Theological Education by Extension College (TEEC) is registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, 1997. Registration Certificate No. 2008/HE08/002.

TEE College offers programmes which are:

- a) accredited by the Council on Higher Education (CHE) and registered with the South African Qualifications Authority (SAQA) - referred to as "registered programmes";
- b) underwritten by the member churches of the College (i.e. not registered with SAQA - referred to as "short-course programmes").

It is the students responsibility to register on the appropriate programme if their studies form part of preparation for ministry in their church context. College staff can advise regarding courses and programmes, but they cannot advise regarding the requirements of churches.

Registered programmes

Programme	Courses	NQF Exit Level	Language	Credits
Higher Certificate in Theology	9 courses	5	English	120
Diploma in Theology & Ministry *	12 courses	6	English	256
Diploma in Theology	18 Courses	6	English	360
Bachelor of Theology	17 Courses	6 **	English	364

* *This programme does not take new registrations (from 2012).*

** *This programme will have an exit level of "7" once aligned to the HEQF in 2014.*

In addition to credit values, students must also satisfy the course combination requirements of a programme in order to graduate.

Details of registered programmes can be found on the SAQA website - www.saqa.org.za

Short-course programmes

Programme	Courses	NQF Exit Level *	Language	Credits
Award in Theology	6 courses	(2)	**	-
Certificate of Competence in Theology	11 courses	(4)	English	-

* For comparison purposes - these programmes are not registered on the NQF.

** Offered in English, seSotho, isiXhosa, isiZulu, (2 courses in Afrikaans).

TEEC Programmes and the Church

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

2 Admissions Policy

Any adult will be admitted into studies in any academic year provided that:

- They meet the educational admission requirements for the programme they wish to enrol for;
- They provide a certificate of good conduct from any previous higher education institution, and are in good standing with this College (not suspended or expelled);
- They do not have outstanding debt or library books from the Theological Education by Extension College.

All admissions are 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.

Admission to Registered Programmes

The admission requirements of each programme specify the required minimum educational standards and the relevant

documentation to be provided before registration can take place.

All registered programmes require the minimum of a National Senior Certificate (or equivalent). Entry to an undergraduate degree requires the minimum of a National Senior Certificate with Matriculation endorsement (or equivalent).

Students who do not hold a National Senior Certificate with Matriculation endorsement might qualify under an Exemption.

Exemptions

a) Conditional Matriculation exemption based on age (23+)

A student who holds a National Senior Certificate without Matriculation endorsement (or equivalent) qualifies for this exemption if:

- ☑ They are 23 years of age or older; and
- ☑ Have passed at least four Std 10 / Grade 12 subjects with symbols A – E; and
- ☑ Have passed at least ONE of the above subjects on Higher Grade; and
- ☑ ONE of the above subjects is English; and
- ☑ At least three subjects must have been passed at one examination sitting.

The above conditional exemption (based on age 23+) only applies to students registering for the Bachelor of Theology.

b) Conditional exemption based on a completed Diploma

A student qualifies for this conditional exemption if:

- ☑ They completed Std 10 / Grade 12 with a minimum of FIVE subjects before commencing their Diploma studies; and
- ☑ They successfully completed a three year or a four year diploma at a South African Teachers College, Technikon, University, or a Nursing College affiliated to a South African University.

This conditional exemption (based on a completed Diploma) only applies to students registering for the Bachelor of Theology.

c) Conditional exemption based on age (45+)

A student qualifies for this conditional exemption if:

- They are 45 years of age or older.
- No schooling certificate is required.

This conditional exemption (based on age 45+) applies to all registered programmes, including the Bachelor of Theology, however students must select programmes that are appropriate to their educational ability.

d) Conditional exemption based on foreign schooling certificates

A student qualifies for this conditional exemption if:

- They have passed a combination of five A and O level subjects.
- For Higher Certificate or Diploma: Five "O" level subjects - symbols A to C only, including English.
- For Degree: At least two of the subjects must be recognised "A" Level subjects.

Application for exemption

Contact the College and request an Exemption Application Form. The duly completed form with supporting documentation, together with the prescribed fee, must be submitted and processed before a registration based on an exemption will be processed.

Transfer of Credits

a) TEE College will only acknowledge and give credit for work successfully completed at another registered institution.

b) An application for transfer of credits will only be processed for currently registered students (students wishing to register with TEEC will receive guidance on what credit they are likely to receive in order to assist them in their selection of courses for registration, but the processing and recording of transferable credits will only be done for registered students).

c) These regulations apply to registered programmes. Contact the College for information about credit transfer on short-course programmes.

Course eligibility

A course will only be considered for transfer if:

- ☑ It was completed at a registered and accredited institution; and
- ☑ It is on an equivalent or better NQF level; and
- ☑ It has relevant credit value; and
- ☑ It matches the content of the course for which credit is being applied.

Fifty-percent rules

By law, a student may not transfer more than 50% of credit:

➤ **from** a completed qualification

This means that if you have completed a 360 credit Diploma you may only transfer up to a maximum of 180 credits (50%) from that qualification.

➤ **to** a new qualification

This means that if you are transferring work to a 120 credit Higher Certificate then you can only transfer a maximum of 60 credits (50%) to that Higher Certificate.

The two rules work together - if you wish to transfer work from a completed 360 credit Diploma towards a 120 credit Higher Certificate, then you may only transfer a maximum of 60 credits (even though the completed Diploma potentially offers 180 credits).

Note: If a qualification has not been awarded (completed) then it is theoretically possible to transfer up to 100% of the credits achieved on the incomplete programme - however any 50% limit set the "receiving" programme still applies. For example - if a student has completed 100 credits on a Higher Certificate and wishes to transfer work to a new 360 credit Diploma they can potentially transfer all 100 credits (the Diploma's 50% limit is 180 credits).

Note: Credits are always transferred against the "lower level" courses of the new programme, students are always required to do the work of the "higher level" courses on the programme for which they are registering.

Fees

There is a fee for (a) the Application of a Transfer of Credit, and (b) for each course that is successfully credited as a result of the application. Contact TEE College for the current fees.

Procedure

- The applicant must have the minimum entry requirements for the qualification that they wish to apply for.
- The applicant must obtain the application form from the College.
- The applicant must complete the application form in full and submit 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.
- If the application is successful, 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's account.

It is the responsibility of the applicant to complete an application in full (with all the required supporting documentation), and to pay the applicable fees.

TEE College undertakes to: supply an information booklet for the transfer of Credit process; make an assessment of the application timeously; give feedback to the applicant; if necessary, inform the applicant of any Appeals process.

Rejection

Transfer of Credit applications will be automatically rejected 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.

Recognition of Prior Learning (RPL)

If an applicant is confident that they are competent in the outcomes of a course offered by TEE College, then they can apply for Recognition of Prior Learning (RPL). Particularly in cases where:

- 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 fulfil all the necessary requirements to meet the criteria and outcomes for the TEE course for which they seek credit.

RPL is a lengthy process and takes a minimum of three (3) months.

Fees

Fees charged are:

- (a) an application fee; and
- (b) a fee for the assessment of the submitted portfolio of evidence for each course for which credit is being sought; and
- (c) a fee per course credited.

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

Procedure

RPL applications will be handled in the following manner:

- The applicant must satisfy the minimum entry requirements for the programme for which they wish to register.
- The applicant must obtain from the College the information booklet that contains RPL application form.
- 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 National Senior Certificate (NSC), Matric or Senior Certificate.
- The College will send further information, which includes diagnostic assessments and the relevant unit standards / course outcomes to assist the applicant in putting together the portfolio of evidence.

- The applicant compiles the portfolio and other requested evidence together, and submits it to the RPL Secretary with the RPL assessment 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 or not credit will be given for the course/s. The RPL Secretary will inform the applicant of this decision in writing.
- 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.

It is the responsibility of the applicant to complete an application in full (with all the required supporting documentation), and to pay the applicable fees.

TEE College undertakes to: supply an information booklet for the RPL process; supply the unit standards / course outcomes; appoint an assessor; make an assessment of the application timeously; give feedback to the applicant; if necessary, inform the applicant of any Appeals process.

Rejection

RPL applications will be automatically rejected if:

- The applicant does not have the minimum entry requirements required for the programme for which they wish to register.
- 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.

Appeal

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:

- ☑ It is motivated in writing.
- ☑ It includes the original marked portfolio of evidence.
- ☑ It includes further new evidence to support the appeal.
- ☑ 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 is final.

3 Registration Regulations

Registration periods differ for the various programmes offered by the College, and are advertised by the College. Students can only be registered during the appropriate registration period. Students should start their registrations early to avoid disappointment.

Registrations will only be processed if:

- ☑ Students comply with the Admissions Policy.
 - ☑ Information is submitted on the correct official Programme-specific College Registration Forms.
 - ☑ Forms are completed in full and signed by the student.
 - ☑ Applicable fees have been paid. If fees are deposited to the College Bank account then a 'proof of payment' is to be supplied and the transaction is first to be reconciled on the College Bank Statement before the registration will be processed.
 - ☑ The required ORIGINAL CERTIFIED copies are submitted (this applies to registered programmes – see the relevant programme's entrance requirements for the required documentation).
 - ☑ All documentation is submitted TOGETHER and is delivered or posted before or on the closing date of the applicable programme.
- It is the student's responsibility to obtain a Registration Form from the College (also downloadable from the website).
 - Award Students MUST indicate, on their registration form, the

LANGUAGE in which they wish to study. TEE College will not accept any responsibility if this is not done.

- NO late registrations are accepted.
- A Student Card with Student Number will be issued to all registered students. This Student Number MUST be quoted in all correspondence with the College.

Component and Repeat registrations

If a student has not been successful in a course, there are two options available.

Component registrations

Where a student has successfully completed at least half of the work required on a course they might be eligible to carry the marks from the completed work to the very next academic year and then register to complete only the outstanding components. This means that the work of the course is completed over two consecutive academic years. If the course is not completed successfully in those two years then the student is required to start the course from scratch.

A student is only entitled to carry over marks/results to the next academic year:

- If the student has passed or is competent in two of the three pieces of required work (assignments, projects, examinations) for a course.
 - If the student has passed or is competent in two or three of the four pieces of required work (assignments, projects, examinations) for a course.
 - If the student has passed or is competent in one piece of the two pieces of required work (assignments, projects, examinations) for a course.
- The student MUST register for the outstanding component/s in the next academic year following if credit for the completed pieces of work is to be retained.
 - Marks and results may only be carried forward ONCE to a new academic year. They cannot be carried forward again.
 - The end-of-year Results Letter will indicate which components

are eligible for "component registration".

Repeat registrations

Where a student did not successfully complete a course and is also not eligible for a component registration, then the student may opt for a Repeat registration at a reduced course fee.

- Workbooks and textbooks are not re-issued for repeat registrations, hence the lower fee. However students will receive new assignment booklets and they are required to complete the assignments set for the new academic year. Students repeating courses will be penalised if they submit assignments from prior years!

Repeat registrations are permitted on a course only if the course material remains unchanged since the student first registered on that course. If the course has been edited / revised then no repeat registrations will be allowed and the student will be required to register for the full course at the full course fee.

- It is therefore recommended that a student registers to repeat a course as soon as possible, allowing them to use the study materials already in their possession.

A student who did not exercise an earlier option for a component registration (i.e. they did not register for the outstanding components in the next academic year) is required to repeat the course – completing all assessments, or (if the course material has changed) register for the full course – receiving the new material and completing all assessments.

Canceling courses

Students registered on a course may cancel that course:

- ☑ if they submit the cancellation in writing and mark it for the attention of Student Administration;
- ☑ are eligible to receive a 60% refund of their course fee only if they cancel the course before the due date of the first assignment of that course;
- ☑ are eligible to receive a full refund of any exam fee already paid for that course.

Administration fees, application fees, and registration fees are not

refundable – only course fees and exam fees.

Courses and assessments cannot be postponed!

A cancelled course still reflects on your Academic Record and will also reflect on that year's Results Letter.

Students who cancel courses after the first due date on that course are liable for the full fees. Even if no work is submitted for the whole year the student is still liable for the full fees. *See the Finance & Fees Policy.*

Delivery of Course Material

- All Course Material for registered students will be sent by trackable post to the address supplied by the student.
- TEE College is not responsible for any Course Material not collected by the student from the destination Post Office.
- Students may collect Course Material at the College only at the stipulated dates and times.
- When receiving study material students must check their Course Material against the Packing Slip for any errors, and bring those to the attention of the College within two weeks.
- TEE College will not accept responsibility for any discrepancies after two weeks of the student receiving the Course Material.

Students outside of the RSA

Students must provide on their registration form the postal address that will be used for sending and receiving assignments and any communications with the College.

- If this address is a physical address (a place), then the college might courier Course Materials to the student if that is the more economical option (this is trackable).
- If this address is a postal address (a PO Box or Private Bag) then Course Materials will be dispatched through the South African Post Office (there are no tracking options).

If a student outside of South Africa normally uses a postal address, but would like to have their Course Material couriered to them, then they must attach a note to their registration form indicating the physical address to be used for courier purposes for the Course

Material only. All other postal communications will be sent to the postal address provided on the registration form itself.

- The cost of postage of Course Material to students living outside of South Africa will be charged to the student's account.
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4 Finance & Fees Policy

Fees are payable at registration. A student's registration will not be processed if any outstanding debt with the College has not been settled and the minimum fees have not been paid.

Short-course programmes

Fees payable at registration are:

- a fee for each course being registered (whether paid in full or the minimum deposit);
- any applicable exam fee when registering for a course with an exam.

Registered programmes

Fees payable at registration are:

- a once-per-academic year Registration Administration fee (which is not refundable);
- a fee for each course being registered (whether paid in full or the minimum deposit);
- any applicable exam fee when registering for a course with an exam.

Student Financial Aid

TEE College does not hold funds for bursaries. Please contact your denominational authorities as some churches provide bursary assistance to their students.

Fees & Discount options

TEE College does provide discount options for student fees. These are described as Option A and Option B below.

Course Fees – are the fees set per course per programme for a

specific academic year. These are different for Full courses and Repeat courses on a programme. They can either be paid in full or can be discounted at registration, or they can be paid in instalments as per Option C.

Administration fees – are additional fees (such as exam fees, registration administration fees, etc) which are payable in full at the time of registration.

Option A – is the greater discount offer on the full course fees when a student pays course fees (plus any applicable administration fees) in full at the time of registration before a set date.

Option B – is the lesser discount offer on the full course fees when a student pays course fees (plus any applicable administration fees) in full at the time of registration before a set date.

Components fees - are set per programme, and their cost remains the same throughout the registration period. They are not discounted, they cannot be paid in instalments, and they must be paid in full at registration.

Fee payments by instalment

Option C – is where the deposit of the full / repeat course fee is paid at registration and the outstanding balance is paid in instalments before the final due date of 30 June. No discounts apply.

Only three courses can be paid for in instalments (Option C). If a student wishes to register for four or more courses then those course fees must be paid in full at registration.

Students registering in the second registration period (May to June) for course 7000, and who choose Option C, must settle any outstanding fee for that course by the final due date of 30 September.

Fees not settled in full by final due date are regarded as overdue and will incur an interest penalty. A non-reversible interest of 10% is charged on all overdue accounts.

Student Account

Every registered student has a Student Account.

A student's Account Number is the same as the student's Student Number allocated to them when they first registered with the

College. This number must ALWAYS be used as a deposit reference when depositing money to the College bank account to be credited to the student's account.

Once a student is registered in an academic year then they are responsible and liable for the settlement of their student account. Student's who have not settled their account will have their results withheld and will not be issued with academic records.

If third parties are assisting a student financially then it is the student's responsibility to ensure that payments are made correctly to their student account.

Payment Methods

Students are to indicate their payment option on their registration form and sign it.

A student can pay their account by: M65 form, Electronic Funds Transfer (EFT), Bank deposit, money order, postal order, credit card authorisation form, or cheque. If paying in person at the College then payment can also be made by credit card, debit card, or cash.

- Never send cash in the post – not even by registered post.
- Never send payment to a Marker - always to the College, or deposited to the College's bank account with a reference.
- If you pay fees to someone else to make the payment on your behalf (church minister, etc) then it is your responsibility to check that they have made the payment to the College in good time. If they submit your payment late, then you will not be registered.
- 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.

A deposit to the College Bank account MUST ALWAYS use either the Student Number or the ID Number of the person (student) to whom the funds are to be allocated.

Debt

- No Results, Academic Records, Recognition of Prior Learning (RPL) or any general sales will be granted to any student with an overdue account.
- All money received from the student will first be used to recover any outstanding debt before new debt will 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 (no Option C).

Credit

If a student has a credit on their account and they require a refund, the student must request the refund in writing and furnish the College with their correct banking details and a contact number.

NOTE: Refunds are only paid to the person or institution who paid the course fee.

Surety Guarantee

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.

Purchase of Course Materials

- Sale of course material is at the sole discretion of the TEE College Directors.
- Certain course materials may be purchased without registering with the College. Course Material that includes Text Books is not for sale.
- All orders must be placed in writing, on the official order form, with the Bursar. No telephonic orders will be accepted.

- Full payment must accompany the order.
- Orders received between 1st November and 28/29th February may only be processed in March.

Copyright of TEEC 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.

5 TEE College Library

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

Visitor Hours

Monday, Tuesday and Thursday	08:30 – 15:30
Wednesday (due to College devotions)	08:45 – 15:30
Friday	08:30 – 15:00

Visitor Conduct

- Library visitors must first sign in at the College Reception. Then report to the librarian and sign in at the Library. Bags and briefcases may not be taken into the library under any circumstances. Items are to be stored in the lockers provided at reception.
- Library staff reserve 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.
- 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.
- No eating, drinking or smoking is permitted in the library.
- Books taken off the shelves should not be put back. They may be placed in the trolley provided, or left on the study tables.
- Students may make use of the computers provided in the Library facilities (if available) 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 next to the computers. Under no circumstances are students allowed to use the library office computer. Any queries should be directed to the librarian in attendance or College staff.

Using and Borrowing Library 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.

Only registered students will be allowed to borrow books, videos or DVDs from the Library, or study in the Library facilities.

- 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.
- A maximum of four books may be issued to one student at any time.
- Books borrowed in person will be issued for two weeks, with the opportunity for one 2-week renewal. Books that are borrowed via mail will be issued for four weeks, with the opportunity for one 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. Not even in pencil! 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, the replacement cost of the books will be charged to the student's account.

Students may return library books on another student'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. 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 Books and Journals

No journals, newspapers or magazines may be borrowed.

Students may use the reference section or Journal collection only when a library staff member is in attendance.

Regional Libraries

Some regions are equipped with a small theological library. Students should contact the Library Co-ordinator in that region 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. The cost per page is adjusted annually and is available from the Librarian. The order may take up to 48 hours to fulfil and you may need to come back to collect these photocopies. Costs can be paid at collection, or if posted will be charged to your account.

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.

6 Assessments

Each course in a programme has a series of assessments which test the course outcomes. These assessments can take various forms (written assignments, self-assessment assignments, projects, workshops, worship services, sermons, counselling sessions, exams, etc).

In each academic year registered students receive an assignment booklet which provides the assessments for that course in that academic year. Students may not submit assessments from other years (and will be penalised if they do).

Students receive assignment cover sheets with their assignment booklet. This must be properly completed, attached to the front of

the assignment, and posted to the MARKER indicated on the assignment cover sheet. Assignments sent / delivered to the College (which should have gone directly to the Marker at a different address) will be re-directed and the cost charged to the student's account. The College accepts no responsibility for re-directed assignments that do not reach the marker.

Assignments may NOT be faxed or e-mailed.

Assignments are to be sent by ordinary mail to the address on the assignment cover – NOT registered mail, by courier or through Speed Services.

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

Due Dates / Late assignments

Each assessment has a due date. This is indicated in the assignment booklet and in the programme yearbook.

Assignments are to be posted before the due date, and at the very latest on the due date. If the postmark on the envelope is dated after the due date then the assignment is considered to be late!

If an assignment is posted before the due date, but arrives much later at the Marker, the assignment is considered to be in time and will be marked.

Late assignments

An assignment with a postal date-stamp after the Due Date is considered to be late.

On Short-course programmes – if the assignment is posted in the fourteen days after the Due Date it will still be marked, but 10 (ten) marks will be deducted from the final mark of that assignment. If posted more than 14 (fourteen) days after the due date then the assignment will be returned to the student unmarked

➤ If an assignment is unmarked then the student will have failed that assessment.

On Registered programmes – an assignment posted after the Due Date, but up to and including the published Emergency Date, will still be marked, but 10 (ten) marks will be deducted from the final mark of that assignment.

An assignment of a Registered programme posted after the Emergency date will be returned to the student unmarked and the student will have failed that assessment.

Copies of Assignments & Proof of Posting

A student is required to keep a personal copy of all assignments posted to a marker.

When posting an assignment a student is to request that the Post Office Official receiving the assignment date-stamp the proof-of-posting slip provided with the assignment cover / booklet.

Missing Assignments

Should a marker not receive an assignment from a student then the marker will send the student a letter indicating that the assignment has not been received.

The student is then to submit a copy of the assignment, together with the proof-of-posting, and the marker will mark the copy of the assignment.

If the student has not kept a copy of the assignment and / or there is no proof of posting the original assignment before the due date then the student will fail the assessment.

Extensions

- There are no extensions.
- Students who miss their Due Dates will have the penalties explained above applied to their late assignment.

Re-submissions

On Registered programmes students have the opportunity to re-submit those parts of the work of the assignment which they had failed. (scored below 50% or received a symbol of "R" or "M" for the task). Re-submissions only apply to the first assignment.

- The marker will indicate on the assignment Feedback Sheet what work is to be re-submitted (a task, or part thereof).
- The student has the opportunity to reflect on the feedback given and attempt the required work for a second time.
- This re-submission is to be sent with the second assignment.

- If successful, the earlier mark will be adjusted to reflect the result of the re-submitted work. A mark can only improve through a re-submission (it can't get worse!).

A marker will only request a re-submission if the student made a serious attempt at the task and, having failed it, is likely to improve through receiving appropriate feedback.

If a student does not make a serious attempt at a task (e.g. omits the task, or writes only 200 words for a 500 word task, or gives a response that is irrelevant to the task set, etc), then the student will NOT be given the chance to re-submit that work. The failed mark will remain.

If a student fails an assessment they should continue with the remaining assessments on the course (including any exam). Do not give up! Although a failed assessment feels like a serious blow, there is the opportunity, under certain conditions, to only repeat the failed assessments in the next academic year and retain the successful results achieved in the current year. See the Component Registration policy above.

Copying

- This is a very serious offence and is dealt with firmly!

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:

- 1st Offence: The whole COURSE will be cancelled for the year.
- 2nd Offence: ALL COURSES will be cancelled for the year.
- 3rd 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.

In each instance the student will be informed of the College's action in writing. The student has the automatic right to appeal the decision of cancellation, and if they can adequately justify to the Exam Board the reasons as to why their work is similar to that of another student yet is unambiguously their own work, then the

cancellation will be reversed.

Student's handwriting

Assignments containing more than one handwriting will be considered to be the work of more than one person, and therefore not entirely the student's own work. The assessment will be failed without the chance to re-submit (if that option is normally available).

Assignments from another academic year

Students who submit work that does not relate to the assessments set for the current year, but where that work does relate to assessments set for an earlier year, will be presumed to have copied from another student and will receive a mark of zero "0" for the assignment and their course will be cancelled.

Plagiarism

Plagiarism is the technical word that describes the fraudulent act of copying work from another source (a book, article, newspaper, the internet, etc) and presenting it as if it were your own.

A Study Aid is provided to each student to assist them in correctly referencing additional material in their assignments and in drawing up an adequate reference list. Failure to do this correctly will result in up to five (5) marks being deducted from the assignment's final mark. Material from another source that is not correctly referenced in a student's written work is plagiarised and will be penalised.

When a Marker detects plagiarism in a student's work, the Marker:

- will stop marking the script;
- will give zero for that task and all remaining unmarked tasks;
- will require the student to resubmit the work (only if this is assignment one – plagiarism in assignments after the first will retain the failed mark).

When a Marker discovers clear evidence of plagiarism in a student's work, the onus is not on the Marker to prove the extent of the plagiarism but the onus is on the student to demonstrate that their work is free from plagiarism. This will be demonstrated by the use of their own words, and with clear and correct referencing practices when using material from other sources.

Exam Regulations

Students who are registered for courses that include an end-of-year exam will receive notification of their exam venue and the exam dates in writing during the academic year.

A student's Exam Centre is indicated on their Confirmation of Registration Letter which they received when they registered at the beginning of the academic year. Any changes of exam centre must be processed early in the year – preferably by June.

Students will receive Exam preparation material together with their Exam notification. They may NOT bring that material into the exam room, it is provided for preparation purposes only.

Entry into the Examination room by the student will be subject to presentation of the following:

- ☑ A valid student card
- ☑ A valid form of identification (it must contain a photograph of the student).

The following may NOT be taken into the Exam room:

- Bibles of any kind
- books of any kind (including TEEC materials and workbooks)
- Loose notes or papers (including exam preparation material)
- Cellphones or other electronic media

The only items that may be taken into the Examination Room are:

- ☑ Writing instruments
- ☑ Student Card
- ☑ ID Document

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. Only unmarked writing equipment will be allowed into the examination room.
- 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 first hour.
- Contravenes any other current college regulation.

Procedure regarding an infringement of Exam regulations

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 Exam Board will investigate fully and fairly and make the decision regarding disqualification.

The Exam Board is empowered to hear appeals.

In addition to disqualification, the whole matter will be submitted to the student's church authority.

7 Assessment & Moderation Policy

The College makes provision to ensure that assessment is appropriately conducted to meet the Unit Standard / Course and Programme Outcomes as well as to accommodate the needs, purpose and diverse situations faced by theological students in a distance-learning context.

Preparation

In order to prepare the students for assessment:-

- Assessments (assignments, projects, exams) are reviewed annually by College staff, Markers and Course Advisers.
- Study Aids and Assignment booklets are provided which contain general information, skills development pages appropriate to each course and the assessment tasks themselves.

- Students are encouraged to attend tutorial and study groups where available.
- Markers contact details are provided on the assignment covers so students can be in touch with their Markers.
- Course Advisers are assigned responsibility for specific courses and receive queries at the College.
- Tutorial letters are used to provide feedback, further guidance, and any other clarifications, as needed.

Training

Markers meet annually for further training and consultation, receive regular general correspondence and are in email conversation with the Course Advisers 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.

Outside Review

A panel of invited theological experts is appointed each year to review the TEE College's standard of implementation, to verify the students' results and to report these and their recommendations for further improvement, to the Quality Assurance Committee (QAC) of the TEE College.

Member Church participation

The TEE College Council, which represents the member Churches from which our students come, has a representative on the QAC. It 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.

Student evaluation

Students are sent an Evaluation form annually. Their responses are analysed and responded to where relevant and practicable.

Appeals

TEE College has implemented an Appeals Policy (given below) providing for a student response to College decisions.

Archive

The Quality Assurance Committee recommendations are recorded, and filed. Their recommendations are responded to and reported on in the next moderation cycle.

Course Advisers' reports together with the quality assurance checks of markers are filed and responded to as necessary.

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

8 Results

Results are officially released on 01 December. Printed Results are sent to students before the College closes for the Christmas break.

Results are also available on the College website www.tee.co.za from the first week in December.

Results are withheld for any student who has any outstanding debt on their College Account (i.e. fees, library books, DVD's etc.). When students finally settle their account they need to request a copy of their Results in writing (which will be posted - not faxed or e-mailed). Results that were withheld for any reason are not sent automatically, neither will they appear on the website.

Disciplinary action

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

Disqualified means that the student will have all his / her courses for that academic year cancelled.

Expelled means that all courses in the current year are cancelled and the student is no longer allowed to register with the College. No Academic Record will be issued and the student's Certificate of Good Conduct will be endorsed accordingly. The student's church authority will be informed.

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.

9 Appeals Policy

Appealing an Assignment

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 the Academic Administrator:

- 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 paid and the proof of payment submitted to the Academic Administrator 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 Academic Administrator.
- 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 Directors, 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 College Directors within 7 days of receiving the notification from the Academic Administrator that the Appeal was not upheld (was unsuccessful).

The College Directors will determine the manner in which the Appeal will be investigated and that final decision will be communicated to the student, the Academic Administrator and the Marker by the Director:CEO. 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.

Appealing a Final assessment

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 Academic Administrator:

- 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 simply wants to ask where he/she could have improved an answer or what needs to be done to pass next time. Students have until the end of February of the following year only in which to seek this tutorial assistance.

The Moderation of the final piece of work is considered final, however there two possibilities for appeal:

- 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 14 January and request (by fax or email) the Final Assessment Appeal Form.
- The student must indicate clearly on the Final Assessment Appeal Form whether they are requesting that the Result Be Checked (a lower fee), or the assessment Re-Marked (a higher fee).
- The fully completed form and proof of payment of the relevant Appeal Fee must be sent to the Academic Administrator BEFORE 25 January.

The outcome of the Appeal will be communicated to the student by the Academic Administrator.

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 as this piece of work has already been moderated twice (internally and externally) before being appealed.
