



## **THEOLOGICAL EDUCATION BY EXTENSION COLLEGE**

### **RULES & REGULATIONS and related College POLICIES**

*Revision: August 2017*

***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 (101 of 1997).**

**Registration Certificate No. 2008/HE08/002**

**NON-PROFIT COMPANY Registration No: 2007/030481/08**

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. Signing your registration application indicates your agreement to abide by the Rules & Regulations of the College.

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 booklet can also be downloaded from the College website.

Revised: August 2017

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

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# 1. Legal Status of TEE College

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The Theological Education by Extension College (TEE College or 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 is a registered with CIPC as a non-profit company (No.2007/030481/08) under the Companies Act (71 of 2008).

TEE College offers programmes which are accredited by the Council on Higher Education (CHE) and registered with the South African Qualifications Authority (SAQA) – these are referred to as "**registered programmes**".

The College also offers programmes underwritten by the participating churches of the College (i.e. these courses / programmes are not registered with SAQA) – these are referred to as "**short-course programmes**", and are being phased out.

It is the student's responsibility to register on the appropriate programme if their studies form part of preparation for ministry or leadership in their church context. Please be advised by your church training authority.

It is not always possible to switch between programmes and also retain completed work.

TEE College staff can advise regarding courses and programmes, but they cannot advise with regards to the study requirements of churches.

## Registered Programmes (Theology)

TEE College has accredited the following programmes within its "Theology" stream of programmes:

<b>Programme</b>	<b>Courses to be completed</b>	<b>NQF exit level</b>	<b>Credits</b>	<b>Language of Instruction</b>
Higher Certificate in Theology	10 courses	5	120	English
Diploma in Theology	18 courses	6	360	English
Bachelor of Theology	17 courses	7	364	English

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

Details of registered programmes can be found on the SAQA website – [www.saqa.org.za](http://www.saqa.org.za)

## Registered Programmes (Christian Ministry)

TEE College has accredited the following programmes within its "Christian Ministry" stream of programmes:

<b>Programme</b>	<b>Courses to be completed</b>	<b>NQF exit level</b>	<b>Credits</b>	<b>Language of Instruction</b>
Higher Certificate in Christian Leadership & Management	10 courses	5	120	English
Higher Certificate in Christian Proclamation	10 courses	5	120	English
Higher Certificate in Christian Worship	10 courses	5	120	English
Higher Certificate in Pastoral Care	10 courses	5	120	English

Details of registered programmes can be found on the SAQA website – [www.saqa.org.za](http://www.saqa.org.za)

## Programmes being phased out

The following three programmes are currently being phased out. Current students can continue until the phase-out period concludes. New students cannot start on these programmes.

<b>Programme</b>	<b>Courses to be completed</b>	<b>NQF exit level</b>	<b>Credits</b>	<b>Language of Instruction</b>
Certificate of Competence in Theology	11 courses	(4) *	-	English
Award in Theology	6 courses	(2) *	-	**

\* The NQF exit level value is shown for comparison purposes only, this programme is not registered on the National Qualifications Framework.

\*\* Courses on the Award in Theology programme are offered in up to five languages.

## Programmes no longer offered

Joint Board Diploma in Theology (SAQA 63612)

Diploma in Theology and Ministry (SAQA 62619)

Certificate in Theology

Certificate of Competence in Theology

## **TEEC Programmes and the Church**

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

## **South African legislation**

### **Occupational Health & Safety Act**

The College complies with the Occupational Health & Safety Act as well as the requirements of the DHET through the work of its Health & Safety Committee as well as an annual inspection by a registered inspector. The College is committed to providing a healthy and safe working environment for staff and visitors.

### **Personal Access to Information Act (PAIA)**

As required by the Act, the College has a separate manual which is available on request or available for download from the College website. Information requests must be submitted as prescribed in the PAIA manual.

### **Non-discrimination / Disability**

The College is committed to providing an inclusive and welcoming environment for all members of its staff, students, volunteers, contractors and vendors. The College has zero tolerance for all forms of racism, unfair discrimination, and insensitivity. The full policy document is available upon request.

## **2. Admissions Policy**

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

They meet the educational admission requirements for the programme for which they wish to enrol;

They are in good standing with this College (not suspended or expelled);

They have no outstanding debt or library books from the Theological Education by Extension College.

Theological Education by Extension College reserves the right to request a Certificate of Good Conduct relating to any previous enrollment at a Higher Education Institution.

All admissions are subject to the discretion of the TEE College Executive Directors.

For Admission Procedures, please see the "How to Register" information produced annually by the College (also available on the College website – [www.tee.co.za](http://www.tee.co.za)).

## **Admission to Registered Programmes**

The admission requirements of each programme specify the required minimum educational standards and the relevant documentation to be provided before an application can be processed.

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 or have no Matriculation endorsement might qualify through the TEE College Access Assessment (RPL through integrated assessment).

## **Admission Requirements**

### **Higher Certificate:**

The minimum entry requirement is the National Senior Certificate with appropriate subject combinations and levels of achievement as defined in the Minister's policy, Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate, Government Gazette, Vol. 482, No. 27961. 18 August 2005.

Any person wishing to register for a Higher Certificate must have:

- A National Senior Certificate with a minimum of 30% for English / Grade 12 / Std 10 or equivalent

or

- Been granted admission via RPL after successfully completing the Access Assessment (Integrated Assessment).

or

- Been granted admission on the basis of Conditional Exemption.

## **Diploma in Theology:**

The minimum entry requirement is the National Senior Certificate with appropriate subject combinations and levels of achievement as defined in the Minister's policy, Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate, Government Gazette, Vol. 482, No. 27961. 18 August 2005.

Any person wishing to register for the Diploma in Theology must have:

- A National Senior Certificate with a minimum of 30% for English and an achievement rating of 3 (Moderate achievement 30% -33%) or better in four 20 credit NSC subjects.
- Alternatively be in possession of a Grade 12 or Std 10 certificate.

or

- Be in possession of a completed Higher Certificate.

or

- Been granted admission via RPL after successfully completing the Access Assessment (Integrated Assessment).

or

- Been granted admission on the basis of Conditional Exemption.

## **Bachelor of Theology:**

The minimum entry requirement is the National Senior Certificate with appropriate subject combinations and levels of achievement as defined in the Minister's policy, Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate, Government Gazette, Vol. 482, No. 27961. 18 August 2005.

Any person wishing to register for the Bachelor of Theology must:

- Be in possession of a National Senior Certificate with a minimum of 30% for English and an achievement rating of 4 (Adequate Achievement 50% - 55%) or better in four 20 credit NSC subjects
- Alternatively be in possession of a Grade 12 or Std 10 certificate - with Matric Exemption/ Endorsement.

or

- Be in possession of a completed Higher Certificate.



or

- Be in possession of a completed Diploma.

or

- Have been granted admission via RPL after successfully completing the Access Assessment (Integrated Assessment).

or

- Have been granted admission on the basis of Conditional Exemption.

## **Access Assessment**

The TEE College Access Assessment is an internal evaluation tool for determining the academic ability of a person wishing to study on an accredited programme at TEE College, for which they do not already hold the relevant certification to meet the programme entrance requirements.

The access assessment is not an accredited or registered course or programme. It is an internal assessment tool and its results have no relevance or value outside of TEE College. The assessment has no credit value and it awards no credits to any programme.

The access assessment indicates the student's academic fitness or ability for study on TEE programmes, and as such satisfies the programme entrance requirements for admission to study.

The result of the access assessment simply indicates whether the student is granted entrance to programmes at TEE College. It provides no other guarantees, indicators, concessions or conditions.

## **Exemptions**

From 2009, in order to qualify for admission to Higher Education studies, an applicant must be in possession of the National Senior Certificate (NSC) indicating the level of higher education studies at which that student may study.

Students who completed their schooling prior to 2009 (2008 and before) must hold a Senior Certificate with a Matriculation endorsement for Degree studies, a Std 10 or Grade 12 certificate for Diploma or Higher Certificate studies, or must qualify for a Certificate of Exemption.

Where the academic ability of an applicant is clear then TEE College (through the Exam Board) may offer entrance to a programme through a Conditional Exemption. Where academic ability is not clear then TEE College provides the Access Assessment as the entrance mechanism.

## **Conditional Exemption based on age (23+ with Std 10 / Grade 12 and some prior post school studies)**

Applicant needs to be at least 23 years of age at registration.

Applicant must have passed a minimum of four Grade 12 Higher Grade subjects or four Standard Grade subjects with symbols A – E:

At least three subjects must have been passed at one examination sitting.

A pass in English is required.

A MINIMUM of one subject must be passed on Higher Grade.

Applicant must have completed and been successful in some prior post school studies.

## **Exemption based on completed qualification from a registered Higher Education Institution**

The Applicant needs to hold at least a Higher Certificate – this will give entrance to the Higher Certificate, Diploma or Degree programmes.

## **Exemption based on foreign schooling achievements (A and O levels)**

The applicant must have passed a combination of five A and O level subjects, of which at least two must be A level subjects.

Subjects must cover the following groups:

English Language (and any recognised 2nd language)

Mathematics, Biology, Science, Geology, Physiology, General Science, a recognised 3rd language.

## **Application for Exemption**

Contact the College and request either:

An Access Assessment application form (or download from the College website)

An Application for Exemption form.

Please note that the required documentation together with confirmation of payment of any fees must accompany a duly completed application form before it will be processed.

## **Transfer of Credits**

TEE College will only acknowledge and give credit for work successfully completed on an accredited and registered programme at another registered institution.

An application for transfer of credits will only be processed for currently registered students (students intending 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 currently registered students).

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

### **Fifty-percent rules in terms of the Education Act (101 of 1997)**

In terms of the Education Act (101 of 1997), a student may not transfer more than 50% of credit:

- from a completed qualification
- to a new qualification

*Both rules apply simultaneously when determining what credit is available for transfer and what can be credited on the new programme.*

### **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 programme that they wish to apply for.

1. The applicant must obtain the application form from the College.
2. 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.
3. The RPL Committee will assess the application.
4. The RPL Secretary will notify the applicant in writing of the RPL Committee's decision.
5. 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:

1. The applicant does not meet the minimum entry requirements for the programme.
2. The application form is not completed in full.
3. The application form does not have all the required documentation attached.
4. 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:

1. an application fee; and
2. a fee for the assessment of the submitted portfolio of evidence for each course for which credit is being sought; and
3. a fee per course credited.

*As the assessment process is complex, 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.*

1. The applicant must obtain from the College the information booklet that contains the RPL application form.
2. 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
3. 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.
4. The applicant compiles the portfolio and other requested evidence together, and submits it to the RPL Secretary with the proof of payment of the RPL assessment fee.
5. The RPL Committee will assign an assessor to assess the applicant's portfolio of evidence.
6. 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.

7. 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**

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

#### **Submitting applications**

See the "How to Register" information issued annually by the College (also available on the College website – [www.tee.co.za](http://www.tee.co.za)).

*Requirements and methods of submission are explained there in detail together with a full description of the registration processes. Following the College's registration application instructions will result in a less frustrating application process.*

Registration applications will only be processed if:

- The applicant complies with the Admissions Policy.
- An application is submitted on the correct official programme-specific Registration Application Form, which is to be completed in full and signed by the student (these are also available on the College website). Alternatively the student logs in to their online student account and duly completes and submits an online application through the College website.
- Applicable fees have been paid. If payments have been made to the College Bank account then a 'proof of payment' is to be supplied with the registration application, which will only be processed once the payment is first reconciled on the College Bank Statement and allocated to the student's account.
- The ORIGINAL CERTIFIED copies of required documents are submitted (not "original documents"! See the relevant programme's entrance requirements for the required documentation).

*All documentation is to be submitted TOGETHER and is to be delivered or posted by the closing date applicable to the requested programme.*

#### **Automatic Rejection**

An application to register on one of the College's programmes will be automatically rejected if:

- The applicant does not comply with the Admissions policy or with the entrance requirements of the requested programme.

- Required information is incomplete or illegible and / or the applicant's signature is missing.
- All the required documentation is not submitted together with the application.
- Minimum payment has not been made, or the applicant has made a payment without supplying a proof of payment and it is not possible to uniquely identify and reconcile it on the College bank statement.
- Course selections are inappropriate.

### **Automatic amendment**

An application to register on one of the College's programmes may be amended automatically (and without further correspondence) by College staff if:

- Students are eligible for Component registrations.
- Students select courses that contravene programme rules or that delay graduation from the programme.
- Deposited funds are sufficient for some of the requested courses but not all.

Note: Students registering for courses on the Award in Theology are required to indicate their choice of language for course material. If they do not indicate a choice of language then the language selected for registration will match the applicant's indicated home language (if available), or alternatively English. Should such students require materials in a language other than what was dispatched, then the cost of the change is for their own account.

### **Acceptance**

A Confirmation of Registration Letter, with Student Number, will be issued to all registered students in each academic period where applications to study have been accepted. This Student Number remains the same throughout the student's study period with the College and MUST be quoted in all correspondence with the College.

### **Component and Repeat registrations**

If a student has not been successful in a course then the course can be attempted again – either repeating all the work of the course (a Repeat registration), or (in certain circumstances) continuing only with those parts of the courses that were incomplete / failed (a Component registration).



For Full courses the Component registration must take place in the next academic year following.

For Half courses, where the course follows a semester format and the incomplete work qualifies for a Component registration, the Component registration must take place in the next academic period as follows:

Qualifying Incomplete work in:	Can be carried forward to:
Semester 1	Semester 2 of the same year Semester 1 of the following year
Semester 2	Semester 1 of the following year

## Component registrations

Where a student has successfully completed at least half of the required assessments on a course they might be eligible (under certain conditions) to carry the marks from the completed work to the very next academic period (semester or year) and then register to complete only the outstanding components. This means that the work is completed over two consecutive academic periods. If the course is subsequently not successfully completed across those two consecutive academic periods then the student is then required to repeat the course in its entirety.

Conditions where it is not possible to carry course work over two consecutive semesters / years:

- Where course materials have been revised.
- Changes to the assessment structure of a course.
- The course specifically requires that a piece of work / project be successfully completed in one academic period (e.g. Courses 7001, 87401 & 7401).

If a course is eligible for component registration, then a student is only entitled to carry over marks/results to the very next academic period (semester or year) under the following conditions:

- 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 two of the three pieces of required work (assignments, projects, examinations) for a course.
- If the student has passed or is competent in one 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 period following if credit for the completed work is to be retained. They cannot be carried to a later academic period.

Marks and results may only be carried forward ONCE. They cannot be carried forward again.

The end-of-year Final Results Letter indicates which components are eligible for "component registration".

## **Repeat registrations**

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

*Workbooks and supplementary resources 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 period. Students repeating courses will be penalised if they submit assignments from prior academic periods.*

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

*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 and benefit from the reduced fee.*

*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 period) is required to repeat the course – completing all assessments, or (if the course material has changed) register for the full course – receiving the updated / revised material and completing all assessments.*

## **Cancelling 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;

Students may not cancel a course (particularly components and repeats) if it is a prerequisite for any other course for which they are registered.

Cancellations made before the due date of the first assignment of the course will be charged 40% of the Course Full Price as a cancellation fee. Any payments already made for that Course in excess of that amount will be credited to the Student's account.

Any exam fee paid on a Course that is cancelled will be credited.

Administration fees, application fees, and registration fees are not refundable – only course fees and exam fees.

Courses and assessments (including exams) cannot be postponed to another date or to another academic period.

A cancelled course still reflects on a student's Academic Record and will also reflect on that year's Results Letter. Work that was completed on the course prior to the cancellation of the course cannot be carried to the next academic period (i.e. not eligible for a Component registration).

Students who cancel courses after the due date of the first assessment on that course remain liable for the full fees. Even if no further work is submitted on that course the student is still liable for the full fees.

*See Finance & Fees.*

## **Delivery of Course Material**

TEE College provides a variety of collection / delivery methods for student study materials. This can include collection from the College, delivery direct to a recipient or delivery to a third-party from whom the collection is made. Available methods are described each year in the "How to Register" information and are indicated on the registration application forms.

Indicating a delivery option is a requirement for a duly completed and submitted application – whether on a College form or online.

Please note the following:

- All material collected in person must be checked and signed for by the person collecting the materials. These may only be collected from the College at the stipulated dates and times.
- All dispatched materials will be sent with a trackable reference to the address supplied by the applicant.
- TEE College is not responsible for any properly dispatched materials that are not received by the student. Following up with the entity making the delivery is the responsibility of the student using the contact and tracking information that the College supplies.

Where students select premium delivery services (such as a courier) then the actual cost of delivery is charged to the student's account.

*When receiving study material students must check their course material against the enclosed 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 their course material.*

## **Students outside of the RSA**

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

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 application 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 study material to students living outside of South Africa will be charged to the student's account.

## **4 Finance & Fees**

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

### **Student Financial Aid**

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

### **Course fees**

#### *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 Application 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.

Course fees vary by programme and whether they are paid in full or by installment. Fees are calculated and published annually in each programme's Year Book.

### **Fee & Discount options**

Fees are charged for each course for which a student registers. TEE College provides a discounted option for student fees as well as an instalment option, as explained below.

*Fees payable:*

**Course Fees** – are the fees set for each course on a programme within a specific academic year. These fees are different for Full course registrations, Repeat course registrations and Component registrations on a programme. If Full and Repeat fees are paid in full at registration then they receive the applicable discount (fees for Component registrations are not discounted).

Students who are not in a position to pay their Full and Repeat fees in full at registration may pay for up to three courses by instalment (described below as Option C), or they might consider applying for financial support from companies such as Edu Loan.

Note that when students have previously failed to meet their instalment obligations then they are not offered the instalment option again.

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

*Payment with Discount:*

**Option A** – is the discount offered on the course fee when a student pays the Full or Repeat course fee in full at the time of application (together with any applicable administration fees).

*Payment by instalment:*

**Option C** – is the full course fee where a student pays the required deposit in full at the time of application (together with any applicable administration fees) AND completes payment of the instalments.

*Note: Penalty fees apply when a student fails to pay for course fees by the due dates.*

**Component fees:** The fees for a Component registration are set per programme. These fees are not discounted and they cannot be paid in instalments. They must be paid in full at application.

*Note: Component fees are charged per course. If a course has two eligible outstanding components then use the "two component" price. Where two or more courses each have one eligible outstanding component then you will use the "one component" price for each of those courses. You cannot apply the "two component" price to components across different courses.*

## **EduLoan**

Students who are unable to pay for their studies in full with their application might consider applying for a study loan through a financial service provider such as EduLoan.

Financial service providers will require documentation from TEE College in order to process your loan application (usually a pro-forma invoice) – you therefore need to request that in good time (not near the closing date for registration applications!).

## **Fee payments by instalment**

Option C – For annual courses and first semester courses this option allows a student to pay the deposit of the course fee with their application and then pay the outstanding amount in four instalments (28/29 Feb, 31 Mar, 30 Apr, & 31 May). For second semester courses the course fee deposits are paid with the application and the outstanding amount is paid in four instalments (30 Jun, 31 Jul, 31 Aug & 30 Sep).

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

Where payments are skipped the student account is regarded as overdue and subsequently becomes an Incidental Credit Agreement between the student and TEE College in terms of the National Credit Act (34 of 2005).

A non-reversible interest of 10% is charged on all overdue accounts.

Where a student has not fulfilled instalment obligations under Option C then the instalment option is not available to the student in future years. The College reserves to itself the right to use third-party collection agencies to collect outstanding debt.

## **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 making payments to the College bank account in order for the payment to be correctly credited to the student's account.

Once a student is registered for an academic period the student is then responsible and liable for the settlement of the account. Students with overdue accounts 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 timeously and correctly to their student account.

## **Payment Methods**

Students are to indicate their payment option on their application form and attach either a "proof of payment" or a payment authorisation.

A student can pay their account by: M65 deposit form, Electronic Funds Transfer (EFT), Bank deposit, or credit card authorisation form. If paying in person at the College then payment can also be made by credit card, debit card, or cash (no money orders or postal orders or cheques).

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

Note: MasterCard credit cards can only be used in person at the College, you cannot use the Credit Card Authorisation form. MasterCard will automatically decline any non-PIN transaction and your application will be declined.

## **Outstanding Debt**

Outstanding debt is any amount that is overdue. The following applies to students with overdue accounts:

- No Results, Academic Records, Recognition of Prior Learning (CAT/RPL) or any general sales will be granted.
- All money received for the student's account will first be used to recover any outstanding debt.
- A student will not be registered for further courses before all outstanding debt (including outstanding Library books) has been settled.
- A student who had used Option C but whose account became overdue, will not be offered Option C in future years. All further course fees are required to be paid in full on application.
- The College reserves to itself the right to use third-party collection agencies to collect outstanding debt.

## **Credit**

If a student has a credit balance 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 made the payment.



Where credit amounts are small, and the student does not intend to register for further courses, then there are two choices:

- either request that the amount be transferred to another student (state this in writing identifying the student to whom the transfer must be made).
- or donate the amount to the College (especially where the bank transaction fees are likely to be greater than the refund amount). This must be in writing.

### **Surety Guarantee**

In the unlikely event of the Theological Education by Extension College ceasing to operate, students in the current academic period 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 Executive Directors. Certain course materials may be purchased without registering with the College. Course Material that includes Text Books or material for which the College has negotiated royalties is not for sale.

All orders must be placed in writing, on the official order form, with the Financial Officer. Full payment must accompany the order. No telephonic orders will be accepted.

*Orders received between 1st November and the end of February may only be processed in March.*

### **Copyright of TEEC Course Material**

All TEEC course material is protected by copyright and may not be copied, reproduced, printed or incorporated into other material either in part or as a whole (Copyright Act 98 of 1978). Neither may any material (whether in whole or in part) be used for profit.

## **5 TEE College Library**

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In order to enter and make use of the library, a student's registration with TEE College must be for the current academic period (year or semester).

### **LIBRARY HOURS**

Monday – Friday : 9am to 3pm

## **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.

Under no circumstances are students allowed to use the library office computer. Queries should be directed to the librarian in attendance.

## **Borrowing library items**

Only registered students may borrow loan items from the Library, or study in the Tutorial Room.

Students who visit the library must first sign the register at reception before they may enter the library. Students must present photographic ID on request to verify their eligibility to use the library. This policy is strictly applied.

Students may only take out books for another student if they are in possession of a written request 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 two week renewal. Books that are borrowed via mail will be due back in four weeks, with one possible two 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 deface 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 items & Library 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 and forwarded to the College. If the books are not returned or are lost in the mail system without a tracking number then their replacement cost 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 Finance Office. Reminders and warning letters will be sent and the cost for posting those letters will be added to the student's account.

If a student does not respond to the warnings or pay the fines, the student's church authorities will be informed and the replacement cost of the books will be charged to the student's account. The replacement charge will be reversed if books are returned, but fines remain.

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 outside of 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 is the responsibility of the student to report any defaced or damaged books to the library staff 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 items**

No journals, newspapers or magazines may be borrowed.

Items that are part of the Reference section may not be borrowed.

## **Regional Libraries**

Some regions are equipped with a small theological library. Students should contact their Regional Librarian 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.

Fines incurred at Regional Libraries will be charged to the student's TEEC account.

## **Copying facilities**

These are available at TEEC, within the regulations of the Copyright Act (98 of 1978). Copies are charged per page. A significant amount of copying incurs an additional administration fee – and it might not be possible to do this copying immediately. These copies will be posted or are to be collected later.

## **6 Assessments**

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

In order to pass the course the student needs to attempt and pass each of the assessments on that course. Courses cannot be passed "on average". The assessment pass mark on registered programmes is 50%, and on short-course programmes it is 40%.

Where a course has two assessments then each assessment contributes 50% to the final course mark. Where a course has three assessments then the first two assessments contribute 30% each and the third

assessment contributes 40% towards the final course mark. Where a course has four assessments then each assessment contributes 25% towards the course mark. When a course varies from these allocations then that is indicated in the year book.

Please note that due to the outcomes-based nature of TEEC courses all assessments on a course must be passed in order to pass the course (even if the overall course average mark is greater than the pass mark the course can still be failed if an assessment is failed).

The Final Results Letter indicates the pass status of each assessment on a course, together with the overall course outcome. It also indicates where failed assessments are eligible for a Component registration.

## **Submitting assessments**

Assessments are to be submitted to the College before or by the due date. Due dates are shown in the programme Year Book and in the course Assignment Booklet. Work submitted late is penalised as described below.

The College provides various options for submitting assessments (including hardcopy and electronic) and these are communicated annually to students.

The College supplies Assignment Cover Sheets for each assignment on a course – these are to be used when submitting hardcopy assignments, or if missing, the required information is to form part of the first page of the submitted assignment. Failure to provide this information means that the assignment might be incorrectly logged or processed, or possibly not processed at all. Instructions on how to submit assignments are included in the programme Yearbook.

Received duplicates of an assignment are discarded. The College does not check for a 'more correct' or 'more complete' version. If two different assignments have the same assignment number then one will be discarded – the College does not check to see if assignments have been correctly labeled. It is the student's responsibility to correctly identify their work.

Assessments are to be submitted as per the various submission options stipulated by the College, and the associated 'proof of posting' is to be retained. Students who choose to bypass the required methods of delivery run the risk of the assessment being mislaid, processed late, or not being received at all.

The cost of submitting assessments is for the student's own account.

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

## **Due Dates / Assessments submitted late**

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

Assessments are to be submitted before the due date, and at the very latest on the due date. If the date-stamp on the assignment delivery is dated after the due date then the assessment is considered to be late!

If an assessment is submitted before the due date, but arrives much later, the assessment is considered to be in time and will be marked.

### **Late assessments**

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

On Short-course programmes – if the assessment is submitted 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 assessment.

If posted more than 14 (fourteen) days after the due date then the assessment will be returned to the student unmarked

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

On Registered programmes – an assessment posted up to seven (7) days after the Due Date, will still be marked, but 10 (ten) marks will be deducted from the final mark of that assessment.

An assessment of a Registered programme posted more than seven days after the Due date will be returned to the student unmarked and the student will have failed that assessment.

### **Copies of Assignments & Proof of Submission**

A student is required to keep a hardcopy of all assessments submitted (including electronic assignments as well as any supporting documents and forms).

Once submitted, the student should keep a copy of the 'proof of submission' together with the hardcopy of the relevant assignment.

Where students have supplied an email address then the College will send an email acknowledgement when that assessment is logged as received.

## **Missing Assignments**

Should an assessment not be received from a student then a notification will be sent to the student indicating that the assessment has not been received.

The student is then to submit a copy of the assessment, together with the original proof-of-posting, and once received (and if the original was sent in time) the copy of the assessment will be marked. The submitted copy of the script and proof of submission must be received by the college within 6 weeks of the due date or it will not be marked.

If the student has not kept a copy of the assessment and / or there is no proof of posting the original assessment 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 parts of the work of the assessment which they had failed. Re-submissions apply to the first assessment. A few courses may permit resubmission on tasks in other assessments in years where the assessment framework requires that.

- The marker will indicate on the assessment 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 next assessment. If, for any reason, the work to be resubmitted was not sent together with the next assessment, then the resubmission must be sent to the marker as soon as possible.
- If the following assessment is an Exam, then the resubmission must be sent to the Marker before 01 October.

If the resubmitted work is successful, then the earlier mark will be adjusted to include 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 first 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.

Very important: If a student fails an assessment he /she 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 largely identical to that of another student. In each instance of suspected copying the affected students will have that course cancelled and will be informed of the College's action in writing.

The student has the automatic right to appeal the 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 penalty will be reversed.

If a student is found to be in contravention of this regulation, the following penalties will normally be incurred:

- 1st Offence: That particular COURSE will be cancelled for that academic year (including completed and passed components).
- 2nd Offence: ALL COURSES will be cancelled for that academic year.
- 3rd Offence: The student will be suspended or expelled from the College and their Church authority will be informed. Re-admission of an expelled student 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.

## **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 academic period, but where that work does relate to assessments set for an earlier academic period, 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**

The purpose of the TEEC plagiarism policy is to empower students to be persons of integrity and moral value to our society and to give the college management the power to act on any contraventions of academic ethical standards, and to provide students with guidelines for doing research, writing assignments, final projects, and exams.

TEEC is clear that copying from the internet, from other students papers, from printed materials such as books, magazines, newspaper articles, (including TEEC workbooks) or the buying of assignments or receiving other student's assignments or asking someone else to write the paper, is academically dishonest. All work submitted to the college is expected to be the students own skill and labour. If the work is not the student's own work, then there is not only loss of academic growth, but also loss of student integrity, and loss to the high standard of academic integrity that TEEC is striving to uphold.

- A distinction is made between "failure to reference" and Plagiarism.
- Material from other sources may not comprise more than 10% of the word count of a Task/Question. Material from another source, that comprises up to 10% of the word count which is not adequately acknowledged or referenced is "Failure to Reference" – up to 5 marks will be deducted as the penalty, and the student will be directed to the Study Aid through the assessment feedback.
- Material from other sources that comprises more than 10% of the word count of a Task/Question which is neither adequately referenced nor properly acknowledged is "Plagiarism". The student will receive a "0" for the whole assessment (regardless of any marks given for work in the assessment marked prior to encountering the plagiarism). The student will be directed to the Study Aid through the assessment feedback, together with any other general feedback to assist the student. If the assessment is a first piece of work on a programme that provides for resubmissions, then the option to

resubmit the work will be communicated to the student through the assessment feedback.

- Students retain the right to Appeal to the Exam Board following the normal Appeal process.
- When students cancel a course where the plagiarism penalty has been applied, they do not receive any refund on fees, nor is the record of plagiarism removed from the student record.

## **Exam Regulations**

Students who are registered for courses that include an exam will receive an Exam Notification Letter from the College (usually early August). This will confirm their exam venue and reflect the courses with exam/s together with the date and time for writing the exam/s.

Any request to change an exam centre must be received in writing before 10 September.

Exam preparation material is either included in the assignment booklet or it is sent by separate mailing together with the Exam Notification Letter. This material may NOT be brought into the exam room, it is provided for preparation purposes only. The Invigilator will supply the Exam question paper.

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

- The College Exam Notification Letter
- Photographic ID (drivers license, national ID Book or passport – no employee badges or cards)

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 or communications devices.

Items that may be taken into the Examination Room :

- Writing instruments
- Exam Notification Letter
- Photographic 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 which contain any notes / markings (whether written, recorded or otherwise). Notes /markings on any part of the body, including 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 and accesses / attempts to access information or contacts / attempts to contact another person / student.
- 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 matter will be submitted to the student's church authority.

## **7 Assessment & Moderation Policy**

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The College makes provision to ensure that assessment is appropriately conducted to meet the Unit Standard or 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.
- Study Aids and Assignment booklets are provided which contain general information, skills development tasks 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 so that students can be in touch with their Markers.
- Tutorial letters are used to provide feedback, further guidance, and any other clarifications, as needed.

## **Training**

All new assessors are personally trained by the College staff before they are permitted to work for the College.

## **Outside Review**

A panel of invited theological and academic experts is appointed each year to review the TEE College's standard of implementation, to verify the students' results and to report on these, together with their recommendations for further improvement, to the Education Board, Senior Staff and Board of Directors of TEE College.

## **Appeals**

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

## **Archive**

The recommendations from the annual moderation and from the report of the External Examiners are recorded, and filed. These recommendations are responded to and reported on in the next moderation cycle.

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

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

## **8 Results**

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The official release date for results is shown in the Year Books. Printed Final Results letters are sent to students before the College closes for the Christmas break. Results are also available on the College website [www.tee.co.za](http://www.tee.co.za) following the official release date.

Results are withheld for any student who has any outstanding debt (i.e. course fees, library books, etc.). When students finally settle their account they need to make a written request for their Results (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, suspend or expel any student who engages in any financial or academic irregularity, or abusive behaviour towards College staff.

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

Suspended means that the student will not be allowed to register with this College for the next one, two or three years. When suspending a student any courses related to the offense may or may not be cancelled. A suspended student may submit a registration application to the College after the period of suspension has expired.

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 of an expelled student 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

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The purpose of an Appeal is to investigate and, if appropriate, correct a perceived injustice or error. It is not a “second shot” at the assessment of a piece of work.

*Assessments are measured against course outcomes (shown in the Yearbooks), and are not simply at the discretion of the marker. The College reviews the work of the markers through the Quality Assurance process. Even so, it is possible that something goes wrong or is overlooked – the Appeal process is the opportunity to investigate carefully and, if necessary, put right any wrong.*

Do not submit an Appeal and state your reason as “I think a different marker will come to a different conclusion”! Such appeals fail.

### **Appealing an Assignment**

The grounds for appeal are:

- The quality of marking is clearly very poor. (This does not include claimed disparity between differing 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 College Exam Board:

- 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:**

1. Students must contact the marker within 7 days of receiving their assignment back from the marker.

2. 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.
3. When phoning the College, students must request that an Appeal Form be faxed or emailed to them.
4. The Appeal Fee must be paid and the proof of payment attached to the fully completed Appeal Form and together with the ORIGINAL marked assignment script submit this to the College Exam Board.

The outcome of the Appeal will be communicated to the student and the Marker by the College Exam Board.

- If the Appeal is successful (upheld), the student will be refunded a portion of the Appeal Fee, and, if relevant, any mark adjustment will be made to the student's record.
- If the Appeal is not successful (not upheld), the student will forfeit the Appeal Fee.

### **Appealing a Final assessment**

Students must be in possession of their assessment feedback sheet before they can submit an appeal. (Registered programmes).

Feedback sheets that bear a moderation stamp have already been marked by the marker, assessed by the internal moderator, and verified by the External Examiners. These assessments may not be appealed.

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).

WHAT IS NOT CONSIDERED AN APPEAL, and can be solved by contacting the College Exam Board:

- Results are incorrectly allocated
- Results are omitted
- Results are incorrectly calculated
- 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 is required to pass next time should not submit an appeal, but rather but make a written request to the College. Students have until the end of February of the following year only in which to seek this tutorial assistance.

A Final Piece of work which does not bear a Moderation stamp may be appealed as follows:

- Request for a Re-mark
- Request to check a result

**Appeal Procedure that Students MUST follow:**

1. The student must contact the College no later than the final appeal date and request (by fax or email) the Final Assessment Appeal Form.
2. The first semester final appeal date is the 30<sup>th</sup> September. The second semester final appeal date is the 14<sup>th</sup> January. The final appeal date for year long courses is the 14<sup>th</sup> January.
3. The fully completed form and proof of payment of the Appeal Fee must be sent to the Academic Administrator no later than a week after the relevant final appeal date.

The outcome of the Appeal will be communicated to the student by the College Exam Board.

- 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.
-