

## **F. General information**

TEE College was established in March 1976 to provide affordable, contextual theological education within a non-racist, non-sexist, and ecumenical setting. The College is governed by a Board of Directors in terms of the Higher Education Act and the Companies Act. It is in relationship with several participating churches.

The model of learning used by TEE College is “Distance-Learning by Extension”. This model began in Guatemala, Central America, when the churches were grappling with the problem of “bringing the seminary to students” when it was undesirable to uproot students and send them to a residential seminary.

The College's participating churches uphold the Extension relationship through their involvement in the academic work of the College and in their local support for students.

### **Participating Churches**

- Anglican Church of Southern Africa (ACSA)
- Evangelical Lutheran Church of Southern Africa (ELCSA)
- Methodist Church of Southern Africa (MCSA)
- Roman Catholic Church (RCC)
- The Salvation Army Southern Africa Territory (TSA)
- United Congregational Church of Southern Africa (UCCSA)
- Uniting Presbyterian Church of Southern Africa (UPCSA)

### ***Mission Statement***

TEE College is: An accredited higher education institution offering theological education by extension which is accessible, contextual and ecumenical, to equip Christians for ministry in service to the churches of Southern Africa.

### ***Organisational Objectives***

The sole objective of the College is:

The provision of “higher education” by a “higher education institution” as defined in terms of the Higher Education Act, 1997 (Act No.101 of 1997), and in particular to be a theological education institution, which provides courses through distance learning to equip students for ordained or lay Christian ministries.

### ***Admission requirements***

Any adult will be admitted into studies provided that:

- he or she meets the educational and entrance requirements for the programme for which he or she wishes to enrol.
- he or she can provide a certificate of good conduct from any previous higher education institution
- he or she does not have outstanding debt or library books from the Theological Education by Extension College.
- he or she is in good standing with this College - if a previously registered student of this College.

NOTE: All registrations are subject only to the discretion of the TEEC Exam Board. The Admission Process is described in the "How to register" booklet.

### **Language Policy**

The language of instruction is English.

### ***Important documents***

College Policies and Regulations are contained in the "*Rules, Regulations & Policies*" booklet. These are given in printed form to students at their first registration (and again at major revisions). Further copies can be requested or downloaded from the College website.

It is also very important that you familiarise yourself with the information in your programme Yearbook, the programme Study Aid.

We draw your attention to a few important points here - students are required to be familiar with the *Rules & Regulations*.

### ***Academic Records***

These are official documents. Transcripts of Academic Records are sent by post (or to be collected in person).

Deposit the required fee and include proof of payment plus delivery address with your request. If collecting, it can only be collected two working days after it was requested, as it needs to be prepared (signed, embossed, etc.). Academic Records are not issued for students whose accounts are overdue.

### ***Student accounts***

Students with overdue accounts will not receive their results, nor will academic records be issued to them. Students who settle their accounts after results have been released need to request their results in writing. All monies paid to the College by the student will

first be processed against any outstanding debt.

*Also see the Finance & Fees in the Rules & Regulations.*

### **Interest on Overdue Accounts**

Interest of 10% will be charged against all students who fail to settle their accounts as agreed at registration. Statements of account are sent to students.

### **Refund Policy**

Only course fees and exam fees can be refunded. Administrative fees are not refunded. Students who cancel a course **in writing** before the first assignment is due will be charged a cancellation fee of 40% of the course fee. A course cancelled after the first assignment due date will have to be paid in full. Exam fees are always refunded when the associated course is cancelled.

### **Student Financial Aid**

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

### ***Student Support***

The majority of TEEC students enrol in the College's programmes as part of their own ministry and formational journey. As such they participate in local church training structures, including any activities arranged by the student's church for TEEC students. Given the practical nature of course work and assessment, your local minister is also an important resource and support.

Upon enrolment with the College your Confirmation of Registration letter provides contact details for markers / assessors.

The College library is able to assist with identifying and issuing library materials.

Academic staff at College are also able to assist with student queries.

### **Telephonic Support**

When asking someone for help by phone—a marker, a tutor, a minister, etc.—do be courteous.

Say who you are (have your student number available) and clearly explain what your difficulty is. Not everyone can answer your query right away. They might ask you to call them back at another time when they are better able to help you. Do not leave messages asking to be phoned back. Do not expect people to "give you the answers". They can help clarify something you don't understand, or point you to a resource that will help you.

## **Tutorials**

Several of the supporting churches of the College, through their local structures, organise tutorial support for students. These are not organised by the College, but when we become aware of local tutoring events then we distribute that information to relevant students. If tutoring has been arranged in your area then we encourage you to participate.

## **Submitting your assignments**

See the "Submitting Assignments" information at the end of the Yearbook. Any "lost" or "anonymous" assignments can't be marked!

## ***Graduation***

### **Fulfilment of Requirements**

Students who complete all requirements for the various programmes offered by TEEC, and have settled their student accounts, graduate at an annual ceremony.

The College will inform you if you are graduating. Do not presume that you have qualified if you have not received official written confirmation from TEE College that you have qualified.

### **Date and Venue**

The date of the 2019 graduation is 11 May 2019 (which is a Saturday). Those graduating will be informed of the venue in Johannesburg during the year.

### **Guests**

Students may invite a limited number of guests to be present with them at the graduation. This number is dependent on the venue and the number of graduating students. Graduates will be informed of the number of guests they could invite, and are to confirm the actual number of invited guests for seating arrangements.

### ***TEE College's newsletter - "The Link"***

The College newsletter is published on occasion and includes information and news about the College and student activities. It is sent to current students.

## College Programmes

TEE College offers several study programmes.

*The entrance requirements for each programme are established by law and are given in each programme's Yearbook.*

### Registered programmes in Theology:

Higher Certificate in Theology

Diploma in Theology

Bachelor of Theology

Programme	Courses	NQF Exit Level	Language	Credits
Higher Certificate in Theology	10 half courses	5	English	120
Diploma in Theology	18 Courses	6	English	360
Bachelor of Theology	17 Courses (14 full + 3 half)	7	English	364

### Registered programmes in Christian ministry:

Higher Certificate in Christian Leadership & Management

Higher Certificate in Christian Proclamation

Higher Certificate in Christian Worship

Higher Certificate in Pastoral Care

Programme	Courses	NQF Exit Level	Language	Credits
Higher Certificate in Christian Leadership & Management	10 half courses	5	English	120
Higher Certificate in Christian Proclamation	10 half courses	5	English	120
Higher Certificate in Christian Worship	10 half courses	5	English	120
Higher Certificate in Pastoral Care	10 half courses	5	English	120

*These are the first of seven Higher Certificates in Christian ministry that are currently being developed by the College*

**Short-course programmes:** *(Not registered with the DHET)  
Certificate of Competence in Theology (This programme is in  
phase out and 2019 is the last year that it will be offered.)*

Programme	Courses	NQF Exit Level***	Language	Credits
Certificate of Competence in Theology	11 courses	(4)	English	none

\*\*\* For comparative purposes, these programmes are not registered on the NQF

It is the responsibility of the student to ensure that they register on the correct programme. It is usually not possible to change between programmes once studies have begun.

Students who are studying towards formal recognition of ministry (by licensing, commissioning or ordination through their church) must ensure that they make the correct selection of programme and courses to meet their church's requirements. Although College staff might give advice regarding particular courses, it is the student's responsibility to register appropriately to meet their church's requirements.

If you need further information on any of the programmes then see the website or request the relevant brochure from the College.

## Academic Staff on Registered programmes

Fr	Austin	M	M.Th
Dr	Badenhorst	A	Ph.D
Ms	Baxter	M	BTh
Mrs	Beneke	R	BTh (Hons)
Ms	Brown	A	BA (Hons) Religious Studies
Ms	Bvute	T	BTh(Hons)
Mr	Cameron	C	BA (Hons) Religious Studies
Rev	Chabani	C	BTh
Mrs	Cloete	E	B.Compt
Mr	Cloete	N	B.Th(Hons)
Ms	Du Toit	LJ	BA (Hons) Religious Studies
Rev	Dunsmuir	C	B.Th, M.phil
Rev	Gallant	J	DipTh, DipEd
Rev	Groepe	R	B.Th
Rev	Hambury	A	Dip.ThMin, BA

Rev	Hepburn	J	BTh(Hons)
Rev	Hofmeyr	J	BA (Theol)(Hons)
Mrs	Hoy	B	BTh(Hons), MTh
Rev	Jele	S	MA (Missiology)
Mr	Joseph	S	BTh(Hons), M.Ed
Dr	Joubert	L	D.Th
Rev	Kapiyana	E	BA(Hons)(Theology)
Rev	Khanye	J	BTh(Hons)
Rev	Khoele	A	MTh
Rev	Kizobo	R	BTh(Hons), M.Phil
Dr	Koekemoer	R	PhD
Dr	Kotze	Z	Dphil
Rev	Kuschke	H	M.Phil
Rev	Lancaster	H	B.A(Div)
Rev	Lane	Pule	B.Th(Hons)
Ms	Laubscher	D	MTh
Rev	Lekoko	Pule	BTh, Bed (Hons)
Rev	Londt	J	MTh
Rev	Lotz	C	B.Th(Hons)
Rev Dr	Lubbe	L	D.Th
Rev	Mabusela	M	M.A(Bib Studies)
Mr	Madonsela	N	BTh
Rev	Mapiyeye	B	BTh
Mr	Marr	S	BTh(Hons)
Rev	Mathebula	R	MA(Theol)
Rev	Masilela	R	BTh(Hons)
Rev	Mbaru	V	DipA (Hons)(Theol), BA (Hons)(Theol)
Rev	McCoy	M	MA(Theol)
Rev	Mentz	E	MDiv
Rev	Mjikeliso	F	BTh
Mr	Mkhize	S	BTh, PG.DipTh
Rev	Mokhutso	J	BTh
Mrs	Mokhutso	D	B(SocSc)
Rev	Moloi	E	MTh
Rev	Morudu	H	BTh
Rev	Muyambo	A	BA(Hons)(religious Studies)
Ms	Naicker	L	M.Th
Ms	Nishimwe	C	MTh
Rev	Nkale	G	BTh
Rev	Nxumalo	D	BTh(Hons)
Mr	Nyasha	W	M.Ed, B.A(Hons) (Religious Studies)
Mr	Ogidi	J	MTh

Mr	Oosthuizen	T	BTh
Fr	Parry	E	DTh
Mr	Pembamoyo	E	MTh
Mr	Phiri	M	MTh
Mrs	Piketh	S	MPhil
Fr Dr	Prior	A	DTh
Mr	Rabie	N	Dip.ThMin, B.Ed, M.Ed
Mr	Racheku	M	BTh
Mr	Raedani	T	DipTh
Rev	Sebowane	C	M.Th
Mr	Shoai	M	BA(Hons)(Theology)
Mr	Shula	M	BTh, MEd
Ms	Stark	M	Mphil
Rev	Tati	M	BTh(Hons)
Mr	Tayler	H	BA, LLB, BA(Hons)(Theol), BA(Hons)(Greek)
Mrs	V D Merwe	C	DipTh
Rev	Zulu	L	DipTh

### ***College Staff***

Ms V. Fisher

Ms D. Laubscher

Ms A. Lethema

Ms E. Letseng

Rev M McCoy

Ms M. Nkhape

Mr E. Nkhumane

Mrs G. Norgate



# How to submit assignments

*These instructions apply to assignment submissions – please read them carefully and keep this information for future reference.*

Your assignment:

- is in **HARDCOPY** (written or printed on paper)
- has additional forms that have been completed / signed

You may submit **ONLY** by:

- Post Office**..... see page K10  
OR **Courier**..... see page K11  
OR **Fax 2 email** ..... see page K12

**YOU MAY NOT**  
Scan & email

Your assignment:

- is a computer file

You **MUST** submit **ONLY** by:

**Email to assignments@teec.co.za**.....see page K12

**YOU MAY NOT**  
Send us links to download sites (Dropbox etc)

If you chose to deliver your assignment to the College then make sure that the College is open before visiting. If the College is closed – use the gate postbox. (only hardcopies can be delivered - NO electronic media will be accepted)

## Introductory Instructions...

The front page of ALL assignments **MUST** include:

- ✓ Student's name
- ✓ TEEC Student number
- ✓ Course code (not just the course name)

- ✓ Assignment number (1, 2, 3, or 4).

For hardcopy assignments you can use the supplied assignment cover to record this information (or WRITE this on page 1 if the cover sheet is missing). For electronic assignments you must type this information on the FIRST page of the assignment. -- DO NOT scan the assignment cover!!

Hardcopy assignments must be firmly stapled / fastened.  
Loose / separate pages that do not get to the marker do not get marked.

Electronic assignments MUST include on every page (in either the header or footer):

- a page number
- your student number
- the course code
- the assignment number

## **VERY IMPORTANT**

ALWAYS keep a hardcopy of your assignment  
Keep the proof-of-submission together with your assignment copy  
Only send an assignment ONCE (penalties apply with duplicates)  
Submit in good time – not at the last minute!

**If you have supplied us with an email address then when your script is logged you will be sent an email confirmation to that effect.**

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## **Post Office**

*Please read and follow the Introductory Instructions above. Failure to abide by these instructions can result in your assignment not being received or marked.*

Assignments submitted via the Post Office must be sent to the College Postal Address:

**P.O. Box 74257  
TURFFONTEIN  
2140**

Post using Ordinary Mail or Fast Mail

YOU MAY NOT use Registered Mail (a penalty applies if you do)

**Ensure that you post before (or at the very latest, on) the due date.**

Proof of submission:

- ✓ You must complete the 'proof of posting' slip at the foot of the assignment cover and detach it
- ✓ The postal official must stamp it
- ✓ Keep the stamped proof of posting together with the copy of your assignment.

Once the College has received your assignment it will be logged.

Postal charges are for your own account

You may include more than one assignment in an envelope – HOWEVER ensure that they each have the correct assignment cover and that all the pages belonging to an assignment are firmly attached together.

## **Courier**

*Please read and follow the Introductory Instructions above. Failure to abide by these instructions can result in your assignment not being received or marked.*

Assignments submitted via a Courier service must be sent to the College

Physical Address:

**20 Gantner Street  
Haddon  
2190**

Note the College term dates – printed inside the cover of the Year Books.

College hours are 9 am to 3 pm. Use the College landline number (011 683 3284) as the contact number on the waybill.

**Ensure that you courier your assignment before (or at the very latest, on) the due date.**

You may use any Courier service – however, the *Aramax* courier service is generally the most economical one to use.

With *Aramex*, you can send a parcel anywhere in SA for R99.99c.

*Aramex* services are usually available at most Pick 'n Pay stores and at Caltex Garages that have a FreshStop Shop.

*Aramex* is a Store-To-Door delivery service – just purchase your Courier Bag at

the store / garage – put your assignment/s in it and drop it off at store / garage for delivery.

Please see [www.aramex.co.za](http://www.aramex.co.za) for more info.

Proof of submission:

- ✓ Keep a copy of the waybill together with the copy of your assignment.

Once the College has received your assignment it will be logged.

Courier charges are for your own account.

You may include more than one assignment in an envelope/ bag – HOWEVER ensure that they each have the correct assignment cover and that all the pages belonging to an assignment are firmly attached together.

## Fax 2 email

*Please read and follow the Introductory Instructions above. Failure to abide by these instructions can result in your assignment not being received or marked.*

Fax 2 email is expensive – and many things can go wrong.  
We don't recommend this method, but provide it for those who have limited options.  
There are only 3 fax lines – last minute submissions will experience problems!

Assignments submitted via the Fax 2 email service can only be sent to the following fax numbers:

**086 427 3348 / 086 240 7850 / 086 240 7854**

YOU MAY NOT send an assignment to any of the College's other fax machines. Only the numbers provided above can be used.

*Note that Value Added Service Rates (VAS) apply to these numbers – the cost of sending to these numbers is more than a phone call.*

YOU MUST:

- ✓ Send the assignment as ONE COMPLETE fax, do not send it in parts as several faxes.
- ✓ Send only ONE assignment at a time – do not include several assignments in one fax.

YOU MAY NOT:

- ✗ Send an assignment more than once
- ✗ Send an assignment to more than one fax number

Proof of submission:

There is no proof of posting. Your “send report” is NOT a confirmation or proof of submission. Many things go wrong with faxes – including non-delivery, illegibility, back-to-front pages resulting in blank faxes, etc.

## Email

*Please read and follow the Introductory Instructions above. Failure to abide by these instructions can result in your assignment not being received or marked.*

Assignments submitted via email must be sent to the following email address only:

**assignments@teec.co.za**

YOU MAY NOT scan or photograph documents to send them – if you have forms / questionnaires / etc. then use one of the HARDCOPY methods for submitting your assignment (see the start of these submission instructions for the various Hard Copy options).

Note: Always keep a hardcopy of your assignments. Crashed hard-drives, stolen computers, viruses, accidentally deleted files, etc. are a reality, but not an excuse when a copy of your assignment is needed.

The first page of your assignment MUST include:

- ✓ Your name
- ✓ Your student number
- ✓ The correct course code
- ✓ The assignment number

Type this information – do not scan the assignment cover sheet!

An emailed assignment:

- MUST have everything in ONE computer file
- cannot contain scanned pages
- is correctly named and is the ONLY attachment to the email
- may not be zipped, compressed or in archive format
- can be opened with a PDF reader or with Microsoft Word 2013

The attached file containing the assignment MUST be named in the following way (using the under\_score as separator):

Student Number \_ Course Code \_ Assignment number

e.g. 21345\_45121\_2 / 21345\_85260\_4 / 21345\_7004\_1

This same information **MUST** be used in the Email Subject line.

<p>Do not include a comment or message in the email body – it will not be read or responded to –</p>
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Proof of submission:

When the mail server receives your email it will automatically respond with a receipt. If you completed the subject line of your email correctly then this will serve as your proof of posting. Please print it and keep it together with your hardcopy of your assignment.