

## **A. Welcome**

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Welcome to the 2018 academic year at TEE College.

Current students: You have received this together with your pre-printed 2018 application form, please use either that form (if emailing, posting or faxing) or use the online application process.

New students: You have received this together with your study materials. Please familiarise yourself with this Yearbook as well as the other documents / booklets mentioned below.

### **Yearbook**

The Yearbook is produced each year, and it is specific to particular programmes. It contains course and fee information. It explains how the programme is structured and how you should progress in your studies in order to meet the graduation requirements.

Yearbooks are available for download from the College website.

### **Rules & Regulations**

The College *Rules & Regulations* explain various processes and describe the options available for resolving issues that can arise in the course of an academic year. You do need to familiarise yourself with them. A physical copy is sent to all students at their first registration (and following major updates).

This booklet explains a number of College policies, including finance (and debt); RPL & credit transfer; library regulations; assessment, moderation & appeals; exam regulations; academic records & final results; student discipline; student complaints; health & wellness; and disability, together with related procedures.

An electronic copy is available for download from the College website ([www.tee.co.za](http://www.tee.co.za)).

### **Study Aid**

Study Aids are specific to particular programmes. They assist you in understanding what is required in assessment tasks, and also explain how particular academic or task issues are to be handled. Do familiarise yourself with the Study Aid when you receive it.

Electronic copies are available for download from the College website ([www.tee.co.za](http://www.tee.co.za)).

### **Application process - “How to register”**

There are various ways in which an application to register for studies can be submitted to the College. This differs for new and current students. Please do read and follow the instructions.

Applicants need to meet the admission requirements described in the introductory information for each programme. Alternatively look at the Access Assessment as an alternative method for evaluating your ability to meet the programme entrance requirements.

Applications must be submitted on a programme-specific application form (available online) or via the student portal using the applying student's login (current students only). Both forms of application constitute the student enrolment contract, and in submitting / signing the application the student agrees to the Rules & Regulations of the College.

The "How to register" document can also be downloaded from the College website ([www.tee.co.za](http://www.tee.co.za)).

### **Contacting the College**

Please be ready to give your student number (current students) or ID / Passport number (new students) when calling the College.

The College switchboard and the College Library are open from 9 am to 3 pm - Monday to Friday. Refer to the *Rules & Regulations* for the library regulations.

College addresses and contact details are given on the back cover of this Yearbook.

### **College dates**

When planning to visit or call the College please ensure that the College is open for callers or visitors. Term dates for 2018 are:

First term:	10 January - 20 March 2018
Second term:	03 April - 29 June 2018
Third term:	16 July - 14 September 2018
Fourth term:	25 September - 13 December 2018

*Note that the College is closed:*

*April 30 (College Holiday)*

*May 1 (Workers day)*

*August 9 (Woman's day)*

Exams are set for October 1<sup>st</sup> to 4<sup>th</sup> 2018. Final results for the 2018 academic year will be released on Dec 10<sup>th</sup> 2018.

### **Online accounts**

Students with email addresses can request access to their online account. This allows a student to see the status of past and present courses, submit registration applications, update personal details, query account balances, etc. The library catalogue can also be accessed in this way, and items requested.

Setting up online access generates an email to the student with

instructions for logging in. If you have not received such an email then you cannot log in – request a College staff member to create your online user login.

### **Assignment submissions**

Please read (and follow) the instructions included at the end of this Yearbook for assignment submissions. Always keep a physical copy of your assignment (as well as a copy of any supporting forms or documents) together with your proof-of-submission.

Once your assignment is received at the College it is logged. If you have given us an email address then we will email you a confirmation of receipt.

If we were expecting an assignment from you and have received nothing two weeks past the due date then we will send a follow-up communication. Please read it carefully and respond appropriately.

### **Resolving problems**

If you encounter a difficulty or problem please follow up with the College promptly. That enables us to find a solution in good time. Leaving an issue unattended for many months can make resolution problematic.

### **Outstanding accounts**

If you opt for an instalment option for your fees, do be aware that certain services are withheld until your account is settled. Do continue with assignments and exams, although results are only issued once accounts are settled.

The *Rules & Regulations* booklet explains these issues, and their penalties, more fully.

### **Legal status**

TEE College is formally registered with CIPC as a non-profit company under the name “Theological Education by Extension College NPC” with registration number 2007/030481/08.

The College operates from 20 Gantner street in Haddon, located in Johannesburg, Gauteng. The College operates from this site only and has no partnership agreements.

We are 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.

The College offers programmes which are accredited with the Council on Higher Education, and those details are included in the introduction for each of the relevant programmes.

The College's mission: As an accredited higher education institution to offer accessible, contextual and ecumenical theological education by extension in service to the South African churches by equipping Christians for ministry.

### **Board of Directors and Senior Management**

Non-Executive Director & Chairman of the Board – Rt. Rev PJ Lee

Non-Executive Director – Rev Prof. DA Forster

Non-Executive Director – Rev Dr. NNV Mtshiselwa

Non-Executive Director – Rev Dr. DP van der Water

Non-Executive Director – *vacant*

Executive Director & acting CEO – Rev CV Dunsmuir

Executive Director – *vacant*

Programmes Coordinator – Rev B-A Hoy

Academic Administrator – Mrs GA Oosthuizen

Financial Officer – Mrs M Senekal

*Other staff are listed at the end of this Yearbook.*

### **Programme information**

The admissions requirements for each programme are given in the introduction for each programme, and are specific to that programme. See the “How to register” document (available online) for the various admissions options and procedures.

Where RPL (recognition of prior learning) applies to a programme then that information is included in the programme's introductory information.

The language of instruction for all programmes is English. All forms, documents and administrative processes are in English, and students are to supply all information (including assignments) in English. Where possible, staff might assist in alternative languages, however students need to be competent in English appropriate to their level of study.

All programmes are offered in the distance mode, from Johannesburg.