

A. Welcome

Welcome to the 2022 academic year at TEE College.

Who we are

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.

Important resources

Make sure that in addition to your course materials you have received or have access to the following resources (also available from the College website – www.tee.co.za):

- Programme Yearbook
- Rules & Regulations
- Study Aid

Your Programme Yearbook

This *Yearbook* provides all the important information you need to be familiar with concerning the programme on which you have registered.

It contains course and fee information, including assignment due dates. 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* booklet explains various processes relating to study and student administration, and it also explains 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 is re-sent following major updates).

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

An electronic copy is available for download from the College website (www.tee.co.za).

Study Aid

Your Study Aid is an important resource which will guide you in understanding what is required in assessment tasks, and it also explains how particular academic or task issues are to be handled.

Electronic copies are available for download from the College website (www.tee.co.za).

Interacting with the College

Mode of instruction

The College offers its programmes in the extension mode – a form of distance education used for theological education internationally.

Programmes are offered as print-based (using workbooks), online eLearning, or a hybrid format using electronic materials. Be clear about the format to be used for the programme you select. These options are described in the programme Yearbooks.

Application process - Student enrolment contract

Do note that there are specific registration periods during which the

College will receive and process applications for study - these dates are given on the appropriate application form.

Applicants need to meet the admission requirements described in the introductory information for the desired programme. Alternatively consider the Access Assessment (explained in the *Rules & Regulations*) as an alternative method for evaluating your academic ability to meet the programme entrance requirements.

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

The "How to register" booklet can also be downloaded from the College website (www.tee.co.za).

Contacting the College

The College switchboard is usually open from 9 am to 3 pm - Monday to Friday, however, with limited staff due to the covid pandemic these times may vary. Your call will be answered by an auto-attendant. Please listen to the options and make a selection using your phone's keypad.

Addresses:

P.O. Box 145101, Brackengardens, 1452

167 Delphinium street, Brackenhurst, 1448

Email:

admin@teec.co.za (general queries)

finance@teec.co.za (financial queries)

Telephone:

011 682 3284 or 010 615 0130

Fax:

086 574 9998

College dates

When planning to call the College please ensure that the College is open. Term dates for 2022 are:

First term: 10 January - 14 April 2022

Second term: 03 May - 30 June 2022

Third term: 11 July - 08 September 2022

Fourth term: 19 September - 14 December 2022

Note that the College is closed:

Human Rights Day weekend - 21 March

Youth Day weekend - 16 & 17 June

Woman's Day weekend - 8 & 9 August

Final results for the 2022 academic year for all programmes will be released on Dec 10th 2022.

Online accounts

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

Activating a student online account generates an email to the student with instructions for logging in. If you have not received such an email then you cannot log in yet - send a request to College staff to activate your online user login, and follow the instructions emailed to you.

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 - this is your proof of submission.

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 (Option C) and completed a Debit Order Authorisation Form, but the transactions 'bounce', do be aware that certain services are withheld until this is resolved. Do continue with your remaining assignments, although results are only issued once accounts are settled.

See the *Finance & Fees* section of the *Rules & Regulations* booklet

which explains these issues, and their penalties, more fully.

Student Support

The majority of TEEC students enrol in the College's programmes as part of their own ministerial and formational journey. As such they generally 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 allocated to you for your course. This will also indicate the preferred method of interaction / communication.

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

Programme coordinators and 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

Some of the College's participating churches organise tutorial support for students through their local structures. 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.

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 is registered with the Department of Higher Education and Training (DHET) as a private higher education institution under the Higher Education Act (101 of 1997). Registration certificate no.

2008/HE08/002.

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

The College operates from 167 Delphinium street, Brackenhurst, located in Alberton, Gauteng. The College operates from this site only and has no partnership agreements.

Do note that the College previously operated from a site in Haddon, and those addresses no longer apply – however telephone numbers and email addresses remain the same.

The College complies with the OHS, POPI & PIAI Acts – further details are in the *Rules & Regulations* booklet.

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.

Programmes offered

The College offers programmes accredited by the Council on Higher Education and registered with the South African Qualifications Authority and the Department of Higher Education and Training.

These are offered in streams:

Theology stream:

Higher Certificate in Theology

- 10 half courses totalling 120 credits – NQF 5

Diploma in Theology

- 18 courses totalling 360 credits – NQF 6

Bachelor of Theology

- 17 courses totalling 364 credits – NQF 7

Christian ministry stream:

Higher Certificate in Christian Leadership & Management

Higher Certificate in Christian Proclamation

Higher Certificate in Christian Worship

Higher Certificate in Pastoral Care

- each are 10 half courses totalling 120 credits – NQF 5

Advanced Certificate in Religious Education
- 8 half courses totalling 120 credits - NQF 6

It is the responsibility of the student to ensure that they register on the correct programme. It is not easy 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.

Please note that studies on the College's programmes do not automatically lead to ordination, licensing or commission with any churches. Speak to your church training authorities for guidance regarding their requirements for such.

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

Board of Directors and College Staff

Non-Executive Director & Board chair - Rev Prof DA Forster

Non-Executive Director - Mrs MN Fick

Non-Executive Director - Rev KB Mntambo

Non-Executive Director - Rev Dr DP van der Water

Non-Executive Director - *vacant*

Executive Director & Principal - Rev CV Dunsmuir

Administrator - Mrs GA Oosthuizen

Financial Officer - Mrs MM Senekal

Programme Coordinators:

- Bachelor of Theology - Mrs D van de Laar
- Diploma in Theology - *vacant*
- Higher Certificate in Theology - Ms D Laubscher
- Christian ministry Higher Certificates - Ms MD Baxter
- Advanced Certificate in Christian Education - Mr PB Faller

Programme Developer - Dr V Glissmann

Instructional Designer - Mr L Nortje

Librarian - Mrs A Lendrum

Administrative/Support staff:

- Ms E Letseng
- Ms VM Moletsane
- Mr E Nkhumane
- Mr O van Schalkwyk

Programme Academic staff

Dr	Badenhorst	A	PhD
Ms	Baxter	M	B.Th
Mrs	Beneke	R	B.Th (Hons)
Ms	Biyela	L	B.Th (Hons)
Mr	Cameron	C	B.A.(Hons) Religious Studies
Rev	Chabani	C	B.Th
Rev	Dumisa	J	B.Th
Rev	Dunsmuir	C	B.Th, M.Phil
Dr	Dyssel	A	D.Th
Mr	Faller	P	M.Phil
Rev	Gallant	J	Dip.Th, Dip.Ed
Dr	Glissmann	V	PhD
Rev	Groepe	R	B.Th
Rev	Harvey	D	B.Th
Rev	Hepburn	J	B.Th (Hons)
Mrs	Hoogbaard	RM	M.BA, B.Th(Hons)
Mrs	Hoy	B	B.Th (Hons), M.Th
Rev Dr	Jele		
Dr	Joubert	L	D.Th
Mr	Kambula	ZM	B.Th
Rev	Khanye	J	B.Th(Hons)
Rev	Lancaster	H	B.A.(Div)
Rev	Lane	P	B.Th (Hons)
Ms	Lategan	C	B.Th (Hons)
Ms	Laubscher	D	M.Th
Mr	Legote	KJ	B.Th
Rev	Lekoko	PC	B.Th
Mr	Lobese	P	B.Th
Rev	Lotz	C	B.Th (Hons)
Mrs	Mabusela	M	B.Th (Hons)
Rev	Mapiyeye	B	B.Th
Mr	Mashabela	JK	M.Th
Rev	Mathe	PB	B.Th (Hons)
Rev	Mbaru	V	M.Th
Mr	Mdletshe	NS	B.Th (Hons)
Rev	Mjikeliso	F	B.Th
Fr	Mkhabela	S	Dip.Th
Mrs	Mokhutso	D	B.SocSc
Br	Morobi	SJ	B.Th (Hons)
Mr	Mpungose	SS	Dip.ThMin
Dr	Mtshayisa	VE	PhD
Mr	Muluse	L	B.Th, M.Ed
Rev	Muyambo	A	MTh

Mrs	Ningiza	PZ	B.Th
Rev	Nkale	G	B.Th
Mr	Ntombela	M	B.Th
Rev	Nxumalo	D	B.Th (Hons)
Mr	Nyasha	W	M.Ed, B.A.(Hons) (Religious Studies)
Mr	Phiri	M	M.Th
Dr	Pooe-Monyemore	MB	PhD, B.Th
Fr Dr	Prior	A	DTh
Mr	Rabie	N	Dip.ThMin, B.Ed, M.Ed
Mr	Racheku	M	B.Th
Mr	Raedani	T	Dip.Th
Rev	Sebowane	C	M.Th
Ms	Stark	M	M.Phil
Ms	Steenkamp	A	M.Th
Mr	Tayler	H	B.A., LLB, B.A.(Hons)(Theol), B.A.(Hons)(Greek)
Mr	Tem	RM	M.Th
Mrs	Van De Laar	D	B.A.(Hons), H.Ed, M.Th