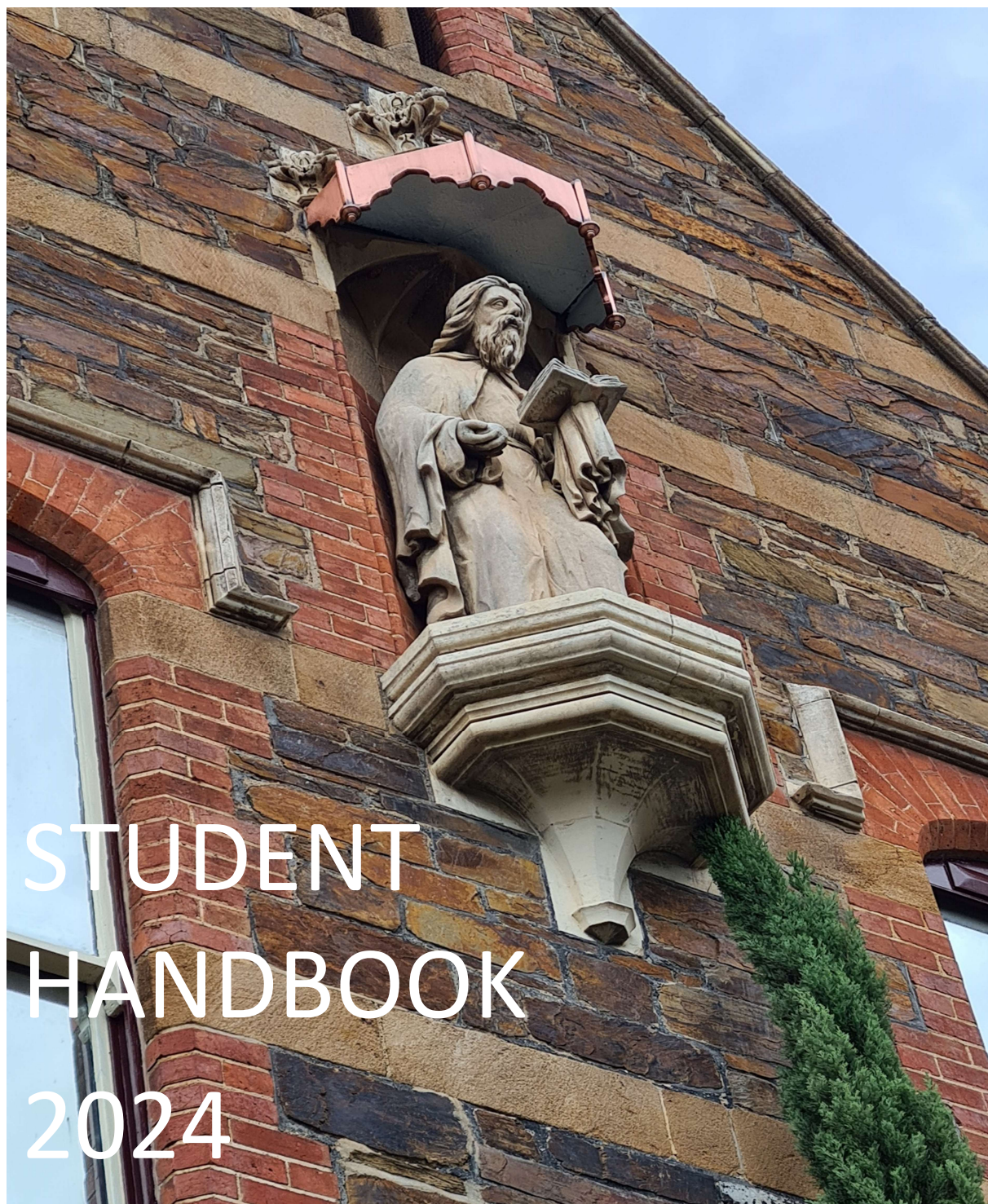




**St Barnabas**  
COLLEGE



UNIVERSITY  
OF DIVINITY



St Barnabas College  
18 King William Road  
North Adelaide, SA 5006  
Telephone: 08 8305 9380  
Email: [admin@sbc.edu.au](mailto:admin@sbc.edu.au)  
Website: [www.sbc.edu.au](http://www.sbc.edu.au)

## Contents

<b>Introduction to St Barnabas College.....</b>	<b>5</b>
Vision and Mission .....	5
About the College .....	5
Spiritual Life on Campus .....	6
<b>SBC and the University of Divinity (UD).....</b>	<b>7</b>
<b>SBC Principal Dates .....</b>	<b>7</b>
<b>Administrative and Support Staff .....</b>	<b>8</b>
<b>St Barnabas College Site Information .....</b>	<b>9</b>
Purpose .....	9
Staff.....	9
Chapel and Social events .....	9
Opening times.....	9
Security .....	9
Internal Security.....	10
External Security .....	10
Parking .....	10
First Aid .....	10
Emergency Evacuation and Critical Incidents .....	10
Reception, messages.....	10
WiFi .....	11
<b>Study Information.....</b>	<b>11</b>
Course Structure .....	11
Graduate Attributes .....	11
Unit Outlines .....	11
Textbooks.....	12
Library Services .....	12
St Barnabas College (SBC) Library .....	12
University of Divinity library services For assistance in navigating the University of Divinity Library catalogue or electronic resources, contact Katrina in the library. ....	12
Electronic Resources .....	12
Borrowing from other libraries .....	13
Also visit <a href="https://sbc.edu.au/library/university-of-divinity-library/">https://sbc.edu.au/library/university-of-divinity-library/</a> for more information.....	13
ARK.....	13
Personal or Study Support .....	13
Assignment Submission .....	13
Extensions and Special Provisions.....	14

Grades .....	14
Late Penalties.....	15
Referencing .....	15
Academic Misconduct.....	15
Copyright.....	16
Appeals and Complaints .....	16
Scholarships, Awards and Prizes .....	17
UD Scholarships .....	17
St Barnabas Academic Prizes .....	17
<b>Administration.....</b>	<b>17</b>
Paradigm .....	17
Maintaining your Personal Details.....	17
Student Card .....	17
Enrolment .....	17
Fees .....	18
FEE HELP.....	18
<b>Policy Framework .....</b>	<b>18</b>
Inclusive language .....	18
Equal Opportunity.....	18
Academic Policies and Regulations.....	18
<b>Important Website Addresses .....</b>	<b>19</b>

All care has been taken to ensure the information included in this document is up to date, however, the University of Divinity website should be checked for confirmation.



# Welcome to St Barnabas College in 2024



Welcome to a new semester of study at St Barnabas College. I hope you will find the College a great place to learn and grow in your academic life. Studying theology will bring joys and challenges and broaden your perspective on God, faith, and the world. At St Barnabas College you will find a welcoming community of students and staff, whether you choose to study in-person or online. We are an Anglican College of University of Divinity, and we are made up of a mix of people from different church backgrounds. Students are welcome from any or no church or religious background. We believe that theology is for everyone.

Our vision is that we are a community of inspired learners, equipped and enabled to serve God and the Church. We want you to be inspired as you learn, and when you graduate that you genuinely are equipped and enabled to serve God in the world. We value a principle of 'generous orthodoxy,' which is based in a traditional expression of Christian faith formed by the expansive generosity of the God of love. In an environment of generous orthodoxy students will experience the opportunity for respectful dialogue on deep and significant issues in the contemporary age.

The working life of St Barnabas College is formed by prayer and worship. Morning prayer happens daily in the chapel and a weekly Eucharist celebration nourishes our spirituality. We look for opportunities to share social activities and to be with each other informally. I hope as you join us this year that you will make new friends, reconnect with old friends, find ways to be together, even if you are studying remotely. Come in when you can and visit the library, meet for coffee in the nearby café, take every moment to enjoy your theology degree. These years will be some of the most formative in your life!

May you be blessed deeply as you join the St Barnabas College community.

Rev'd Dr Joan Riley  
Principal

# Introduction to St Barnabas College

## Vision and Mission

### Vision

*St Barnabas College will be a community of inspired leaders **equipped and enabled** to serve God and the Church.*

### Mission

*St Barnabas College will achieve its vision by:*

1. *Striving for academic excellence*
2. *Creating opportunities for ministry training, personal growth, and professional development*
3. *Building a community of learning for the whole people of God.*

Aligned with the mission are priority actions:

1. Striving for academic excellence
  - Appoint expert teaching staff
  - Benchmark subject content and delivery against the Higher Education Provider
  - Support a research active culture
  - Enable First Nations People access to theological education and support them to achieve
  - Provide an excellent online teaching and learning environment
2. Creating opportunities for ministry training, personal growth, and professional development
  - Identify needs and deliver professional development programs for the Diocese of Adelaide
  - Support the spiritual and pastoral care of students and staff
  - Actively promote vocations – lay and ordained
  - Welcome theological diversity through a principle of generous orthodoxy
  - Aim for inclusivity of gender and cultures
3. Build a centre of learning for the whole people of God
  - Foster an environment of active learning
  - Identify, design, and provide short non-tertiary accredited courses
  - Instil a joy of learning
  - Collaborate with the wider Anglican community
  - Promote sustainability and awareness of climate and environment

## About the College

St Barnabas College is the theological college of the Anglican Diocese of Adelaide. Historically, the college has been tasked with the formation and training of ordinands (those preparing to be priests and ministers) of the diocese. Nevertheless, the college has always attracted lay Christians (often from a range of Christian denominations) who wish to undertake academic study in Theology. St Barnabas College is a member College of the University of Divinity, and is equipped to offer degrees in Ministry and Theology, and Post-Graduate awards:

## **Undergraduate Courses**

Undergraduate Certificate in Divinity  
Diploma in Ministry  
Diploma in Theology  
Advanced Diploma in Theology and Ministry  
Bachelor of Ministry  
Bachelor of Theology

## **Post-Graduate Courses**

Graduate Certificate in Divinity  
Graduate Certificate in Research Methodologies  
Graduate Certificate in Theology  
Graduate Diploma in Divinity  
Graduate Diploma in Pastoral and Spiritual Care  
Graduate Diploma in Theology  
Master of Divinity  
Master of Pastoral and Spiritual Care  
Master of Philosophy  
Master of Theology  
Master of Theological Studies  
Doctor of Philosophy

Most of our students attend classes on site and have reported they find this a most valuable way of studying Theology, as the classes are stimulating places for learning, where discussion and the sharing of ideas are encouraged. The college has formed a vibrant learning community of enthusiastic teachers and highly engaged students who benefit greatly from an inclusive and supportive college culture. Some students from remote areas within The Murray and Willochra dioceses log into lectures as they are occurring on site; others take advantage of the recordings that are produced to catch up with lectures that they miss due to work or other commitments.

The College staff includes a Director of Ministry Formation & Discernment and a Ministry Development Advisor; the former trains the ordinands among our students, the latter liaises with parishes to help determine their education needs. LEMU (the diocese's Leadership & Education Ministry Unit) works in collaboration with SBC, to develop and deliver interesting and accessible courses designed for lay people.

## **Spiritual Life on Campus**

No theological college would be complete without a communal spiritual dimension. The college staff meets Monday, Wednesday & Thursday in the Chapel for Morning Prayer (9.15am), and on Tuesdays in the Dean's Chapel when a cycle of prayer for the whole community is prayed. Students are encouraged to attend Morning Prayer when they are able. During term times, all staff and students are invited to the weekly Eucharist which takes place in the Chapel on Mondays at

12.30pm. This is followed by a byo lunch in the Commons Room where staff and students meet to share together socially. From time to time there are additional social events to which staff and students are invited.

## SBC and the University of Divinity (UD)

Staff at St Barnabas College have the benefit of being part of a small community of educators as well as working through a university that is recognised nationally and internationally. This Handbook provides important information about St Barnabas College and the wider learning and administrative procedures of the University of Divinity (UD).

The University of Divinity delivers education and research in theology, philosophy, and spirituality and for over one hundred years has prepared its graduates for ministry, leadership and community service.

The University is regularly ranked by students as the top University in Australia for student satisfaction and learner engagement, reflecting the high quality of its curriculum and the dedication of staff to working with small classes. Based in Melbourne, the University operates across Australia and works in partnership with over thirty churches, religious orders and associated organisations in a unique ecumenical enterprise.

Students and staff join the University through one of its Colleges or Schools, each of which is a unique learning community. The Colleges are supported by a wide range of churches and religious orders that together resource the University as a whole.

## SBC Principal Dates

### **Semester 1: 26 February to 14 June**

February 27	Lectures commence
March 19	Census Date
March 26	Semester break
April 5	Classes resume
May 31	Classes end
June 14	Semester ends

### **Semester 2: 29 July to 17 November**





July 30	Lectures commence
August 20	Census Date
September 23	Semester break
October 4	Classes resume
November 1	Classes end
November 15	Semester ends

A comprehensive list of Principal Dates for the academic year is located at:

<https://divinity.edu.au/about/key-dates/>

# Administrative and Support Staff

To ensure staff are available it is advisable to make an appointment.

	<p><b>Dr Damian Szepessy</b> Academic Dean <a href="mailto:dszepessy@sbc.edu.au">dszepessy@sbc.edu.au</a></p> <p><b>Availability:</b></p> <ul style="list-style-type: none"> <li>- Monday to Friday, 9:00am – 4:00pm</li> </ul> <p>Damian lectures in New Testament and oversees the academic programmes. He is one of the Course Coordinators, and oversees study plans and enrolments.</p>
	<p><b>Mrs Maria Harrison</b> Registrar <a href="mailto:mharrison@sbc.edu.au">mharrison@sbc.edu.au</a></p> <p><b>Availability:</b></p> <ul style="list-style-type: none"> <li>- Tuesday to Thursday, 9am to 5pm</li> </ul> <p>Maria is responsible for all student records and provides administrative support to all aspects of the relationship between students, Colleges and the University.</p>
	<p><b>Katrina Dal Lago</b> Librarian <a href="mailto:kdlago@sbc.edu.au">kdlago@sbc.edu.au</a></p> <p><b>Availability:</b></p> <ul style="list-style-type: none"> <li>- Monday to Thursday, 9:00am – 5:00pm</li> </ul> <p>Katrina is the SBC Librarian. Contact Katrina if you need help with on-site library facilities, the library catalogue, borrowing books, finding print or electronic resources, as well as queries about library membership and textbook acquisition.</p>
	<p><b>Ms Caralyn Lammas</b> Coordinator of Education Programs <a href="mailto:educationprograms@sbc.edu.au">educationprograms@sbc.edu.au</a></p> <p><b>Availability:</b></p> <ul style="list-style-type: none"> <li>- Monday to Friday, 9:00am – 5:00pm</li> <li>-</li> </ul> <p>Caralyn is responsible for coordinating the educational needs of the Anglican community, and professional development programs identified through the Diocese of Adelaide's Ministry Wellbeing Program.</p>



	<p><b>Ms Wei Gao</b></p> <p>Administration Officer  <a href="mailto:educationprogramsadmin@sbcc.edu.au">educationprogramsadmin@sbcc.edu.au</a></p> <p><b>Availability:</b></p> <ul style="list-style-type: none"> <li>- Monday to Thursday 10am – 2pm</li> </ul> <p>Wei supports SBC staff with assistance in matters of administration.</p>
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## St Barnabas College Site Information

### Purpose

To provide theological education and formation for prospective clergy of the Anglican Church and lay members of the Church, and for anyone who is interested in exploring Christianity (its sacred texts, doctrines, ministry and history) at an academic level. This remit has been extended in line with the Diocesan 2022 Vision.

### Staff

SBC comprises 8 members of staff, plus sessional lecturers.

### Chapel and Social events

Morning prayer is held in the Chapel at 9:15am, Monday, Wednesday and Thursday each week. Tuesday Morning Prayer is held at the Cathedral at 8:45am. A Eucharist service is also held in the Chapel each Monday at 12.30 pm during academic semester.

Following the Eucharist service, the college community is invited to gather for an informal BYO lunch in the upstairs Common Room. Additionally, throughout the year, there are other college hosted social events to which you, students and staff will be invited. You are strongly encouraged to attend these events to connect with staff and students.

### Opening times

The College is open Monday to Thursday each week. Academic staff can be contacted either by leaving a message with reception, or leaving a telephone message or by email.

The Library is open Monday to Thursday from 9am to 5pm, and during semester time, on a Tuesday, Wednesday and Thursday from 9am to the beginning of evening classes. Library staff are available 9am to 5pm, Monday to Thursday to help staff and students with their questions and enquiries.

The College and the Library are **not** open on a Friday.

### Security

### Internal Security

The internal security gives access to staff offices and the Diocesan Office. Black key-pads are on the wall near entry points into these spaces. Please note that sessional lecturers, students and Library users do not have direct access to staff offices for security reasons.

### External Security

A key is required to lock and unlock both the glass and wooden doors at the front of the building. The doors are opened at 9am each weekday. Between semesters and on the days when there are no evening lectures, the main doors to the building are locked at 5pm by administration staff of Diocesan Office. On days when there are evening lectures the glass doors are locked at 4:45pm after students have arrived. Once classes have finished you are to vacate the building by the door leading to the carpark on the northern side of the building. The cleaners will arm a monitored security system after they finish.

## Parking

Parking is not available on site during the day. Metered parking spots are available in the surrounding streets, including a small number of unmetered car park spaces on the northern side of Pennington Terrace near King William Road.

During 'event parking' (associated with major events such as football and cricket matches, concerts, etc. at the Adelaide Oval), metered parking is restricted. Check the Adelaide Oval [What's On](#) events page for disruptions. Wilson's at Adelaide Oval offers discounted parking in the North Car Park on non-event days. For more information visit [wilsonparking.com.au](http://wilsonparking.com.au)

## First Aid

First aid kits are located in the kitchen and reception. If you or someone else needs first aid for minor injuries during the day, the first aid trained member of staff is Damian Szepessy. After hours, there may be no trained first aid persons in attendance, in this instance please call an ambulance for serious matters.

## Emergency Evacuation and Critical Incidents

If there is an emergency situation that requires evacuation of the building, you must leave immediately. The designated fire wardens will direct you to the assembly area, which is the Cathedral Lodge carpark on Pennington Terrace, or if that is not safe, in the parkland just across Pennington Terrace from the carpark entrance.

If a situation arises where Police need to be called urgently, alert Reception or another staff member.

Fire warden for St Barnabas is Damian Szepessy.

Please ensure that a critical incident report is provided as soon as possible after the incident has occurred. The report form can be downloaded from the staff page of the SBC website, or a hard copy can be accessed from the College Registrar. Completed forms should be submitted asap.

## Reception, messages

The Receptionist in the foyer acts for both the Diocesan Office and St Barnabas College. Reception operates Monday to Friday from 9am to 5pm. Please note that

an electronic meeting and messaging facility, *Sine*, has been established at the main reception. You may still leave messages at Reception for SBC staff during office hours. To leave a phone message call 8305 9380.

## WiFi

The St Barnabas WiFi can be accessed by staff and students. Instructions on how to do this are provided on the staff page of the SBC website, alternatively you may contact the Registrar

# Study Information

## Course Structure

For general information on the various courses available at UD go to:  
<https://divinity.edu.au/courses>

It is critical that you understand the structure of your award and plan your subject choices to meet the requirements. Those who are seeking ordination have specific subject requirements within the structure. These requirements may vary across Dioceses.

You are strongly advised to meet with the Academic Dean [dszepessy@sbcc.edu.au](mailto:dszepessy@sbcc.edu.au) to establish a study plan that takes account of your requirements, your interests and availability of subjects. If you are in Discernment or Ministry Formation within the Diocese of Adelaide, you are required to meet regularly with Julie Worral and occasionally with the Academic Dean about your study program.

## Graduate Attributes

The University of Divinity approved five Graduate Attributes in 2012 and these continue to provide strong guidance. The Attributes shape all the University's courses of study with each course and unit of study aligning its Learning Outcomes with the Graduate Attributes. These Attributes establish the University's aspirations for all its graduates.

### Learn

Graduates are equipped for critical study, especially of Christian texts and traditions

### Articulate

Graduates articulate theological insight and reflection

### Communicate

Graduates communicate informed views through structured argument

### Engage

Graduates engage with diverse views, contexts and traditions

### Serve

Graduates are prepared for the service of others

*Opportunities to develop these attributes will be provided throughout your studies at UD in line with our commitment to our students.*

## Unit Outlines

Unit outlines for each unit are available on ARK for you to access 2 weeks prior to the commencement of each session.

**Unit Outlines are important documents because they identify the formal requirements in the subject.** It provides the details about the unit, its learning outcomes, assessment items, contact details for staff etc.

## Textbooks

Students will need to purchase textbooks from local bookshops or online book sellers. As textbooks listed within the unit outlines have considerable use during the semester, they will need to be purchased. Textbooks can be purchased locally from Koorong in Waymouth Street. However, they may not be in stock and will need to be ordered in advance. [Booko](#) is a very useful website which provides comparative pricing across a range of online book sellers. Please enquire early to ensure availability.

St Barnabas College Library may hold one or two print copies of unit textbooks if they are not available in eBook format. Texts are placed on Reserve (library use only), or 7-day loan subject to lecturer requests. The library's preference is to purchase electronic copies of textbooks if available. To check eBook availability, search the University of Divinity's [Library Hub](#).

## Library Services

### St Barnabas College (SBC) Library

For all library related questions, including using the University of Divinity Library Hub, contact Katrina Dal Lago the librarian.

To borrow, register for a library card, go to the [SBC Library catalogue](#), select the register button located in the top right corner and complete an online registration form. You will be notified by email once your card is ready to be collected from the library.

For those attending evening lectures, the St Barnabas library stays open until the start of lectures.

The photocopier in the library has copying and scanning options available. Charges apply for copying. Payment is by cash only, place any money in the red tin located next to the copier.

WIFI is also available in the library. Contact the librarian to obtain the WIFI login details.

### University of Divinity library services

For assistance in navigating the University of Divinity Library catalogue or electronic resources, contact Katrina in the library.

### Electronic Resources

UD subscribes to a wide range of electronic resources for the purposes of study and research. A [current ARK login](#) is required to access all online resources from home.

Use the [Library Hub](#) catalogue to begin your search and a full list of electronic databases can be found on the [A-Z Databases](#) guide.

An essential first step before borrowing from other libraries is to view the UD [Library Hub Orientation Guide](#).

### Borrowing from other libraries

If the SBC library does not have a specific item, students can obtain items from other local UD [participating libraries](#). First check UD [Library Hub](#) to see if the item is available electronically.

To borrow from other UD partner college libraries, you will need your University of Divinity ID card. To obtain a University of Divinity student card, send a request with a JPEG passport style photograph to [admin@sbc.edu.au](mailto:admin@sbc.edu.au). For more information about UD libraries St Barnabas College staff and students can borrow from the Adelaide Theological Library at Brooklyn Park and LOHE, the Australian Lutheran College library located at North Adelaide. A brochure is available listing information about each library [here](#).

The [Löhe Memorial Library](#), Australian Lutheran College is at Ward Street, North Adelaide. To borrow from Löhe library you will need to fill in a [registration form](#).

The [Adelaide Theological Library](#) is at the Uniting College campus, Brooklyn Park. Search [Library Hub](#) for ATL library resources.

Also visit <https://sbc.edu.au/library/university-of-divinity-library/> for more information.

## ARK

[ARK](#) is UD's online learning environment. It is the location of learning resources, facilities for interaction and other learning opportunities in the online environment. All students need to learn how to use ARK. ARK support is helpful in providing the information and guidance that you may be looking for to function and learn effectively within the University's online environment:  
<https://support.divinity.edu.au/students/>

## Personal or Study Support

Should you experience academic or personal difficulties, contact Dr Damian Szepessy, Academic Dean at [dszepessy@sbc.edu.au](mailto:dszepessy@sbc.edu.au) or by phoning 8305 9317.

Damian can assist with your study planning and progress, and with the administration of your study (including ARK and IT matters). Issues about content and specific assignments in your subjects should be directed to the relevant subject lecturer.

Students experiencing language/learning difficulties can receive academic support. This usually in the form of tuition by a support officer. To access a tutor, please contact the Academic Dean at [dszepessy@sbc.edu.au](mailto:dszepessy@sbc.edu.au)

## Assignment Submission

Assessment is a crucial quality measure in higher education, a key motivation for student learning, and an important part of curriculum and learning task development. Information on this page is a summary of a selection of University policies relevant to assessment.

All students should consult the full suite of University [Policies and Procedures](#) prior to commencing your course of study. University Policies and forms directly relevant to assessment are linked at the end of the page.



St Barnabas College uses the electronic submission of assignments via ARK. In 2022, all subjects will use the system (except for Greek or Hebrew). Students are therefore required to submit using ARK. Assignments will be returned to you through ARK.

Your 'Due Date' and time is to be understood as 11:59pm on the day your assignment is due.

UD requires lecturers to mark and return assignments in a timely manner (maximum 3 weeks after the due date), provide adequate feedback, and a grade and a mark.

### Extensions and Special Provisions

It is expected that students studying at a tertiary level will be able to manage their time and workload to complete tasks by the assigned due dates. However, there are provisions for extensions when unforeseen circumstances apply. Unforeseen circumstances include (but are not limited to):

- Serious illness or injury
- Pregnancy or childbirth
- Serious illness or bereavement of an immediate family member
- Traumatic experiences
- Serious upheaval or a disaster
- Legal responsibilities, such as jury service
- Military service or emergency services responsibilities
- Unusually restricting employment commitments, such as being sent overseas

These provisions are outlined in the University's [Assessment Policy](#).

Students requiring an extension during the semester, before the assessment due date, should apply for a [Lecturer's Extension](#).

Students requiring an extension beyond the end of the exam period will need to apply for a [Dean's Extension](#).

## Grades

You will receive both a grade and a mark on assessments.

Grades are based on weighted assessment tasks which are awarded a whole percentage point from 0 to 100. These are based on grade descriptors to the following bands:

- High Distinction (HD) = 85–100
- Distinction (D) = 75–84
- Credit (C) = 65–74
- Pass (P) = 50–64
- Fail (F) = 0–49

For more information about grade descriptors, refer to the [Assessment Policy](#) (Schedule B).

Students who wish to request a review of the final grade awarded in a subject should consult with their lecturer in the first instance. Grounds for review can be found in UD's Assessment Policy §15.

Grades are confidential and are only disclosed by the lecturer to the student.

The University's Student Information Management System, Paradigm, allows students to check your enrolment information and access your results online. Check the [key dates](#) to see when results will be released.

- Go to [Paradigm](#)
- Log-in using your student username and password
- Click 'Units' in the menu on the left-hand side of the screen

The screen will display the units in which you are enrolled for this course. The overall grade you have received for the unit is listed under the 'Grades' column.

## Late Penalties

Work handed in after assigned due dates will receive a penalty as per the University of Divinity's [Assessment Policy](#). Penalties are applied on the following basis:

- Up to 24 hours late: at lecturer's discretion
- Over 1 day and up to 1 week late: 10%
- Over 1 week and up to 2 weeks late: 20%
- Over 2 weeks and up to 3 weeks late: 30%
- Over 3 week and up to 4 weeks late: 40%

## Referencing

**Learning how to use and reference the work of others is an important part of learning** to study at university level. Knowing how ideas have developed over time, the main contributors, significant texts and electronic resources are major aspects of higher education learning.

Assignments should be written and referenced according to the [UD Style Guide](#).

Endnote is referencing software available free of charge to all SBC students enrolled with the UD. The UD Library provides Endnote referencing software guides and information.

## Academic Misconduct

Academic misconduct (including plagiarism) is a very significant issue in universities. Ignorance is no defence and the penalties can be very severe. The [UD Code of Conduct](#) and its policies provide definitions, procedures and penalties and you need to be familiar with these to ensure you do not transgress.

The UD Academic Integrity Policy identifies several kinds of academic misconduct, including:

- Plagiarism--using another person's words, ideas or other work without appropriate acknowledgment.
- Cheating—copying, falsifying data, etc.
- Collusion—unauthorised collaboration on assessment

All scholarly and professional work involves researching, understanding and building on the work of others. These sources must be expressed in particular ways and acknowledged through specific forms of referencing. Academic work which does not do this is known as plagiarism and is contrary to the values of academic integrity and honesty.

Instances of plagiarism by St Barnabas students undermine the reputation of the University of Divinity and St Barnabas College and diminish the value of academic awards for all graduates of the College.

Learning how to use the ideas of others in your assignments is one of the skills you need to develop as you study. This takes time and effort and you are advised to use the resources on referencing and plagiarism provided by UD.

## Copyright

In Australia, the works of others is automatically protected by copyright. Under the Fair Dealing provisions of the Copyright Act, you can copy a reasonable portion for the purposes of research or study.

### Limits

The Fair Dealing copying limits are generally:

- 1 chapter or up to 10% of the pages in a book containing 10 or more pages.
- 10% of the words in an unpagged work (i.e. eBooks or websites)
- One article in a journal issue, or more if the articles are on the same subject
- 15 pages of a literary or dramatic work in an anthology.

### eBooks and Journal articles

The University of Divinity provides access to electronic books and journals for education and research use. Many of these resources are licensed, and access is restricted to University of Divinity staff and students. You can copy, print, or download electronic resources for your private research or study, and they cannot be re-distributed.

### Open Access (OA)

Open Access describes is a form of publishing which aims to make research publications such as journal articles and books freely available online.

While there are different models of open access, fully open access research can be accessed, read, downloaded, or shared. To find out more about open access resources visit <https://divinity.libguides.com/accessing-resources/openaccess>

## Appeals and Complaints

All members of the University, including students and academic staff, must abide by the University of Divinity's [Code of Conduct](#). Included in the Code is the assurance that members of the University and those seeking admission to the University have a right to [seek a review of, or to appeal, a decision](#) made by an officer of the University, and to [make a complaint](#) if they believe in good faith that a breach of the Code of Conduct may have occurred.

The Appeals Policy details the processes for appealing a decision made by the University.

The Complaints Policy details the processes where a member of the University is alleged to be in breach of the Code of Conduct, the Conduct and Misconduct Policy, or associated policies.

## Scholarships, Awards and Prizes

### UD Scholarships

For information about the full range of scholarships available to University of Divinity students please visit the [Scholarships webpage](#).

### St Barnabas Academic Prizes

The following prizes are available and awarded annually:

- Albert Reginald Thrush Prize for Theological Studies
- Anglicare SA Prize for Ministry
- St Barnabas Prize for Academic Excellence (Postgraduate)
- St Barnabas Prize for Academic Excellence (Undergraduate)
- St Peter's Cathedral Prize for Best Commencing Student
- St Peter's College Prize for School Chaplaincy

St Barnabas academic awards are presented at the Commencement Service.

## Administration

### Paradigm

Paradigm EMS (Educational Management System) is the site where you can view your enrolment details and access results. The login details are the same for your logins to Paradigm and Library Hub.

### Maintaining your Personal Details

It is the responsibility of all students to maintain their personal details on their student record. These may include contact address (including out of session and mailing addresses), telephone number, family name, etc. You can change your personal details by contacting either the Academic Dean or Academic Registrar.

### Student Card

Commencing students can choose to have a student card issued after accepting their offer of admission. Those students who meet the criteria for full-time can also receive a student concession card. If you think you may be eligible for a concession card or travel concession card, please contact the Academic Dean at [dszepessy@sbc.edu.au](mailto:dszepessy@sbc.edu.au)

### Enrolment

To enrol in units please contact either the Academic Dean or Academic Registrar to complete the appropriate form. Students should refer to their study plans for unit enrolment. Please check your enrolment to make sure it is correct. (The Academic Dean will also check before each semester starts).

The deadline for adding subjects to your enrolment is the Friday of the first week of session. Subjects can be deleted from your enrolment up until HECS-HELP Census Date without penalty.

## Fees

### FEE HELP

The Australian Government provides loans to students who meet certain citizenship/residency requirements. HECS-HELP assists students in Commonwealth Supported Places with meeting their personal contribution to the cost of study. This contribution is referred to as the Higher Education Contribution Scheme (HECS). HECS. See [Study Assist FEE HELP](#) for details.

## Policy Framework

### Inclusive language

Faculty, staff and students are required to use inclusive language in all administrative and academic activities.

For chapel and other services, the College requires the use of the New Revised Standard Version Bible, an inclusive language version. This is also required as the main English version for all subjects, although it is recognised that other versions will be used as reference and source documents.

It is SBC policy that all assignments use inclusive language.

### Equal Opportunity

St Barnabas and UD are committed to achieving equality of opportunity in education and employment and to ensuring that staff and students are not subject to discrimination on the grounds of sex, sexuality, marital status, pregnancy, race, disability, age, political or religious beliefs.

### Academic Policies and Regulations

University study requires all students to take responsibility for their learning. Within the University context there are many policies, and you should become familiar with them, particularly those that impact directly on your study.

Some important policies:

- [Academic Documents Policy](#)
- [Academic Integrity Policy](#) and [Academic Integrity Reporting Form](#)
- [Appeals Policy](#)
- [Assessment Policy](#)
- [Awards and Prizes Policy](#)
- [Complaints Policy](#)
- [Conduct and Misconduct Policy](#)
- [Course Policy](#)
- [Credit Policy](#)
- [Fees Policy](#)
- [Governance Policy](#)
- [Inclusion Policy](#)



- [Information Technology Access and Use Policy](#)
- [Safeguarding Policy](#)
- [Sexual Assault and Sexual Harassment Policy](#)
- [Student Progress Policy](#)
- [Student Support Services Policy](#)
- [Student Unit Evaluation Policy](#)
- [Whistleblower Policy](#)

## Important Website Addresses

Student Support Hub: <https://support.divinity.edu.au/students/>

SBC Library: <https://sbc.edu.au/library/>

UD Library: <https://library.divinity.edu.au/>

ARK Learning Platform: <https://ark.divinity.edu.au/>

University Policies: <https://divinity.edu.au/about/governance/policies-and-procedures/>

UD Password and Login Guide: <https://support.divinity.edu.au/getting-started/login-guide/>