Parramatta – Global Online

Higher Degree Research Programs

Student Handbook

2016
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1 Higher Degree Research Award Introduction

It is our pleasure to warmly welcome you to Alphacrucis College. As a college, we believe in assisting students to prepare for vocation and lifelong learning through Christ centred higher education and professional practice in real community settings.

This Academic Handbook provides the details, associated requirements and procedures for the:

**Doctor of Ministry**,  
**Doctor of Philosophy**, and  
**Master of Philosophy** awards.

For academic advice, your first point of contact is the Program Director for the appropriate course:

- **Doctor of Ministry**  
  Dr Van Shore  
  email: van.shore@ac.edu.au

- **Doctor of Philosophy**  
  Prof Paul Oslington  
  email: paul.oslington@ac.edu.au

- **Master of Philosophy**  
  Prof Paul Oslington  
  email: paul.oslington@ac.edu.au

You will also find helpful information, resources, and the chance to connect with other HDR students via discussion forums on the Moodle site for HDR students, to which you will be given access upon enrolment.

1.1 degree outcomes

In all our higher education awards, Alphacrucis College seeks to inculcate in its students the following Graduate Attributes:

**Attribute 1. Christian Worldview**
Knowledge of the Christian story derived from the Scriptures and tradition of the church, and awareness of the implications of this story for self identity in the context of local and global communities. This includes a commitment to engage with alternate worldviews, and show appreciation of the values and perspectives of others.

**Attribute 2. Integrity and Justice**
Ability to apply a Christian worldview in the diverse situations and responsibilities of life, and to exercise faith, hope, love and generosity as prevailing attitudes. This includes the active promotion of the gospel, social justice, equality, mutual respect and an ecological ethos.
Attribute 3. Communication
Ability to communicate effectively to a range of audiences, in appropriate contexts using high levels of verbal, written and technological skills. This includes visual and media literacy, numeracy, rhetoric and persuasion.

Attribute 4. Personal and Social Skills
Relational skills that incorporate the flexibility for both independent and collaborative situations. This includes personal and group organizational skills, conflict management and resolution, as well as the ability to value and respect the opinions of others.

Attribute 5. Critical and Creative Thinking
Capacity for critical and reflective thinking that is explored not only individually but within a community context. This includes the ability to be creative and to research, analyse and resolve problems in innovative and prophetic ways.

Attribute 6. Professional Knowledge:
Use and maintain knowledge about a discipline or field, in terms of theoretical, conceptual and methodological elements, striving continually and independently to secure further knowledge and where appropriate, defined professional skills.

1.2 strategy for program structure and development
Alphacrucis College has developed its awards and courses in consultation with industry training bodies, as well as Australian Christian Churches constituency. The college’s purpose is to train students for Christ-centred professional practice, and to this end, the development of the college’s program is ensured by regular meetings of the College Council. This body is comprised of Australian Christian Churches’ leaders, external academics, and other qualified leaders, who, together with the College’s Academic Board, are responsible for monitoring the quality, relevance and delivery of Alphacrucis College’s awards and units.

1.2.2 accrediting body for awards
All Alphacrucis’ research awards are directly accredited by the Tertiary Education Quality Standards Agency (TEQSA).

Alphacrucis College is a standalone higher education institution which offers courses at undergraduate and graduate level recognised by TEQSA. The college is registered with the Commonwealth Government as a Higher Education Provider.

1.2.3 tuition assurance
Alphacrucis College has met the tuition assurance requirements of the HESA through its current membership of the TAFE Directors Australia (TDA) Tuition Assurance Scheme (non-TAFE providers). The full Statement of Tuition Assurance may be found at the following link on our website: http://ac.edu.au/documents/general-documents/.
2 Doctor of Ministry (DMin)

2.1 profile and rationale
The Doctor of Ministry is designed for graduates with significant leadership experience in churches, para-church ministries, educational institutions, and secular organisations who want to further enhance their skills for ministry within church, academic and community settings. Graduates of the DMin will have systematic and critical understanding in the discipline of Christian ministry, including innovative leadership models in contemporary contexts and a working knowledge of recent developments and approaches in the area of their specialisation. They will demonstrate specialised knowledge and skills in research using methodologies applicable to their discipline. Advanced skills in critical thinking, communication and creative problem solving of complex issues are demonstrated through independent, original research and scholarship. Graduates’ research will identify, investigate and address an issue in the profession of Christian ministry, to be presented in a research thesis which will make a significant original contribution toward the advancement of learning and/or for professional Christian ministry practice.

It is expected that graduates from the DMin award would display the following outcomes:

1. critical, creative and systematic understanding of a substantial and complex body of knowledge that makes an original contribution to a particular area in the practice of ministry;
2. advanced knowledge of scholarship and recent developments in the area of under consideration;
3. understanding of advanced research principles and methods, and substantial knowledge of specific research approaches used in the field of practical ministry;
4. autonomously and analytically engage in critical reflection, synthesis and evaluation of the body of theoretical knowledge related to a particular area of the practice of ministry;
5. establish, incorporate and apply effective research methodologies to advance existing professional practice;
6. design a research question that explores an original and complex issue and provide possible solutions to the problem raised;
7. communicate effectively complex ideas, original knowledge and proposed solutions to peers and general audiences;
8. provide creative responses to the contemporary challenges and new developments in research and scholarship in the field of practical ministry
9. articulate new questions or issues and apply the knowledge and skills developed within the selected research field to develop original and appropriate solutions;
10. work independently, responsibly and with the level of professionalism expected of an expert in the selected research field;
11. effectively design, implement and communicate a major thesis in the selected research field to contribute original knowledge and expertise to peers and general audiences;
12. an advanced level of integrative reflection which will inform and enhance their professional ministry practice.

2.2 admission requirements
1. Normal Admission Requirement:
   - Graduate of an undergraduate honours degree (completion of AQF Level 7 bachelors honours award in theology or ministry or equivalent) with GPA 2.8; plus 5 years full-time ministry or equivalent.
   - Graduate of an undergraduate degree (completion of AQF Level 7 bachelors degree in theology or ministry, or equivalent), as well as an AQF Level 8 graduate diploma in theology or
ministry with a 20 credit point research component and an overall GPA at least 2.8; plus 5 years full-time ministry or equivalent.

- Graduate of postgraduate degree (completion of an AQF Level 9 or above postgraduate qualification in theology or ministry, or equivalent). This must include at least 60 credit points of Leadership and/or Ministry or equivalent and 40 credit points of Bible and/or Theology or equivalent, with a 20 credit point research component and an overall GPA at least 2.8; Graduates from a professional entry Masters award will generally be required to complete RES601 AND either BIB601, THE601 or HIS601, with an overall GPA at least 2.8, as a bridging requirement.
- plus 5 years full-time ministry or equivalent.

2. **English Proficiency for International Students of Non-English Speaking Background:**
- International students in this category are required to have attained an International English Language Testing Service (IELTS) of 7.0, with a score of not less than 7.0 in any band, or equivalent.

### 2.3 course structure
The course consists of 240 credit points comprising:
- one research methods unit (20 credit points) – Core
- one subject at 800 level (20 credit point ) to be taken from the area of specialisation
- 70,000 research thesis (200 credit points) in area of specialisation – Core

<table>
<thead>
<tr>
<th>core subjects</th>
<th>credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES801 Advanced Research Methods</td>
<td>20</td>
</tr>
<tr>
<td>RES802 Research Thesis</td>
<td>200</td>
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</table>

<table>
<thead>
<tr>
<th>specialisation subjects</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LEA802 Advanced Studies in Leadership</td>
<td>20</td>
</tr>
<tr>
<td>MIN802 Advanced Studies in Ministry</td>
<td>20</td>
</tr>
</tbody>
</table>

### 3.4 campuses
The PhD is currently offered on the following campuses:
- Parramatta Central
- Global Online

### 3.5 program director
For academic advice, your first point of contact is:

Dr Van Shore
email: van.shore@ac.edu.au
3 Doctor of Philosophy (PhD)

3.1 profile and rationale

The Doctor of Philosophy is a research program designed for graduates with in-depth knowledge and skills, in the field of Theology, Business and/or Education, who want to make a substantial and significant original contribution within academic, church and community settings. Graduates of the PhD will have systematic and critical understanding, including a working knowledge of recent developments and approaches in the area of specialisation. Specialisation in Theology will include areas such as Systematic Theology, Biblical Studies, History or Ministry. Specialisation in Business will include areas such as Business, Leadership or Communication. Specialisation in Education will include areas such as Education, Educational Leadership and Theological Education. However, it is anticipated that some students may explore cross-disciplinary areas, such as theology and economics. Graduates will demonstrate specialised knowledge and skills in research using methodologies applicable to their discipline. Advanced skills in critical thinking, communication and creative problem solving of complex issues are demonstrated through independent, original research and scholarship. Graduates’ research will identify, investigate and address an issue within the chosen field, to be presented in a research thesis which will make a significant original contribution toward the advancement of learning and/or professional practice within the chosen field.

It is expected that graduates from the PhD award would demonstrate the following characteristics:

- critical, innovative and systematic understanding of a substantial and complex body of knowledge that makes an original contribution to a particular area in the field of specialisation such as Systematic Theology, Biblical Studies, History, Ministry, Business, Leadership, Communication, Education, Educational Leadership or Theological Education;
- advanced and expert knowledge of scholarship and recent developments in the area under consideration;
- sophisticated understanding of advanced research principles and methods, and substantial knowledge of specific research approaches used within the field of Theology, Business and/or Education;
- autonomously engage in critical reflection, analysis and synthesis of the body of theoretical knowledge related to a particular area within the field of Theology, Business and/or Education;
- establish, incorporate and apply effective research methodologies to advance existing professional knowledge and/or practice;
- design a research question that explores an original and complex issue and propose solutions;
- communicate effectively the complexity of the original research and its findings to peers and the community;
- provide creative responses to the contemporary challenges and new developments in research and scholarship within the field of Theology, Business and/or Education;
- apply the knowledge and skills developed within the selected research field to engage with new questions and find innovative and creative solutions;
- work independently, responsibly and with the level of professionalism expected of an expert in the selected research field;
- effectively design, implement and communicate a major thesis in the selected research field to contribute original knowledge and expertise to peers and the community;
- develop an advanced level of integrative reflection which will inform and enhance professional practice.
3.2 admission requirements

1. Normal Admission Requirement:
   - Completion of an AQF Level 8 bachelors (honours 1 or 2a) degree in a relevant field, or equivalent. Demonstrated knowledge of research methodology equivalent to RES601 and methodology in the area of specialisation.
   - Completion of an AQF Level 9 or above postgraduate qualification in a relevant field, or equivalent. This must include at least a 20 credit point research component and an overall GPA at least 2.8. Demonstrated knowledge of research methodology equivalent to RES601 and methodology in the area of specialisation.

2. English Proficiency for International Students of Non-English Speaking Background:
   - International students in this category are required to have attained an International English Language Testing Service (IELTS) of 7.0, with a score of not less than 7.0 in any band, or equivalent.

3.3 course structure

The course consists of 240 credit points comprising:

- 80,000 word research thesis in area of specialisation – Core

<table>
<thead>
<tr>
<th>core subjects</th>
<th>credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES803 PhD Research Thesis</td>
<td>240</td>
</tr>
</tbody>
</table>

3.4 campuses

The PhD is currently offered on the following campuses:

- Parramatta Central

3.5 program director

For academic advice, your first point of contact is:

Prof Paul Oslington
email: paul.oslington@ac.edu.au
4 Master of Philosophy

4.1 profile and rationale
The Master of Philosophy is a research program designed for graduates with in-depth knowledge and skills, in the field of Theology, Business and/or Education, who want to make a significant original contribution within academic, church and community settings. Graduates of the MPhil will have systematic and critical understanding, including a working knowledge of recent developments and approaches in the area of specialisation. Specialisation in Theology will include areas such as Systematic Theology, Biblical Studies, History or Ministry. Specialisation in Business will include areas such as Business, Leadership or Communication. Specialisation in Education will include areas such as Education, Educational Leadership and Theological Education. However, it is anticipated that some students may explore cross-disciplinary areas, such as theology and economics. Graduates will demonstrate specialised knowledge and skills in research using methodologies applicable to their discipline. Advanced skills in critical thinking, communication and creative problem solving of complex issues are demonstrated through independent, original research and scholarship. Graduates’ research will identify, investigate and address an issue within the field of Theology, Business and/or Education, to be presented in a research thesis which will make a significant original contribution toward the advancement of learning and/or professional practice within the chosen field.

It is expected that graduates from the MPhil award would demonstrate the following characteristics:

- critical, creative and systematic understanding of a substantial and complex body of knowledge that makes an original contribution to a particular area in the field of specialisation such as Systematic Theology, Biblical Studies, History, Ministry, Business, Leadership, Communication, Education, Educational Leadership or Theological Education;
- advanced knowledge of scholarship and recent developments in the area under consideration;
- understanding of advanced research principles and methods, and substantial knowledge of specific research approaches used within the chosen field;
- autonomously engage in critical reflection, analysis and synthesis of the body of theoretical knowledge related to a particular area within the field of either Theology and/or Business;
- establish, incorporate and apply effective research methodologies to advance existing professional knowledge and/or practice;
- design a research question that explores an original and complex issue and propose solutions;
- communicate effectively the complexity of the research and its findings to peers and the community;
- provide creative responses to the contemporary challenges and new developments in research and scholarship within the chosen field;
- apply the knowledge and skills developed within the selected research field to engage with new questions and find innovative and creative solutions;
- work independently and responsibly in the selected research field;
- effectively design, implement and communicate a major thesis in the selected research field to contribute original knowledge and expertise to peers and the community;
- develop an advanced level of integrative reflection which will inform and enhance professional practice.

4.2 admission requirements
1. Normal Admission Requirement:
• Completion of an AQF Level 8 bachelors (honours 1 or 2a) degree in a relevant field, or equivalent.
• Completion of an AQF Level 7 bachelors degree in a relevant field, or equivalent, as well as an AQF Level 8 graduate diploma in a relevant field.
• Completion of an AQF Level 9 or above postgraduate qualification in in a relevant field, or equivalent.

2. English Proficiency for International Students of Non-English Speaking Background:
• International students in this category are required to have attained an International English Language Testing Service (IELTS) of 7.0, with a score of not less than 7.0 in any band, or equivalent.

4.3 course structure
The course consists of 120 credit points comprising:
• one research methods unit (20 credit points) – Core
• one subject at 600 level (20 credit point ) to be taken from the area of specialisation
• 40,000 word research thesis (80 credit points) in area of specialisation – Core.

| core       | 80 |
| RES601 Research Methods                      |
| RES603 MPhil Research Thesis                  |

| specialisation subjects                        |
| BIB601 Methods in Biblical Studies            | 20 |
| BIB602 Seminar Presentation of Research in Biblical Studies | 20 |
| BUS601 Methods in Business Studies            | 20 |
| COM601 Methods in Communication Studies       | 20 |
| EDU601 Methods in Education Studies           | 20 |
| HIS601 Theory and Practice in Christian History | 20 |
| HIS602 Producing Christian History            | 20 |
| HIS603 Pentecostalism in Australasia          | 20 |
| LEA601 Methods in Leadership Studies          | 20 |
| MIN601 Theory and Practice in Pastoral Ministry | 20 |
| THE601 Theologians: Method and Meaning         | 20 |
| THE602 Seminar Presentation of Theological Research | 20 |

4.4 campuses
The MPhil is currently offered on the following campuses:
- Parramatta Central
- Global Online
### 4.5 Program Director

For academic advice, your first point of contact is:

Prof Paul Oslington  
email: paul.oslington@ac.edu.au
5 Academic Administration

5.1 admission

Admission to an Alphacrucis College Higher Degree Research award is determined by application. In deciding whether or not to admit a student, the College Admissions Committee will take into account:

- Satisfactory fulfilment of academic admissions requirements
- The application form and its content
- Personal interview

The college retains the right to refuse admission to a program if the student is deemed to be unlikely to cope academically, or if the application form or character references indicate that a student is likely to struggle with college life and college discipline.

5.1.1 Admission and anti-discrimination

Within the guidelines for admission set out above and under the requirement of the 1977 NSW Anti-Discrimination Act and 1984 Commonwealth Sex Discrimination Act, Alphacrucis College will not deny any applicant admissions into any program on the basis of sex, age, race, colour, national origin, denomination or physical disability, nor will any student be disadvantaged or privileged on similar grounds.

5.2 enrolment

Enrolment occurs under the direction of the Registrar’s Office. It is the student’s responsibility to be aware of the specific requirements of the program in which they are enrolled and to select subjects that satisfy these enrolments. To help students in this process the timetables and subject offerings will be made available on the Alphacrucis College website. Students are encouraged to seek academic advice from the appropriate Program Director prior to enrolment.

Students are to complete an enrolment form, selecting the subjects they will be undertaking during the next semester. Enrolment forms are available on the website at the following address: [http://ac.edu.au/forms/](http://ac.edu.au/forms/)

Once enrolled, they will then proceed to accounts, where they will be issued with an invoice, which must be paid before commencing classes at the start of term.

5.3 transfer of credit from other colleges and recognition of prior learning

Credit earned with other colleges will be evaluated by the Academic Board and accepted for transfer to Alphacrucis College programmes according to the formula established by the Academic Board. Any transfer of credit will require that previous study was done in an institution acceptable to Alphacrucis College, and at the same level of academic rigour. This application is subject to approval by the Higher Education Student Affairs Committee (HESAC).

In certain instances, students may apply to the Academic Board for Recognition of Prior Learning (RPL) for skills and knowledge obtained through informal education, work experience or life experience. Applicants are responsible for demonstrating that the skills and knowledge they have obtained through work or life experience, match the outcomes of the units in the accredited
program.

To apply for transfer of credit and/or RPL, students should complete the ‘Application for Cross Credit (see http://ac.edu.au/documents/application-forms/) and provide a copy of their transcript to the Office of Student Success before enrolling. The student will then be able to devise a study program, in consultation with the Program Director, which satisfies course rules.

5.4 tuition

All fees must be paid in full prior to the commencement of the term of study. No student can commence classes unless tuition fees are paid. If, after the census date of the semester, a student’s tuition fees are not paid, or the student has not arranged for alternate payment schedule, then the student will automatically receive a Fail (F) grade for the unpaid subjects. Students who are unable to pay tuition fees may choose to contact the registrar and withdraw from their subjects before the census date to avoid this Fail grade.

5.5 changing study programs and courses

Students wanting to change their enrolment in a specific subject after their initial nomination, should complete a Variation of Enrolment Form (found at http://ac.edu.au/documents/enrolment-forms/) and return it to the Office of Student Success.

Changes made after enrolment and before the commencement of term may incur a $100 fee for each such change. Changes made after the first day of semester, and before the census date, may incur a fee of $200. No changes can be made after the Census Date.

5.6 withdrawal

5.6.1 Withdrawal policy

Students may withdraw from units without academic penalty only if notice of withdrawal is submitted in writing to the Office of Student Success by 4:00 pm on the Census Date applicable to the subject in question. Tuition will be refunded, although an administration charge of $200 may be incurred.

Students who withdraw from a subject after the Census Date will receive a Fail grade (F) on their transcript, and no refund will be paid. If there are exceptional circumstances around the withdrawal a written request needs to be sent to the Higher Education Student Affairs Committee (HESAC) seeking a refund and detailing the exceptional circumstances. A full or pro-rata refund may be made in such cases.

A written request for withdrawal due to exceptional circumstances may be accepted as grounds for a total or partial refund of fees subject to the student providing acceptable documentary evidence in support to their claim. Exceptional circumstances may include:

- Inability to obtain a student visa
- Illness or disability
- Failure to meet English language requirements for admission
- Death of the student or close family member (parent, sibling, spouse, child)
5.6.2 Withdrawal of Offer to Study

In an event that an offer of a place is withdrawn by Alphacrucis College on the grounds that the original offer was made on the basis of incomplete or incorrect information supplied by the student, the College reserves the right to withhold 10% of the tuition fee paid for the first semester and to refund the balance.

5.6.3 Provider Default

Should Alphacrucis College not commence the course on the agreed starting date without prior notification, the course cease to be provided before it is completed or the course not be provided in full, Alphacrucis College will refund in full any course monies received from the student, less the amount relating to provider expenses that has incurred for the student for the course before the day of default. The student may alternatively choose to accept an offer into a suitable alternative course, either arranged by the provider (at the provider’s expense), or arranged by the tuition assurance scheme. If the student accepts the offer (in writing) into a course as arranged under these circumstances, the provider is relieved of its obligation to provide a refund.

5.6.4 Unsuccessful overseas student visa application

Should the application for an overseas student visa prove unsuccessful any course costs paid in advance (excluding application fee) will be refunded, assuming the student has not commenced class.

5.6.5 Payment of Refund

In the case of Provider default; the refund owed to the student will be paid within two weeks after the default day. In the case of student default, the refund owed will be paid within four weeks after receiving a written claim form from the student.

The payment will be made in the same currency as the fees were originally paid.

The refund will normally be paid to the student. If the student wishes the refund to be paid to a third party (eg in the event that the fees were paid by another person) the student must provide a letter of authority signed by both the student and the receiving party and include account details of the receiver, enabling the provider to pay the party.

If the student is offered an alternative place of study, any refund will be paid directly to the new institution accepting the student. Refunds in the form of a transfer of fees to another institution will be made the subject to the student presenting evidence of acceptance into that institution.

Should cause for a refund arise, as prescribed above, applications for a refund should be made in writing to: Office of Student Success, PO Box 337, Parramatta NSW 2124

5.7 privacy legislation policy

From time to time Alphacrucis College will ask you to provide some personal details. A declaration will appear on forms that you will be asked to sign. Alphacrucis College requires the information requested of you in order to provide you with education services and to cater for particular student’s needs. If you do not provide all the relevant information, then we may not be able to provide such services and to assess your academic progress.

Alphacrucis College will collect, manage, use and disclose personal information in accordance with all relevant legislation and standards. The Information Privacy Principles of section 14 of the
Privacy Act 1988 (CTH) except when qualified by any relevant Codes of Practice, will underpin all matters related to personal information.

Alphacrucis College will:

• only collect personal information as is reasonably necessary and for lawful purposes;
• when reasonably possible, only collect personal information from the individual to whom it relates;
• notify the individual concerned when it collects personal information either at the time of collection or as soon as practicable thereafter;
• state what the personal information will be used for and who will receive the personal information;
• state if the collection is voluntary, and the consequences for individuals if it is not, or only in part, provided;
• provide contact details regarding who to contact regarding access to and correction of the personal information;
• take reasonable steps to ensure that personal information holdings are relevant, not excessive, accurate, up-to-date, complete and that the collection does not unreasonably intrude on the personal affairs of individuals;
• retain personal information for no longer than is necessary and then dispose of it lawfully and securely;
• ensure that all reasonable steps are taken to protect personal information from loss, unauthorised access, use, modification or disclosure or other misuse;
• ensure that all reasonable steps are taken to ensure that personal information is not used or disclosed without authorisation by external service providers;
• not disclose personal information outside of Alphacrucis or its affiliated organisations except where:
  o the subject of information has consented to the disclosure, or has been notified of the likelihood of the disclosure; or
  o Alphacrucis is required by legislation, court order or other legally enforceable instrument and the request is in an appropriate written form; or
  o disclosure is reasonably believed to be necessary to prevent or lessen a serious and imminent threat to the life or health of any person.

5.8 academic records management

Alphacrucis College will maintain secure records of students’ academic results for a minimum period of 50 years. Individual student assessments will be kept by the relevant faculty member for a minimum period of one year from the completion of the subject. Records of Grievance proceedings will be maintained for a minimum period of five years.

5.9 freedom of information

Alphacrucis College will receive applications under the NSW Freedom of Information Act (FOI Act). You must apply in writing and you must say you are applying under the FOI Act. You must also pay a small application fee. FOI requests are made through the Office of the Academic Dean.

5.10 auditing

Auditing is defined as attending classes with no obligation to participate in the assessment. No
moodle access will be given. Change in status from ‘credit’ to ‘audit’ is allowable in the first two weeks of semester only.

5.11 FEE-HELP

FEE-HELP is available to eligible students of Alphacrucis College. FEE-HELP is a loan scheme that assists eligible students to pay part or all of their tuition up to a life-time limit of $83,313.

Eligible students must complete the ‘Request for FEE-HELP assistance’ application form and return it to the Registrar's Office on or before the census date for their unit(s) of study. Once the form has been completed, the Commonwealth government pays the amount of tuition fee that remains unpaid on the census date to the College on behalf of the student. This FEE-HELP is recorded and indexed by the Australian Taxation Office. Repayment of the FEE-HELP loan commences when the student’s income is above the minimum threshold for compulsory repayment, or the student makes a voluntary payment.

There is no application fee for FEE-HELP. For more information, including the student eligibility criteria, see the Going to Uni website at www.goingtouni.gov.au.

5.12 overseas students

5.12.1 Visa requirements & tuition fees

Details of the requirements for obtaining a student visa can be found at www.immi.gov.au. Overseas students are required to maintain a full-time course load, which equals to enrolment in four course units in each semester.

All overseas students are required to pay the first semester's tuition fees in advance before the College can issue a ‘Confirmation of Enrolment’ – which is a necessary step in the visa application process.

Once commenced, an overseas student is expected to pay his/her fees prior to the commencement of each semester.

5.12.2 Annual health cover

Students are required to obtain Overseas Student Health Cover for the duration of your course. This amount is refundable if the student’s visa application is unsuccessful. Alphacrucis College is able to assist students in obtaining the Health insurance, but they are also welcome to arrange Health cover independently. If Health cover is arranged independently, simply provide evidence of your health insurance plan to Alphacrucis College as part of your enrolment process. For more information, please contact the Admissions Co-ordinator.

A sample annual Health Cover fee is listed below:

Sample health cover:

**Health Cover (single rate) for course duration 3 years**  
A$1205 (Ahm)

Family rate 3 years  
A$ 2465
5.12.3 ESOS framework
The Education Services for Overseas Students (ESOS) is a regulation to ensure that the quality and service of education in Australia remains high. Alphacrucis College complies with the requirements of the National Code. For an introduction to ESOS and its requirements, go to http://aei.gov.au/AEI/ESOS/EasyGuide_ESOS.htm

5.12.4 Study Requirements
An overseas student is generally expected to maintain a study load according to his/her visa conditions. This generally includes:

- Maintaining a full-time study load. A full-time load is generally equivalent of 40 credit points per semester.
- Overseas students are able to enrol in a maximum of 25% online studies over the duration of their course.

5.12.5 External Complaint and Appeals
If an overseas student has a complaint or appeal concerning the College, please follow the appeals process outlined in this Handbook.

However if for some reason the overseas student is dissatisfied with the outcome of a complaint or appeal, they have the right to access an external complaint and appeals process under the National Code. If you would like to access this service to complain or appeal a decision, you can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman is free and independent. Find out more at www.oso.gov.au or phone 1300 362 072.
6 Academic Assessment

6.1 demand hours and assessment
Alphacrucis College has developed its assessment packages based on a ‘workload calculator’, defined as *the time to which each student is notionally committed*. Subjects are allocated a certain number of credit points, which translates into a mixture of hours of instruction, private and out of class study, and assessment according to the Alphacrucis Flexible Delivery Framework. Normally, where lecture hours are reduced assessment levels and/or personal reading/engagement tasks will be increased.

6.2 semester workloads, intensives & online subjects
Full-time students can only enrol in the equivalent of 40 credit points per semester, unless the Program Director grants permission. Amongst other things, the Program Director will take into account the previous grades of the student when determining whether additional subject loads can be undertaken.

Overseas students are allowed to study through Online (distance studies) up to 25% of the total course load. Alphacrucis College monitors the progress of all overseas students at the end of every semester to ensure they are completing their course within the duration specified in their eCOE to ensure that overseas students have not exceeded the allowed limit (25%) of distance or online learning.

6.3 class attendance and absences
All students in face-to-face classes are required to attend all of the classes for each course. Failure to attend a minimum of 80% of classes will result in an automatic failure of the subject.

For overseas students, CRICOS regulations require the college to notify the immigration department if students fail to comply with attendance requirements.

6.4 assignments and assessments
6.4.1 submission of assessments
All assignments and theses must be electronically submitted through Moodle, our eLearning platform by the due date specified by the course coordinator or research supervisor.

Students are to take care when uploading assignments to Moodle, ensuring they submit the correct document in the correct format (MS Word – ‘.doc’ or ‘.docx’, unless otherwise specified) for marking. Assignments submitted electronically cannot be amended at a later date. With this in mind, email requests from students, to include any such assignment amendments, will NOT be considered.

Word Count: The general rule regarding word count is to allow 10% lee way. If the student is over/under 10% of the word count the student will lose 10% of their grade (and a further 10% for any additional 10% in excess/shortage.)

Late assignments will attract a penalty of 3% per day up to a maximum of 21%, unless an extension has been authorised. NO ESSAY WILL BE ACCEPTED ONE CALENDAR WEEK AFTER THE DUE DATE.
6.4.2 failed assessments or subjects

Students are not required to pass every item of assessment for a subject, but must achieve a cumulative mark of at least 50% overall to pass. Students who fail to achieve 50% overall in a unit receive a permanent ‘Fail’ on their transcript.

Where a student receives a ‘Fail’ grade for completed assessment in 600 level subjects, and the lecturer believes that the student has made a genuine effort to satisfy the assessment requirements, the lecturer may decide to ask the student to re-submit that assessment. If this occurs, the student will be given an ‘In Progress’ grade, and has one month following the notification of the grade to re-submit the assessment. If the re-submitted assessment is deemed satisfactory, the ‘Incomplete’ grade will be replaced by a maximum 50% mark. In the event of the assessment not being re-submitted within one month, the student will receive a fail grade. Students will only be allowed to re-submit one piece of assessment per subject area, and further unsatisfactory assessments will result in a ‘Fail’ grade.

If a student wishes to re-sit the subject, they will be required to pay full-fees, attend all classes and re-submit all assessment work. This may only occur once. If a student wishes to re-sit a unit a third time, they must apply to the Program Director in writing, demonstrating either extenuating personal circumstances or failure of due process, under the conditions of the College’s Appeal regulations (see Policy and Procedures Manual).

6.5 grading system

For Master of Philosophy coursework subjects, the AC grading system applies:

6.5.1 Fail (0-49%)

An assignment will be graded ‘fail’ if:

- it shows little care for formal requirements of citation, reference and notation, and betrays evidence of plagiarism;
- provides an inadequate answer to the question, demonstrates partial understanding of the question and the issues involved, lacks original thought and relevant material for discussion;
- has an unclear outline, little evidence of sustained argument and lacks cohesion;
- demonstrates a poor command of the English language and pays little attention to spelling, punctuation and grammar;
- makes reference to an insufficient range of relevant material, makes no reference to other primary sources and limited reference to secondary sources.

6.5.2 Pass (50-64%)

An assignment will be graded in the ‘pass’ category if it:

- satisfactorily fulfils the requirements of formal requirements of citation, reference and notation;
- demonstrates an adequate understanding of the question and the issues involved, a certain degree of original thought and discussion of relevant material;
- has a clear outline, develops a satisfactory argument and sustains it throughout.
• demonstrates a capacity to express concepts clearly and has satisfactory spelling, punctuation and grammar.
• makes reference to an adequate number of relevant secondary sources but makes little or no reference to primary sources.

6.5.3 Credit (65-74%)
An assignment will be awarded a ‘Credit’ grade if it:
• satisfactorily fulfils the requirements of formal requirements of citation, reference and notation;
• demonstrates an advanced understanding of the question and the issues involved through wider reading, and demonstrates an ability to independently assess relevant materials;
• has a clear structure and demonstrates an ability to argue a case at a more sophisticated level;
• demonstrates some flair and clarity of expression and has a minimal number of errors in spelling, punctuation and grammar;
• interacts with a good number of primary and secondary sources.

6.5.4 Distinction (75-84%)
An assignment will be awarded a ‘Distinction’ grade if it:
• satisfactorily fulfils the requirements of formal requirements of citation, reference and notation;
• demonstrates broad understanding of the question and the issues involved through wider reading, evidence of independent inquiry at a certain depth and demonstrates an advanced ability to independently assess relevant and related materials;
• demonstrates a high degree of sophistication in argument and application of skills interdisciplinary;
• demonstrates flair and clarity of expression and has a virtually no errors in spelling, punctuation and grammar;
• interacts critically with primary and secondary sources as well as lesser known but significant sources within the field and major studies in related fields.

6.5.5 High Distinction (85-100%)
This grade is reserved for assignments of exceptional quality. In addition to the ‘distinction’ guidelines, assignments that attract this grade will demonstrate extensive reading and critical interaction across disciplines, the consistent application of honed and informed skills to the material in question, a high level of proficiency across a range of academic debates, approaches, methodologies and conceptual tools, and evidence of a high level of creative thinking & interaction.

6.5.6 Grade Point Average
The Grade Point Average (GPA) is an averaging system particularly useful for calculating outcomes for entry into research programs, and cross-program and trans-program transferability. The GPA at Alphacrucis College is calculated in the following manner:

\[
\frac{4h + 3d + 2c + 1p}{6}
\]
Where:

h is the number of credit points gained at H grade,
d is the number of credit points gained at D grade,
c is the number of credit points gained at C grade,
p is the number of credit points gained at P and S grade,

\( e \) is the total number of units for which a student has effectively enrolled (excluding units with W)

For example:
A student has completed 8 units where they received 2x HDs; 2 x Ds; 2 x Cs and 2 x Ps

Their GPA would be: \((4 \times 2 + 3 \times 2 + 2 \times 2 + 1 \times 2)/8 = 2.5\) (which is a credit average)

6.6 appeals

The Faculty, and in particular the Academic Board, will be accountable for the moderation of all student results, and for evaluating the comparability, validity and reliability of a markers judgment and student results across each student's assessment submitted for each term. The final results will then be published to students at the end of each semester.

A student is free to appeal against the grade given in any assignment if s/he believes that some error in grading has occurred or if there are more general concerns about the grade given. The process of appeals is as follows;

6.6.1 Discuss the Result with the marker

- If a student has reason to believe that an error has been made or an injustice exists after receipt of notification of unit results, the student may discuss such matters with the marker responsible for that aspect of the course.
- The purpose of this initial phase is to clarify the result and to correct incorrect perceptions and misunderstandings.
- This phase may be resolved by the student accepting the result, or the marker determining to re-address the issue (ie. supplementary, re-marking of paper, etc.)

6.6.2 Lodgement of Appeal

- Should the student not be satisfied with the outcome of such discussions, the student may apply for a review of the matter and/or re-grading of the module.
- Applications must be submitted, in writing, to the Academic Board within fourteen (14) days of the receipt of the Statement of Results.
- All applications must be accompanied by supporting information and documentation. The specific grounds on which a request for a review is based must be stated clearly.
• Such reviews could lead to no change or to either a less favourable or more favourable outcome for the student.
• The review shall be completed by the relevant department head, and one or two other faculty, apart from the marker.
• After the review has been completed, students should not expect staff members to respond to informal approaches or pressures.
• Notice of the outcome of any review will be communicated in writing to the student requesting the review.

6.7 Grievance

6.7.1 Before an Issue Becomes a Formal Grievance
We encourage students, wherever possible, to resolve concerns or difficulties directly with the person(s) concerned.

6.7.2 What is a Grievance?
A grievance is a statement of concern reported to a person in authority at Alphacrucis College that requires action or response from the college. A grievance can be about any kind of situation or process affecting the student, academic and non-academic, and can be against a person or people at the college.

6.7.3 The Process
Students are expected to lodge their grievance with the staff member concerned. If the matter cannot be resolved with directly with the staff member, then the grievance is brought to the attention of the staff person’s supervisor, who is expected to facilitate an appropriate solution till the matter is resolved.

A HDR student who has failed to achieve candidature may appeal the decision as outlined in the Research Student Candidature Policy (http://ac.edu.au/ppm/research-student-candidature-policy/).

6.8 Extension Requests
Alphacrucis College is committed to ensuring that extension requests for assignments received from HE students are handled in an ethical and expedient manner.

All students have the option of lodging an extension request, (via the extension request form found at http://ac.edu.au/students/forms/request_for_extension/)

Extensions of the assignment deadline will only be granted on the following grounds:
1) Medical illness (certified by Doctor’s Certificate);
2) Extreme Hardship; (extreme hardship is not ‘computer breakdown’ or ‘too much work’ etc)
3) Compassionate Grounds.

The form must be completed no less than 48 hours before the assignment is due. It will go to an appropriate faculty member for approval.
In extreme cases, students who are unable to complete the assessment for a course due to extenuating circumstances, will, subject to approval by the Higher Education Student Affairs Committee (HESAC), receive an ‘Extension’ (E) grade for that course. The student then has a period of time determined in discussion with the Program Director (usually one month - maximum of one semester) to complete any/all assessment for that course. Further, once any/all forms of assessment have been submitted, the ‘Extension’ grade will be replaced by the new grade.

Assignments that are submitted after the due date will receive a 3% penalty for each late day, unless an extension has been authorised.

### HE Student Extension Requests Process Flow

<table>
<thead>
<tr>
<th>1. Start of process</th>
<th>An event occurs bringing about the need for the student to request an extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Student requests extension</td>
<td>Student accesses the Alphacrucis website, and under “Current Students” tab, goes to the “Request for Extension Form”</td>
</tr>
<tr>
<td></td>
<td>Student populates the form with relevant information</td>
</tr>
<tr>
<td></td>
<td>Once submitted, the form is directed to the appropriate lecturer</td>
</tr>
<tr>
<td>3. Request reviewed</td>
<td>Extension requests will be handled by the appropriate lecturer</td>
</tr>
<tr>
<td></td>
<td>If the individual lecturer is unsure of whether circumstances warrant an extension, eg the request does not align to established criteria, the request is directed to the relevant course director. The course director will table the request at HESAC (Higher Education Student Affairs Committee)</td>
</tr>
<tr>
<td>4. Unsure if extension can be granted?</td>
<td>If no, go to 6. Extension granted?</td>
</tr>
<tr>
<td></td>
<td>If yes, go to 5. Request reviewed at HESAC</td>
</tr>
<tr>
<td>5. Request reviewed at HESAC</td>
<td>The course director notifies the student and advises the request is pending a decision by HESAC</td>
</tr>
<tr>
<td></td>
<td>The course director advises the Registrar to include the Request for Extension on the upcoming weekly HESAC Agenda</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| 6. Extension granted? | - The HESAC members review the request and either grant or reject the request  
- If no, go to 7. Student advised that extension request rejected  
- If yes, go to 8. Student advised extension request granted |
| 7. Student advised that extension request rejected | - The request for extension is rejected, the student is advised of such via an email response generated via the Extension Request Form  
- **Note:** if the request is rejected by HESAC, information concerning the request and rejection is placed in the student’s file by the Registrar and the HESAC rejection will be included on the online Extension Request Form  
- Go to 11, End of Process |
| 8. Student advised extension request granted | - The request for extension is granted, the student is advised of such via an email sent by the most appropriate HESAC member through the online Extension Request Form  
- **Note:** if the request is granted by HESAC, information concerning the request and approval is placed in the student’s file by the Registrar and the HESAC approval will be included on the online Extension Request Form |
| 9. PEPI updated | - At the end of each teaching period (Terms 1, 2, 3, 4), Registrar’s Office notified of student extension being granted  
- Registrar’s Office update PEPi with relevant information:  
  - Status changed to Extension Granted in Assessment Details panel for the Assessment Element of the unit |
| 10. Extension requests report reviewed by HESAC | - 1 week prior to last HESAC of Teaching Period, DMA(CS) Assistant to remind DMA(CS) and DCON to review progress of students granted extensions by HESAC (contact other lecturers if need be)  
- DMA(CS) and DCON to update the online extension requests with progress / findings  
- At the end of each Teaching Period the Extension Requests receive final review at HESAC  
- If it’s found that any student is in danger of not submitting completed assignment/s before end of extension period, HESAC will determine next course of action |
| 11. End of process | If the student is satisfied with the outcome, this is the end of the process. If the student is not satisfied with the outcome, s/he is entitled to appeal. |
| 12. Appeal | If the extension granting authority is the lecturer, the student may appeal to HESAC via the lecturer.  
If HESAC is the extension granting authority, the student may appeal to the Academic Dean. The decision made by the Academic Dean is final. |
HE Student Extension Request Process Flow

1. Start of process
2. Student requests extension
3. Request reviewed

4. Unsure if extension can be granted?
   no
   5. Extension request reviewed at HESAC
   yes

7. Student advised extension request rejected
   no
   Satisfied?
   yes
   12. Appeal (See Table)
   no
   8. Student advised extension request granted

6. Extension granted?
   yes
   9. PEPi updated
   no
   10. Extension Request Report Reviewed by HESAC

11. End of process
6.9  graduation

Stipulations for Graduation

The following stipulations apply before a student may be considered for graduation:

- Satisfactory completion of all academic requirements.
- All financial commitments to the College met at least one week prior to graduation.
- All library books returned.

Students intending to graduate in a given year are required to complete an *Intention to Graduate* form following registration for their final semester, together with any supporting documentation.

Students will also need to fulfil ‘exit’ instructions issued by the Registrar’s Office, and will be invited to participate in the College’s continuous improvement processes (e.g. by completing a Course Experience Questionnaire, GDS, and/or an exit interview).
7 Assignment Writing, Referencing, and Formatting

Alphacrucis College places emphasis on the submission of written work as part of course requirements for the purpose of student assessment, and as crucial in the formation of certain academic and personal disciplines. These guidelines are for the benefit of students who genuinely care about their studies, and want to ensure that their work is of the highest quality.

It is by writing, even more than by speech, that the student masters the material and extends his/her understanding. Writing enables development of ideas systematically. It develops thinking in new areas and enables one to pause and reflect. It can be immensely satisfying, quite apart from providing valuable work by which one's knowledge and understanding of course may be assessed.

This method of evaluating the student's knowledge, understanding and development avoids the stress of the typical examination situation, which depends upon hurried recall and instant expression. Assignments allow for careful thought and planned answers to be committed to paper in an unhurried manner. A much higher quality of work is therefore possible and expected.

7.1 assessment layout

Each essay should have a title page, an abstract (on a separate page, as required), and list of full references (on a separate page) at the end of the essay. The body of the essay should consist of introduction, conclusion, and logically laid out sub-headings.

All assessments should be written in Times New Roman or Arial 12pt font, with double spaced formatting. Use inclusive language in all assessments.
7.1.1 title page

7.2 referencing style

Alphacrucis students may be asked to use one of two reference styles, namely Turabian or APA, depending on the unit.

7.2.1 turabian style referencing

The Turabian style cites reference material in the footnotes and includes all relevant bibliographic information there. Footnotes provide the immediate details of a source from which the information has been acquired. Secondly, the Turabian style includes all the bibliographic information in a bibliography at the end of the paper. For more information on the Turabian style of referencing please refer to the Turabian Style Manual, or the reference resources provided at the Study Skills section on moodle. (For further information you can also purchase: Turabian, Kate L. A Manual for Writers of Research Papers, Theses, and Dissertations, 7th Edition. Chicago: University of Chicago Press, 2007.) A sample list of references is provided below.

Book with one to three authors:

In the footnotes:

1. Larry R. McQueen, Joel and the Spirit: The Cry of a Prophetic Hermeneutic, (Sheffield: Sheffield Academic Press, 1995), 44.

2. Phil Kendall, David Hogg and Phil Lansdown, Canberra Hill Areas Environmental Analysis,

In the bibliography:


**Chapter within a book:**

In the footnotes:

In the bibliography:

**Journal Article:**

In the footnotes:

In the bibliography:
7.2.2 APA style referencing

APA format requires students to follow specific guides in referencing, page layout, as well as headings and subheadings. Here are a few sample pages to illustrate this:

**Title page**

Methods in Leadership Studies 1

Christian Leadership Revisited: A Review of Current Literature

Jane A. Smith

Alphacrucis

Parramatta Campus

LEA601 – Minor project

Date Due: 24 March, 2016

Handed in: 24 March, 2016

Word Count: 1576

Declaration of Authorship

I hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person or material which to a substantial extent has been accepted for the award of any other degree or diploma of a university or other institution of higher learning, except where due acknowledgment is made in the acknowledgments.

Signature: ............. Date: .............

**Abstract Page**

Methods in Leadership Studies 1

Abstract

In this paper, contemporary literature in Christian leadership will be reviewed, with specific emphasis on current trends and implications. Three main themes....

**First page of the body of the text**

Methods in Leadership Studies 3

Christian Leadership Revisited: A Review of Current Literature

Leadership base on a Christian worldview is not just limited to churches. Christian leaders in secular organizations may also adopt, .........

...........................................................................................................................................

...........................................................................................................................................

...........................................................................................................................................

Three Dominant Themes

It is interesting to note that there are three themes that emerge from

...........................................................................................................................................

...........................................................................................................................................

...........................................................................................................................................

Theme one. The first them pertains to the

...........................................................................................................................................

...........................................................................................................................................

...........................................................................................................................................

**First page of references**

Methods in Leadership Studies 20

References


...........................................................................................................................................

...........................................................................................................................................

...........................................................................................................................................
All sources must be accurately referenced in text as well as in the complete list of references at the end of the essay. For thorough instruction on referencing, please refer to the APA style manual or the reference resources provided for individual classes. A sample list of references is provided below.

Book:

Chapter in a Book:

Journal Article:

Internet Article:

### 7.3 quotations and plagiarism

It is legitimate to use direct quotations from other authors in an assignment, but care must be taken not to use too many quotations. Sometimes quotations are used to excess because students do not want to take the time to develop arguments in their own words. Direct quotes should only be used:

- When the original words of the author are expressed so concisely that the student could not improve on them. Quotations of this type, when used in moderation, add force to the assignment.
- When the student wants to comment on or criticize the argument of the author.

Otherwise, it is usually better for the student to put the argument of another author in his/her own words. Acknowledgement should still be given, however, in the form of references.

**Summaries.** Summaries of a work must be footnoted. A collection of another authors paragraph headings are not appropriate for an academic essay.

**Direct Quotations.** Whenever a direct quotation is made, it should be made word for word with the same punctuation, spelling and capitalisation. If there appears to be a mistake in the original (spelling, etc.) it is acceptable to write *sic*, which indicates that the apparent error is in the original, rather than in the transcription.

Normally, quotations are identified by “double quotation marks” at the beginning and ending of the quote. For a quotation of four or more lines, indent the entire quotation from the left-hand margin, and type in single line spacing. No quotation marks should be used for indented quotations.

**Quotations within Quotations.** If a quotation occurs within a short extract being quoted, the usual procedure is to enclose the whole quotation within double quotation marks, and the internal quotation in ‘single quotation marks’. However, this does not apply to the indented, lengthy...
quotations. Since these “block” quotations do not require opening and closing quotation marks, the internal quotation requires the normal “double quotation marks.”

Ellipsis. To avoid long quotations that are not completely relevant, or to extract critical sections from a longer section, it is possible to omit part of a quotation. The *ellipsis* is indicated by three full stops with a space before and after. An ellipsis can occur at the beginning, during, or at the end of a quotation. If an ellipsis is used, it is important not to alter the meaning of the original in any way.

Plagiarism. Plagiarism is essentially unacknowledged material, borrowed from another writer but presented as your own. It thus represents an intention to deceive the marker. Because plagiarism attracts severe penalties—in most cases, an automatic ‘fail’—it is important to give due credit to any and all information, material or arguments that you have acquired from other authors.

### 7.4 study skills and help

The aim of the study skills program at Alphacrucis College is that:

- Students will be equipped to engage in academic writing and research.
- Students will develop a strategy for setting priorities and reserving adequate time for study in their schedules.
- Students will demonstrate awareness of contemporary conventions of academic writing.
- Students will understand how to utilize the library and databases in their research and writing.
- Students will comply with the assessment criteria of Alphacrucis College as set forth in the marking grids.

For students in all courses, there are a range of possible sources for help and improvement in their study skills.

There are several resources on study skills available on the moodle site for students to access. To do so, students can enrol in the ‘Study Skills’ module on moodle. This includes resources, advice and basic procedures in topics such as:

- Time Management
- Study Skills
- How to Reference
- Sample Essays
- Generic Marking Grids
- Tips from Tutors

Further, the RES601 and RES801 subjects are designed to provide students with an advanced understanding of methodology, research and writing skills.
8 Research

8.1 AC Research

Alphacrucis College has a vibrant research culture and community. Research is a key focus of the College as evidenced by its inclusion as a central goal of the Strategic Plan of the AC Council:

Goal 3 of AC Strategic Plan: Research

To build a research community by increasing the research capacity and productivity of academic staff and students by developing research partnerships with other institutions.

S.3.1 Providing leadership and focus for the college’s research effort through the Research Committee;

S.3.2 Strengthening the college’s research profile in key disciplines;

S.3.3 Providing financial and peer support for research-active academic staff and students;

S.3.4 Encouraging explicit integration of research into curricula;

S.3.5 Building a research community through ongoing internal colloquiums, internal conferences, mentoring programs and the development of the Pentecostal Heritage Centre.

AC Research includes Research Centres, Policies relating to Research, AC Online Research Resources, Research Training, Research Output, Research Ethics, Research Funding, Research Supervision oversight, and Research Conferences. AC Research is led by the Director of Research and overseen by the Research Committee of the Academic Board. Its major goal is to support research by academic staff and students and to build a research community. Strategies to achieve this goal include:

<table>
<thead>
<tr>
<th>Function</th>
<th>Alignment with AC Strategic Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Running professional development workshops in publishing, manuscript preparation, research supervision, promotion applications, grant applications, etc.</td>
<td>S.3.1 and S.3.5</td>
</tr>
<tr>
<td>Maintenance of record of research supervisors and students; including supervisor logs/reports.</td>
<td>S.3.1</td>
</tr>
<tr>
<td>Maintenance of a research office site on AC website.</td>
<td>S.3.1</td>
</tr>
<tr>
<td>Establishing and running research centres (such as Pentecostal Heritage Centre).</td>
<td>S.3.2 and S.3.7</td>
</tr>
<tr>
<td>Encouraging and facilitating the establishment of research clusters.</td>
<td>S.3.2, S.3.3, S.3.4 and S.3.7</td>
</tr>
<tr>
<td>Running academic conferences and colloquia.</td>
<td>S.3.6</td>
</tr>
</tbody>
</table>
Implementation of programs to facilitate research activity, such as mentoring programs. | S.3.5 and S.3.6
---|---
Allocation of budget for research activities. | S.3.3
The management of AC publications through APS press or equivalent. | S.3.1 and S.3.2
Facilitate opportunities for external consultancies based on AC faculty members’ areas of expertise. | S.3.2
Drafting and communicating an AC research plan as needed (typically annually) and overseeing the implementation of it. | S.3.1

At Alphacrucis College, both full-time and part-time research students are required to be involved in the intellectual life of the college. The College provides the following mechanisms to support scholarship and research:

### 8.1.1 Colloquia

To foster lively cross-disciplinary academic engagement, the College runs a monthly Colloquium which invites the participation of all academic staff (whether full-time, part-time or sessional) and research students. This provides opportunity to encourage and share research and scholarship, allowing academic staff and research students a forum to present their current research and receive internal feedback, in preparation for external publication or conference presentations. It also provides an opportunity to disseminate information regarding the publications and conference presentations of faculty and research students. The purpose of these meetings is to contribute to the overall creation of a research culture in the College.

### 8.1.2 Research Roundtables

The Research Roundtables facilitate discussion of important topics with input from external experts and to contribute to the overall creation of a research culture in the College. Roundtables are conducted several times per year, with lunch provided. Research supervisors are encouraged to invite research candidates as a further opportunity for professional development.

### 8.1.3 Conference participation and support

AC Research runs a biennial international conference which includes an international guest speaker supplemented by papers presented by faculty and postgraduate students of Alphacrucis College, as well as faculty and postgraduate students from other Colleges or universities across the world. Higher Degree Research students are encouraged to present papers at this event. During the alternate years, Alphacrucis College runs a smaller symposium, called the Barrett Lectures to promote Pentecostal scholarship in Australia. Also, as part of the annual budget process, funding support for conference travel is provided to Higher Research Degree students, according to the Research Resources for Postgraduate Students Policy.

### 8.1.4 Pentecostal Heritage Centre

The research culture of the College is also encouraged through the Pentecostal Heritage Centre (PHC) which was established, in 2001, to physically and digitally store pentecostal archives on a freely accessible public web-based framework called Webjournals, and encourage research and scholarship into the history and impact of pentecostal and charismatic movements in the Christian
churches of Australasia. The PHC is located in the AC Central library, in a purpose-built museum, study centre and archival room made to expert specifications, including include fireproof walls, as well as controlled temperature and lighting. It is a professionally staffed and readily accessible facility which is an influential conduit for research publications and international conferences on pentecostalism. The PHC has gathered one of the largest collections of pentecostal and charismatic materials in Australia, including an extensive living repository of oral sources and collections of early literary materials. Donations by private individuals, key leaders, pentecostal churches and mission organisations include: journals, denominational magazines, church archives, letters, diaries, photographs, slides, minute books, artefacts, 16mm films, videos, cassette tapes and vinyl records. As such, the PHC collection is the only one of its kind in the world.

8.1.5 Australasian Pentecostal Studies

In 1999, Alphacrucis College (then known as Southern Cross College) established the journal Australasian Pentecostal Studies. A list of issues and articles can be found at [http://webjournals.ac.edu.au/journals/aps/](http://webjournals.ac.edu.au/journals/aps/). While the journal has an identity distinct to Alphacrucis College (its integrity maintained by the separate editorial board), it is fully resourced and supported by Alphacrucis College.

The goal of the journal is to be interdisciplinary, integrative and highly contextualised. This goal, however, foregrounds tensions implicit in scholarly inquiry in the contemporary context: maintaining a regional focus in a globalising world; valuing local, cultural and denominational distinctives on the one hand, and the importance of ecumenical, interdisciplinary and intercultural dialogue on the other. Rather than ‘resolve’ these tensions by polarising, the journal hopes to live creatively within these tensions. This hope is reflected in the title of the journal.

The name Australasian Pentecostal Studies locates the journal regionally and confessionally, but also signifies a forum for international, intercultural and ecumenical dialogue. Each article, whether ‘homegrown’ or imported, exhibits international cross-currents. Alphacrucis College students and staff are encouraged to submit articles for this journal.

8.1.6 Crucis

Crucis is a popular publication site: [http://crucis.ac.edu.au/](http://crucis.ac.edu.au/). It operates as an outlet where AC staff, students, alumni and other affiliates have the opportunity to contribute short articles, reflections and podcasts that would benefit the wider community, based on their research and study. While AC faculty and research students do publish the findings from their research in academic journals and books, Crucis is a place where some of those findings are presented in a manner that is accessible to wider audiences. Crucis also provides the opportunity for AC alumni to continue to exercise their thinking, research, and writing skills in contributing articles based on what they are doing since the completion of their studies.

While contributions to Crucis may arise from academic research, Crucis is not a peer-reviewed academic outlet. Submissions to Crucis will be reviewed by two editors, assessing the submission based on the following criteria: 1) quality of writing/thinking 2) extent to which the submission adheres to Crucis guidelines 3) extent to which the submission adheres to the AC Academic Freedom Policy [http://ac.edu.au/ppm/academic-freedom/](http://ac.edu.au/ppm/academic-freedom/). Author guidelines are provided for those who wish to contribute to Crucis.

Contributions can be inspired by academic research, sermon preparation, class assignments, personal reading/reflection, ministry experiences, etc. AC Research intends that Crucis will be part of the intellectual vocabulary of AC stakeholders and the broader community as a catalyst for conversation and social engagement producing ‘inspired thinking for influential living’.

8.2 Support of Student Research
Support and mentoring is provided to students engaged in research activities. The mentoring provided includes discipline-related guidance as well as vocational and spiritual reflection. If appropriate, some limited one-off teaching opportunities are provided for senior students investigating an academic career.

Mentoring primarily occurs through the supervision of postgraduate students. As demonstrated below, AC academic staff are active in supervision of postgraduate students in the various awards offered. The projects require approval by the Research Committee and student progression monitored by the Program Director.

1. Higher Degree Research Supervision

As noted in the Higher Degree Research Supervision Policy (http://ac.edu.au/ppm/hdr-supervision-policy/), students undertaking a HDR degree require a supervisor (or supervisors) to guide them in their research. An effective and professional relationship between the supervisor(s) and student plays an important role in nurturing the College’s research culture. This policy outlines the eligibility criteria, appointment procedures, roles and responsibilities of the principal and secondary supervisor. Supervisors and students are expected to discuss their respective roles and outline the expectations and requirements of the degree. They must reach a common understanding of:

- The key aims of the thesis
- The key milestones
- A proposed timetable
- Necessary methods of working together

These should be revisited regularly to ensure that the thesis stays on track. Supervision Meeting Records forms are used to document regular meetings. If the student wishes to discuss any concerns about progress of supervision in confidence, s/he may directly contact the Program Director prior to a supervision meeting for guidance. If any formal action is necessary, the Program Director will initiate this, in accordance with AC policies. If there is any conflict of interest (example: if the Program Director is the supervisor about whom the student has concerns), the student may direct the confidential expression of concerns to the relevant Dean of School, Director of Research, or Academic Dean.

Giving and receiving feedback, as well as learning how to use it effectively, are integral aspects of the research process. This process should be undertaken with a spirit of goodwill and a common focus on developing the student as well as producing quality work.

You may also request an annual meeting with the Director of Research, to discuss your progress. This meeting could be an opportunity to express any concerns you may have about your supervision arrangement, in confidence.
2. Funding for Conference Travel
To encourage HDR students to participate in research conferences of international standing in Australia or overseas, AC provides limited funding for this purpose (http://ac.edu.au/ppm/research-resources-postgraduate-students-policy/). Funding is provided as a contribution toward reasonable costs associated with conference registration, official conference dinner, economy airfares and accommodation. Eligibility, funding, application and restrictions are outlined in the policy.

3. Research Student Work Stations
As stated in the PPM Research Resources Postgraduate Students Policy (http://ac.edu.au/ppm/research-resources-postgraduate-students-policy), student work stations and facilities in the faculty area are permanently reserved for postgraduate research students. These students will have access to all the faculty facilities, including photocopiers/scanners, kitchen facilities, and wireless Internet. These work stations are provided as a regular study area for students who are carrying out research projects or serving as faculty research assistants. These work stations are available for any research student to use on a casual basis. Application may also be made for the allocation of a permanent work station for a period of six-months. There are two rounds of applications each year for the 6-month allocations of workspaces. Students applying for a work station are required to apply in writing to the Program Director by the first day of each semester. Priority is given to doctoral students who are undertaking the research thesis component of their course and will make regular and consistent use of this space. The Program Director, in consultation with the Facilities Manager, considers all applications for permanent 6-month work stations and makes the allocation for each round. Students eligible to apply for permanent work stations include those who:

- are currently enrolled postgraduate research students
- do not have any other adequate space on campus; or
- are in the “write-up phase” of their candidature (last 6 months); or
- have special needs (such as child care issues, medical or disability reasons or other extraordinary reasons relating to the candidates’ circumstances).

The Library at the Parramatta Campus also has multiple work stations and desks for students. It is also the location of the Pentecostal Heritage Centre (PHC), which include another four work stations, permanently reserved for postgraduate research students.

These students must also be familiar with the Environmental Health and Safety Manual.

8.3 Ethics approval
The Human Research Ethics Committee is an ad-hoc committee of the Academic Board that is convened to evaluate research proposals that are classified as “High Risk.” The initial assessment of risk level of a proposed project will be made by the faculty supervisor (for student projects) or Dean of School or equivalent (for faculty projects). Projects classified as “Minimal Risk” will be viewed and approved by the Director of Research or equivalent. Projects classified as exceeding “Minimal Risk” will require the approval of the HREC.

Students and their supervisors are reminded that the implications of incorporating sensitive material in the thesis should be carefully and thoroughly considered as early as possible during enrolment and appropriate clearances sought from the Human Research Ethics Committee.

If there is a late change in the direction of the research or opportunities arise which could not have been anticipated earlier in the enrolment, additional or revised ethics clearance may be required.
8.4 Intellectual property (ownership)

According to Australian law, Intellectual Property refers to the application of the human mind to develop something original, it is the property of your mind or proprietary knowledge and can be an invention, trade mark, a design or the practical application of your idea. Alphacrucis College will not generally claim ownership of intellectual property created by students except where the intellectual property was:

- created or developed jointly with Alphacrucis College’s staff and the student is deemed to be a co-creator;
- created with substantial contribution or use of Alphacrucis College’s funding, resources, facilities or equipment.
- created using intellectual property already owned by Alphacrucis College.

Use of Intellectual Property owned by Alphacrucis

Where Alphacrucis College claims ownership of intellectual property in a copyright work created or developed by a staff member or student, that staff member or student is granted by a non-exclusive, royalty-free and irrevocable licence to draw from the work for their own research, teaching and professional practice.

For further details, please see: http://ac.edu.au/ppm/intellectual-property-policy/

9.1 Research Student Candidature

As noted in 2.3.2 Admission Process and Decision-Making, the Research Student Candidature Policy (http://ac.edu.au/ppm/research-student-candidature-policy/), outlines procedures relating to the confirmation of candidature of Higher Degree Research (HDR) students. This oral presentation is conducted in front of a Confirmation of Candidature Panel, which consists of members of the Research Committee, as well as an external expert in a relevant field. This provides an opportunity for students to explain their research, to ensure that the student is making appropriate progress and in order to receive formative advice about direction, scope, planning, and feasibility of the project; how to improve research questions, proposed methodology; acquisition or further development of appropriate research and professional skills; and the pathway forward. Exceptions may be made in some cases for those who have transferred from another research program or have received a confirmed candidature at another institution. Success at the confirmation of candidature demonstrates the candidate is likely to produce an assessable thesis in a timely manner. The confirmation of candidature oral presentation can also include other invited peers and academic colleagues, which provides a greater opportunity for feedback and suggestions. However, only the Confirmation of Candidature Panel will have authority to make a recommendation to the Research Committee.

Students whose candidature has been successfully confirmed undergo a mid-candidature review 6 months (FTE) after the confirmation of candidature for MPhil students and 12 months (FTE) after the confirmation of candidature for PhD students. This review is conducted by the Director of Research, the Program Director, and the Dean of School, in a face-to-face or conference call meeting with the student. If any of these persons happen to be the student’s supervisor, an appropriate alternative faculty representative should serve in the review panel. Similarly, if two of
the aforementioned roles are held by the same person, a third faculty representative must serve on the panel. This representative could be appointed by the Dean of School.

The student is required to submit a 1 – 2 page report of progress up to that point, actions taken from supervision meetings (preferably accompanied by a collation of the Supervision Meeting Record forms), any concerns regarding progress, and any extenuating circumstances that may have interfered with progress. This report is submitted to the Director of Research at least 2 weeks prior to the review meeting. The principal supervisor is also required to submit a 1 – 2 page report on the progress of the student, outlining the extent to which s/he is satisfied with the student’s progress and confident of the student’s ability to complete the course. The student is required to make an oral presentation of the progress made since the confirmation of candidature.

The Research Student Candidature Policy also outlines extension of candidature, leave of absence, appeals and intervention procedures.
9.2 Thesis Submission

9.2.1 Thesis Preparation

All Masters and Doctoral theses should follow the general referencing styles noted in this Handbook.

The responsibility for the layout of the thesis and selection of the title rests with the student after discussion with the supervisory team. The student should state generally in the preface, bibliography and by citation methods appropriate to the discipline the sources of the information and the extent to which the thesis draws on the work of others. Full and appropriate attribution is essential. Students should note the Australian Code for the Responsible Conduct of Research (https://www.nhmrc.gov.au/guidelines/publications/r39) statements on ethics and integrity in research.

Where a thesis is to have input from a professional editor, the student must obtain written permission from the main supervisor for editing. The student should supply to the editor a copy of this permission, along with the manuscript. Professional editorial intervention should be restricted to matters of language, illustrations, completeness and consistency. Where a professional editor provides advice on matters of structure, exemplars only should be given.

The name of the editor and a brief description of the service rendered should be included in the acknowledgements or other prefatory matter of the thesis when it is presented for examination.

The supervisor(s) must certify to the best of their knowledge that any editorial assistance has been appropriately described and acknowledged.

9.2.2 Word length

The word length for a thesis does not include footnotes, references or appendices, nor does it include equations, tables, diagrams or other illustrations. Where it is proposed that a thesis will exceed the specified maximum length, a request must be submitted to the Research Committee. Requests of this nature must be made well in advance of the thesis being submitted for examination.

The expectedword length for the PhD thesis is 80,000 words.

The DMin thesis can be submitted as a portfolio of work that may consist either of related or discrete pieces of work. Students may elect to produce a portfolio of reports on four to six research projects undertaken during candidature. Each report will comprise a substantial piece of work which will have been published or is of a publishable standard. Each chapter will include a critical introduction and commentary surrounding the work, and, as appropriate, a critical commentary on the work as a whole.

9.3 Thesis Examination

9.3.1 Research Thesis Examination Procedures

As noted in the Research Thesis Examination Policy (http://ac.edu.au/ppm/research-thesis-examination-policy/), the thesis examination process is an integral part of ensuring the academic quality, originality and integrity of AC courses. It provides procedures to meet international benchmarking standards and promote dissemination of the research of its scholars.
Research Proposal

- Please submit this form at least 3 – 4 weeks before you intend to commence the research.
- Choose your preferred supervisor (and possible alternative supervisors) based on the topic of your project and the supervisor’s area of expertise. You must discuss the project with your intended supervisor well before you intend to commence the research to allow time to refine the project based on feedback from the intended supervisor.
- You must have your intended supervisor’s signature on the form before submission.
- The completed and signed form should be submitted electronically to research@ac.edu.au
- If your project involves the collection of data/information from human participants, you must obtain Ethics Approval before commencing the research.

To be completed by Student (note the boxes will expand as necessary)

<table>
<thead>
<tr>
<th>Student Name</th>
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<tbody>
<tr>
<td>Student Email</td>
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<tr>
<td>Faculty and Course</td>
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<tr>
<td>Project Subject Code</td>
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<tr>
<td>and Name (E.g. RES501</td>
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<tr>
<td>Research Project)</td>
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<td>Subjects completed so</td>
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<tr>
<td>far with grades (please list or attach)</td>
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<tr>
<td>Semester/year in which you wish to enrol</td>
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<tr>
<td>Project Title</td>
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<tr>
<td>Research Question</td>
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<tr>
<td>Brief Background and</td>
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<tr>
<td>Significance of the</td>
<td></td>
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<tr>
<td>Proposed</td>
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<tr>
<td>Project</td>
<td>max one page</td>
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</tr>
<tr>
<td>Proposed research methodology</td>
<td>max one page</td>
</tr>
<tr>
<td>Proposed project outline/table of contents</td>
<td>max ½ page</td>
</tr>
<tr>
<td>Project Timeline</td>
<td>max ½ page</td>
</tr>
<tr>
<td>Key References</td>
<td>max one page</td>
</tr>
<tr>
<td>Preferred supervisor</td>
<td></td>
</tr>
<tr>
<td>Alternative supervisors</td>
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...................................

Signature of Student  Date

I have read the Alphacrucis research policy and agree to abide by it.

To be completed by Supervisor:

<table>
<thead>
<tr>
<th>Research supervisor’s comments on proposal</th>
<th></th>
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........................................

higher degree research student handbook ©alphacrucis college 2016 45
To be completed by Research Committee Chair:

<table>
<thead>
<tr>
<th>Research Committee Comments and Decision</th>
</tr>
</thead>
</table>

Signature of Chair  
Date

------------------  ------------------

Signature of Supervisor  
Date
CONFIRMATION OF CANDIDATURE APPLICATION FORM

Introduction and Instructions

AC research award students are initially admitted as “provisional” candidates when they commence the program. This is changed to “confirmed” status following the confirmation of candidature process which involves an oral presentation of the proposal at the end of the first 12 months full time equivalent (FTE) or 6 months FTE for MPhil students; longer with special permission from the relevant Program Director. This form is to be completed by the student at least 4 weeks prior to the oral presentation in front of a Confirmation of Candidature Panel (usually at an AC Colloquium).

SECTION I: To be completed by the student

<table>
<thead>
<tr>
<th>Student Name</th>
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<table>
<thead>
<tr>
<th>Student ID</th>
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<table>
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<tr>
<th>Course</th>
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<table>
<thead>
<tr>
<th>Thesis Title</th>
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<table>
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<tr>
<th>Primary Supervisor</th>
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<table>
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<tr>
<th>Secondary Supervisor</th>
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<table>
<thead>
<tr>
<th>Date of First Enrolment in Course</th>
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</table>

<table>
<thead>
<tr>
<th>Date of Application for Confirmation of Candidature</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you think you have received sufficient supervisory input to complete this thesis?</th>
</tr>
</thead>
</table>
Additionally, please attach a document in which you provide the following:

- Significance of this research
- Literature review (3 – 5 pages)
- Methodology (2 – 3 pages)
- Key references (2 – 3 pages)
- Table of contents and proposed timeline for completion
- Anticipated challenges in adhering to proposed timeline and strategies to address them
- Estimating of any resources required

| Thesis Title |  |
| Research Question |  |
| Date of Student’s Oral Presentation of Proposal |  |

**SECTION II: To be completed by the primary supervisor**

Do you think the student’s proposal is well-developed? Please comment.
<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you think the student’s methodology is appropriate for the research question(s)? Please comment.</td>
<td></td>
</tr>
<tr>
<td>Do you think the student is appropriately skilled to execute the methodologies specified in the proposal? If not what plans are in place to receive training for these skills?</td>
<td></td>
</tr>
<tr>
<td>Do you think the student has access to appropriate resources to complete this thesis? If not what advice have you provided for accessing resources?</td>
<td></td>
</tr>
<tr>
<td>How often have you met with the student to discuss this thesis?</td>
<td></td>
</tr>
<tr>
<td>Do you think the student has received sufficient supervisory input (from yourself and secondary supervisor where relevant) to complete this thesis?</td>
<td></td>
</tr>
<tr>
<td>Would you recommend confirmation of candidature for this student?</td>
<td></td>
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</tbody>
</table>

- I recommend confirmation of candidature
- I recommend provisional confirmation of candidature, subject to the following conditions (please specify):
- I do not recommend confirmation of candidature for the following reasons (please specify):
### SECTION III: To be completed by the Program Director

<table>
<thead>
<tr>
<th>Would you recommend confirmation of candidature for this student?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ I recommend confirmation of candidature</td>
</tr>
<tr>
<td>☐ I recommend provisional confirmation of candidature, subject to the following conditions (please specify):</td>
</tr>
<tr>
<td>☐ I do not recommend confirmation of candidature for the following reasons (please specify):</td>
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</table>

<table>
<thead>
<tr>
<th>Signature and Date</th>
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</table>
CONFIRMATION OF CANDIDATURE REPORT

Introduction and Instructions

Sections I to V are to be completed by the Chair of the Confirmation of Candidature Panel on the recommendations of the Confirmation of Candidature Panel. Section VI is to be completed by the Chair of the Research Committee on the recommendation of the Research Committee. This report will then be tabled at Academic Board for approval.

SECTION I: Student details

<table>
<thead>
<tr>
<th>Student Name</th>
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<tbody>
<tr>
<td>Student ID</td>
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<tr>
<td>Course</td>
<td></td>
</tr>
<tr>
<td>Thesis Title</td>
<td></td>
</tr>
<tr>
<td>Primary Supervisor</td>
<td></td>
</tr>
<tr>
<td>Secondary Supervisor</td>
<td></td>
</tr>
</tbody>
</table>

SECTION II: Was the background and significance of the research explained comprehensively and defended strongly?

<table>
<thead>
<tr>
<th>Clarity of objectives, research questions and/or hypotheses</th>
<th>Excellent</th>
<th>Good</th>
<th>Sufficient</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Inadequate</td>
<td></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Capacity to critically review the</th>
<th>Excellent</th>
<th>Good</th>
<th>Sufficient</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Inadequate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SECTION III: Were the research methods identified clearly and explained appropriately?

<table>
<thead>
<tr>
<th>Research methods justified and appropriate</th>
<th>☐ Excellent</th>
<th>☐ Good</th>
<th>☐ Sufficient</th>
<th>☐ Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarity and feasibility of the research plan including timeline</td>
<td>☐ Excellent</td>
<td>☐ Good</td>
<td>☐ Sufficient</td>
<td>☐ Needs Improvement</td>
</tr>
<tr>
<td>Proposed methods of data collection and analyses</td>
<td>☐ Excellent</td>
<td>☐ Good</td>
<td>☐ Sufficient</td>
<td>☐ Needs Improvement</td>
</tr>
<tr>
<td>Risk management strategies</td>
<td>☐ Excellent</td>
<td>☐ Good</td>
<td>☐ Sufficient</td>
<td>☐ Needs Improvement</td>
</tr>
</tbody>
</table>

### SECTION IV: Does the candidate exhibit the presentation skills appropriate to this stage of candidature?

<table>
<thead>
<tr>
<th>Fluency of presentation</th>
<th>☐ Excellent</th>
<th>☐ Good</th>
<th>☐ Sufficient</th>
<th>☐ Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarity of presentation and communication</td>
<td>☐ Excellent</td>
<td>☐ Good</td>
<td>☐ Sufficient</td>
<td>☐ Needs Improvement</td>
</tr>
</tbody>
</table>
SECTION V: Evaluation of overall standard of performance in all the components of the Confirmation of Candidature.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>Excellent</td>
<td>Outstanding and original approach to the project.</td>
</tr>
<tr>
<td>Good</td>
<td>Commendable and/or original approach to the project.</td>
</tr>
<tr>
<td>Sufficient</td>
<td>Variable performance which on balance is of an appropriate standard.</td>
</tr>
<tr>
<td>Needs Improvement</td>
<td>Requires further development to be of an appropriate standard.</td>
</tr>
<tr>
<td>Inadequate</td>
<td>Not of an appropriate standard.</td>
</tr>
</tbody>
</table>

SECTION VI: To be completed by the Chair of Research Committee

☐ Candidature is confirmed
☐ Proposed supervisor is approved to continue supervision
☐ Proposed secondary supervisor is approved (where relevant)
☐ Candidature is confirmed on a provisional basis subject to the following conditions (please specify) and candidate must re-schedule the oral presentation of proposal and submit revised thesis proposal within ................. weeks for final approval.

<table>
<thead>
<tr>
<th>Conditions of provisional candidature</th>
</tr>
</thead>
</table>

☐ Candidature is terminated due to unsatisfactory progress

..........................................................
Signature and Date
SUPERVISION MEETING RECORD FORM

<table>
<thead>
<tr>
<th>Student's Name</th>
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<table>
<thead>
<tr>
<th>Title of Project</th>
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<table>
<thead>
<tr>
<th>Primary Supervisor</th>
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<table>
<thead>
<tr>
<th>Secondary Supervisor</th>
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<table>
<thead>
<tr>
<th>Meeting Date</th>
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Notes from Previous Meeting

<table>
<thead>
<tr>
<th>Date of previous meeting</th>
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<table>
<thead>
<tr>
<th>Actions taken in response to matters raised in previous meeting (list each matter and corresponding action separately)</th>
</tr>
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<table>
<thead>
<tr>
<th>Summary of progress since previous meeting</th>
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<table>
<thead>
<tr>
<th>Matters</th>
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Notes of Current Meeting

<table>
<thead>
<tr>
<th>Issue</th>
<th>Agreed Action</th>
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Other Comments:

Next Meeting Date:

Signature of Supervisor ............................................

Signature of Student ....................................................
HIGHER DEGREE RESEARCH STUDENTS APPLICATION FOR CONFERENCE FUNDING SUPPORT

Introduction and instructions

This form is to be used to apply for conference support funding by confirmed Higher Degree Research (HDR) students at AC. For further details regarding HDR funding, please refer to the Higher Degree Research Student Resources Policy.

Requests for funding should be submitted the year before the proposed conference, in line with AC budget procedures. An annual call for submission of conference travel funding requests will be issued by AC Research.

This form must be submitted to the Research Committee (research@ac.edu.au). The Research Committee will assess the application and submit a recommendation according to AC budget request procedures. You will be notified by email when the decision is made. If you have any questions about completing this form, please consult your supervisor.

SECTION I: To be completed by the student

<table>
<thead>
<tr>
<th>Student Name</th>
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<table>
<thead>
<tr>
<th>Student ID</th>
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<table>
<thead>
<tr>
<th>Course</th>
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<table>
<thead>
<tr>
<th>Thesis Title</th>
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<thead>
<tr>
<th>Primary Supervisor</th>
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<th>Secondary Supervisor</th>
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<table>
<thead>
<tr>
<th>Date of First Enrolment in Course</th>
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<table>
<thead>
<tr>
<th>Have you applied for conference funding previously? If yes, provide details.</th>
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SECTION II: To be completed by the student – conference details for current
<table>
<thead>
<tr>
<th>Title of Conference Paper</th>
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<tbody>
<tr>
<td>Conference Title</td>
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<tr>
<td>Conference Location</td>
<td></td>
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<tr>
<td>Conference Dates</td>
<td></td>
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<tr>
<td>Conference Paper Proposal (maximum 500 words)</td>
<td></td>
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<tr>
<td>Has your proposal been accepted by the conference yet?</td>
<td></td>
</tr>
<tr>
<td>Arrangements for Publication (e.g. fully refereed conference; to be submitted to refereed journal/book chapter; proposed journal/book chapter)</td>
<td></td>
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<tr>
<td>Additional Comments</td>
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<tr>
<td>Travel Dates</td>
<td></td>
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<tr>
<td>Itemised Budget (i.e. registration fee, travel expenses, accommodation, etc)</td>
<td></td>
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<tr>
<td>Where full support is not being requested, please indicate the source of the additional funds required e.g. self-funded.</td>
<td></td>
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<tr>
<td>Total support requested</td>
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<td>SECTION III: To be completed by the primary supervisor</td>
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<tr>
<td>------------------------------------------------------</td>
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<tr>
<td><strong>Name</strong></td>
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<tr>
<td><strong>Please assess the importance of supporting this request for conference support</strong></td>
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<tr>
<td><strong>Recommendation</strong></td>
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<tr>
<td>☐ Highly Recommended</td>
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<tr>
<td>☐ Recommended</td>
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<tr>
<td>☐ Not Recommended</td>
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<tr>
<td><strong>Signature</strong></td>
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<td><strong>Date</strong></td>
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<th>SECTION V: To be completed by the Chair of Research Committee</th>
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<tbody>
<tr>
<td><strong>Name</strong></td>
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<tr>
<td><strong>Funding Recommendation</strong></td>
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<td><strong>Signature and Date</strong></td>
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