

UNIT SELECTION GUIDE

MINISTRIES COURSES

SEMESTER 2, 2020



Dear Student,

Congratulations and welcome to the School of Ministries at Christian Heritage College. The purpose of this guide is to assist you with your unit selection for Semester 2, 2020.

As a student who is commencing studies in Ministries, you will be enrolled in one of the following courses:

| MINISTRIES COURSES | COURSE CODE |
|----------------------------------|-------------|
| Diploma of Ministry | MS07 |
| Bachelor of Ministry | MS11 |
| Graduate Certificate in Ministry | MS43 |
| Graduate Diploma in Ministry | MS44 |
| Master of Ministry Leadership | MS51 |

You will need to select the units in which you wish to enrol for this semester. The number of units you select will depend upon the number of units offered in your course and the number of units offered in your course and the level of workload you wish to undertake. At CHC, each unit is given a weighting of 10 credit points (10cp), unless otherwise indicated. Each 10-credit point unit has an EFTSL value of 0.125 (see the *EFTSL Values for Units of Study* information sheet on the CHC website for further details regarding EFTSL values) and has a semester workload of 150 hours. This includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). Unit outlines include a breakdown of these aspects as they apply to each unit.

A normal full-time study load is 4 units, or 40 credit points, per semester. Part-time students will choose how many units they enrol in depending on their other commitments.

To be eligible for Centrelink payments in approved courses, students must enrol in at least 75% of a normal full-time study load, or at least 3 units, or 30 credit points, per semester¹.

If you think that you may be eligible for transfer of credit or exemption from any of the units in your course, you should contact your Course Coordinator as soon as possible, as you may not apply for transfer of credit for a unit in which you are currently enrolled.

SELECTING YOUR UNITS

To select your units for Semester 2, 2020 you must complete the online *Unit Selection* form at the link provided in your offer materials.

To log in to the *Unit Selection* form, you will need to enter your CHC student number, surname and date of birth. The units that are available to you in your course for this semester, and the mode(s) in which they are being delivered, will be displayed. Students who have received credit transfer for any of the units indicated should contact their Course Coordinator for advice regarding their unit selection.

¹ Contact CHC Student Administration for information regarding the courses that are approved courses for Centrelink payments.



UNDERGRADUATE COURSES

The undergraduate Ministries courses are as follows:

| UNDERGRADUATE MINISTRY COURSES | COURSE CODE |
|--------------------------------|-------------|
| Diploma of Ministry | MS07 |
| Bachelor of Ministry | MS11 |

The *Ministries Courses Handbook* contains information regarding the requirements for the undergraduate Ministries courses, or contact your Course Coordinator.

DIPLOMA OF MINISTRY (MS07) AND BACHELOR OF MINISTRY (MS11)

The Diploma of Ministry is nested in the Bachelor of Ministry.

The following units are available for commencing students who wish to undertake studies in the *internal* mode only:

| UNIT | CREDIT POINTS |
|---|---------------|
| JA102 Biblical Studies in the Old Testament | 10 |
| JB105 Theology of Ministry | 10 |
| JC101 Introduction to Ministry Practice | 10 |
| JC103 Leadership for Life and Ministry | 10 |

Students who wish to undertake all or some of their studies the *external/online* mode may select from these and other units. The following units are available for commencing students in the *external/online* mode:

| UNIT | CREDIT POINTS |
|---|---------------|
| JA101 Biblical Interpretation and Application | 10 |
| JA102 Biblical Studies in the Old Testament | 10 |
| JA103 Biblical Studies in the New Testament | 10 |
| JB104 Spiritual Transformation | 10 |
| JB105 Theology of Ministry | 10 |
| JC101 Introduction to Ministry Practice | 10 |
| JC102 Communication for Ministry | 10 |
| JC103 Leadership for Life and Ministry | 10 |

POSTGRADUATE COURSES

The postgraduate Ministries courses are as follows:

| UNDERGRADUATE MINISTRY COURSES | COURSE CODE |
|----------------------------------|-------------|
| Graduate Certificate in Ministry | MS43 |
| Graduate Diploma in Ministry | MS44 |
| Master of Ministry Leadership | MS51 |

The *Ministries Courses Handbook* contains information regarding the requirements for the postgraduate Ministries courses, or contact your Course Coordinator.

GRADUATE CERTIFICATE IN MINISTRY (MS43) AND GRADUATE DIPLOMA IN MINISTRY (MS44)

The Graduate Certificate in Ministry is nested in the Graduate Diploma in Ministry. Students in the Graduate Certificate in Ministry undertake up to four of the units that comprise the Graduate Diploma in Ministry, with a maximum of two units in any one field (JA, JB or JC).

The following units are available for commencing students who wish to undertake studies in the *internal* mode only:

| UNIT | CREDIT POINTS |
|---|---------------|
| JA402 Biblical Studies in the Old Testament | 10 |
| JB405 Theology of Ministry | 10 |
| JC401 Introduction to Ministry Practice | 10 |
| JC403 Leadership for Life and Ministry | 10 |

Students who wish to undertake all or some of their studies the *external/online* mode may select from these and other units. The following units are available for commencing students in the *external/online* mode:

| UNIT | CREDIT POINTS |
|---|---------------|
| JA401 Biblical Interpretation and Application | 10 |
| JA402 Biblical Studies in the Old Testament | 10 |
| JA403 Biblical Studies in the New Testament | 10 |
| JB404 Spiritual Transformation | 10 |
| JB405 Theology of Ministry | 10 |
| JC401 Introduction to Ministry Practice | 10 |
| JC402 Communication for Ministry | 10 |
| JC403 Leadership for Life and Ministry | 10 |

MASTER OF MINISTRY LEADERSHIP (MS51)

The Master of Ministry Leadership is offered on a part-time basis only, at the rate of one unit per semester. Units in this course are normally available in the *intensive* mode only.

The following unit is available to commencing students in the Master of Ministry Leadership:

| UNIT | MODE(S) AVAILABLE | CREDIT POINTS |
|--|-------------------|---------------|
| JM502 Identity of the Leader – A Theological Investigation | Intensive | 10 |

MODES

The modes in which units are delivered are as follows:

- **internal** – denotes weekly on campus classes, usually consisting of three hours of face-to-face contact per teaching week;
- **intensive** – denotes a combination of periodic on campus classes, usually consisting of two or three sessions of whole-day face-to-face contact during a semester, and weekly online sessions; and
- **external/online** – denotes distance education with no on campus classes.

Units of study that are listed as being delivered by *internal* and *intensive* modes will commence Semester 2, 2020 as **on campus** classes with required social distancing measures and enhanced cleaning regimes in place.

Students who choose not to return to campus at this time are advised to enrol in the *external/online* mode for their units of study where this is available. Units of study that are listed as being delivered by the *internal* or *intensive* mode only will have alternative arrangements available for students who choose not to return to campus at this time.

CREDIT POINT WEIGHTING

The *credit point weighting* indicates the number of hours per week that students would normally be expected to devote to studies in each unit of study across the semester. This includes (as applicable) attendance at on campus classes, participation in online classes, reading and preparation for classes, study and research, assessment work, etc.

CHANGING YOUR UNIT SELECTION

If you wish to change your unit selection after completing your enrolment, you must submit a completed *Application for Change to Unit Selection* form (available on the CHC website). Changes to your unit selection may have an effect upon transcript data and fees payable, depending upon the date on which any such changes are made, as outlined in the table below.

| CHANGE TO UNIT SELECTION | DATE |
|--|---------------|
| Last day to add units | end of Week 2 |
| Last day to drop units without financial penalty | Census date |
| Last day to drop units without academic penalty | end of Week 8 |

CENSUS DATE

The census dates that apply to each semester are declared by CHC in the *Student Handbook* and on the CHC website.

The census date is the date in each semester on which all enrolment information is to be finalised. No changes can be made to enrolment information after this date, except those allowed by Commonwealth legislation.

The census date for Semester 2, 2020 is **Thursday, 13 August 2020**.

The following outcomes apply to withdrawal from units:

| CHANGE TO UNIT SELECTION | TRANSCRIPT ENTRY | FEES PAYABLE |
|------------------------------------|--------------------|--------------|
| Up to and including census date | Nil | Nil |
| After census date to end of Week 8 | W - Withdrawn | Full fees |
| Week 9 to end of semester | WF - Withdraw Fail | Full fees |