



MORLING  
COLLEGE

# STUDENT HANDBOOK

## 2025

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# ABOUT MORLING COLLEGE

Morling College is a leading theological and higher education institution in Australia, equipping students for Christian ministry, mission, leadership, and service. Established in 1916 and affiliated with the Baptist Churches of New South Wales and the Australian Capital Territory, the college offers courses in theology, ministry, counselling, education, and chaplaincy. With campuses in Sydney, Perth and Brisbane, plus extensive online learning options, Morling fosters academic excellence and spiritual growth in a supportive, welcoming community.

## MORLING'S MISSION

Equipping and shaping Christ-centered followers to impact the world.

## MORLING'S VALUES

Morling's academic and administrative staff are committed to three core values:

### Christ is Central.

Gospel-focused and Bible-based education that submits to the authority and centrality of Christ and his Word. Equipping and shaping you to proclaim and live out the gospel.

### People Matter.

Caring education that values people and welcomes a diversity of theological opinion and ministry practice within a framework of shared gospel conviction.

### Education is Transformative.

Life-transforming and excellent education that empowers you to pursue passionate Christian discipleship. A transforming balance and integration between academic study, practical training, and spiritual formation.



## MORLING'S MOTTO AND CREST

The Morling crest and motto date back to the start of the College.

The motto *Summa Supremo* is a Latin phrase meaning "the utmost [or best] for the highest". The crest includes a sun (symbolising light), stars (symbolising the southern cross), and an open Bible.

## OUR FACULTIES AND ACCREDITING BODIES

### BIBLE AND THEOLOGY (BAT)



As an affiliated college of the Australian College of Theology, Morling College is approved to deliver the following courses of the ACT (CRICOS 02650E).

### EDUCATION (EDU), COUNSELLING, CHAPLAINCY & SPIRITUAL CARE (CCSC)

Our Education, Counselling, Chaplaincy and Spiritual Care, and Professional Supervision Courses are all awarded and accredited through Morling College Ltd, and accreditation is given by the Tertiary Education Quality and Standards Agency (TEQSA). (TEQSA Provider Code: PRV12034).

# CONTACT INFORMATION

## ADMINISTRATION AND GENERAL ENQUIRIES

Phone

- Sydney: (02) 9878 0201
- Perth: (08) 6313 6200
- Brisbane: (07) 3354 5656

E-mail [enquiries@morling.edu.au](mailto:enquiries@morling.edu.au)

Website [www.morling.edu.au](http://www.morling.edu.au)

## CAMPUS ADDRESSES

### Sydney campus

Ministry & Learning Centre  
5 Saunders Close, Macquarie Park, NSW 2113

### Perth - Vose Campus

20 Hayman Rd, Bentley, WA 6102

### Brisbane – Malyon Campus

53 Prospect Rd, Gaythorne QLD 4051

## MORLING ONLINE

Students studying online can contact the Morling Online Department for assistance with accessing online course materials, tech support and other issues as required.

E-mail [online@morling.edu.au](mailto:online@morling.edu.au)

## LIBRARY

The library staff may be contacted in person or via email during opening hours (times indicated on the library catalogue homepage).

E-mail [libraryhelpdesk@morling.edu.au](mailto:libraryhelpdesk@morling.edu.au)

## FUTURE STUDENTS

People wishing to study at Morling can contact our Future Students team.

E-mail [study@morling.edu.au](mailto:study@morling.edu.au)

## CURRENT STUDENTS

Current students can seek support through contacting the Student Services Team during office hours and through the Student Helpdesk found on Moodle.

E-mail [student\\_services1@morling.edu.au](mailto:student_services1@morling.edu.au)

## ACADEMIC STAFF AND COURSE ADVISERS

Academic staff (faculty and other lecturers) are committed to supporting students and operate an open-door policy. This means you can meet them without an appointment. However, appointments are appreciated, as they help ensure staff availability and minimise disruptions.

You can meet with academic staff face-to-face, via Zoom, or over the phone. Contact details for lecturers can be found on the relevant unit page in Moodle. Additionally, the list of Course Advisers for each award or level of study is available in the Course Planning section of Moodle.

Please respect staff privacy if their office door is closed, as this indicates they may be engaged in other tasks.

For part-time academic staff or those with external responsibilities (e.g., many of our Counselling, Chaplaincy & Spiritual Care (CCSC) faculty have regular client meetings), we recommend making an appointment. You may also check with the CCSC administrators to confirm their availability.

# CAMPUS INFORMATION

For more information about our campuses and extension campuses, please visit our webpage – <https://www.morling.edu.au/campuses>

## MORLING SYDNEY CAMPUS

The Sydney campus moved to its current location in 1962. It is located near Macquarie University and the Macquarie Park Business district.

### The Ministry and Learning Centre

The Ministry and Learning Centre (MALC) is where many College activities happen. This is the main location of lecture rooms, the library and staff offices.

The Ministry and Learning Centre is also the location of the Baptist Ministry Centre of NSW & ACT and the NSW office of Baptist Financial Services. Macquarie Baptist Church and Macquarie Korean Baptist Church also meet on campus

### Morling Residential

We offer several townhouses, units and individual rooms for Morling students who study on-campus

and their families. Morling Residential College (MRC) provides accommodation for both Morling students and students from other institutions. Morling Village provides accommodation predominantly for Morling students and their families in one-, two- or three-bedroom townhouses and units. More information and application forms can be found on the College website.

## PERTH VOSE CAMPUS

The Perth Vose Campus is in Bentley and has served the Baptist community offering Theological Education in Perth since 1963. Vose Seminary merged with Morling College in 2021.

The Perth Vose Campus is located across the road from Curtin University and neighbours Swan Care and the Department of Corrective Services Academy.

## BRISBANE MALYON CAMPUS

The Brisbane Malyon Campus is in Brisbane, Queensland, and it was established in 1904 as the Queensland Baptist College. It merged with Morling College in 2025. It became the Baptist Theological College of Queensland (BTCQ) and then the Queensland Baptist College of Ministry (QBCM) before adopting the name Malyon College in honour of its founding principal, TJ Malyon. The college campus is on the same grounds as the centre for the Queensland Baptists.

## ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the many First Nations Peoples as the original inhabitants and custodians of Australia. We recognize their deep connection to the land, waters, resources, and community. We acknowledge the vital contributions that First Nations peoples of Australia have made and still make to the nation that we share.

We recognise that we are not the first people or community to live, work and learn in the places where our campuses and hubs now stand, and the places where our students live and learn.

We specifically acknowledge the following peoples:

- Sydney, Macquarie Park: the Wallumattagal people of the Dharug nation.
- Perth: the Wadjuk people of the Nyungar Nation.
- Brisbane: the Turrbal, Jagera, and Yuggera/Yagera peoples

# FINDING INFORMATION

Information for students can be found through:

## MORLING WEBSITE

[www.morling.edu.au](http://www.morling.edu.au)

The Morling website contains many resources for students including:

- Academic Calendars and Important Dates
- Timetables
- Unit Offerings
- Staff Biographies
- Event Registration Links
- Morling Press Information
- Information about Morling Boards and Committees
- Policies

## MORLING ONLINE (MOODLE)

[www.morlingonline.edu.au](http://www.morlingonline.edu.au)

Morling Online (Moodle) is our central online repository for all information related to the Units students are enrolled in. This includes contact details for lecturers, course Unit outlines, reading lists, and assessment details, as well as student forms, technical help, academic writing guides, study skills support, course planning tools and exam timetables.

## @MORLING

@Morling is our newsletter communication with all students. It is emailed to all enrolled students regularly and is the main way of communicating what is happening at Morling. It is the student's responsibility to read this and ensure that it is labelled 'safe' to ensure arrival.

## SOCIAL MEDIA

Follow Morling on Facebook and Instagram to keep up to date with all announcements and events.

Facebook: /morlingcollege

Instagram: /morlingcollege

# STUDENT CARDS

All students are entitled to a Student Card which serve as your:

- Student Identification Card
- Library Borrowing Card
- Transport Concession Card (if applicable)
- Car Park/Boom gate Entrance Card (Sydney campus)

## Applying For A Student Card

Students can apply online through the link provided in the Student Services section on Moodle.

- **Card Collection On campus:** If you attend a campus for weekly lectures or intensives, your card will be available for pick-up at Reception during office hours or with the library team on Tuesday–Thursday evenings. If you will be attending a Friday or weekend intensive, please inform us in advance to ensure your card is ready.
- **Wholly Online Students:** If you are a fully online student and will not visit a campus, please indicate this in the application form and provide your mailing address in the comment box.
- **Processing Time:** Student cards typically take 2–3 working days to be printed and prepared. You will receive an email notification once your card is ready for pick-up or has been dispatched.

## Lost Or Stolen Cards

Your first student card is issued free of charge. However, if your card is lost or stolen and requires replacement, a fee of \$20.00 will apply.

## TRANSPORT CONCESSIONS

Transport concessions for tertiary students vary by state and territory. For eligibility criteria, application processes, and further details, consult the respective transport authority's website for your state or territory. If you need assistance, contact the Student Services team.

Note that Bible and Theology students are granted concessions as a student of the Australian College of Theology. CCSC and Education students can apply using Morling as their Higher Education Provider (HEP).

# COMMUNITY AND STUDENT LIFE

At Morling College, we understand that students need various support structures to thrive in their studies. We are committed to fostering a supportive community that encourages academic excellence, personal growth, and spiritual development.

## Orientation to Study

Orientation is a key aspect of welcoming new students and fostering a supportive community. Each semester, we offer orientation activities to help students connect, pray, and prepare for their academic journey. Orientation introduces new students to college life and provides essential information about expectations, responsibilities, and resources. Detailed information about policies and procedures is available on the College website. Bible and Theology students can also access policies via the ACT website.

## PASTORAL SUPPORT

All students are encouraged to seek pastoral support throughout their studies. While many students rely on personal networks such as family, friends, church communities, small groups, and mentors, we recognise that the challenges of study can bring unique personal or familial issues.

Students are welcome to discuss sensitive or confidential matters with the Director of Student Services or a member of the Student Services Team. For further support, links to health, welfare, and counselling services are available on our Student Support Services webpage.

## Submitting Prayer Requests

If you have a specific prayer need, you can share it with the Student Services Team or submit a confidential request via the Prayer Request Form on Moodle. The staff would be privileged to pray for you.

## Counselling Support through The Ezra Centre

Morling's Ezra Centre provides counselling services to students and the public. Professional counsellors and interns are available for appointments, either face-to-face or online. Morling students can access discounted rates with Counselling interns.

For confidential enquiries, contact [www.ezra.org.au](http://www.ezra.org.au)

## ACADEMIC SUPPORT

At Morling, lecturers are dedicated to helping students develop strong research and writing skills. Students can also access additional academic support through our Academic Tutor (available for both on-campus and online students).

Students concerned about their academic skills or progression can:

- Speak with their lecturer, study mentor, or course adviser.
- Access Study Skills Tutorials on Moodle.
- Contact the Academic Tutor at [academictutor@morling.edu.au](mailto:academictutor@morling.edu.au) for tailored guidance on research and writing.

## OVERSEAS STUDENT SUPPORT

We offer specialised support for overseas students through the Director of Student Services. At the start of each semester, all overseas students are required to complete orientation sessions regarding their study and overseas student requirements.

Overseas students may request a meeting to discuss:

- Adjusting to the Morling community and Australian culture.
- Understanding student visa conditions.
- Changes to enrolment, such as study load adjustments or program leave, and their impact on visas.
- Clarification of Morling's policies and procedures.
- Personal, family, or financial issues.
- Academic progression, planning, and monitoring.

## STUDENT HELP DESK

To ensure students can easily access the support and advice they need, Morling provides a Student Help Desk accessible on Moodle. Students can log a request, and a team member will respond promptly or direct them to the appropriate resources.



## **SPIRITUAL FORMATION**

Spiritual formation is central to our life at Morling College, as we seek to nurture students in their journey of becoming more like Christ. This process involves growing in faith, deepening your understanding of God's Word, and developing practices that cultivate a vibrant relationship with God.

We provide opportunities for spiritual growth through discipleship groups, chapel services, and both informal and formal opportunities for prayer. These spaces are designed to encourage reflection, foster community, and equip you as you follow Christ.

We believe that spiritual formation extends beyond what happens as part of your study. We strongly encourage students to remain actively connected to their local church community for discipleship, mentoring, and mutual encouragement. Your church is a vital context for living out your faith, growing in spiritual maturity, and engaging in ministry alongside others.

Through involvement in your church, you can experience accountability, receive spiritual guidance, and find opportunities to serve in ways that complement your training. The local church is often where your learning at Morling is practically applied, shaping you into a faithful and effective disciple of Christ.

Whether through your church community, personal spiritual practices, or Morling's initiatives, our hope is that your time with us will be a season of deepening faith, growing wisdom, and becoming equipped for the unique calling God has placed on your life.

## **RESPONSIBILITIES AND EXPECTATIONS**

By enrolling at Morling, students commit to engaging in college life with integrity and purpose, upholding the Student Code and other policies related to student life. These documents are publicly available on the College website.

These responsibilities reflect our commitment to spiritual and academic growth. Failure to adhere to these standards may impact a student's enrolment.

## **STUDENT REPRESENTATION**

At Morling College, we value the voices of our students and believe in fostering a culture of collaboration and mutual support. Student advocacy and representation are integral to ensuring that your experience at Morling is enriching, inclusive, and responsive to your needs.

### **Opportunities for Feedback**

Students are encouraged to share their perspectives and contribute to the continuous improvement of the College. Whether through surveys, feedback sessions, or discussions with staff, your input helps shape the Morling experience for yourself and future students.

### **Student Participation in Decision-Making**

Throughout the year, students are invited to join committees, boards, and working groups, providing opportunities to actively participate in the activities of the College. By being involved, you can contribute to decision-making processes and represent the interests of your peers.

### **Support through Advocacy**

We encourage students to support one another both informally and through structured processes. Whether raising concerns or assisting others in doing so, advocacy helps build a caring and respectful community.

For formal or informal complaints or grievances, Morling provides clear processes to ensure that concerns are heard and addressed fairly and compassionately. Our staff are available to guide you through these steps, and fellow students can play a supportive role by offering encouragement and walking alongside one another during challenging situations.

### **Building a Supportive Community**

At Morling, we aim to create a space where everyone feels heard, valued, and supported. Through our shared responsibility to each other, we work together to foster a vibrant and Christ-centred community.



# STUDYING AT MORLING

## ENROLMENT PROCESS

Students must meet the requirements of their chosen Award and Units, including any pre-requisites or co-requisites. Staff are available to assist with navigating the academic process.

### How to Enrol

1. Review resources such as On-Campus Timetables, Online Units and Intensives information, and Course Planning Central on Moodle or the Morling website.
2. Complete the Online Enrolment Form, ensuring all sections are filled accurately.

Once processed, Academic Services will email a Confirmation of Enrolment. Review it thoroughly and notify Academic Services before the Administration Date if any corrections are required.

### Enrolment Resources

The Study section of the Morling website includes information on important dates, Unit offerings, and timetables.

- Bible and Theology Students: You can also refer to the ACT Student Handbook on the ACT website for authoritative course information and policies.
- Counselling, Chaplaincy, Professional Supervision and Education Students: Check the Faculty Course and Unit Guides and yearly Unit Offerings Guide for detailed advice. Faculty Administrators are available for guidance.

## TRACKING YOUR COURSE

- Consult your Course Adviser/Administrator or Student Services for personalised advice.
- For ACT students, use the [ACT Online Course Planner](#) for a personalised Course Plan.
- A list of current Course Advisers is available on Moodle.

## CHANGES TO STUDY LOAD OR LEVEL

- Speak to Student Services or your Course Adviser before altering your course, study load, or level.

- If utilising FEE-HELP, submit a new Request for FEE-HELP Form if changing your course or award level.

## WITHDRAWALS / ENROLMENT VARIATIONS

Students must use the appropriate Enrolment Variation Form to withdraw from Units, add Units (after enrolment), or substitute one Unit for another. Withdrawing from a Unit on Moodle, telling the Unit Coordinator or Course Adviser, or notification by phone or email is not sufficient. Changes in enrolment may affect government funding (eg Austudy) or student visas. International students should consult with Academic Services and a Course Adviser regarding potential implications.

- Consult your Course Adviser or Student Services before making changes to your enrolment.
- Use the Enrolment Variation Form (available on Moodle) to add, substitute, or withdraw from units.
- Review the Important Enrolment Dates for fees and academic penalties.
- For intensives or field education units, check the Unit Outline for specific dates.
- Any fees incurred from changes must be paid before submission of the variation form. Note: Late fees and administrative charges cannot be deferred to FEE-HELP.

## DISABILITY SUPPORT

In line with our Students with Disabilities policy, Morling College is committed to making reasonable adjustments to academic programs for students with disabilities, without compromising academic standards or essential components of programs.

Students who need special provisions for learning or assessments due to a disability must apply for Special Consideration to Academic Services, accompanied by relevant documentation from a medical practitioner or healthcare provider.

- For permanent disabilities, special provisions will apply for the duration of study.
- For temporary disabilities, provisions will be available for up to two years, extendable with updated medical information.

- Approval for special provisions will be made by Academic Services in consultation with the Director of Student Services.
- Students should notify their lecturers each semester about approved Special Consideration for assessments and coordinate exam arrangements with Academic Services.

Special Consideration may include:

- Assignment extensions
- Extra time in exams
- Special formatting for exam papers (e.g., larger fonts, colour paper)
- Use of a viva, scribe, or college-provided computer during exams
- Alternative exam locations
- Alternative assessments (subject to approval)

## **SUPPORT IN UNEXPECTED CIRCUMSTANCES**

Morling offers support for students experiencing unexpected challenges. Further information about each option is available on [Moodle](#) under 'Course Essentials & Forms'.

- Extensions for Assignments: Apply via Moodle before the assessment due date.
- Disruption to Studies Extension/Deferred Assessments: Available for serious illnesses or misadventures, allowing extra time post-teaching period. Submit a request through Moodle if eligible.
- Compassionate Withdrawals (Tuition Fee Refunds): Students withdrawing post-Census Date due to extraordinary circumstances can apply for a refund. These are granted based on conditions such as the impact being unforeseen and beyond the student's control.
- Approval for extensions, deferred assessments, special consideration, or refunds is not guaranteed.
- Documentation will be held in confidence by Morling College and the ACT (as applicable).

## **ENGLISH PROFICIENCY EXPECTATIONS**

Proficiency in reading, writing, and speaking English is essential for successful participation in the learning process. In addition to the Australian College of Theology and TEQSA's English Proficiency Requirements for Admission, Morling College expects students to have the necessary English skills to meet the demands of their chosen Award, whether their first language is English or not.

Students should have, or be actively developing, the ability to:

- Understand and engage with Unit readings and study materials.
- Use the specialized language and vocabulary of theology and biblical studies with confidence.
- Interpret assignment questions and select relevant research materials.
- Clearly and persuasively express knowledge and opinions in assignments.
- Engage in meaningful discussions with peers and staff both in and outside the classroom.
- Communicate effectively with staff.

Students are responsible for improving their language skills and should seek support through formal or informal programs at Morling or other providers if necessary. If a student's English proficiency is found to be below the required level for their studies, they may be required to change their Award.

## **COMPUTER ACCESS AND USE**

Students at Morling College must have access to a computer and the Internet. Proficiency in using a computer and online resources is essential. Students are responsible for developing their Information Technology (IT) skills and should consult their lecturer if they have concerns about the IT skills required for their studies.

Students are expected to be able to:

- Send and receive emails.
- Access websites and online videos.
- Use software like Microsoft Word or PowerPoint to prepare assignments.
- Access Moodle and upload assignments in PDF format.
- Open and save documents in PDF format.

# COMPLETING YOUR UNITS

## UNIT CONTENT

The content for each Unit is delivered through Morling Online, and students are required to engage fully with all topics. This includes completing both assessed and non-assessed activities such as readings and other preparatory materials. Active engagement is critical for success in each Unit.

## LECTURE ATTENDANCE

- Bible and Theology Students: Attendance at on-campus and virtual lectures is mandatory for at least 80% of scheduled hours.
  1. Absences: Notify your Unit Coordinator in writing and provide supporting documentation where appropriate.
  2. If absent for more than three weeks due to exceptional circumstances, students may be offered additional assessments to fulfil study requirements.
  3. Students at risk of failing due to poor attendance should consult their Unit Coordinator or Course Adviser promptly.
- CCSC and Education Students: Refer to your faculty-specific publications for attendance requirements and guidelines.
- Online Students: While there are no formal lecture attendance requirements, regular participation in Virtual Classroom tutorials and consistent weekly progress through the online materials are expected.

## ESTIMATED STUDY TIME REQUIREMENTS

While the time required for each Unit varies, students should:

- Plan their schedules effectively, accounting for the demands of study, ministry, part-time work, and other commitments.
- Anticipate balancing study requirements with other responsibilities to ensure steady progress.

Efficient time management and active engagement with materials are essential for maintaining academic performance and meeting Unit requirements.

## MORLING ONLINE (MOODLE)

Before accessing any content on Morling Online (Moodle), students must be officially enrolled in the relevant Unit. Once enrolment is processed, a Morling Online (Moodle) account will be created, and an email with the student's username and a temporary password will be sent. If students do not receive this email, they should first check their spam folder and then contact the Morling Online team.

Please note: Enrolling late may result in delays in Moodle access. To ensure early access, please enrol at least 4 weeks before the semester starts.

## Logging into Moodle for the First Time

1. Go to [www.morlingonline.edu.au](http://www.morlingonline.edu.au).
2. Click Login at the top right.
3. Enter your Student Number (9 digits) as your username (found in your Moodle confirmation email).
4. Enter the temporary password from the confirmation email.
5. You'll be prompted to change your password. Ensure it contains at least one uppercase letter, one lowercase letter, a number, and a symbol.
6. You can update your password or profile anytime by clicking 'Edit profile'. If you encounter problems, email [online@morling.edu.au](mailto:online@morling.edu.au) with a detailed description, including your student username and relevant Unit names.

## STUDY MATERIALS AND RESOURCES

### Unit Outlines

- Available on Moodle and contain all essential information, including assessments, required texts, and Unit-specific expectations.
- Preliminary unit information will be available on Moodle 3 weeks before the semester starts, provided you enrolled at least 4 weeks before. Resources are typically organised into 12 or 13 Modules designed to be engaged with each week.
- Students are responsible for reviewing Unit Outlines thoroughly.

## Textbooks

Each Unit typically has one or two recommended textbooks. Many of these are accessible for free via the library's e-book collection or on Perlego. Where books are needed to be purchased, we recommend doing this as soon as possible to ensure their delivery before or early in a Semester.

Note that [Koorong](#) bookstores offer discounts for students with a valid student ID or code (usually provided at the start of each Semester).

## Connecting outside of lectures

- Virtual Classroom Sessions: These 2–3 sessions connect online students with their lecturers in real-time, allowing for interaction (not a lecture). Attendance is expected.
- Discussion Forums: If applicable, access these through your Unit's Overview Page.
- Moodle Messages: Communicate with other participants through messages that will pop up if the user is online or sent by email if offline.
- Weekly Unit Materials: Learning resources for all modes of delivery (on-campus, livestream, online, etc.) are provided. All students are encouraged to access resources from other modes to enhance their learning.

## Additional Resources on Moodle

Moodle also hosts various support materials, including:

- Student Services
- Study Skills
- Academic Support
- Course Essentials and Forms
- Library Resources
- Moodle and Turnitin Help

## ASSESSMENTS

Students are required to submit assignments and sit examinations as part of most Units. Full details of each Unit's assessment scheme can be found in the Unit Outline. It is essential to review these details early to understand the assessment requirements. If you have any questions, reach out to the Unit Coordinator.

## Assessment Task Requirements

Morling College has specific guidelines for assignment formatting and presentation. The General Requirements for Assessments Libguide (Bible and Theology and CCSC) and the Assessment Guidelines (EDU) can be accessed from Moodle under 'Course Essentials & Forms'.

## Submitting Assessment Tasks

Most assignments will need to be submitted via Moodle and will be processed through Turnitin, a plagiarism prevention tool.

## Completion of All Assessments in a Unit

- For Bible and Theology students: All assessments must be completed for a passing grade, even if late. An overall 50% grade is required to pass.
- For CCSC students: The major assessment must be passed to pass the unit. Refer to the Unit Outline for details.
- For Education Students: All assessments must be completed for a passing grade, even if late. An overall 50% grade is required to pass.

## Return of Assignments

Marked assignments will typically be returned within three weeks. Feedback is provided through the Assignment Portal.

## Penalties for Late Submission

If no extension is granted, penalties are applied as follows:

- Bible and Theology: A 5% penalty per calendar day for late submissions, with a zero mark after 10 days.
- Counselling, Chaplaincy, and Spiritual Care: Penalties range from 10% for up to a week late to 100% after four weeks.
- Education: A 5% penalty per day for up to 10 days, with a zero mark after 10 days.

Late penalties are deducted from the total possible marks available. For example: an assessment receives 32 out of 40 marks and it was 2 weeks late (CCSC), or 4 days late (BAT/EDU) – a 20% loss of the total possible marks. ( $40 \times 20\% = 8$ ). The revised mark is 24 ( $32 - 8 = 24$ ).

## Re-submission of Assessments

Re-submissions are at the discretion of the Academic Dean or Faculty Dean. If allowed, re-submitted assessments can receive no more than 50% (minimum pass grade).

## Exams

- Some units of study include an exam at the end of semester. The examination period usually starts the week after the end of lectures. Students should factor this in when arranging work or other commitments.
- Information about exams is made available on Moodle for the relevant units and on the Moodle Dashboard closer to the exam period.

## Moderation of Assessments

- Bible and Theology: Internal marking is moderated by the Australian College of Theology (ACT).
- CCSC: Internal moderation occurs, with external moderation for one Unit each semester. High Distinctions or Failing papers are double marked by the educator and a member of faculty.
- Education: Marks are moderated by the Moderation Committee for the Faculty of Education to ensure consistency across the faculty.

## Results

Results are typically released late July and before Christmas.

- Bible and Theology: Results are moderated and released to students by the Australian College of Theology (ACT). They can be accessed on the ACT's Paradigm platform.
- CCSC: After internal moderation the Dean of CCSC approves the release of grades, which are emailed to students by Academic Services.
- Education: A report is prepared for the Morling College Academic Board that reviews the recommendations made by the Moderation Committee and makes the final ruling on the results.

## Grading

Grade	Percentage	Grade Points
High Distinction (HD)	(85-100%)	4
Distinction (D)	(75-84%)	3
Credit (C)	(65-74%)	2
Pass Plus (P+) <i>applicable for BAT assessments only</i>	(58- 64%)	1.5
Pass (P)	(50-64%)	1
Fail (F)	(0-49%)	0

*Language Units may follow a different grading scale. Check your Unit page for details.*

## Grade point average

- A student's Grade Point Average (GPA) is calculated by multiplying the grade points for each unit by the number of credit points for that unit, then dividing the total by the total number of credit points earned.
- Units included in the GPA calculation are those with grades or codes: HD, D, C, P+, P, F, and FW. Other grades, like GSF, contribute to

completing your award but do not count towards the GPA.

- Failed and Failed Withdrawn units will appear on transcripts and are included in the GPA calculation.
- A GPA of 2.8 for a graduate award is considered equivalent to a Distinction average by the ACT Boards.

## ACADEMIC AND NON-ACADEMIC MISCONDUCT

The College regards the action of any student who plagiarises, misuses the work of other persons, or utilises generative AI without attribution as dishonest and incompatible with the Christian standards of the College. All students are encouraged to seek academic advice regarding their study and utilise the Study Skills information available through Moodle.

- All students should be familiar with their faculty's policy on academic misconduct and the College's policy on plagiarism.
- Practical information is available in the General Requirements for Assignments Handbook.
- See the Policies page of our website for each of our policies pertaining to Academic and Non-Academic Misconduct.

## PROGRESSION AND INTERVENTION POLICY

Morling and the ACT are dedicated to helping students succeed by monitoring their results each semester, offering academic support, and intervening if students are at risk of not meeting progression requirements.

- If a student's progress is unsatisfactory, possible consequences include conditions on enrolment, temporary exclusion, other special requirements as determined on a case-by-case basis
- Students will be notified by Academic Services or the ACT if their progression is unsatisfactory and informed about the consequences.
- The consequences vary for domestic and overseas students due to different visa regulations. For more details, refer to the full policies:
  - Course Progression Policy: Education; CCSC
  - ACT Course Progress Policy
  - Student Support Policy



# LIBRARY INFORMATION

The College Library provides information resources for the students and teaching staff of Morling College. The College Library consists of three branches:

- **Sydney campus** Gilbert Wright Library
- **Perth-Vose Campus** Heather and Noel Vose Library
- **Brisbane-Malyon Campus** TJ Malyon Library

## LIBRARY CATALOGUE

The library catalogue lists all items available in the collection and accessible online. After logging in, students can reserve and renew items directly through the catalogue.

For help accessing any of these resources, please contact the library staff.

### Catalogue Student Login

- **Student's login/Username:** Student Number
- **Password:** Student Number\*  
*\*Please change this upon logging in the first time*

## JOURNALS

The library subscribes to a variety of print and electronic journals, with many accessible via OpenAthens.

- Over 100 active print titles are available, alongside thousands of electronic journals.
- More than 30 journal titles include direct links to full-text articles through the library catalogue.

## DATABASES AND ELECTRONIC RESOURCES

The library provides access to a range of databases and electronic resources essential for research and assignments. These databases allow you to search for journal articles by author, title, and subject. Most online resources are accessed through OpenAthens, which serves as a gateway to the library's databases, including EBSCOhost, JSTOR, and ProQuest. At the start of your studies, you will receive an email from OpenAthens to activate your account.

The library's eBook holdings are available through platforms such as eBook Central, EBSCO, Perlego, and Wheelers. Most eBooks are listed in the catalogue.

- To access Perlego and Wheelers: Use the registration links provided on Moodle or the library catalogue.
- OpenAthens login is required to access EBSCOhost and ProQuest eBooks.

## PERLEGO EBOOKS

Perlego, described as the "Spotify for books," provides unrestricted access to thousands of textbooks from various publishers. Through the library, students in the Bible and Theology and Counselling, Chaplaincy, and Spiritual Care faculties can use Perlego to access key resources anytime.

## PHOTOCOPYING AND PRINTING

For assistance, contact library staff at a campus branch or through the [libraryhelpdesk@morling.edu.au](mailto:libraryhelpdesk@morling.edu.au)

## BORROWING RESOURCES

### Borrowing Guidelines

- All students may borrow up to 20 items at a time.
- Most items have a loan period of 4 weeks, but if reserved by another library member, the item may be recalled and must be returned within 1 week of the recall notice.
- Certain resources are for library use only and cannot be borrowed.

### Borrowing for Online Students

Students living outside the Sydney, Perth, or Brisbane metropolitan areas are considered online students. These students may:

- Request items to be posted to their address (within Australia only).
- Contact library staff for more details on postal borrowing.

Students residing within the Sydney, Perth, or Brisbane metro areas are classified as local students and are expected to visit the library to borrow items and use facilities.

## REQUESTING SCANS

Online students (living outside metro areas) may request scans of journal articles or sections of books by completing the Request for Document Supply Form, available on Moodle.

- Requests are subject to copyright guidelines and limits on the number of scans.
- This is a free service, but the library reserves the right to decline excessive or unreasonable requests.
- For further details, consult the copyright guidelines on Moodle.

## RETURNING LIBRARY ITEMS

- All borrowed items must be returned on or before the due date and in good condition (without damage or markings).
- Borrowers are responsible for replacing any lost or damaged items.

## RENEWING ITEMS

- Items may be renewed up to four times via the library catalogue.

## RESERVING ITEMS

- Items currently on loan may be reserved through the library catalogue.
- Once available, the reserved item will be issued to the requesting student.
- Reserved items will be held on the Reservation Shelf for:
  1. 7 days for standard loans.
  2. 3 days for one-week loans.

## OVERDUE ITEMS

- Borrowing, renewing, and reserving privileges are suspended for overdue items.
- Email reminders are sent for overdue items. If an item remains overdue after 4 weeks, it will be considered lost, and a replacement cost and administration fee will apply.
- Students cannot borrow further items until overdue or lost items are returned or replaced.



# FINANCE

## FEES

Information on semester fees is available on the Morling College website. Students should review the fees for their chosen Award (Course) carefully.

- **Tuition Fees:** The tuition fees for Faculty of Theology units taken for credit towards an Award from the Australian College of Theology are subsidized by Morling College. For the full Tuition Fee Summary from the ACT, please refer to the ACT website.
- **Administration Fees:** Administration fees apply per unit and are based on the Important Dates schedule each semester. For Certificate in Theology enrolments, administration fees are charged at the listed audit rates.
- **Language Units:** All language units (Greek and Hebrew) are charged at the Undergraduate (Bachelor) rate for all awards.
- **Guided Spiritual Formation (GSF):** GSF is a unit taken over four semesters, with charges applied per enrolled quarter.
- **Online Units:** Online units cannot be taken in Audit mode.

## Overseas Students

- **Student Visa Requirements:** Overseas students on a Student Visa must enrol in an accredited course, and tuition fees must be paid in full by the end of Week 1 each semester.
- FEE-HELP is not available to international students.
- Instalment Plans are typically not available to international students.
- **International Fees for Faculty of Education:** International students not residing in Australia are charged at the domestic rate.

## Financial Difficulty

- Students experiencing financial difficulty should contact the Finance Manager to discuss their options.
- Students with an outstanding balance at the end of the semester will not receive their results and will not be allowed to enrol or graduate until their account is settled.

## Payment Options

A full list of payment options is available on the Morling College website, including:

- FEE-HELP
- Upfront Payments
- Online Payments

## SCHOLARSHIPS

Morling College offers a variety of scholarships to support students financially. Some scholarships are monetary grants applied to a student's account, while others may partially cover fees.

The aim of these scholarships is to alleviate financial pressures from tuition fees and living expenses, enabling students to focus on their studies and engage in college life. We especially encourage applications from students who have not had the opportunity to study at Morling, including those from culturally diverse and Indigenous communities.

- Please note that these are *partial scholarships*, meaning recipients are responsible for covering the remainder of tuition fees, living expenses, and other study-related costs.
- Scholarships will only be awarded after census date in each semester, and so students will need to pay some of their tuition either upfront or via FEEHELP if available to them.

## Matching Scholarships

Matching Scholarships allow church leaders and communities to contribute financially to a student's education. Matching funds should be paid before the start of any study period and will be applied to unit fees. Morling's contribution will only be processed after the matching funds have been received.

For more details on scholarships and eligibility, please visit the Scholarships page on the Morling College website.

## DONATIONS

Donations to our college support vital programs and initiatives. All contributions from Australian donors are tax-deductible, making your generosity even more impactful for our community. More information is available on the College website.

# BOARDS AND RELATED ENTITIES

## BOARD/ COLLEGE COUNCIL

The Morling College Board takes a strong pastoral interest in the life of Morling College. It is the group to which all staff, through the principal, are accountable. The Board makes the major policy decisions regarding the life and future of the College. The College Board consists of ten persons elected by the BUNSW Assembly, a representative from each Baptist Association (NSW & ACT, WA, and QLD), the Chair of Morling College Academic Board and one person with academic expertise co-opted by the Morling College Board itself. Information about Board Members can be found on the website.

## ACADEMIC BOARD

The Academic Board oversees courses and their delivery for Morling's self-accredited awards, i.e. Education and Counselling. Meeting 4-6 times per year, it functions as an advisory body to the Morling College Board, which makes final decisions. Its responsibilities include moderating and approving marks, recommending graduands, approving new units and courses, benchmarking against other institutions, managing course accreditation, and ensuring quality control.

## INDIGENOUS ADVISORY PANEL

At Morling College, we are committed to listening, learning, and walking alongside Australia's First Nations peoples. Our Indigenous Advisory Panel meets annually to provide guidance on matters related to our academic programs and student life, ensuring that we honour and support Indigenous perspectives within the life of the College. The panel is comprised of respected Indigenous leaders who bring a wealth of cultural knowledge and experience.

## OTHER COMMITTEES

Morling has several committees that report to the Morling Board or Academic Board. These include:

- Risk Management Committee
- Finance Committee
- Morling Residential Subcommittee
- Property Development Committee
- Human Resources Committee
- Morling Scholarship Committee
- Work Health and Safety Committee
- Learning and Teaching Committee
- Low Risk Ethics Committee (LREC)
- Research Committee

## TINSLEY INSTITUTE

The Tinsley institute was founded by Rev Dr Michael Frost and works in close conjunction with Morling College students and staff. Morling has a long tradition and an enviable reputation as a college that takes seriously the need to equip the whole believer for the task of taking the whole gospel to the whole world. Morling graduates are currently serving all over the world.

The partnership between the Tinsley Institute and Morling College is one of the largest providers of missional subject choices in Australia. The Tinsley faculty has expertise in cross-cultural mission, evangelism, church planting, and missional church thinking and practice.

## THE MORLING FOUNDATION

The Morling Foundation was established to resource and support Morling College in its ongoing vision to provide quality, biblically grounded education and training.

The Morling Foundation manages funds from property proceeds and large donations. These funds have been used to build Sydney's Ministry and Learning Centre (MALC) debt-free and funded Morling Residential College (MRC). It has been extraordinary to hear the many stories of God's goodness over the years. But even more inspiring has been the vision of what God is doing and will continue to do.

## STATE BAPTIST ASSOCIATIONS

Morling College maintains formal relationship with the Baptist Associations and/or Unions in New South Wales & ACT, Western Australia, and Queensland. Together, they collaborate in identifying and training individuals for accredited or recognised ministry within Baptist churches.

# POLICIES FOR FURTHER READING

Morling College policies can be found on the Morling website:

<https://www.morling.edu.au/policies/>

Policies may vary depending on your faculty of study.

## ACT POLICIES

The Australian College of Theology's policies referred to in this Handbook are listed below. These, plus a complete list of ACT policies, can be downloaded from the ACT website: [actheology.edu.au/documents](http://actheology.edu.au/documents) Students are advised to refer to these policies for detailed information.

### Key policies

- Academic Integrity Policy for Coursework Awards
- Course Progress Policy

#### Coursework Course Enrolment Policy

- Credit Transfer Rules
- Grievance Resolution Policy - Students
- Prior Learning Policy
- Sexual Assault and Sexual Harassment Policy

#### Tuition Fee Refund Policy

- Unit Enrolments and Results Policy
- Whistleblower Policy

## ACT contact

Students may contact the Australian College of Theology directly at any time.

- Address: Level 5, 33 York Street, Sydney NSW 2000
- Phone: +61 (2) 9262 7890
- Email: [AcademicServices@actheology.edu.au](mailto:AcademicServices@actheology.edu.au)

## EDUCATION, COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE POLICIES

All policies relating to Education, Counselling, Chaplaincy and Spiritual Care can be found on the Morling College website. Students are advised to refer to these policies for detailed information

### Key policies

- Admission Requirements
- Advanced Standing & Recognition of Prior Learning Policy
- Course Progression Policy
- Grievance Policy Leave of Absence Policy
- Sexual Assault and Sexual Harassment Prevention and Response Policy
- Special Circumstances Policy
- Student Academic Misconduct Policy Student Academic Misconduct Procedure
- Student Assessment Policy
- Student Code
- Student Support Policy
- Suspension of Candidature Policy
- Tuition Fee Refund Policy
- Unit Changes Policy
- Variation to Unit Enrolment Policy