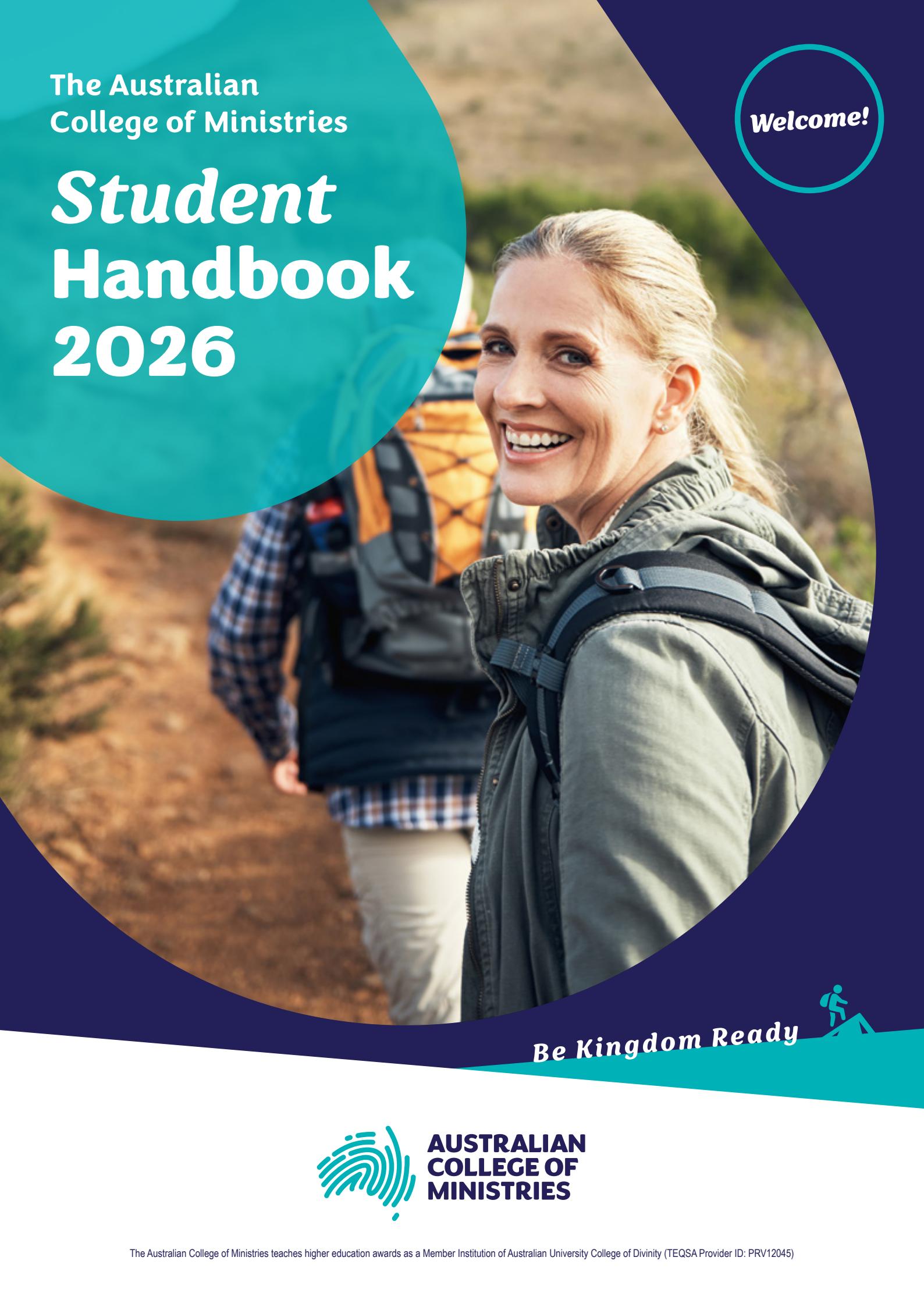The Australian
College of Ministries

Student
Handbook
2026

Welcome!

Be Kingdom Ready

**AUSTRALIAN
COLLEGE OF
MINISTRIES**

Welcome to ACOM

Welcome to ACOM! Our hope and prayers are that through this training you will be equipped for a lifetime of service.

For those studying with ACOM for the first time, we extend a special welcome. ACOM's model of study requires you to be a self-starter with strong self-discipline and time-management skills. However, we are also committed to supporting you in your studies.

We aim to process any enquiry within 24 hours of receiving it, either giving you a direct answer, or referring you to the appropriate person. Please don't hesitate to contact us at any time. Enquiries can be made by phoning 1800 672 692 or emailing info@acom.edu.au.

At ACOM, we are always listening to wisdom that feeds our continuous quality improvement processes. In particular, we value student feedback on any aspect of our courses and organisation.

ACOM affirms the rights of students and staff to learn and engage in a non-coercive space.

Finally, we wish you well in your course of studies. Your graduation from ACOM will represent a milestone in your becoming a better equipped disciple of Jesus.

The ACOM Team

1. Getting Started at ACOM

1.1 Student Engagement Managers

ACOM Student Engagement Managers (SEMs) act as an on-the-ground leader and point of contact for ACOM students. They are the face of ACOM and work to provide effective learning opportunities and pastoral care for students. Each student is allocated an SEM, usually based on where a student is living, to support and guide them in their academic journey. You can contact your SEM for information and questions regarding unit selection, course plans, facilitations, spiritual formation retreats, and other student support matters.

Students studying through an external Learning Cohort will have pastoral support, retreat and facilitation information provided by the student support person appointed by the Learning Cohort. An ACOM SEM will provide advice on unit selection and course plans.

1.2 Trimesters

Each trimester at ACOM is twelve weeks long, with a two week break between trimesters. Select units (such as Spiritual Formation, Supervised Ministry and Counselling Practicums) are year long – running from the start of Trimester 1 until the end of Trimester 3. Students can choose the number of units they wish to complete in each trimester; however, permission is required from the Academic Dean if a student intends to study more than three units in any one trimester.

Trimester dates for the current year can be found on the ACOM website.

1.3 Orientation

All students commencing studies through the Australian University College of Divinity (AUCD) are required to complete an orientation program. This involves attending an orientation session and completing the orientation module on Moodle.

1.4 Moodle

Following admission approval, students will receive access to Moodle, ACOM's online learning platform.

Here, students will be able to access their course material and assessment details, submit assessments, access online facilitation links, contribute to group forums and contact their marker.

Registered units will be made available on the first day of the trimester.

1.5 Computer Requirements

Internet, Email and Computer Requirements

As ACOM is an online education provider, reliable internet access is required for all students. The primary means of communicating with students is via email and Moodle. ACOM will not be responsible for any emails that are not seen by a student due to the emails being automatically placed in a student's junk or spam email folder. Students are expected to check emails weekly at a minimum.

Many classes will have online Zoom sessions. In order to fully participate, students are required to use a device with microphone, speaker and video capacity.

A suitable word processor (e.g., Microsoft Word, OpenOffice, Pages) is required to complete assignments. Regardless of the software used, all assignments must be submitted in .doc or .docx format unless the assessment indicates otherwise. There is a home version of Microsoft Office available for purchase, and free software such as OpenOffice can also save files in .doc or .docx formats. Mac users can use Pages for word processing, but must save the file in .doc or .docx format for submission.

Browser versions that work best with Moodle

The following are recommended browsers and settings that will help improve your experience using Moodle and ensure access to the activities and tools in your Moodle courses.

Moodle is compatible with any standard compliant web browser. Moodle is regularly tested with the following browsers:

Desktop:

- Chrome
- Firefox
- Safari
- Edge

Mobile:

- MobileSafari
- Google Chrome

Like most of the world's websites and browser producers, we encourage you to keep your browsers current to improve security and functionality. You may find it useful to

have more than one browser installed on your computer. If you run into problems using Moodle, moving to another browser may resolve your issues.

Required browser settings

To ensure you can access various types of content and features within Moodle, select the following browser settings:

- Enable cookies
- Enable JavaScript
- Do not block pop-up windows
- Enable third party cookies (instructions can be found here)

View the procedure for enabling these browser settings at the following links:

- Firefox help
- Chrome help
- Safari help: go to Safari > Preferences. You will find these settings available in the Security and Privacy tabs

Note: if you would like these settings to apply only to Moodle, you can choose to add https://acm.mrooms.net/ as an exception in the relevant browser settings page.

Recommended browser add-ons

For some specific content, add-ons may need to be installed if your browser is not already configured:

A PDF Reader should be installed on your device. You can download Adobe Acrobat Reader at https://get.adobe.com/reader/. The download includes the browser plugin. To install this plugin, just follow the prompts.

Apple QuickTime provides easy access to multiple audio and video formats. Mac computers come with QuickTime already installed. Windows users can also install QuickTime. You can download QuickTime at https://support.apple.com/downloads/quicktime.

1.6 ACOM Digital Library

In addition to the targeted academic resources supplied for each unit, ACOM provides extensive access to online library resources such as eBooks, academic journals, and scanned copies of books. These resources allow students to access current scholarship conveniently from any location.

The collections that make up the ACOM library include the Digital Theological Library (DTL2) and the AUCD Library Portal. Information about how to access these can be

found on Moodle, and there are resources available to demonstrate how to use them effectively. Online library workshops are run to lead you through using the online libraries effectively if you are new to ACOM.

Students may also visit and in some cases borrow from the physical libraries of other AUCD Member Institutions. For a list of other AUCD libraries visit https://aucd.edu.au/mi-libraries/ and contact them directly to arrange borrowing rights.

Questions about the Library can be directed to library@acom.edu.au.

1.7 Student Identification Cards

Student ID cards are provided free of charge at the request of the student. Requests should be submitted through the form on the ACOM website, with a high-resolution head and shoulders photograph. Please note that as ACOM is a distance education provider, students are not eligible for transport concessions.

1.8 Spiritual Formation

Spiritual Formation is foundational to who we are. For ACOM, the learning process is not simply intellectual - it is about spiritual transformation. We care about the individual you are becoming and here's why: we know that healthy, sustainable and effective graduates will be well grounded spiritually, intellectually, emotionally, physically and socially.

ACOM courses give students the opportunity to study Spiritual Formation units either as core or electives. There are two key Spiritual Formation units: Personal Formation and Community Transformation, that involve formation groups and mentors as outlined below. There is also a broad range of elective units that explore deeper aspects of the formation journey.

1.8.1 Formation Groups

For Spiritual Formation, students meet for 30 hours each year in a small group of 5 to 8 people. Students negotiate within their group as to how these hours are divided into various formation group meetings. Led by a Formation Director, formation groups build trust relationships in a confidential environment where students support and encourage each other on their individual faith and life journeys. Formation groups focus on three outcomes:

- Spiritual formation: increased spiritual awareness leading to an enhanced relationship with God.

- Character formation: improved self-awareness and emotional health, an increased capacity to connect with others, and a strengthened ability and disposition to be 'real' in the presence of others.
- Ministry formation: enhanced understanding of God-given gifts and passions, and effective self-care strategies, which together form a foundation for sustainable, safe and effective ministry.

Formation groups are established at the formation retreat (held at the beginning of each year for direct students) and are then closed for the rest of the year. These retreats are usually three day experiences where students and faculty meet and interact to form an ongoing learning community. Students are automatically registered for the retreat when they register in the unit.

The time at retreat will mostly be spent in a formation group, getting to know fellow group members by telling personal stories. Students find this story telling both a challenging and a deeply rewarding time. Excluding exceptional circumstances, students must attend every formation group meeting to pass their Spiritual Formation unit.

At the end of the year, each student enrolled in Spiritual Formation has an interview with their Formation Director to evaluate progress and to provide support. This interview covers the student's progress during the year, growth in Spiritual Formation, and feedback to ACOM on any relevant matters.

1.8.2 Mentors

While formation groups provide essential support and opportunities for personal growth, there are some aspects of Spiritual Formation that are better addressed on a one-to-one basis. As part of their Spiritual Formation experience, students choose a 'spiritual companion' referred to as a mentor to meet with face-to-face throughout the year, who assists the student to reach a range of specific self-set personal growth goals. The mentor helps provide a holistic growth experience that covers all of life, not just the student's course or faith journey. This involves an intentional relationship of trust, covenanted for one year at a time. Students meet with their mentor for a total of 10 hours in 7 face-to-face meetings throughout the year, which generally last for 1.5 hours. The student's Formation Director orients and supervises the mentor, assisting them to provide students with the best experience possible.

1.9 Student Placement

1.9.1 Ministry Placement

We want our students to be doers, not just hearers. We encourage all students to be actively involved in practical ministry so they can apply what they are learning in real

settings and prepare themselves for future service opportunities. All ACOM Pastoral Theology (P) and Mission (M) units require students to engage in 30 hours of ministry practice (included in the unit demand hour tally). This student ministry placement provides an opportunity to link academic work into ministry practice through a process of instruction (online readings, facilitations and other learning activities), action (localised ministry) and reflection (thinking about your practice to understand how to improve it). The process of instruction-action-reflection continues across all of our units.

Ministry placement requires students to engage with a ministry supervisor. This helps them integrate what you are learning into your place of ministry practice. Students will be required to identify a local supervisor in their ministry environment (e.g. a church, school, chaplaincy or welfare organisation). The supervisor will assist them as they reflect on their learning.

1.9.2 Counselling Practicum

All counselling courses will require students to undertake several practicum units that allow them to outwork their skills through reflection and practice. These units will require students to practice counselling, participate in individual or group professional supervision, reflect and interact with fellow students, and work towards a minimum number of supervised counselling hours required for industry development and ongoing accreditation. See unit descriptions for requirements.

1.10 Facilitations

Times, dates, and locations of facilitations can be found on the ACOM website. Students who wish to change their attendance at a facilitation must use the unit change form on the ACOM website. This allows ACOM to communicate attendees to the facilitator and ensures that the class has sufficient numbers to proceed. Compulsory facilitations are set for certain units because necessary content for the unit is being delivered in the facilitation or because accreditation with governing bodies (such as the Australian Counselling Association) requires attendance in order to qualify for membership. Not attending these facilitations will adversely impact student outcomes.

If a facilitation is cancelled by ACOM, students will have the option of withdrawing from the unit and enrolling in a different unit without financial penalty.

Learning Cohort students will receive facilitation details from their Learning Cohort.

1.11 Unit Enrolments

Students have the option to enrol in all of their units for the year, or for one trimester at a time. Students will be able to withdraw from units or add additional units up until the

relevant trimester enrolment deadline without penalty. Students will either be sent a confirmation of their enrolled units or a reminder to enrol in units six weeks prior to the start of trimester and will have four weeks to make any changes.

Unit descriptions, unit schedules and facilitation schedules can be found on the ACOM website. All students will complete the online unit enrolment form to enrol in their units and facilitations. Learning Cohort students will do this in conjunction with their Learning Cohort Coordinator.

Students can pay for units upfront (credit card or direct deposit) or by deferring the payment with FEE-HELP (for eligible students). Upfront payments must be made prior to the start of the trimester, unless the student has arranged a payment plan with the Registrar.

Late fees apply to unit enrolments received after the enrolment deadline. Students will not be permitted to enrol in units if they owe $150 or more in fees, or if they have two or more outstanding invoices (even if the combined total is less than $150). The student will be required to pay all outstanding fees in full before the new unit enrolment will be processed.

Students enrolling in units after the start of the trimester must have approval from the Principal and the Dean of Student Services. Enrolments will not be accepted on or after the census date.

For advice on unit selection and your course plan, please contact your Student Engagement Manager.

1.12 Withdrawals and Census Dates

Students who wish to withdraw from a unit must use the form on the ACOM website. Verbal notification is insufficient to affect a withdrawal.

Fees apply to withdrawals made after the start of the trimester. If a student changes their unit enrolment from one unit to another after the start of trimester, they will be liable for both the unit withdrawal fee from their original unit and the relevant late enrolment fee for their new unit.

The Census date is the cut-off date for withdrawals from units with refund of unit fees (less applicable withdrawal fees). The Census date is the fourth Monday of each trimester (except for year long units). Students who withdraw after the Census date will be charged the full cost of the unit. In practice, this means that students will not have any unit fees returned to them after the Census date and will be liable for any outstanding unit fees not paid at the time of the Census date.

The Academic Penalty date is the cut-off date for withdrawals from units without academic penalty. This is mid-way through the study period. Students who withdraw after the Census date and prior to the Academic Penalty date will receive a withdrawal grade on their academic transcript (except where the student has received a fail grade due to academic misconduct prior to the Academic Penalty date), however, they will still be charged the full cost of the unit. Students who withdraw after the Academic Penalty Date will receive a fail grade on their academic transcript for the unit. In extenuating circumstances, the Academic Dean may grant a withdrawn grade after the Academic Penalty Date. This must be applied for in writing and is at the discretion of the Academic Dean.

Census dates and Academic Penalty dates can be found on the ACOM website.

1.13 Disabilities and Enabling Plans

ACOM is committed to continuing to support a diverse and inclusive community based on the principles of equity and non-discriminatory practice. It aims to create and maintain a learning experience that is inclusive of the needs of students with a disability, and which optimises their participation, retention and success through accessible and equitable learning, teaching and assessment practices. ACOM complies with the Disability Discrimination Act 1992 (Cth) and the Disability Standards for Education 2005 (Cth).

ACOM's disability policy outlines the rights and responsibilities of staff and students in relation to the provision of reasonable adjustments to learning, teaching and assessment. The full policy can be viewed on the ACOM website.

To request support for a disability or other condition through the application of reasonable adjustments to your course, please submit the Enabling Plan request form through the ACOM website.

1.14 Unit Evaluations

At the end of each unit, students are invited to complete a unit evaluation. This evaluation provides students with an opportunity to share their experiences of the unit with ACOM. It contains questions about various aspects of the unit including subject content, assessments, marker comments, textbooks and any resources provided. If students participate in a facilitated learning experience, they will be asked to evaluate that as well. Student responses are anonymous, and ACOM encourages open and constructive feedback. This provides valuable feedback about student experience of the unit and the effectiveness of teaching, so that ACOM can continually improve what it offers students. ACOM carefully reviews all feedback and uses it to refine teaching

methods, update course content, and address student concerns. The unit evaluation is found on Moodle, and students will be reminded to complete it towards the end of the Trimester.

1.15 Graduation

Once a student has completed the requirements of their course, they are eligible to have their award conferred by the Australian University College of Divinity. This process involves qualifying by the ACOM Registrar and AUCD Director of Student Services. The student name is then presented to the AUCD Academic Board and finally the AUCD Council for approval. Following this process, students will be notified by email of the conferral of their award and given options to receive their academic documentation (including a Testamur and Transcript). The AUCD conferral of awards is scheduled in accordance with the AUCD Council meeting dates. The conferral of awards takes place separately to the AUCD graduation ceremony or ACOM celebration events which are held once yearly. AUCD will automatically confer awards at the next available scheduled Council meeting and students may choose to receive their academic documentation at a graduation event or in absentia. An award is conferred in the year that eligible students are approved by the AUCD Council as having fulfilled course requirements, and all students for that year will be invited to attend a graduation event. All graduation event details can be found on the ACOM website.

2. Admission and Enrolment Policies

2.1 Admissions

2.1.1 Admissions Policy

All applicants wishing to study a unit with ACOM must complete the full application process for admission as a student. Admission may be in a full-time or part-time capacity.

Applicants admitted to an ACOM course must meet the standard academic entry requirements of the relevant academic award or be accepted according to one of the published alternative entry options.

Admission to any Australian University College of Divinity (AUCD) course taught by ACOM is conditional upon the student's acceptance by AUCD.

Applications for admission to any ACOM program must be supported by appropriate documentary evidence of qualification for entry.

Applicants who have completed all their previous study in a language other than English will be required to demonstrate an appropriate level of English proficiency.

2.1.2 Provisional and Full Admission

Since admission to an AUCD course is conditional upon the student's acceptance by AUCD, applicants must complete and submit a full admission application to ACOM for entry into advertised courses. On the basis of information supplied on the admission form, ACOM will confirm full acceptance once confirmed by AUCD.

Postgraduate students provisionally admitted under Professional Entry will be required to complete one 8100 (entry) level postgraduate biblical, theology or counselling (for the Master of Counselling) unit to be confirmed as a full admission, upon the approval of the Registrar, with full credit given for the unit successfully completed.

2.2 Credit from Previous or Concurrent Study

2.2.1 Credit Transfer Policy

As a Member Institution of Australian University College of Divinity, and in accordance with the AUCD Credit Policy, ACOM gives full recognition of studies that are comparable in content, outcomes and level of study to units within ACOM delivered awards, successfully completed at other tertiary institutions. The limits of such credit in any particular award are determined by the AUCD Academic Board.

2.2.2 Credit Transfer Procedures: Undergraduate Courses

Credit transfer may be granted for up to two thirds of an undergraduate award for completed units/award at or above vocational Certificate IV level previously studied at accredited institutions. The units/awards must have been completed no more than 10 years prior to the date of the credit application.

2.2.3 Credit Transfer Procedures: Postgraduate Courses

Credit transfer may be granted for up to half of a postgraduate award for completed units/award at or above Graduate Certificate level previously studied at accredited institutions in religious studies. Units must be equivalent to current postgraduate units to be considered for credit. The units/awards must have been completed no more than 10 years prior to the date of the credit application.

2.2.4 Recognition of Prior Learning (RPL)

Students may also apply for credit under the principle of Recognition of Prior Learning (fees are applicable). To apply for Recognition of Prior Learning please contact the Registrar.

2.3 Re-enrolment

2.3.1 Re-enrolment Because of Incompletion

A student will be allowed to re-enrol in a unit that they have failed due to incompletion once only. Students must complete all requirements of the unit. Normal unit fees apply.

2.3.2 Re-enrolment Because of Poor Standard

When a student fails a unit because of poor standard, or failure to meet minimum standards, the unit must be re-taken in its entirety if the student chooses to attempt the unit a second time. Normal unit fees apply.

2.3.3 Failing a Unit Twice

A student who has failed a unit twice, for any reason, is not eligible to enrol in that unit a third time. This may impact a student's ability to complete their award if it is a core unit.

3. Undergraduate Study

3.1 AUCD Requirements for Undergraduate Studies

All ACOM students are also students of the Australian University College of Divinity (AUCD), the higher education institution whose awards we teach. As well as complying with ACOM regulations, students must also comply with all AUCD rules.

Students need to ensure that the units they choose will enable them to fulfil the requirements of their course. **ACOM will not be held responsible for students choosing units incorrectly** or otherwise failing to fulfil the requirements of their course.

3.2 AUCD Unit Coding System

Each unit has a code number consisting of one letter, followed by four digits, followed by one letter.

Discipline	Sub-Discipline	Letter
Biblical Studies	Biblical Studies	B
Christian Life and Ministry	Counselling	C
	Mission	M
	Pastoral Theology	P
	Christian Spirituality	S
Humanities	Humanities	A
	Church History	H
Systematic Theology	Theology	T

- **First letter:** indicates the AUCD sub-discipline
- **First digit:** indicates the AQF level of the unit
- **Second digit:** indicates the level at which the unit is taught
  1. Introductory (first year level)
  2. Advanced (second and third year level)
- **Third and fourth digits:** identifies the specific unit
- **Final letter:** indicates the AUCD Member Institution teaching the unit. ACOM has been designated the letter 'C'.

3.3 AUCD Unit Names

Please note that some ACOM unit names differ from the official AUCD unit name. Where this is the case, the official AUCD unit name will appear on transcripts and records of study.

3.4 Time Limitations and Leave of Absence

The following are the maximum periods of time to complete any course of study as a part-time student:

Award	Maximum course duration
Undergraduate Certificate in Ministry	2 years
Diploma of Ministry	3 years
Diploma of Christian Studies	3 years
Diploma of Church Planting	4 years
Advanced Diploma of Ministry	5 years
Associate Degree of Theology and Ministry	6 years
Associate Degree of Church Planting	8 years
Bachelor of Ministry	9 years
Bachelor of Theology	9 years
Bachelor of Church Planting	12 years
Associate Degree of Counselling	6 years
Bachelor of Counselling	9 years

A leave of absence for up to one year may be applied for by writing to the Registrar at registrar@acom.edu.au. Students should maintain continuous enrolment by enrolling in units in at least two trimesters per calendar year. Students who do not enrol in units for a period of two years will be contacted to determine if they would like to remain enrolled in their course of study.

3.5 Estimated Workloads

The below workload guidelines are based on 9 credit point units:

Full-time	6-9 units per year
¾ time	5-6 units per year
½ time	3-4 units per year
¼ time	1-2 units per year

To be classified as full-time by Centrelink, students must be enrolled in 75% of a full-time load. In practice, this means students must enrol and complete at least six units per calendar year to be eligible for benefits. Students cannot withdraw prior to census and count these units towards a full-time study load.

3.6 Demand Hours

Each 9 credit point unit requires 143 demand hours of study. The demand hours outlined in the following table represent the notional number of hours needed to meet

all the requirements of the unit, including reading, researching and writing assignments, and supervised fieldwork.

Asynchronous engagement (readings, videos, podcasts, activities and/or vocational placement)	60 hours
Assessments	63 hours, 5000 words (or equivalent)
Facilitation	20 hours
Total	143 hours

3.7 Undergraduate Awards

AQF 5 Awards

- Undergraduate Certificate in Ministry
- Diploma of Christian Studies
- Diploma of Church Planting
- Diploma of Ministry

AQF 6 Awards

- Advanced Diploma of Ministry
- Associate Degree of Church Planting
- Associate Degree of Counselling
- Associate Degree of Theology and Ministry

AQF 7 Awards

- Bachelor of Church Planting
- Bachelor of Counselling
- Bachelor of Ministry
- Bachelor of Theology

Undergraduate Certificate in Ministry

AQF Level: AQF 5
Number of Units: 4 units (36 credit points)
Maximum Course Duration: 2 years

Admission Requirements

- Satisfactory completion of Year 10 or equivalent; or
- Mature age entry (21+)

Course Plan
Choose one unit from:

- B5110C Introduction to the Old Testament
- B5150C Introduction to the New Testament
- P5104C Foundations for Ministry Training
- M5109C Introduction to Discipleship
- T5105C Introduction to Christian Doctrines

Choose two units from:

- C5127C Introduction to Chaplaincy
- H5100C Introduction to Christian History
- M5100C Introduction to World Mission
- M5128C Developing Cross-Cultural Competence (Mission Fieldwork)
- P5101C Introduction to Pastoral Care
- P5110C Introduction to Youth Ministry
- P5113C Children's Ministry
- P5148C Introduction to Christian Worship
- P5150C Proclaiming the Good News
- P5155C Introduction to Christian Leadership
- P5159C Church Movement Distinctives
- P5171C Supervised Ministry 1
- P5172C Supervised Ministry 2
- S5101C Spiritual Formation

Choose one additional unit from any of the above.

Diploma of Christian Studies

AQF Level: AQF 5
Number of Units: 8 units (72 credit points)
Maximum Course Duration: 3 years

Admission Requirements

- Satisfactory completion of Year 12; or
- ATAR of 65 or above, or its equivalent (eg OP<=16); or
- Mature age entry (21+)

Course Plan

Note: all units in the Diploma of Christian Studies are taken at AQF level 7

- B7110C Introduction to the Old Testament OR B7150C Introduction to the New Testament
- M7109C Introduction to Discipleship OR P7101C Introduction to Pastoral Care
- S7103C Spiritual Formation 1
- T7101C Introduction to Theology
- 4 elective units

Future Pathways

The completed Diploma of Christian Studies can be used as credit equivalent to the first year of a Bachelor of Theology or Bachelor of Ministry.

Diploma of Church Planting

AQF Level: AQF 5
Number of Units: 8 units (72 credit points)
Maximum Course Duration: 4 years

Admission Requirements

- ATAR of 65 or its equivalent (eg OP<=16); or
- Satisfactory completion of Year 12 (or equivalent); or
- Mature age entry (20+)

Course Plan

- B5101C Scripture in Community and Mission
- M5132C Church Planting Foundations
- M5134C Developing a Church Plant
- M5135C The Person of the Church Planter
- M5139C Church Planting Proposal Seminar
- M5160C Equipping for Evangelism
- P5145C Strategies for Church Health
- S5101C Spiritual Formation

Future Pathways
The completed Diploma of Church Planting can be used as credit equivalent for up to the first year of a Bachelor of Church Planting, Theology or Ministry. Diploma units graded 65% or higher will receive full credit into the Bachelor degree.

Diploma of Ministry

AQF Level: AQF 5
Number of Units: 8 units (72 credit points)
Maximum Course Duration: 3 years

Admission Requirements

- ATAR of 65 or its equivalent (eg: OP<=18); or
- Satisfactory completion of Year 12 (or equivalent); or
- Mature age entry (20+)

Course Plan
Four core units:

- B5110C Introduction to the Old Testament OR B5150C Introduction to the New Testament
- P5101C Introduction to Pastoral Care OR M5109C Introduction to Discipleship
- S5101C Spiritual Formation
- T5105C Introduction to Christian Doctrines

Two practical ministry units from:

- C5127C Introduction to Chaplaincy
- M5128C Developing Cross-Cultural Competence (Mission Fieldwork)
- M5160C Equipping for Evangelism
- P5110C Introduction to Youth Ministry
- P5113C Children's Ministry
- P5148C Introduction to Christian Worship
- P5150C Proclaiming the Good News
- P5155C Introduction to Christian Leadership
- P5171C Supervised Ministry 1
- P5172C Supervised Ministry 2

Two general elective units from:

- B5110C Introduction to the Old Testament
- B5150C Introduction to the New Testament
- B5152C Synoptic Gospels
- H5100C Introduction to Christian History
- H5194C Christian History Fieldwork (Holy Land)
- M5100C Introduction to World Mission
- M5109C Introduction to Discipleship
- P5101C Introduction to Pastoral Care

- P5104C Foundations for Ministry Training
- P5159C Church Movement Distinctives
- T5110C The Person and Work of Christ

Future Pathways

The completed Diploma of Ministry can be used as credit equivalent for up to the first year of a Bachelor of Theology or Bachelor of Ministry. Diploma units graded 65% or higher will receive full credit into the Bachelor degree.

Advanced Diploma of Ministry

AQF Level: AQF 6
Number of Units: 12 units (108 credit points)
Maximum Course Duration: 5 years

Admission Requirements

- Satisfactory completion of Year 12; or
- Satisfactory completion of an AQF5 Diploma

Course Plan

Note: 36cp to be studied at AQF level 7, including at least 18cp in Pastoral Theology.

5 core units (may be studied at AQF level 5 or 7):

- Introduction to the Old Testament
- Introduction to the New Testament
- Spiritual Formation
- Introduction to Pastoral Care
- Introduction to Christian Doctrines

2 practical ministry units (at AQF level 5):

- C5127C Introduction to Chaplaincy
- M5128C Developing Cross-Cultural Competence (Mission Fieldwork)
- M5160C Equipping for Evangelism
- P5110C Introduction to Youth Ministry
- P5113C Children's Ministry
- P5148C Introduction to Christian Worship
- P5150C Proclaiming the Good News
- P5155C Introduction to Christian Leadership
- P5171C Supervised Ministry 1
- P5172C Supervised Ministry 2

5 elective units

Future Pathways

Students who complete the Advanced Diploma of Ministry may articulate into the Bachelor of Ministry or Bachelor of Theology and receive credit awarded to equivalent units.

Associate Degree of Church Planting

AQF Level: AQF 6
Number of Units: 16 units (144 credit points)
Maximum Course Duration: 8 years

Admission Requirements

- Satisfactory completion of Year 12 with an ATAR of 65 or above, or its equivalent (eg: OP<=16); or
- Satisfactory completion of an AQF5 Diploma; or
- Mature age entry (21+)

Course Plan

- B7101C Scripture in Community and Mission
- B7203C Hermeneutics
- M7132C Church Planting Foundations
- M7234C Developing a Church Plant
- M7235C The Person of the Church Planter
- M7293C Church Planting Proposal Seminar
- P7245C Strategies for Church Health
- P7271C Supervised Ministry 1
- S7103C Spiritual Formation 1
- T7101C Introduction to Theology
- T7140C Biblical Theology of Mission
- Pastoral Theology elective unit
- 3 elective units

Associate Degree in Theology and Ministry

AQF Level: AQF 6
Number of Units: 16 units (144 credit points)
Maximum Course Duration: 6 years

Course Plan

7 core units:

- B7110C Introduction to the Old Testament
- B7150C Introduction to the New Testament
- M7109C Introduction to Discipleship
- T7101C Introduction to Theology
- T7210C The Person and Work of Christ
- S7103C Spiritual Formation 1
- S7205C Spiritual Formation 2

9 elective units, including:

- At least three 7200 level History, Bible or Theology units, or at least three 7200 level Spirituality, Counselling, Mission or Pastoral Theology units

Bachelor of Church Planting

AQF Level: AQF 7
Number of Units: 24 units (216 credit points)
Maximum Course Duration: 12 years

Admission Requirements

- Satisfactory completion of Year 12 with an ATAR of 65 or above, or its equivalent (eg: OP<=16); or
- Mature age admission for those who have reached the age of 21; or
- From a AQF5 Diploma

Course Plan

- B7101C Scripture in Community and Mission
- B7203C Hermeneutics
- B7253C The Four Gospels
- M7109C Introduction to Discipleship
- M7132C Church Planting Foundations
- M7234C Developing a Church Plant
- M7235C The Person of the Church Planter
- M7260C Equipping for Evangelism
- M7293C Church Planting Proposal Seminar
- P7245C Strategies for Church Health
- P7271C Supervised Ministry 1
- P7272C Supervised Ministry 2
- T7101C Introduction to Theology
- T7140C Biblical Theology of Mission
- T7210C The Person and Work of Christ
- S7103C Spiritual Formation 1
- S7205C Spiritual Formation 2
- Capstone, IGS unit or Research Project
- 1 Pastoral Theology elective
- 2 Church Planting specialist units:
  - M7295C Minor Independent Guided Study in Mission
  - P7104C Foundations for Ministry Training
  - P7105C Issues and Ethics in Professional Practice
  - P7139C Christian Community Development
  - P7222C Mastering Change
  - P7258C Team Ministry Skills
  - P7259C Distinctives of Church Movements

- 3 elective units

Bachelor of Counselling

AQF Level: AQF 7
Number of Units: 24 units (216 credit points)
Maximum Course Duration: 9 years

Admission Requirements

- Satisfactory completion of Year 12 with an ATAR of 65 or above, or its equivalent (eg:OP<=16); or
- Mature age entry (21+); or
- An AQF5 Diploma of Counselling (or equivalent);
  AND
- Successful completion of pre-enrolment interview

Course Plan
Counselling Major:

- Year 1: C7102C Counselling Theory and Practice I and C7140C Counselling Practicum I
- Year 2: C7202C Counselling Theory and Practice II and C7240C Counselling Practicum II
- Year 3: C7204C Counselling Theory and Practice III and C7241C Counselling Practicum III

Counselling Sub-Major:

- C7106C Introduction to Psychology
- C7208C Addiction Counselling
- C7228C Psychopathology
- C7254C Relationship Counselling

Pastoral Theology Sub-Major:

- P7105C Issues and Ethics of Professional Practice
- P7292C Understanding Vocation and Purpose
- Any P71XXC or P72XXC elective
- Any P72XXC elective

Counselling Sub-Major:

- C7131C Group Counselling
- C7245C Understanding and Working with Grief and Trauma
- C7250C Child and Adolescent Counselling
- C7256C Family Counselling

Other units:

- A7100C Academic Research and Writing
- S7103C Spiritual Formation 1
- T7292C Suffering and Hope in Christian Theology
- Three AQF7 electives (any discipline)

Bachelor of Ministry

AQF Level: AQF 7
Number of Units: 24 units (216 credit points)
Maximum Course Duration: 9 years

Admission Requirements

- Satisfactory completion of Year 12 with an ATAR of 65 or above, or its equivalent (eg: OP<=16); or
- Mature age entry (21+); or
- An AQF5 Diploma

Course Plan

- B7110C Introduction to the Old Testament
- B7150C Introduction to the New Testament
- B7203C Hermeneutics
- B7253C The Four Gospels
- H7100C Introduction to Christian History
- M7109C Introduction to Discipleship
- P7101C Introduction to Pastoral Care
- P7271C Supervised Ministry 1
- S7103C Spiritual Formation 1
- S7205C Spiritual Formation 2
- T7101C Introduction to Theology
- T7210C The Person and Work of Christ
- T7216C The Spirit of Life
- T7228C The Church
- H7263C The Restoration Movement (Churches of Christ only) OR P7259C C&MA Distinctives (Christian & Missionary Alliance only) OR elective unit
- Spirituality elective unit
- 8 elective units, including four 7200 level elective units from the discipline of Christian Life and Ministry (Counselling, Mission, Pastoral Theology and Spirituality), with at least one of these in Pastoral Theology

Bachelor of Theology

AQF Level: AQF 7
Number of Units: 24 units (216 credit points)
Maximum Course Duration: 9 years

Admission Requirements

- Satisfactory completion of Year 12 with an ATAR of 65 or above, or its equivalent (eg: OP<=16); or
- Mature age entry (21+); or
- An AQF5 Diploma

Course Plan

- A7112C Hebrew I OR A7122C Greek I
- B7110C Introduction to the Old Testament
- B7150C Introduction to the New Testament
- B7203C Hermeneutics
- B7253C The Four Gospels
- H7100C Introduction to Christian History
- S7103C Spiritual Formation 1
- S7205C Spiritual Formation 2
- T7101C Introduction to Theology
- T7210C The Person and Work of Christ
- T7214C The Trinity
- T7216C The Spirit of Life
- T7228C The Church
- T7249C Theological Ethics
- H7263C The Restoration Movement (Churches of Christ only) OR P7259C C&MA Distinctives (Christian & Missionary Alliance only) OR elective unit
- 9 elective units, including:
  - One Spirituality elective unit
  - Two B7200 elective units
  - One elective unit from the discipline of Christian Life and Ministry (Counselling, Mission, Pastoral Theology and Spirituality)

4. Postgraduate Study

4.1 AUCD Requirements for Postgraduate Study

All ACOM students are also students of the Australian University College of Divinity (AUCD), the higher education institution whose awards we teach. As well as complying with ACOM regulations, students must also comply with all AUCD rules.

Students need to ensure that the units they choose will enable them to fulfil the requirements of their course. **ACOM will not be held responsible for students choosing units incorrectly** or otherwise failing to fulfil the requirements of their course.

4.2 AUCD Unit Coding System

Each unit has a code number consisting of one letter, followed by four digits, followed by one letter.

Discipline	Sub-Discipline	Letter
Biblical Studies	Biblical Studies	B
Christian Life and Ministry	Counselling	C
	Mission	M
	Pastoral Theology	P
	Christian Spirituality	S
Humanities	Humanities	A
	Church History	H
Systematic Theology	Theology	T

- **First letter:** indicates the AUCD unit sub-discipline
- **First digit:** indicates the AQF level of the unit
- **Second digit:** indicates the unit level at which the unit is taught. All postgraduate units will be either 8100 or the more advanced 9200 level. Students may study either level, but MTh students are restricted to a maximum of five 8100 level units
- **Third and fourth digits:** identifies the specific unit
- **Final letter:** indicates the AUCD Member Institution teaching the unit. ACOM has been designated the letter 'C'

4.3 AUCD Unit Names

Please note that some ACOM unit names differ from the official AUCD unit name. Where this is the case, the official AUCD unit name will appear on transcripts and records of study.

4.4 Time Limitations and Leave of Absence

The following are the maximum periods of time to complete any course of study as a part-time student:

Award	Maximum course duration
Graduate Certificate of Arts	1.5 years
Graduate Diploma of Arts	3 years
Graduate Certificate of Chaplaincy	1.5 years
Graduate Certificate of Church Planting	2 years
Graduate Diploma of Church Planting	4 years
Graduate Certificate of Counselling	2 years
Graduate Certificate of Governance and Strategy	2 years
Graduate Certificate of Intercultural Ministry	2 years
Graduate Diploma of Intercultural Ministry	3 years
Graduate Certificate of Leadership	1.5 years
Graduate Diploma of Leadership	3 years
Graduate Certificate of Leadership Coaching	2 years
Graduate Certificate of Professional Supervision	2 years
Graduate Diploma of Professional Supervision	2 years
Graduate Certificate of Theological Studies	1.5 years
Graduate Diploma of Theological Studies	3 years
Master of Arts (8 units)	3 years
Master of Arts (12 units)	4.5 years
Master of Church Planting	4 years
Master of Counselling	4 years
Master of Divinity	9 years
Master of Intercultural Ministry	3 years
Master of Leadership	3 years
Master of Professional Supervision	4 years
Master of Theological Studies	3 years
Master of Theology	4.5 years

A leave of absence for up to one year may be applied for by writing to the Registrar at registrar@acom.edu.au. Students should maintain continuous enrolment by enrolling in units in at least two trimesters per calendar year. Students who do not enrol in units for a period of two years will be contacted to determine if they would like to remain enrolled in their course of study.

4.5 Estimated Workloads

The below workload guidelines are based on 9 credit point units:

Full-time	6-9 units per year
¾ time	5-6 units per year
½ time	3-4 units per year
¼ time	1-2 units per year

To be classified as 'full-time' by Centrelink, students must be enrolled in 75% of a full-time load. In practice, this means students must enrol and complete at least six units per calendar year to be eligible for benefits. Students cannot withdraw prior to census and count these units towards a full-time study load.

4.6 Demand Hours

Each 9 credit point unit requires 143 demand hours of study. The demand hours outlined in the following table represent the notional number of hours needed to meet all the requirements of the unit, including reading, researching and writing assignments, and supervised fieldwork.

Asynchronous engagement (readings, videos, podcasts, activities and/or vocational placement)	60 hours
Assessments	63 hours (6000 words or equivalent)
Facilitation	20 hours
Total	143 hours

4.7 Postgraduate Awards

AQF 8 Awards:

- Graduate Certificate in Arts
- Graduate Diploma of Arts
- Graduate Certificate in Chaplaincy
- Graduate Certificate in Church Planting
- Graduate Diploma of Church Planting
- Graduate Certificate in Counselling
- Graduate Diploma of Counselling
- Graduate Certificate in Governance and Strategy
- Graduate Certificate in Intercultural Ministry
- Graduate Diploma of Intercultural Ministry
- Graduate Certificate in Leadership

- Graduate Diploma of Leadership
- Graduate Certificate in Leadership Coaching
- Graduate Certificate in Professional Supervision
- Graduate Diploma of Professional Supervision
- Graduate Certificate in Theological Studies
- Graduate Diploma of Theological Studies

AQF 9 Awards:

- Master of Arts
- Master of Church Planting
- Master of Counselling
- Master of Divinity
- Master of Intercultural Ministry
- Master of Leadership
- Master of Professional Supervision
- Master of Theological Studies
- Master of Theology

Graduate Certificate in Arts

AQF Level: AQF 8
Number of Units: 4 units (36 credit points)
Maximum Course Duration: 1.5 years

Admission Requirements

- Satisfactory completion of an accredited three-year AQF 7 or AQF 8 award in any discipline; or
- Professional entry admission (5-10 years experience in a full-time senior leadership role, 1 professional reference letter and CV)

Course Plan
Choose any four units

Graduate Diploma in Arts

AQF Level: AQF 8
Number of Units: 8 units (72 credit points)
Maximum Course Duration: 3 years

Admission Requirements

- Satisfactory completion of an accredited three-year AQF 7 award in any discipline; or
- Hold an AQF 8 Graduate Certificate of Arts; or
- Hold a VET accredited Graduate Certificate and be granted provisional admission

Course Plan

- S8103C Spiritual Formation 4
- 7 elective units

Graduate Certificate in Chaplaincy

AQF Level: AQF 8
Number of Units: 4 units (36 credit points)
Maximum Course Duration: 1.5 years

Admission Requirements

- Satisfactory completion of an accredited three-year AQF 7 award in any discipline; or
- Professional entry admission (3+ years experience, 1 professional reference letter and CV)

Course Plan

2 core units:

- C8127C Introduction to Chaplaincy
- C9293C Focused Study in Chaplaincy (IGS) OR P8171C Chaplaincy Supervised Ministry

2 elective units from:

- C8100C Introduction to Counselling
- C8102C Pastoral Counselling in Ministry
- C8145C Understanding and Working with Grief and Trauma
- C8166C Wellbeing and Resilience for People Helpers
- C9293C Focused Study in Chaplaincy (IGS)
- P8171C Chaplaincy Supervised Ministry

Graduate Certificate in Church Planting

AQF Level: AQF 8
Number of Units: 4 units (36 credit points)
Maximum Course Duration: 2 years

Admission Requirements

- Satisfactory completion of an accredited three-year AQF level 7 award in any discipline; or
- Professional entry admission

Course Plan

Two units from:

- M8132C Church Planting Foundations
- M8134C Developing a Church Plant
- M8193C Church Planting Proposal Seminar
- M9235C The Person of the Church Planter

One unit from:

- M8160C Equipping for Evangelism
- P8145C Strategies for Church Health
- S8103C Spiritual Formation 4

One unit from any of the above

Graduate Diploma of Church Planting

AQF Level: AQF 8
Number of Units: 8 units (72 credit points)
Maximum Course Duration: 4 years

Admission Requirements

- Satisfactory completion of an accredited three-year AQF 7 award in any discipline; or
- An AQF 8 Graduate Certificate in Church Planting

Course Plan

- B8101C Scripture in Community and Mission
- M8132C Church Planting Foundations
- M8134C Developing a Church Plant
- M8160C Equipping for Evangelism
- M8193C Church Planting Proposal Seminar
- M9235C The Person of the Church Planter
- P8145C Strategies for Church Health
- S8103C Spiritual Formation 4

Graduate Certificate in Counselling

AQF Level: AQF 8
Number of Units: 4 units (36 credit points)
Maximum Course Duration: 2 years

Admission Requirements

- Satisfactory completion of an accredited three-year AQF 7 award in any discipline; or
- Satisfactory completion of an accredited three-year AQF 7 counselling award or equivalent; or
- Professional entry admission (5+ years experience, 1 professional reference letter and CV)
  AND
- Pre-enrolment interview

Course Plan

1. Where an applicant is admitted on the basis of a completed three-year AQF 7 counselling award or equivalent, such as the AUCD Bachelor of Counselling, they will have to complete any four units from the below list:

- C8101C Human Development and Counselling
- C8105C Counselling Theory and Practice
- C8106C Introduction to Psychology
- C8143C Addiction Counselling
- C8145C Understanding and Working with Grief and Trauma
- C8150C Child and Adolescent Counselling
- C8154C Relationship Counselling
- C8156C Family Counselling
- C8166C Well-being and Resilience for People Helpers
- C9222C Solution Focused Brief Therapy (SFBT) & Positive Psychology (PP)
- C9223C Cognitive Behavioural Therapies and Dialectical Behavioural Therapy
- C9229C Ethical and Professional Issues in Pastoral Counselling

2. Where an applicant is admitted on the basis of a completed three-year AQF 7 award in a discipline other than counselling, they will have to complete:

- C8100C Introduction to Counselling
- C8105C Counselling Theory and Practice
- C8106C Introduction to Psychology
- One elective unit from:
  - C8101C Human Development and Counselling

- C8143C Addiction Counselling
- C8154C Relationship Counselling

Graduate Certificate in Governance and Strategy

AQF Level: AQF 8
Number of Units: 4 units (36 credit points)
Maximum Course Duration: 2 years

Admission Requirements

- Satisfactory completion of an accredited three-year AQF level 7 award in any discipline; or
- Professional entry admission (5+ years experience, 1 professional reference letter and CV)

Course Plan

- P8106C Accounting for Not-for-Profits
- P8107C Non-Profit Governance
- P9258C Strategic Thinking and Decision Making
- P9293C Governance and Strategy Minor Independent Guided Study

Graduate Certificate in Intercultural Ministry

AQF Level: AQF 8
Number of Units: 4 units (36 credit points)
Maximum Course Duration: 2 years

Admission Requirements

- Satisfactory completion of an accredited three-year AQF 7 award in any discipline; or
- Professional entry admission (5+ years experience, 1 professional reference letter and CV)

Course Plan

- M8100C Introduction to Intercultural Mission
- M8140C Encountering Living Faiths OR M8143C Ministering to the Muslim World
- S8104C Spiritual Preparation for Intercultural Ministry
- T8140C Biblical Theology of Mission OR Introduction to Biblical Studies

Graduate Certificate in Leadership

AQF Level: AQF 8
Number of Units: 4 units (36 credit points)
Maximum Course Duration: 1.5 years

Admission Requirements

- Satisfactory completion of an accredited three-year AQF 7 award in the field of religion and philosophy; or
- Hold a qualification approved by AUCD as equivalent to the above

Course Plan

- P8155C Foundations of Christian Leadership
- 1 specialist leadership unit from:
    - C8166C Well-being and Resilience for People Helpers
    - P8106C Accounting for Not for Profits
    - P8132C Church Planting
    - P8158C Team Ministry Skills
    - P8163C Spiritual Leadership
    - P8172C Practice of Professional Supervision
    - P9221C Conflict Management
    - P9222C Mastering Change
    - P9258C Strategic Thinking and Decision Making
    - S8103C Spiritual Formation 4
    - S9262C The Art of Discernment
- 2 elective units

Graduate Diploma in Leadership

AQF Level: AQF 8
Number of Units: 8 units (72 credit points)
Maximum Course Duration: 3 years

Admission Requirements

- Satisfactory completion of an accredited three-year AQF 7 award in the field of religion and philosophy; or
- Hold a qualification approved by AUCD as equivalent to the above

Course Plan

- P8107C Non-Profit Governance
- P8155C Foundations of Christian Leadership
- 2 specialist leadership units from:
    - C8166C Well-being and Resilience for People Helpers
    - P8106C Accounting for Not-for-Profits
    - P8132C Church Planting
    - P8158C Team Ministry Skills
    - P8163C Spiritual Leadership
    - P8172C Practice of Professional Supervision
    - P9221C Conflict Management
    - P9222C Mastering Change
    - P9258C Strategic Thinking and Decision Making
    - S8103C Spiritual Formation 4
    - S9262C The Art of Discernment
- 4 elective units

Graduate Certificate in Leadership Coaching

AQF Level: AQF 8
Number of Units: 4 units (36 credit points)
Maximum Course Duration: 2 years

Admission Requirements

- Satisfactory completion of an accredited three-year AQF 7 award in any discipline; or
- Professional entry admission (3+ years experience, 2 professional reference letters and CV)

Course Plan

- P8167C Professional Coaching Practice I
- P8168C Professional Coaching Practice II
- P8193C Seminar in Coaching
- One elective from:
    - C8166C Wellbeing and Resilience for People Helpers
    - P9221C Conflict Management
    - P9222C Mastering Change
    - P9293C Leadership Coaching Focused Study (Minor Independent Guided Study)
    - P9296C Leadership Coaching Project (Minor Research Project)

Graduate Certificate of Professional Supervision

AQF Level: AQF 8
Number of Units: 4 units (36 credit points)
Maximum Course Duration: 2 years

Admission Requirements

- Satisfactory completion of an accredited three-year AQF 7 award in the field of religion and philosophy; or
- Satisfactory completion of an accredited three-year AQF 7 award in the field of social work, social science, counselling or psychology; or
- Hold a qualification approved by AUCD as equivalent to the above
  AND
- Have at least 5 years professional experience within a helping profession and a recommendation from their employer, professional association or ordaining body

Course Plan

- C8170C Fundamental Principles of Professional Supervision
- C8175C Professional Supervision Practicum
- P8105C Issues and Ethics in Professional Practice
- P8172C Practice of Professional Supervision

Graduate Diploma of Professional Supervision

AQF Level: AQF 8
Number of Units: 4 units (36 credit points)
Maximum Course Duration: 2 years

Admission Requirements

- Hold an AQF 8 Graduate Certificate of Professional Supervision; or
- Hold a qualification approved by AUCD as equivalent to the above award; or
- At least 5 years professional experience within a helping profession and a recommendation from their employer, professional association, or ordaining body

Course Plan

- C8100C Introduction to Counselling
- C8102C Pastoral Counselling in Ministry
- C8166C Wellbeing and Resilience for People Helpers
- P9278C Advanced Skills in Professional Supervision

Graduate Certificate in Theological Studies

AQF Level: AQF 8
Number of Units: 4 units (36 credit points)
Maximum Course Duration: 1.5 years

Admission Requirements

- Satisfactory completion of an accredited three-year AQF 7 award in any discipline; or
- Professional entry admission.

Course Plan

- Introduction to the Old Testament OR B8150C Introduction to the New Testament
- T8101C Introduction to Theology
- 2 elective units

Graduate Diploma of Theological Studies

AQF Level: AQF 8
Number of Units: 8 units (72 credit points)
Maximum Course Duration: 3 years

Admission Requirements

- Satisfactory completion of an accredited three-year AQF 7 award in any discipline; or
- Hold an AQF 8 Graduate Certificate Theological Studies

Course Plan

- B8110C Introduction to the Old Testament
- B8150C Introduction to the New Testament
- T8101C Introduction to Theology
- T9210C The Person and Work of Christ
- 4 elective units

Master of Arts

AQF Level: AQF 9
Number of Units: 8 units (72 credit points) OR 12 units (108 credit points)
Maximum Course Duration: 3 years (8 units) | 4.5 years (12 units)

Admission Requirements

- Satisfactory completion of an accredited three-year AQF 7 award in any discipline; or
- Hold an AQF 8 Graduate Certificate Arts; or
- Hold a VET accredited Graduate Certificate and be granted provisional admission

Course Plan

- S8103C Spiritual Formation 4
- Any Research or Independent Guided Study unit
- 10 elective units

Master of Church Planting

AQF Level: AQF 9
Number of Units: 8 units (72 credit points)
Maximum Course Duration: 4 years

Admission Requirements

- Completion of the AUCD Graduate Certificate in Church Planting; or
- Equivalent qualifications

Course Plan

Note: the first 4 units will be completed in the Graduate Certificate of Church Planting

- B8101C Scripture in Community and Mission
- M8132C Church Planting Foundations
- M8134C Developing a Church Plant
- M8160C Equipping for Evangelism
- M8193C Church Planting Proposal Seminar
- M9235C The Person of the Church Planter
- P8145C Strategies for Church Health
- S8103C Spiritual Formation 4
- T8140C Biblical Theology of Mission
- Capstone, IGS or Research Project/Essay focused on church planting in a specific field (location or modality)
- 1 Church Planting specialist unit
- 1 elective unit

Church Planting specialist units:

- M8101C Missiological Hermeneutics
- M8190C Research Methodology in Mission
- M9293C Independent Guided Study in Mission
- P8104C Foundations for Ministry Training
- P8105C Issues and Ethics in Professional Practice
- P8139C Community Development: Principles and Practice
- P8158C Working in a Ministry Team Setting
- P8159C Denominational Distinctives
- P8163C Spiritual Leadership

Master of Counselling

AQF Level: AQF 9
Number of Units: 12 units (108 credit points)
Maximum Course Duration: 4 years

Admission Requirements

- Satisfactory completion of an accredited AQF 7 award in any discipline; or
- Satisfactory completion of an AQF 8 Graduate Certificate in Counselling (or higher) from an institution approved by the Academic Board (such as AIFC); or
- Qualify for professional entry on the basis of their work, life and ministry experience (5+ years experience, 1 professional reference letter and CV) **AND**
- Pre-enrolment interview

Course Plan

1. Where an applicant is admitted on the basis of a completed AQF7 Bachelor of Counselling award OR a postgraduate qualification (AQF 8 or above) in counselling such as the Graduate Certificate in Counselling, the twelve units shall include:

- C8101C Human Development and Counselling
- C8145C Understanding and Working with Grief and Trauma
- C9222C Solution Focused Brief Therapy (SFBT) and Positive Psychology (PP)
- C9223C Cognitive Behavioural Therapies and Dialectical Behavioural Therapy
- C9229C Ethical and Professional Issues in Pastoral Counselling
- C9242C Advanced Counselling Practicum
- Six units selected from the approved list of units in Schedule A below

Where a student wishes to pursue further higher degree research, then it is recommended that 27cp of these units include C8190C Research Methodology (9cp) and C9298C Research Essay (18cp).

2. Where an applicant is admitted on the basis of an AQF 7 Bachelor degree in any discipline other than counselling, the twelve units shall consist of:

- C8100C Introduction to Counselling
- C8101C Human Development and Counselling
- C8105C Counselling Theory and Practice
- C8106C Introduction to Psychology
- C8143C Addiction Counselling
- C8145C Understanding and Working with Grief and Trauma
- C8154C Relationship Counselling
- C9222C Solution Focused Brief Therapy (SFBT) and Positive Psychology (PP)

- C9223C Cognitive Behavioural Therapies and Dialectical Behavioural Therapy
- C9225C Counselling for Mental Health and Wellness
- C9229C Ethical and Professional Issues in Pastoral Counselling
- C9242C Advanced Counselling Practicum

3. Where an applicant is admitted on the basis of a completed Vocational Graduate Diploma of Counselling from an approved provider, the units shall include:

- C8101C Human Development and Counselling
- C9222C Solution Focused Brief Therapy (SFBT) and Positive Psychology (PP)
- C9223C Cognitive Behavioural Therapies and Dialectical Behavioural Therapy
- C9229C Ethical and Professional Issues in Pastoral Counselling
- C9242C Advanced Counselling Practicum
- One unit drawn from the list of Level 9 units in Schedule A below

SCHEDULE A

- C8100C Introduction to Counselling
- C8101C Human Development and Counselling
- C8102C Pastoral Counselling in Ministry
- C8105C Counselling Theory and Practice
- C8106C Introduction to Psychology
- C8121C Group Processes
- C8143C Addiction Counselling
- C8145C Understanding and Working with Grief and Trauma
- C8154C Relationship Counselling
- C8156C Family Counselling
- C8166C Wellbeing and Resilience for People Helpers
- C8170C Fundamental Principles of Professional Supervision
- C9222C Solution Focused Brief Therapy (SFBT) and Positive Psychology (PP)
- C9223C Cognitive Behavioural Therapies and Dialectical Behavioural Therapy
- C9225C Counselling for Mental Health and Wellness
- C9229C Ethical and Professional Issues in Pastoral Counselling
- C9242C Advanced Counselling Practicum
- B9204C Trauma Hermeneutics
- C8175C Professional Supervision Practicum
- P9224C Spiritual Care in Mental Health
- T8192C Suffering and Hope: Theological Reflections
- C8190C Research Methodology
- C9298C Research Essay (18 credit points)

Master of Divinity

AQF Level: AQF 9
Number of Units: 24 units (216 credit points)
Maximum Course Duration: 9 years

Admission Requirements

- Satisfactory completion of an accredited three-year AQF 7 award or AQF 8 award in any discipline

Course Plan

- B8110C Introduction to the Old Testament
- B8150C Introduction to the New Testament
- B9203C Hermeneutics
- B9253C The Four Gospels
- H8100C Introduction to Christian History
- M8109C Introduction to Discipleship
- P8101C Introduction to Pastoral Care
- S8103C Spiritual Formation 4
- S8105C Spiritual Formation 5
- T8101C Introduction to Theology
- T9210C The Person and Work of Christ
- T9213C The Trinity
- T9216C The Spirit of Life
- H8163C The Restoration Movement (Churches of Christ only) OR P9257C C&MA Distinctives (Christian & Missionary Alliance only) OR elective
- Research Unit (e.g. Capstone, Research Project)
- 9 elective units

Master of Intercultural Ministry

AQF Level: AQF 9
Number of Units: 8 units (72 credit points)
Maximum Course Duration: 3 years

Admission Requirements

- Satisfactory completion of an accredited AQF 8 award in the field of philosophy and religion

Course Plan

7 core units:

- Introduction to Biblical Studies
- M8100C Introduction to Intercultural Mission
- M8120C Anthropology for Christian Mission
- M8140C Encountering Living Faiths OR M8143C Ministering to the Muslim World
- M9227C Intercultural Communication
- S8104C Spiritual Preparation for Intercultural Ministry
- T8140C Biblical Theology of Mission

Electives (Choose 2 or 3):

- P8158C Cultural Dynamics in Team Ministry
- M8101C Missiological Hermeneutics
- M9291C Missional Leadership
- M9232C Spiritual Warfare and Mission
- M9275C Global Community Development

Practicum (Choose 1-3):

- M8128C Engaging in Intercultural Ministry (Mission Fieldwork)
- M9291C Cross-Cultural Research Project
- M9298C Action Research Project
- M9290C Capstone Unit in Mission

Master of Leadership

AQF Level: AQF 9
Number of Units: 8 units (72 credit points)
Maximum Course Duration: 3 years

Admission Requirements

- Satisfactory completion of an accredited AQF 8 award in the field of philosophy and religion; or
- Hold a qualification approved by AUCD as equivalent to such an award

Course Plan

- P8107C Non-Profit Governance for Ministry
- P8155C Foundations of Christian Leadership
- 3 specialist leadership units from:
    - C8166C Well-being and Resilience for People Helpers
    - P8106C Accounting for Not for Profits
    - P8158C Team Ministry Skills
    - P8163C Spiritual Leadership
    - P8172C Practice of Professional Supervision
    - P9221C Conflict Management
    - P9222C Mastering Change
    - P9258C Strategic Thinking and Decision Making
    - S8103C Spiritual Formation 4
    - S9262C The Art of Discernment
- 1 Leadership Practice Unit (Capstone Unit, Research Project, Research Essay, IGS, Action Research Project)
- 2 elective units

Master of Professional Supervision

AQF Level: AQF 9
Number of Units: 8 units (72 credit points)
Maximum Course Duration: 4 years

Admission Requirements

- Hold an AQF 8 Graduate Certificate in Professional Supervision (or equivalent); or
- Hold a qualification approved by AUCD as equivalent to the above award

Course Plan

- C8100C Introduction to Counselling
- C8102C Pastoral Counselling in Ministry
- C8121C Group Processes
- C8166C Wellbeing and Resilience for People Helpers
- C9290C Supervision of Supervisors (Capstone)
- C9293C Minor Independent Guided Study
- P9278C Advanced Skills in Professional Supervision
- S8103C Spiritual Formation 4

Master of Theological Studies

AQF Level: AQF 9
Number of Units: 8 units (72 credit points)
Maximum Course Duration: 3 years

Admission Requirements

- Completion of the AUCD Graduate Certificate of Theological Studies; or
- An accredited AQF 8 award equivalent to a Graduate Certificate in Theological Studies (one unit in B and one in T)

Course Plan

- B8110C Introduction to the Old Testament OR B8150C Introduction to the New Testament
- B9203C Hermeneutics
- T9210C The Person and Work of Christ
- Research Unit in Biblical Studies or Theology (Independent Guided Study, Research Project, Research Essay or Capstone unit)
- 4 elective units

Master of Theology

AQF Level: AQF 9
Number of Units: 12 units (108 credit points)
Maximum Course Duration: 4.5 years

Admission Requirements

- Satisfactory completion of an accredited 3-year Bachelor of Theology or AQF 7 award in the discipline of theology

Course Plan

- S8103C Spiritual Formation 4
- X8190C Research Methodology
- X9297C Major Research Project (18cp) OR X9298C Minor Research Essay (18cp)
- 8 elective units, including at least five 9200 level units

5. Academic Policies and Procedures

5.1 Governance

5.1.1 Australian University College of Divinity

The Australian College of Ministries (ACOM) is a Member Institution of the Australian University College of Divinity (AUCD). AUCD is an Australian University College providing high quality, accredited awards in ministry, theology, counselling and related areas through the teaching colleges that are its Member Institutions.

The Australian University College of Divinity is registered as an Australian University College. Its degrees and awards are accredited by the Tertiary Education Quality and Standards Agency (TEQSA). The AUCD is approved as a Higher Education Provider under the Higher Education Support Act 2003. It is also a CRICOS provider (CRICOS Code: 02948J), providing theological education to full-time, face-to-face, on campus, international students.

ACOM has been a foundational member of the Australian University College of Divinity since 1983. Through AUCD, we offer a wide variety of higher education awards at Undergraduate, Postgraduate and Doctoral levels. These awards are focused on the disciplines of Bible, Theology, Ministry, Leadership, Counselling and Mission.

5.1.2 ACOM Board

ACOM Ltd is a company limited by guarantee. ACOM is governed by a Board of Directors consisting of directors appointed by the Conference of churches of Christ in New South Wales, the Christian and Missionary Alliance of Australia, Churches of Christ in Victoria and Tasmania and Churches of Christ Queensland. The Board sets the policies under which ACOM operates to provide its training throughout Australia and the world.

5.1.3 Academic Board

In keeping with emerging standards of accountability and transparency in the Higher Education sector in Australia, ACOM has an Academic Board to oversee all aspects of its academic functioning. This ensures that ACOM's benchmarks, standards and procedures equal or exceed those of the Higher Educational sector more broadly. The Academic Board is comprised of senior academics from inside and outside ACOM.

5.2 Assessment

5.2.1 Completion of all Assessment Requirements

ACOM students are required to attempt and submit all assigned work for every unit in which they are enrolled. Assigned work includes both assessed work (including, but not limited to, forums, essays, examinations, field assignments) and unassessed work

(including, but not limited to, reading logs, reflective journals, and logs of field, formation and ministry work).

Students not submitting all assigned work with a weighting of 20% or more for a unit will receive a fail grade for the unit, regardless of whether their cumulative marks on other (submitted) pieces of assigned work for the unit are numerically sufficient to obtain a pass grade or above.

It is not necessary to pass all assigned tasks unless specified – however, the cumulative mark of all pieces of work must be numerically sufficient to obtain a pass grade or above.

5.2.2 Incomplete or Inadequate Work

Under certain circumstances, a student submitting all pieces of assigned work, and achieving a total unit mark of at least 50%, may still be awarded a fail grade under the provisions of this policy if, in the opinion of the Academic Dean, one or more pieces of submitted work are demonstrably inadequate or incomplete. Such inadequate or incomplete work may include, but is not limited to:

- Essays or other written work containing 60% or less of the assigned word limit, e.g., a 550 (or less) word assignment submitted in response to an essay topic with a 1,000-word requirement.
- Essays or other written work that clearly do not address the set topic in any substantive, comprehensive, coherent or systematic fashion.
- Essays or other written work with major sections, sub-topics, or other required material missing.
- Essays or other written work without a bibliography, or with only a minimal bibliography, where a bibliography was a required part of the assignment.
- Compilations of portfolios of field, formation or ministry work with one or more major elements missing.
- Absence of any administrative material or documentation (e.g., assignment title pages, reading logs, facilitation attendance sheets) that would allow the facilitator, marker or other official to determine that the student has met the set requirements of the unit.
- Failing to meet the minimum assessment standards and criteria.

Usually inadequate or incomplete pieces of work will be assigned a mark of less than 35% of the available marks, or a fail grade if the assignment is graded pass/fail.

In practice, this policy specifies that not only must students submit all work with a weighting of 20% or more, but also that all submitted work must be of a certain minimum standard. Students may not pass a unit without reasonable attempts at all

pieces of assessment weighted 20% and above and all work demonstrating minimum acceptable standards.

5.2.3 Submitting Assessments

Unless otherwise instructed, all assessments must be submitted via Moodle. Assessments must not (unless instructed) be submitted directly to a facilitator, marker, Student Engagement Manager, Registrar or any other staff member. All assessments must be submitted with a cover sheet. A cover sheet template is available on Moodle. If the cover sheet is not included on an assignment, it will not be marked and late penalties may accrue until a cover sheet is provided.

Assessments not adhering to the above requirements will be deemed to be incorrectly submitted. An incorrectly submitted assessment will not attract any marks and will be allocated a fail grade.

If a student, having realised that they have incorrectly submitted an assessment, then resubmits the assessment in the correct form, the resubmitted assessment will be processed normally, but will accrue any penalties associated with late submission.

All assessments submitted to ACOM must conform to the guidelines below, unless the assessment instructions specifically allow a variation.

5.3 Grading

5.3.1 Grading Criteria

A grade for a unit is determined upon assessment of performance in required course work and/or examinations. In deciding the grade, due weight is given to the level at which the unit is offered.

The grade is recorded as follows:

Pass (P) 50-64%

Work that satisfactorily attains the required outcome(s), with adequate knowledge, understanding, analysis and presentation.

Credit (C) 65-74%

Work that soundly attains the required outcome(s), showing a good level of knowledge, understanding, analysis, presentation and some evidence of critical interpretation.

Distinction (D) 75-84%

Excellent work that substantially attains the required outcome(s), showing a high level of knowledge, understanding, analysis, critical interpretation, presentation and some originality.

High Distinction (H) 85-100%

Outstanding work that comprehensively attains the required outcome(s), showing superior knowledge, understanding, analysis, critical interpretation, presentation and originality.

Fail (N) 0-49%

Work that fails to attain the required outcome(s), lacking in basic knowledge, understanding, analysis, and presentation.

Satisfactory (S)

The grade will be awarded in a topic that is assessed only on a pass or fail basis, where a satisfactory level of performance and participation has been achieved.

5.3.2 Marking Guide

Assessments will generally be graded according to a marking rubric. All rubrics are shown in the Turnitin platform for the relevant assessment, and may also be indicated in the Unit Introductory Booklet. If a specific rubric is not given, then the assessment will be graded according to the standard rubric which is made available to all students on Moodle.

5.3.3 Scaling of Grades

To ensure inter-unit and inter-institutional equity, a student's final grade for any unit may be scaled (upwards or downwards) by ACOM and/or AUCD. Thus, a student's final grade is not necessarily a simple addition of marks gained for each assessment item.

Scaling of grades is based on the monitoring of results overseen by AUCD. A student's final grade will appear on their academic transcript. Scaling occurs after a graded assessment has been returned to a student.

5.4 Late Submission Policy

Assessments without an approved extension may be submitted up to ten days after the due date, but will attract an automatic penalty deduction of 5% of the marks available for the assessment item for every day past the original due date. Assessments submitted more than ten days after the due date without an approved extension will be accepted for purposes of meeting the requirement for submission, but will receive a zero mark and will not be annotated by the marker.

Where an extension is granted, assessments may be submitted up to ten days after the due date of the extension, but will attract an automatic penalty deduction of 5% of the marks available for the assessment item for every day past the extension due date.

Assessments submitted more than ten days after the extension due date will be accepted for purposes of meeting the requirement for submission, but will receive a zero mark and will not be annotated by the marker.

5.5 Extensions

It is a requirement that all assessments are completed by the due dates set by ACOM and published on Moodle and in the Unit Introductory Booklet. However, at times, extenuating circumstances will arise that warrant the granting of an extension to the scheduled due date. To accommodate such cases, ACOM implements a clear set of guidelines for the fair consideration of extension requests, which balances compassion for legitimate requests with equitable treatment of all students.

All applications for extension must be made using the extension request form with attendant evidence attached before the assessment due date. Extension requests will not be accepted on or after the due date.

An extension of up to 21 days (including weekends and holidays) from an assessment's due date (longer may be considered in extraordinary circumstances) may be granted on the following grounds:

- Medical illness (certified by a medical certificate)
- Extreme hardship (refers to major adverse life events that could not have reasonably been anticipated, avoided or guarded against by the student, and caused substantial disruption to the student's capacity for effective study and/or the completion of required work)
- Compassionate grounds (based on a significant pastoral concern that is not considered part of a pattern of behaviour on the part of the student).

Circumstances that will not normally be considered as acceptable grounds for an extension are:

- Demands of employment
- Minor family problems such as domestic tension with or between parents, spouses, and other people closely involved with the student
- The demands of academic work
- Financial difficulties
- The demands of travel, sport, social commitments or other activities

Students should allow three working days from submission of an extension request for a response from ACOM.

5.6 Resubmissions

A student may resubmit any assessment (other than forum posts and online quizzes) that receives a failing grade prior to the application of late penalties. Where an assessment fails prior to the application of a late penalty and the mark is further reduced by that penalty, the assessment piece may be resubmitted, but the original late penalty will be applied to the resubmitted piece. Assessments that fail from the application of late penalties alone may not be resubmitted.

5.6.1 Resubmission Process

- Students have one week to complete the resubmission from the date the failed assessment was received back by the student. There are no extensions for resubmissions.
- Resubmissions that are submitted after the deadline will not be accepted and the mark given to the original submission will stand.
- The re-submitted assessment must be submitted in Moodle with tracked changes (or a similar method to demonstrate change) that reflect the issues raised by the marker or any other corrections required. The student must email the marker to advise they have resubmitted the assessment.
- The maximum grade achievable for the resubmitted assessment is 50%.
- No student may resubmit an assessment that failed due to academic misconduct (e.g., plagiarism, cheating, copying, etc.).
- In cases where the resubmitted work or re-sat examination attracts fewer marks than the original work or examination, the original grade will stand (students cannot lose marks through resubmission or re-sitting). However, assessments or examinations that fail twice will not be eligible for any further reassessment of any kind.

5.7 Unit Fail

When a student receives a fail grade for a unit overall, a second examiner appointed by the Academic Dean will review all assessment items which have contributed to the result. No student will be failed for a unit unless two examiners agree that the work has not reached a pass level.

5.8 Appeals

A student may appeal, without prejudice, against the result given in any item of assessment when that student believes that some error in grading has been made, or when there are concerns about the grade awarded. Any such appeal will be conducted under the terms of the Australian University College of Divinity (AUCD) Appeals Policy

and will be managed by the Academic Dean (or equivalent officer) in consultation with both student and marker concerned.

In the first instance, the student must raise the matter with the relevant marker. Note that an appeal will not be considered if the student has not made a genuine attempt to address the issue with the marker.

If the student still believes that there are grounds to appeal, the student may formally appeal in writing to the Academic Dean using the form provided on Moodle. Such an appeal must be lodged within two weeks of receiving the original mark and should detail, with appropriate supporting evidence, the reasons why the mark should be reconsidered. Students should note that an appeal must be based on supplied reasonable evidence of unfair or incorrect marking. Reasons such as not liking a result, disliking a unit, a lecturer, or a topic, or having worked hard in completing the assessment, will not be considered adequate grounds for an appeal.

The Academic Dean will consider the student's written reasons and make a determination as to the validity of those reasons, consulting with the assessment marker and/or other ACOM staff as appropriate.

If the Academic Dean upholds the appeal the relevant assessment item will be sent to a second marker for re-marking. In the event of a variation in marks awarded by the two markers, the higher mark will stand.

If the Academic Dean does not uphold the appeal, the student will be informed in writing as to why the appeal was not upheld. In general, the Academic Dean will not grant an appeal where, in the opinion of the Academic Dean, the reasons provided by the student:

- Are unrelated to the substance of the assessment and its completion by the student
- Involve vexatious or otherwise unsubstantiated claims against the integrity of the marker
- Involve claims of ignorance on behalf of the student where documentation regarding the structure and substance of the assessment has been clearly provided

A student who remains dissatisfied by the outcome may make a further written appeal to the ACOM Academic Board, who will review the process and relate their decision in writing to the student. The full appeal policy and procedure can be found on the [AUCD website](#).

5.9 Academic Misconduct

5.9.1 Definitions

Academic misconduct includes, but is not limited to, the following:

- **Plagiarism:** the representation of another's work or ideas as one's own. It includes the unacknowledged word-for-word use or paraphrasing of another person's work, and the inappropriate unacknowledged use of another person's ideas. Examples include:
    - Copying word for word from an information source without proper acknowledgement
    - Copying from an information source and changing some of the wording
    - Extensive paraphrasing of an information source without proper acknowledgement
    - Using another person's ideas without proper acknowledgement
    - Excessive quotation, that is, where more than 20% of a work is direct quotation
    - Use of statistics, tables, graphs, diagrams without identifying the source
    - Using one's own previous work without acknowledgement ("self-plagiarism")
    - Using audio or visual material, or objects, without acknowledging their origin
    - Using words or ideas generated by artificial intelligence without proper acknowledgement
- **Cheating:** the provision or receipt of information during tests or examinations; or providing or using unauthorised assistance at the computer terminal, or on fieldwork. Cheating would not usually include consultation with others or discussion amongst students about the preparation of assignments unless that was specifically forbidden. Examples include:
    - Gaining, or attempting to gain, access to information about examinations prior to the examination date, or information about assessment tasks, prior to their release date
    - Using notes, books or electronic devices in examinations, except where this is specifically allowed in the examination guidelines
    - Copying another's work during an examination, or to be presented for assessment
    - Engaging another person to sit an examination, or do other assessable work on one's behalf, either as a favour, or for a reward (as in "contract cheating")
    - Having another person redo one's work, on the pretext of "proofreading"
    - Secretly sharing information ("collusion")

- o Offering incentives (e.g. favours, bribes) for favourable treatment
- o File sharing, that is trading or transferring answers, essays, presentations and so on via the internet, often for a fee, favour or mutual exchange
- o Using artificial intelligence in a manner inconsistent with authentic learning in a learning task or to write the text of an assignment
- **Fraud:** Academic fraud is when a false claim is made about the source or originality of a piece of work. Examples include:
  - o Taking another's place in an exam or assessment task
  - o Engaging another to take one's place in an exam or assessment task
- **Improper Behaviour:** that which interferes with students or staff in pursuit of their academic endeavours. Examples include:
  - o Disruptive behaviour in class or institutional facilities such as libraries, or by electronic means
  - o Attempting to prevent others from doing research or completing work.
  - o Sabotage of another's work
  - o Failure to comply with rules or directions, such as in examinations.
  - o Leaking information about another's work
  - o Any of use of social media or artificial intelligence that compromises academic integrity
- **Misrepresentation:** giving false or misleading information in academic matters. Examples include:
  - o Fabricating research data or results
  - o Deliberately omitting data
  - o Dishonestly reporting research methods or results
  - o Making false declarations
  - o Making false claims to gain approval or funding
  - o False claims of authorship
  - o Deliberate lack of acknowledgement of co-authors or contributors, or the use of generative artificial intelligence
  - o Submitting work, whether one's own work or that of another, that has been submitted for previous units or courses, or in other colleges
  - o Denying or failing to disclose conflicts of interest
  - o Publishing as original, work that has previously been published, or generated by artificial intelligence
- **Unethical Behaviour:** that which breaches accepted ethical standards. Examples include:
  - o Failing to gain ethical approval for research
  - o Failing to follow research protocols
  - o Using research for personal gain
  - o Conducting research not compliant with laws, regulations or codes of conduct

- o Unfair treatment of research assistants or subjects
- o Preferential treatment of some students or colleagues over others
- o Using ACOM resources to produce work not approved by ACOM
- o Misuse of confidential information in reports, presentations or other submissions
- o Inappropriate use of electronic media for information gathering or dissemination
- **Inappropriate Use of Artificial Intelligence:** this occurs when students use generative (content production) artificial intelligence, paraphrasing and translation tools in a manner inconsistent with authentic learning or genuine achievement of learning outcomes, and/or without clear citation. Examples include:
  - o Using words or ideas generated by artificial intelligence without proper reflection and integration into their learning experience, and/or without proper acknowledgement
  - o Using artificial intelligence to write any part of the text of an assignment unless required by the assessment question
  - o Not acknowledging in an assignment declaration or publication that artificial intelligence was used in permitted ways, such as to find resources, brainstorm ideas, answer queries about assignment topics, or to proofread work

5.9.2 Reporting an Incident of Academic Misconduct

A complaint may be made against any person as a student of ACOM whether proceeding to an award or not. Any person who has direct knowledge of academic misconduct may make a complaint in writing to the Academic Dean. Where appropriate, the Academic Dean will refer the complaint to the ACOM Academic Board, who will set up an Academic Misconduct Committee to investigate. If the Academic Dean is the complainant, or otherwise involved with the complaint, the procedures will be carried out by the Principal.

A complaint must identify the person against whom it is made and the nature of the misconduct. It must provide appropriate evidence of the alleged misconduct, including the names of witnesses where appropriate.

Complaints against persons formerly enrolled with ACOM should be made under the provisions of the AUCD Academic Integrity Policy, which can be found on [their website](#).

5.9.3 Managing an Incident of Academic Misconduct

The Academic Board shall, as required, appoint an Academic Misconduct Committee of three persons who will determine a complaint referred to it by the Academic Dean. A person who teaches or supervises the person complained of shall not be a member of

that Academic Misconduct Committee. Members of the faculty of other AUCD Member Institutions may be appointed to the Academic Misconduct Committee.

The Academic Misconduct Committee may inform itself about the alleged misconduct in any way it thinks fit. It must give the person against whom the misconduct is alleged sufficient notice of its deliberations and allow the person to present a defence in writing and in person. The person may be accompanied to any hearing by a friend.

Having considered the evidence before it, the Academic Misconduct Committee shall make its finding on the balance of probabilities, and shall report its findings in writing to the complainant, the person against whom the allegation is laid, and the Academic Dean, who will be responsible for implementing the decision of the Committee. The Academic Dean will report the outcome of any academic misconduct complaint to the ACOM Academic Board and the AUCD Academic Board.

Records of the making and resolution of a complaint about academic misconduct shall be kept in a separate file for each complaint. When a complaint is established, a note recording the nature of the complaint and any penalty imposed shall be placed on the person's file. A person's academic transcript shall not contain any reference to academic misconduct as the reason for a course result or other record. In general, information about established complaints shall be kept confidential. The Academic Dean is authorised to inform other educational institutions of an established complaint of academic misconduct if the Academic Dean considers it appropriate to do so.

5.9.4 Penalties for Academic Misconduct

Depending on the severity of the misconduct and the previous record of the student involved, an Academic Misconduct Committee may:

- Dismiss a complaint
- Find a complaint established and impose no penalty
- Find a complaint established and admonish the person
- Find a complaint established and order that the person forfeit marks in an assessment, fail a course unit or all the units in which the person is enrolled in a trimester
- Find a complain established and suspend the person from enrolling in a course unit or units, or an award in ACOM for a period not exceeding four trimesters
- Find a complaint established and recommend to the AUCD Academic Board that the person be suspended from enrolling in the AUCD for a period not exceeding four trimesters
- Find a complaint established and recommend to the AUCD Academic Board that the person be excluded from enrolment at AUCD for a period not less than two years
- Find a complaint established and impose a combination of the above penalties

A person who is suspended may not enrol in another Member Institute of the AUCD while the suspension is in force without the express permission of the AUCD Academic Board.

5.9.5 Appeals

A person against whom a complaint of misconduct has been established under these procedures may appeal to the AUCD Academic Board within 30 days of receiving the decision of the Academic Misconduct Committee. If a person lodges an appeal, the implementation of any penalty will be stopped until the appeal is resolved. The appeal will be heard under the provisions of the AUCD Academic Integrity Policy.

5.10 Students At Risk Policy

ACOM is committed to supporting all students to progress smoothly through their studies and to achieve their academic goals. This involves monitoring students' progression through their studies to assist them to maintain a minimum rate of progression that is likely to lead to successful course completion. Accordingly, this policy is designed to enhance student retention and academic success through timely intervention and to reduce avoidable failures that result in failure to graduate or exclusion from studies.

To achieve this aim, ACOM staff will at all times seek to identify students at significant risk of academic failure and students whose academic progress is significantly hampered by impediments that may be effectively managed by early intervention. Faculty and other relevant support staff will make additional academic and personal support available to these students, in order to provide them with the opportunity to work towards a successful outcome. The full policy can be found on the AUCD website.

6. Financial

6.1 FEE-HELP

FEE-HELP is an Australian Government financial loan scheme that assists eligible fee-paying students to pay their fees. All ACOM enrolled students who are Australian citizens (or on a Permanent Humanitarian Visa) may be eligible for Government FEE-HELP loans for both undergraduate and postgraduate study.

For information about FEE-HELP loans and eligibility please visit the Study Assist website.

Students who have been formally accepted to study with AUCD and ACOM and have indicated on their admission form that they will be using FEE-HELP to pay for their tuition will be emailed an online application referred to as an Electronic Commonwealth Assistance Form (eCAF) prior to the start of their first trimester.

Students who have previously applied for FEE-HELP at ACOM (or another institution) may still access FEE-HELP for new courses in which they are enrolled/enrolling at ACOM. On confirmation of the admission, an eCAF will be issued.

6.2 Centrelink Allowances

Under Commonwealth Government guidelines, study allowances may be available for full time students who are working towards accredited awards. Full-time is defined by the Government to mean 75% or more of their course's full-time study load. Enquiries about eligibility and applications for Youth Allowance, Austudy and Abstudy should be directed to Centrelink. Please note that:

- Youth Allowance (age 17-24) and Austudy (25 years and above) are available for eligible full-time students. Abstudy is available to eligible full-time students with Aboriginal and/or Torres Strait backgrounds.
- Centrelink requires a student to be studying 75% of a full-time load. In practice this means a student must be studying 6 units annually (and will include any year long units). Students must enrol and complete the units (withdrawals prior to census will not be included in a full-time load).
- Where a student is enrolled in a yearlong unit, Centrelink will assess the study load of the student for the whole year in which the annual unit is being undertaken.
- It is preferable that students studying full-time and wanting to claim Centrelink benefits enrol in their units for the full year to demonstrate to Centrelink that they have a full-time load.

- It is the student's responsibility to keep Centrelink informed of any program changes or changes of address during the year. If a student's study load falls below full-time, then Centrelink may require repayment of funds received. Centrelink advise that the student must contact them within 14 days of changes to their study load.
- ACOM's administration system reports in real time to Centrelink and other government agencies.
- Most students studying at Masters level are NOT eligible for Centrelink student support payments, however Graduate Certificate and Graduate Diploma students may be eligible. Contact the Registrar team or Centrelink for more information.

6.3 Tuition Assurance Scheme (TAS)

The Australian University College of Divinity (ABN: 39 002 653 036) is a body corporate and is registered on the Australian Qualifications Framework in the States of New South Wales, Queensland, Western Australia and Tasmania. Before a body corporate or its students can receive grants or other assistance under the Higher Education Support Act 2003, the body corporate must meet the requirements specified in the Higher Education Provider Guidelines. Amongst other things, AUCD must publish to all enrolling students a "statement of course assurance", explaining the course assurance requirements and the method by which the requirements have been met in the course concerned. The AUCD's course assurance is as follows:

The AUCD advises that, in the event that it is unable to continue to provide any of its courses, the Australian University of Theology (AUT) or the Australian College of Christian Studies (for Counselling Awards only) will allow students enrolled in that course of study to enrol in the similar course or courses of study and to receive full credit for the units of study successfully completed as part of the course of study with the AUCD.

In such an instance, the Australian University of Theology/Australian College of Christian Studies will:

- Provide incoming students with a place in the designated alternative course.
- Provide incoming students with "block credit" for all completed units.
- Recognise all the grades awarded at the previous institution.
- Upon completion of the outstanding units of study, allow all students to receive the award of the programme into which they have been transferred (even in cases where the students have undertaken less than 50% of their degree at the Australian University of Theology/Australian College of Christian Studies).

At the same time, AUCD will:

- Refund to students the money that they have paid for incomplete units in which they are currently enrolled or (with the student's agreement) transfer such fees to the Australian University of Theology/Australian College of Christian Studies.
- Convert any "incomplete" grades that are the result of student error to "fail".
- Refund students the tuition fees in any unit of study in which their grade remains "incomplete" where that "incomplete" grade is the result of institutional error.

Students are further advised that, in the event that the course assurance arrangements are required:

- The Australian University of Theology/Australian College of Christian Studies might have a different student contribution or tuition fee for the course of study, so that the amount required to be paid might vary.
- There is no obligation to enrol in the course in which an offer of enrolment has been made under the course assurance arrangement, but, if the offer is taken up with the Australian University of Theology/Australian College of Christian Studies, then there will be a full credit transfer for the units of study already completed. Should a student decide to enrol with a different provider other than the Australian University of Theology/Australian College of Christian Studies, there would be no obligation on that provider to offer full credit transfer for the units of study completed.

6.4 Fees and Charges

6.4.1 Tuition Fees

A full list of tuition fees and other incidental fees for the current year can be found at: https://acom.edu.au/study/fees/

6.4.2 Pension Discounts

Students holding a pension card and paying their fees upfront may be eligible for a $200 pension discount per standard 9 credit point unit.

To apply for a pension discount, simply contact ACOM and provide a current copy of your pension card. Once your eligibility has been confirmed by staff, register for units making a note of your pension discount.

6.4.3 Facilitation Expenses

Students should allow for an additional cost for living and travelling expenses when attending in-person facilitations away from their local region.

6.4.4 Due Dates

Students paying upfront must pay the tuition fee for each unit prior to the start of each trimester (unless the student has arranged a payment plan with the Registrar).

6.4.5 Withholding of Unit Material

Students will not be given access to unit material until payment of all relevant fees and charges has been arranged. These fees and charges include any outstanding late enrolment and/or withdrawal fees.

In addition to the above, no time extensions will be given to students to complete work if a student receives access to their course material late due to late payment of fees.

6.6 Withdrawals and Refunds

Administrative dates including Census dates and enrolment deadlines will be published on the ACOM website. Students do not incur a financial liability for a unit until after the Census date, however a withdrawal fee may still apply. This applies to all eligible students whether they pay their tuition fees upfront or use FEE-HELP.

Students are to advise ACOM in writing by the published Census date should they intend to withdraw from a unit or course. In the event of a student withdrawing on or prior to the published Census date, 100% of tuition fees paid will be refunded (less any applicable withdrawal fees). In the event of a student withdrawing after the published Census date, no refund is applicable. The student will pay the full tuition fee for the unit.

6.7 Withdrawal After Census Date Without Penalty

Should a student become seriously ill or suffer exceptional circumstances of a compassionate nature (such as death or severe illness in the immediate family) after the Census date and can no longer continue their studies, ACOM may refund the balance of the unused fees. This fee refund is wholly at the discretion of ACOM.

The application must be in writing and appropriate evidence, such as a medical certificate, will be required. A student will need to show that what affected them was beyond their control, did not make its full impact on them until on or after the Census date of the unit, and made it not practicable for them to complete the unit.

Units failed due to Academic Misconduct will not be considered. Flare ups of chronic or pre-existing conditions will not normally be considered, however an Enabling Plan can be set up to provide assistance in these circumstances.

A student may make an application within 12 months of the withdrawal date for a unit or, if the student has not withdrawn, within 12 months of the end of the period in which

the unit was to be undertaken. The 12 months period may be extended on the grounds that it was not possible to apply within the 12 months period.

If a refund is approved, ACOM will either:

- Arrange for a reversal of the FEE-HELP debt; or
- Pay by transfer to the person or organisation who paid the fees. Payment will be made within four weeks.

Where ACOM determines that exceptional circumstances do not apply in a student's case, the student has the right to apply for a review of that decision. ACOM will apply a student review procedure for reconsidering such decisions. If the student wishes to request a review of the decision, this must be made within 28 days of receipt of the original decision. The request must include:

- The date of the original decision
- The reasons for applying for the review
- Any additional relevant evidence

In reviewing a decision, ACOM will:

- Appoint a review officer who is not the same officer who made the original decision and who occupies a position that is senior to that occupied by the original decision-maker.
- Reconsider the decision with the reviewer's available options being to confirm the original decision, vary the decision, or set the decision aside and substitute a new decision.

After the decision has been reconsidered, ACOM will:

- Notify the person, in writing, of the reviewer's decision and the reviewer's reasons for making the decision (confirming the original decision, varying the decision, or setting the decision aside and substituting a new decision).
- Advise the person of their right to appeal to the Administrative Appeals Tribunal (AAT) for a review of the reviewer's decision if the applicant is unsatisfied with the outcome.

This policy does not remove the right to take further action under Australia's consumer protection laws. ACOM's dispute resolution processes, and complaints policy and procedure do not restrict the student's right to pursue other legal remedies.

7. Other Policies

7.1 Student Grievance Policy

ACOM has a responsibility under legislation to ensure that students are not subjected to discrimination, harassment, vilification, victimisation, or other forms of unfairness. As a Member Institute of AUCD, ACOM follows AUCD's Grievance Policy and Procedures, which provide a mechanism for addressing grievances, without prejudice, arising out of any kind of situation or process which adversely affects the student.

The full policy can be accessed on the AUCD website.

7.2 Bullying and Harassment Policies

AUCD and ACOM affirm that bullying, harassment, sexual assault and sexual harassment - in any form, by any person - is entirely unacceptable, and have zero tolerance for such behaviour. Full policies can be accessed on the AUCD website.

8. Saving Clause

Notwithstanding the provisions of any policy in this handbook, the Academic Dean may vary or waive the provisions of any policy if, and with the concurrence of the Academic Board, it is the opinion of the Academic Board that the normal exercise of these policies would cause unconscionable difficulties for the student(s) concerned, or damage the reputation and/or operational integrity of ACOM.