



PATHWAYS
COLLEGE
of Bible & Mission

General Information 2021



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1. INTRODUCTION



If you want to love God and serve Him well, you need to keep theology and action together. Without deep Bible knowledge, ministry becomes shallow and secular. And without loving action, theology becomes stagnant and irrelevant. However, if you can fuse theology and action together in the same learning experience, you have something powerful and life-changing, a living knowledge that pleases God in the real world.

This fusion of theology and action is what Pathways College offers you. As a Bible college, we are 100% committed to giving our students a deep theological base. For students undertaking internship programme, we also require you to spend 50% of your time learning practically in your fields of ministry. At Pathways, we believe this action-knowledge dynamic is how people truly learn and develop.

If you have been thinking of spending some focused time to understand God, His word, and yourself better, then you have come to the right place. Entwined throughout the study and ministry you will do through Pathways College is the commitment to Spiritual Formation. The academic side of study is crucial and ministry is key. However, through all this our goal is to help you grow in your relationship with Christ during your time at Pathways. We are going to do this through giving you inspiring educators who love Christ deeply and show their passion for Christ and His word in every class. We will push you to engage in real life ministry that will cause you to call on God and ask Him for His help and strength continually throughout the year. Through your Spiritual Formation group we will help you wrestle with real issues of life, faith and theology.

As you consider studying at Pathways we pray that you will allow the Holy Spirit to guide you as you commit to learning and growing in your faith.

Dr Francine Bennett

Principal

2. OUR MISSION

Discipling people in the local church through excellent academics, ministry and mentoring.

3. OUR VALUES

God Inspired	In everything we do, we want to depend on God's guidance
Learning in Action	Teaching Biblical truth that produces life-changing results
Excellence	Striving to achieve the highest standards in everything we do
Care	We are compassionate and relational, seeking the best for each of our students and everyone we deal with
Engaging Joy	Fun loving and life giving environment for learning

4. OUR ETHOS

Pathways College of Bible & Mission carries forward the sixty-year heritage of both New Zealand Assembly Bible School and Gospel Literature Outreach College.

Pathways College draws from the strength of the Christian Brethren tradition. The College has a contribution to make to the wider Christian community. Students from any branch of the Christian Church are warmly welcome. Students who come have much to give, as well as receive.

5. THE BELIEFS WE TEACH

We believe, affirm, and teach

1. God is. He exists as Father, Son and Holy Spirit. He is almighty, and has need of nothing. He is eternal.
2. God, who is spirit, has chosen to create space and time and matter, and all that exists. He has planned this in his wisdom, and created all things by his power. He has life in himself, and all life has its source in him. He continues to be Lord and active sustainer of this world and all that he has made.
3. The crown of God's creation is humanity, whom he has made in his image, and to reflect his glory. He has made Adam and Eve, male and female. To them he has given not only a physical body, but also the "spirit of life" that they might be "living souls" and able to have a personal relationship with their Creator. God has also given them the ability to make their own choices. Our first parents chose to disobey God, and have passed on their fallen nature to all humanity.
4. Jesus Christ, the eternal Son of God, came to earth to be the Saviour of the world. He, and he alone, fully reveals God. He was conceived of the Holy Spirit and born of the Virgin Mary, fully God and fully human. He lived among us on this earth, spoke the words of God, and did the works of God. He was crucified – an act of sinful men – but his death was also his own act of obedience to God by which he offered himself as a sacrifice for the sins of the world. He was raised to life again by the power of God, on the third day, left the tomb, and after showing himself alive to his disciples, ascended to heaven.
5. God planned before the world was created that there should be a way of salvation for sinful people. We ourselves are totally unable to achieve peace with God by our own efforts. God has acted in grace, and chosen to call men and women into his family and kingdom. At the same time, he invites all people to respond to him by faith in Jesus Christ and his sacrifice, and we are accountable for our choices. As we receive salvation, we are justified, forgiven, born of God, and have the gift of eternal life. By the Spirit of God, we begin to be changed to live according to God's design, and to become like Christ. Our growing

likeness to Christ is evidence of our coming into relationship with God. God's greatest requirement of us is that we love him with all of our heart, and that we love our neighbours as ourselves.

6. At the time that anyone receives the gift of salvation, the Holy Spirit comes to dwell within them. It is by the Spirit of God that we are born again. The Holy Spirit is eternal and divine. He reveals Jesus Christ to us. He teaches the truth, and communicates the life and power of God to us.
7. The Holy Spirit has inspired the Scriptures (the Old and New Testaments). The Scriptures are God's Word. They are sufficient for our guidance and are our final authority in all matters of faith and conduct. Scripture is true and fully reliable. We do not judge Scripture – rather, we stand under its judgement, and seek in humility to understand it by the Spirit's aid, and then obey.
8. All who have received salvation become members of Christ's church. They are his disciples. To them is given the task and privilege of being his ambassadors to represent their master to the world, and to proclaim the good news of reconciliation to God through Christ's sacrifice.

The Church functions as a body. God by his Spirit gives gifts which equip every member to contribute to the church's ministry, and, for the church to be healthy, every member must be playing his or her part. All believers are priests, with access to God in prayer and worship solely on the ground of Christ's sacrifice.

The typical pattern of church government presented by the New Testament is that of oversight by a group of elders. This provides the pattern for church leadership in our own day.

Christ has asked his disciples to remember him regularly in the celebration of the Lord's Supper (or Communion). This is a focus of the shared spiritual life of the Church, and expresses the unity of believers in Christ.

Baptism by immersion in water is a symbolic act in which believers publicly declare their commitment to Christ.

9. Evil is real. Satan, the enemy of God, is active in this world. There is a hell as well as a heaven. But Satan, sin and death have been overcome by Christ in his death and resurrection.
10. The salvation which God has planned for His people is not yet complete. Christ will soon return to this world as King of kings. Evil is yet to be finally put down in a process of judgement and in this process, God's people are vindicated. The truth of God's promises to Israel will also be vindicated in a time of blessing for the nation. The dead will be raised – those who have been born of God to eternal joy, and the unrepentant to eternal sorrow. Creation will be renewed, and there will be a new heaven and a new earth. All creatures will sing God's praise.

6. OUR PROGRAMMES

Pathways College provides Certificate and Diploma level Christian education in biblical studies, theology, leadership, spiritual formation and ministry/mission. Emphasis is placed on practical assignments in each area of study to foster the skills necessary to better witness for Christ in New Zealand and overseas.

Current study options at Pathways include:

Qualification	NZQF Level	Credits	Duration	Study Option
New Zealand Diploma in Christian Studies (Theological Studies) (Level 5)	5	120	1 year	Fulltime

Internship:

This qualification available through Pathways College uses an internship model. Unlike internships that simply offer work experience, Pathways College offers an academic internship that engages students in holistic learning; classroom-based teaching integrated with a study course involving guided field education. The whole programme includes directed internship learning, requiring supervised experiential education in a local church or Christian organisation as well as biblical and theological studies provided through block courses.

7. OUR CREDENTIALS

NZQA

- Pathways College is "A private training establishment that has been granted registration by the New Zealand Qualifications Authority under Part 18 of the Education Act 1989."
- NZQA (New Zealand Qualifications Authority) awarded the College a category 3 result after completing its most recent External Evaluation and Review (EER) in 2019. The College will have another EER in May 2021.
- Pathways College is recognised and accredited by NZQA to teach locally approved subjects at Levels 3 – 6 on the NQF (National Qualifications Framework) in the area of Christian and Theological Ministries.
- For more information about Pathways' NZQA accreditation, visit www.nzqa.govt.nz and search for Pathways College.

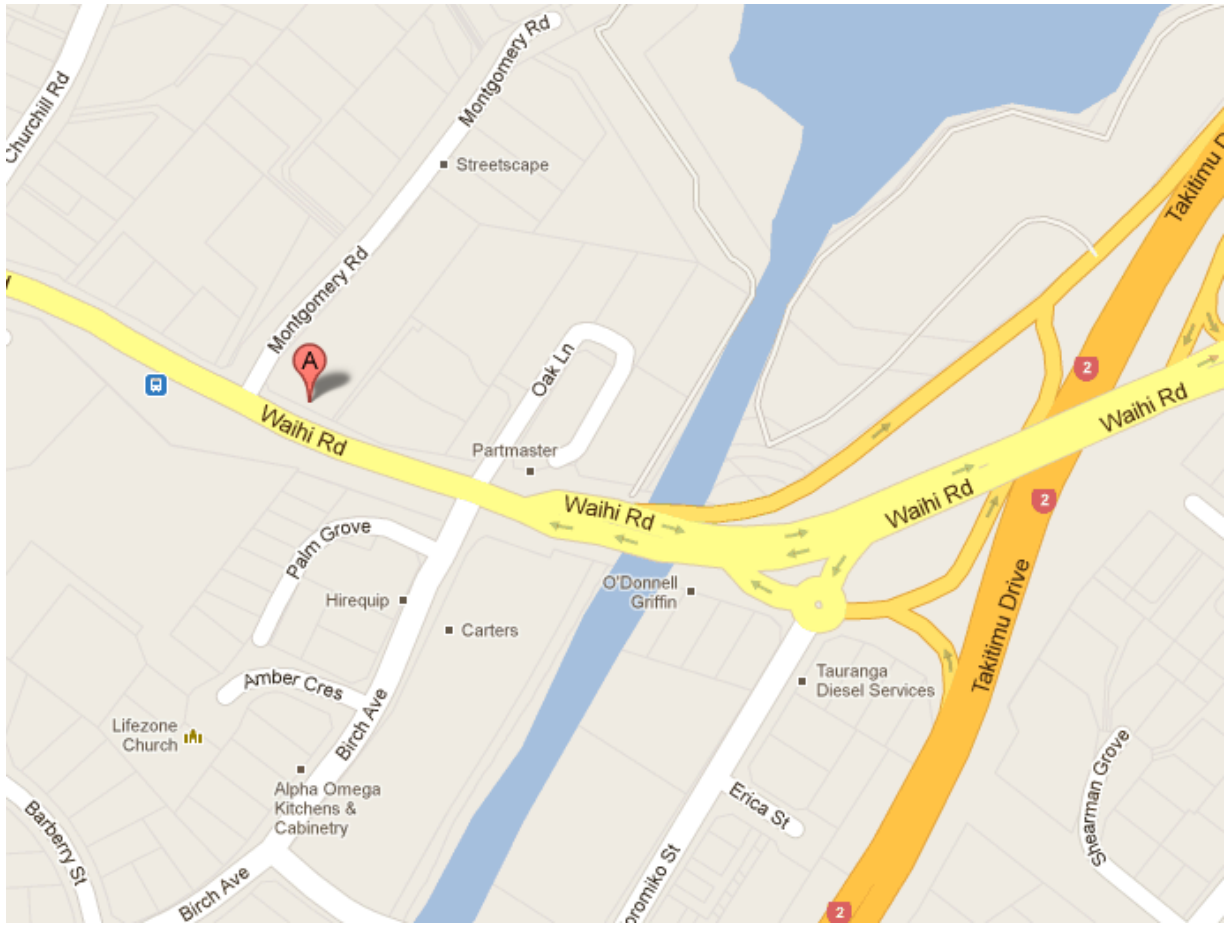
Pathways College has complete freedom to teach its own Biblical emphasis. It is a member of the South Pacific Association of Evangelical Bible Colleges, the Christian Theological and Ministries Education Society (CTMES) and Independent Tertiary Education New Zealand (ITENZ).

Pathways College has links with other institutions to allow for cross-crediting of work completed at the College. Specifically, diploma graduates may apply for second year study at Carey College, Laidlaw College or Otago University.

Pathways College is governed by a Board which holds itself accountable to serve churches associated with Christian Community Churches of New Zealand (CCCNZ) and the Christian Brethren movement in New Zealand. As such, it is the education arm of the Christian Brethren movement. Pathways College is recognised by Global Connections in Mission, the movement's missionary sending arm.

8. OUR LOCATION

Pathways College Office is located in the Lifezone Church building at 7 Oak Lane, Judea, Tauranga.



9. QUALIFICATIONS OFFERED

A. New Zealand Diploma in Christian Studies (Theological Studies) (Level 5)

A.1. Purpose

This one-year programme has been designed to blend theory and practice by connecting classroom and context through the internship model. Course requirements, met through the educative guidance of a mentor, the challenges of ministry, formal instruction with peers and directed learning, equip the student for vocational Christian service. Student involvement in a real situation under experienced practitioners enables informed vocational, transitional, and contextual awareness. Church and non-church based Christian organisations (e.g. Christian Camping, Word of Life) offer internship placements.

The Diploma provides a way for a Christian organisation such as a local church to develop work-ready potential leaders through formal education without losing the ability to influence the student's learning and development. Interns also benefit by learning from experienced leaders in a hands-on practical context, while also receiving life-impacting biblical and theological input. The 'how' and the 'why' of Christian ministry are developed together.

This programme uniquely combines internship experience with biblical and theological education through residential block courses and weekly study. It offers a greater proportion of supervised ministry experience than comparable degree programmes, while still enabling entry into the second year of such programmes.

A.2. Level and Accreditation

The New Zealand Diploma in Christian Studies (Theological Studies) (Level 5) is accredited and approved by NZQA and is a NZQF Level 5 programme (Level 5 is equivalent to the first year of an undergraduate university degree).

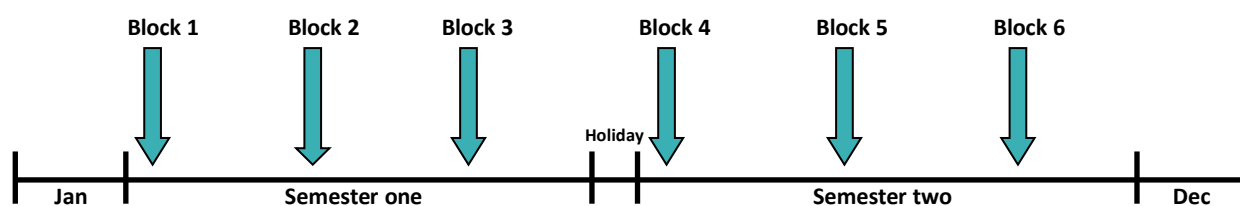
A.3. Expected Outcomes

The Diploma will enable a graduate to

- build biblical and theological foundations while involved in ministry
- gain people-helping skills while gaining practical experience in a church or other Christian organisation
- reflect theologically upon that ministry experience with a mentor
- understand the Bible in some depth and share it with others
- gain relationship skills by serving in a team
- gain planning and participation skills in ministry events
- observe experienced leaders in action and develop leadership potential
- cultivate habits that maintain spiritual life in the midst of action

A.4. Format

This is a one-year 120 credit programme consisting of 38 weeks (excluding holidays) with a minimum of 32 hours study per week. Students are held accountable for completing a minimum of 16 hours of practical course work per week within a ministry context. This includes one-on-one supervisor-directed mentored tutorials, course-driven experiential learning, small group learning, and written work to demonstrate competency in the course learning objectives. An additional 16 hours per week study includes attendance at block course lectures (approximately every six weeks), directed study, group work, and self-directed learning. The academic year with six block courses looks like this:



A.5. Entry Requirements

Applicants must be 16 or older (18 or older for international students) by the start date of the qualification they are applying for, **and** have successfully completed **one** of the following:

- NCEA level 2 or higher, **or**
- A national or overseas qualification equivalent to or higher than NCEA level 2, **or**
- A New Zealand Diploma at level 4 or above, **or**
- The Pathways College Internship Preparatory Programme.

Applicants who do not meet the above criteria may be granted entry into a programme of study by either first completing the Pathways College Internship Preparatory Programme or gaining Special Entry (refer below).

All applicants must also undergo a Police Vet check as part of the enrolment process. Admission into the programme is subject to a satisfactory outcome of this check.

In addition to the academic requirements applicants must also provide evidence they have the support of a placement church or para-church organisation. This is necessary because without this support a student will not be able to meet the internship requirements of their study at Pathways. Typically completion of the 'Internship Placement Form' by the placement leader at time of enrolment is sufficient evidence. We will contact the applicant if further information is required.

International students, in addition to the above, must be 18 or older by the start date of the qualification they are applying for, and meet the minimum English language requirement, which is an Academic IELTS score of 5.5 with no band score lower than 5, or its equivalent.

A.6. Pathways College Preparatory Programme

Applicants wishing to enrol in either a certificate or diploma qualification who do not meet the minimum academic requirements can complete a part-time, Internet based, preparatory programme to gain entry. Participants must complete at least 10 credits at Level 5, selecting courses from those currently offered through online delivery. A minimum grade of 70% must be achieved in each course.

In most cases the Preparatory Programme can be completed through one semester of part-time study but this will depend on which courses are selected. The credits gained can be cross-credited into a Level 5 diploma qualification. Information related to Cross crediting, RPL and RCC can be found on pages 16-17.

While the completion of the Preparatory Programme will enable an applicant to meet the academic requirements of enrolment, it does not remove the necessity to provide evidence of support from a placement organisation, or if an international applicant, the specific requirements related to international student enrolments.

A.7. Special Entry

New Zealand applicants who do not meet the standard entry requirements may apply for Special Entry. This considers a person's life experiences and work history to determine their suitability to study at diploma Level 5 or above. The requirements for this are:

- Must be over the age of 20, **and**
- Submit a Curriculum Vitae that includes work history, **or**
- Provide a written reference and suitable recommendation from a past or current employer outlining work completed (minimum 3 months employment), **or**
- Provide evidence of prior learning that indicates an ability to study at Diploma level 5. See the section 'Recognition of Prior Learning' on page 16.

International students, in addition to the above, must meet the minimum English language requirement, which is an Academic IELTS score of 5.5 with no band score lower than 5, or its equivalent.

A.8. Placement Organisation Requirements

Churches or other Christian organisations that wish to have an intern with Pathways College must:

- be willing to provide organised and specific ministry opportunities to the particular intern, **and**
- be willing to supervise the particular intern as described in the *Mentor Handbook*.

A.9. Graduation Requirements

Interns who achieve a minimum of 120 credits in the required subjects qualify for the New Zealand Diploma in Christian Studies (Theological Studies) (Level 5).

A.10. Orientation Programme

At the first block course students are taken through a comprehensive orientation programme covering academic and placement requirements and advice and support structures and services available. Students may contact their Supervisors and/or College staff for ongoing advice and support as and when required.

A.11. Academic Director of Teaching and Learning

The Academic Director provides overall guidance to interns and mentors, as described in the *Mentor Handbook*.

A.12. New Zealand Diploma in Christian Studies (Theological Studies) (Level 5) Course List

Courses:	Course Code	Semester	Credits
Supervised Ministry Experience (60 credits):			
Supervised Ministry Training	MIN510A	1	30
Extended Supervised Ministry Training	MIN510B	2	30
Biblical Survey (10 credits)			
Old Testament Survey	THEOL503	1	5
New Testament Survey	THEOL503	2	5
Interpreting the Bible (10 credits)			
	THEOL502	1	10
The Life of Christ: Living the Faith (15 credits):			
James - Faith in Action	THEOL505	2	5
Spiritual Formation	THEOL505	1	5
The Life of Christ through the Gospels	THEOL505	2	5
Christian History (5 credits)			
	THEOL501	2	5
Theology (15 credits):			
Systematic Theology I	THEOL504	1	5
Systematic Theology II	THEOL504	2	5
Theology in the Context of Aotearoa	THEOL504	1	5
Negotiated Ministry Practice (5 credits):			
<i>Students have the opportunity to experience all these areas Of ministry but select only one NMP Module for assessment.</i>	MIN520	2	5
Biblical Worship	MIN520	2	5
Christian Camping: Professional Practice	MIN520	2	5
Ministry With Children	MIN520	2	5
Missions: Living the Good News Cross Culturally	MIN520	2	5
Preaching: Christian Communication	MIN520	2	5
Youth Ministry: Growing Disciples of Jesus	MIN520	2	5
		Total Credits:	120

The Student Handbook issued to students at the beginning of the year outlines the full description for each of the courses which comprise this qualification.

B. DIPLOMA IN MINISTRY (Pastoral Leadership)

Pathways College has a partnership with Carey College to train and develop pastors for Brethren churches. This utilises the experience of Carey in training pastors and the ability of Pathways to organise placements and mentoring.

A student can complete the Bachelor of Applied Theology through Carey College, and over those three years (more if part-time) also work on a Diploma in Ministry (Pastoral Leadership) jointly through Pathways and Carey Colleges.

This Diploma in Ministry (Pastoral Leadership) is available to accepted applicants who, in addition to being suitably endorsed by a church or a similar organisation, are perceived as possessing gifts and calling which may lead into church pastoral responsibilities, part or full-time.

The Diploma in Ministry (Pastoral Leadership) is not a stand-alone award. It is integrated within the academic framework of the Bachelor in Applied Theology (or other potential programmes) from Carey College (see diagram below) and is offered only to students undertaking this degree. Students who have already completed an equivalent or higher qualification in Bible/theology/ministry may apply for special entry.

The Diploma in Ministry (Pastoral Leadership) is specifically planned for those who desire to do theological and practical training in preparation for pastoral leadership.

The Diploma recognizes that:

- pastoral leadership is undertaken in many different settings;
- there are different types of pastoral staff within the church;
- there are different ways of doing church.

The specific interests and callings of the students would be reflected in course selection, fieldwork and supervised experience.

The Diploma has the following components:

1. Teaching on ministry and church practice at Carey College and Pathways;
2. Peer support with other pastors in training at Carey College;
3. Ministry assignments at various Brethren churches;
4. Mentoring by a Brethren pastor, Pathways person and ministry supervisor;
5. Evaluation sessions with a group who are involved in their pastoral training;
6. Occasional workshops and retreats for two years after completing the programme.

B.1. Programme structure

1. Academic

Pastoral Leadership students are required to include the following courses within their Bachelor of Applied Theology [or, if offered special entry, to ensure that if these or similar courses are not already in their degree that they take them alongside their Diploma in Ministry (Pastoral Leadership) programme]:

- Introduction to Preaching;
- Introduction to Pastoral Care;
- Spiritual Leadership;
- People of God;
- Brethren Studies.

2. Fieldwork

Church-based learning experiences are a key component of the programme. Pastoral Leadership students are required to spend 12 hours each week in church ministry (first year students are required only 6 hours in their first semester). It is recommended that students spend an 8-hour day plus Sunday in the church. This includes time for reflection and supervision.

In addition students in their first year are required to do a summer placement for about 12 weeks between November and February. This is an opportunity to learn the reality of full-time ministry and get exposure

to different church contexts. Pathways will make every effort to negotiate church placements for students that will best assist them to learn and grow in the development of their pastoral skills. Students are required to submit written reflections on their ministry experience and meet with a ministry supervisor. A supervisor is assigned within the church to assist integration of knowledge, skill and character.

The aim of church-based learning is that students develop the ability to:

- Reflect theologically on church based experiences;
- Identify your strengths, gifts, and passions – developing the weaker ones and establishing the stronger ones;
- Work collaboratively within team and leadership situations;
- Set realistic goals;
- Take responsibility for your personal and spiritual growth and development;
- Establish accountability, support and encouragement networks.

3. Mentorship

Pastoral Leadership Students are to meet at least monthly with a mentor who is an experienced pastor. The purpose of the mentoring is to assist in the development of character and passion. The mentoring process explores the student's daily life in the areas of home, ministry and community in the light of Scriptures. A mentor is someone who is willing to journey with the student and give guidance in the areas of theological reflection and self-reflection. Pathways will guide in the choice of a mentor. A good mentor is someone who demonstrates maturity, wisdom, courage and grace. They have the willingness to speak into another's life and encourage reflective thinking.

Students will also meet regularly with the Pastoral Leadership Coordinator at Pathways. These sessions will help to integrate different components of the programme to enhance personal and ministry development.

4. Evaluation

Evaluation is an important part of the training process and will be received from designated Pathways staff, supervisors, mentors and peers, on a regular basis. Each year there are two significant evaluations. Firstly, a mid-year review with the Pathways Pastoral Leadership Coordinator. Secondly, a more significant and robust review with the wider group of people involved in their training.

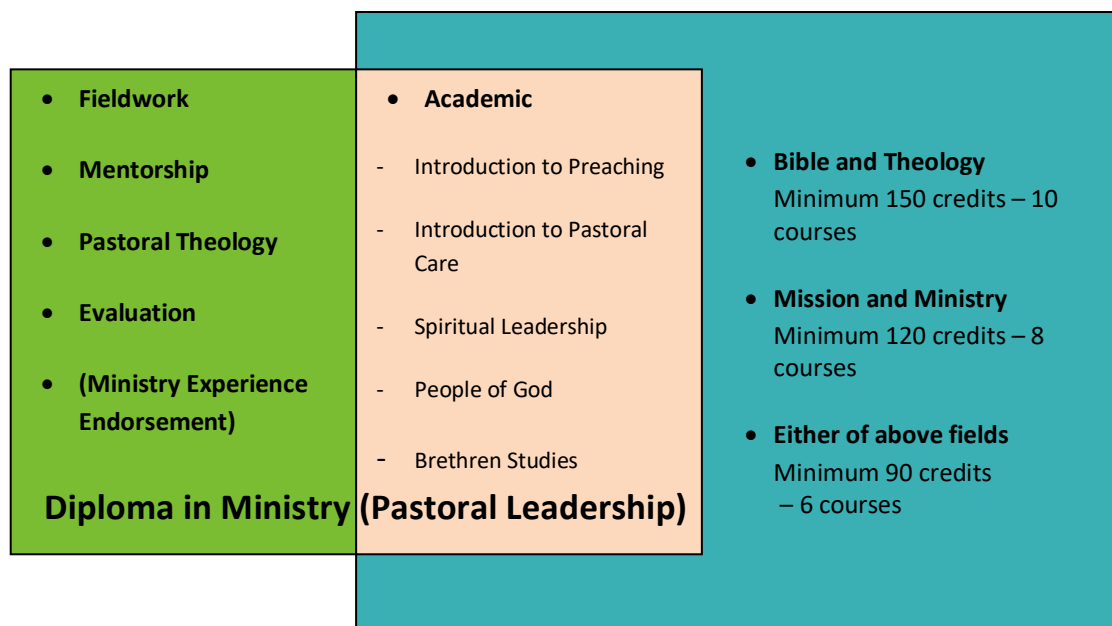
5. Pastoral Theology

Pastoral Theology is a weekly 120-minute class organised by Carey College for all Pastoral Leadership students. The Pastoral Theology programme is scheduled for 24 Tuesdays each year.

The purpose of this class is as follows:

- To develop an appreciation of how theology influences practice;
- To develop strong pastoral leadership values, philosophy and culture within our students;
- To synthesize your study, fieldwork, and experiences - attempting to look at them through pastoral lenses;
- To develop critical thinking skills, and understand the difference between idealism and realism;
- To provide a forum for discussion and reflection on current issues within the church and the world;
- To have input from both academics and practitioners;
- To interact with one another and develop relationships;
- To develop team building skills.

B.2. Applicability of the Diploma in Ministry (Pastoral Leadership) Programme to Christian Brethren Churches



Bachelor of Applied Theology courses offered at Carey College are taught by Carey faculty (some of whom are members of Brethren assemblies) and from time-to-time may include input from Pathways staff. These courses overlap with requirements for the Diploma in Ministry (Pastoral Leadership) – see diagram below. The Bachelor of Applied Theology may be taken through distance education, attendance at classes at Carey’s Penrose, Auckland campus, or a blend of these modes of learning.

In addition to the Diploma in Ministry (Pastoral Leadership) classes offered at Carey College there is specific lecture content and small group tutorials taught by Pathways College. These are directed to the particular ministry contexts for Brethren students. Attendance (on each Tuesday of the academic year) at these and associated Carey classes is a programme requirement. Note that the Diploma in Ministry (Pastoral Leadership) at both Carey and Pathways is only offered in the context of denominational endorsement; consequently loyalty is held highly and a denominational change during the programme excludes a student from the award.

A Pastoral Leadership student would graduate at the conclusion of their studies with a Bachelor of Applied Theology from Carey College and a Diploma in Ministry (Pastoral Leadership) jointly from Carey and Pathways Colleges.

Graduates with the Diploma in Ministry (Pastoral Leadership) are offered an important further recognition, earned during the following two years of pastoral leadership: a Ministry Experience Endorsement. This is designed to facilitate successful entry into pastoral responsibilities, encourage the consolidation of gift and competency, and establish lifestyle disciplines which undergird longevity in ministry. The opportunity to participate in the programme of ministry development offers graduates (and churches) two years of supported, mentored, and reflective pastoral experience.

At the satisfactory conclusion of the above process of ministry development, and in association with their church, Pathways offers a ministry experience endorsement to the Diploma in Ministry (Pastoral Leadership).

B.3. Further information

For further details about the Bachelor of Applied Theology and Carey's Diploma in Ministry (Pastoral Leadership) see – www.carey.ac.nz

Further details about the Diploma in Ministry (Pastoral Leadership) are available through Pathways College. For application papers, schedule of fees, course requirements and scholarship possibilities - write to or email the Academic Director of Teaching and Learning, Pathways Bible and Mission College info@pathways.ac.nz

10. CROSS CREDITING, RPL AND RCC

Students entering or considering entrance to the programmes at Pathways College may bring with them certain experience and/or qualifications that might parallel parts of the programme in which they are enrolling. In these circumstances students may seek the credit towards (and thus exemption from) those aspects of the programme. This opportunity is in keeping with the Credit Recognition and Transfer policy of the New Zealand Qualifications Authority. Recognition of Prior Learning (RPL) and Recognition of Current Competence (RCC) means that knowledge and skills acquired through work or life experiences may be recognised as equivalent to some specified course outcomes.

Cross crediting allows students to gain credit for tertiary level studies undertaken at another institution. Cross crediting will be done on the basis of matching course outlines, learning outcomes and assessments passed against those of the courses appropriate for the programme in which the student wants to be enrolled. Where there is not a direct match between courses, a minimum 80% match is acceptable. Full documentation must be provided to validate the claim for cross crediting of courses.

Course credits may be specified or unspecified.

- Specified Cross Credit is where a student has completed a course equivalent to a Pathways College course. The content, level and learning outcomes must be the same or very similar to the Pathways College course.
- Unspecified Cross Credit is where the student has completed an unrelated course at another recognised tertiary institution.

All applications for cross-crediting must be made to the Principal for consideration.

RECOGNITION OF PRIOR LEARNING (RPL)

(RPL) is the formal recognition of non-credentialed prior learning. RPL is where a student has validated experiential learning that is equivalent to a Pathways course. All applications for RPL must be related to an identifiable course. RPL also gives students the opportunity to reduce the amount of time required to achieve a qualification by recognising learning that has not been taken towards a formal qualification. Examples are Christian Ministry experience or achievement in a related profession.

Pathways College recognises Prior Learning (RPL) in the following ways:

1. recognising prior learning in a formal situation for which NZQA-approved credits of an appropriate level have been awarded to the applicant by another institution, or
2. recognising prior learning undertaken at a reputable tertiary establishment using another credit system which can be objectively translated into NZQA level and credit equivalents, or
3. recognising prior learning undertaken in informal situations for which no credit has been awarded, and for which no straightforward NZQA level and credit equivalence is available. For example work experience in an area related to the selected Pathways qualification.

RPL will be awarded on the basis of matching the prior learning outcomes and assessments, levels and credits against those of the Pathways College programme in which the student is enrolled. Documentation presented must provide all the necessary requirements regarding learning outcomes and assessment methods in the courses passed. If the RPL application relates to field-based practice, the student must provide detailed records of all activities including dates, type of work, name of organisation and approximate hours completed. This must be verified by a senior member of the organisation at which the student worked.

Work completed must be equivalent to and at the same level as the Pathways programme and should have ideally been completed in the past five years. The number of credits granted shall not exceed one third of the programme. Students wanting to apply for RPL should complete the Recognition of Prior Learning Application form. This must be done before commencing the qualification or course to which the request relates.

RPL may also be awarded in a situation where an applicant does not fully meet the entry requirements for the applied diploma. Where RPL is deemed applicable, it may be used to substitute prior academic study requirements that may be required to gain entry to a diploma.

Approval is granted by the Principal after consideration of relevant prior learning, including its appropriateness and level.

MAXIMUM CREDITS POSSIBLE THROUGH RCC AND/OR RPL

To ensure that the qualifications reflect the ethos and distinctives of Pathways College, two thirds of any qualifications must be completed at Pathways College. The maximum credits possible through cross crediting and/or recognition of prior learning must not exceed one third of the qualification. All requirements of the qualification being sought must be fulfilled.



11. ADJUNCT FACULTY AND TEACHING STAFF 2021

Craig Ashby B.A. (Hons), Grad. Dip. Tchg, Grad. Dip. App. Theol
Dr. Francine Bennett, EdD (Educational Leadership), MEdAdmin (Hons), Dip Tchg, B.A.
Jordan Chapman, B.A, M.A, PhD (in progress)
Rebecca de Jong, B.Th.
Roseann Devery, B.Mus., Dip. C.M.
Tom Dravitzki, M.Ed., P.G.Dip.Ed.P.D.
Dr Richard Goodwin, PhD (Theology), M.A, B.C.S.
Val Goold, M.Ed., B.Div.
Tom Mclvor
Elliot Rice, M.Th. B.A.S.
Dr Alan Stanley, PhD (Theology), M.Th. Grad. Dip.Ag.Sci, B.Ag, Sci.

12. BOARD OF TRUSTEES

Chairperson

Clint Craig

Board members

Andrew Mitchell

Adrian Wood

Ian Payne

Missy Bonnar

Val Goold

Ex Officio Member

Francine Bennett, Principal Pathways College

13. GENERAL INFORMATION

CALENDAR YEAR

Pathways College academic year runs from February to early December. There are two semesters. Semester break and study breaks typically fall during secondary school holiday periods.

The College observes all normal public holidays and Auckland Anniversary Day.

The 2021 Ministry Internship programme year:

Semester One 2021	14 th Feb – 2 nd July (cut-off date 05/02/21)
Semester Two 2021	25 th July – 10 th Dec (cut-off date 16/07/21)

BLOCK COURSES: 2021

- Block 1: 14-19 February
- Block 2: 21-26 March
- Block 3: 16-21 May
- Block 4: 25-30 July
- Block 5: 12-17 September
- Block 6: 17-22 October

All block courses are held at Pacific Park Christian Camp in Papamoa.



NOHO MARAE BLOCK COURSE 3 JULY 2020

14. FEES

The following information outlines Pathways College fee arrangement for various programmes and types of students. Like you we also rely on God. In addition to student fees we are blessed to receive funding from the government and also some charitable trusts which enables us to enrich and enhance our programmes.

The current fee schedule can be found in the section *Fee Schedule* available on the Pathways website.

INFORMATION - FEES

a) Cost of Education

Students are not charged the full cost of education. In setting fees, the Pathways College Board takes into account donations that may come from supporters and stakeholder churches and any government funding that is provided to the College.

International (visa/permit) students are not allowed to be subsidised by any New Zealand government funding paid to Pathways College, so Pathways College must charge these students a fee in line with the cost of the education provided.

b) Resources to Enable Your Education

Students are encouraged to share with the leadership of their church about their plans, their need for prayer and financial support while training.

c) Student Study Loans and Allowances

The majority of full-time New Zealand resident students studying our *Diploma in Christian Studies (Level 5)* programme are eligible to apply to StudyLink for a government tertiary student loan and/or allowance, provided they meet the criteria. Check eligibility for StudyLink support at <https://www.studylink.govt.nz/>

Students may apply for a student loan for tuition fee/course costs and, if studying full-time, living costs, however a loan cap applies. A student who undertakes 96 credits or more per year is considered full-time.

PAYMENT OF FEES

a) Domestic Diploma of Christian Studies Level 5 Internship students

A \$100.00 non-refundable application fee (new students only) is payable upon application. This is discounted to \$50.00 if an applicant applies before the programme's cut-off date. The fee schedule for 2021 can be found on the website www.pathways.ac.nz

All tuition and accommodation fees are due prior to the first day of study. StudyLink will pay this directly to Public Trust on behalf of students using the student loan option.

b) Domestic Diploma in Ministry (Pastoral Leadership) students

Contact the Pathways office for details.

c) International Students

International Students are required to pay all fees in advance as a condition of their student visa application.

d) Payments

All student fees are paid directly to Public Trust. In accordance with the fee protection rules (refer Student Fees Protection) administered by NZQA, Pathways College uses the Public Trust to protect all fees paid by students in connection with their study. Public Trust transfers these funds to the College in monthly instalments spread over the enrolment period.

Students will be provided with an invoice that includes all fees and payment details for Public Trust. To find out specific fees relating to a qualification refer to the College fee schedule which is available on the Pathways website.

e) Penalty for Late Payment

While there is no late payment penalty for unpaid tuition and accommodation fees, applicants may be prevented from commencing study at the start of a semester or withdrawn from the College completely.

Students may ask about special financial arrangements. The College's policy is to work with students who are struggling with fees, recognising that every person's situation is unique. The Principal is available to discuss matters and to come to definite arrangements on how fees will be paid. However, it should be clearly noted such an arrangement will only be granted in exceptional circumstances.

Nevertheless, the right to continue studying or to begin attending a new block course's lectures may be withdrawn if fees are not paid.

f) Additional Costs

Students should budget for incidental expenses not included within the tuition and accommodation costs, where these apply to their personal requirements. These include:

- Personal expenses: stationery, pocket money, travel, telephone calls, postage, personal contents insurance, snacks, toiletries and clothes
- Travel to block courses
- Textbooks required for each course
- Bible study books to build up your own study resources
- Childcare facilities
- Medical and travel insurance - Medical insurance is a compulsory NZ Immigration requirements for International students.
- International Students - IELTS (or an equivalent) English Language proficiency test with an overall score of no less than 5.5

g) Scholarship for Maori Students

A scholarship fund administered through the Kelston Education Trust is available to assist Maori students to meet their fees at Pathways College. Eligibility for this scholarship is limited to students who intend to participate in Maori Christian work in New Zealand. The value of the scholarship is unlikely to meet 100% of study costs so students will also need to make a contribution from their own funds. For further details applicants should contact the Registrar.

h) Full-time student scholarships

Partial scholarships are available to suitable candidates from year to year. Consideration will be given, but not limited to, those already involved in Christian ministry and to interns who are working in Christian Brethren churches or organisations. Prospective candidates should contact the Scholarship Coordinator Rob Morton robmorton@cccnz.nz

i) Student fees protection:

In accordance with government regulations, your fees are protected from situations which may see our institution having to close. Pathways College has chosen to use a New Zealand Government guaranteed Student Fee Trust Account managed by the Public Trust to protect your fees. Any unused portion of student fees, including tuition and accommodation fees, at the time of closure are refunded to the student in accordance with the NZQA policy.

j) Refunds and Withdrawals

When a student is considering withdrawal from a programme, they should discuss matters with the Principal as early as possible. In the event a student has to withdraw from their programme of study the following refund policy will apply. This meets the requirements defined by NZQA. A full definition of NZQA's refund policy can be viewed online at <https://www.nzqa.govt.nz/studying-in-new-zealand/tertiary-education/withdrawals-and-refunds/>

Domestic student Course withdrawal and Refund

Domestic students are entitled to a refund if they withdraw from a programme or training scheme as per section 235 of the Education Act 1989, and based on the following criteria

Course Length	Withdrawal period	Refund amount
For courses of two days or less	None	Any refund is at the PTE's discretion
For courses of more than two days but under five weeks	Up to the end of two calendar days of the course commencing	A minimum of 50% of the amount the student paid in respect of the course
For courses of five weeks or more but less than three months	Up to the end of five calendar days of the course commencing	A minimum of 75% of the amount the student paid in respect of the course
For courses of three months duration or more	Up to the end of the eighth day of the course commencing	The sum of the amount the student paid less a deduction of the lesser of 10 per cent of the fees paid or \$500

International student Course withdrawal and Refund

International students are entitled to a refund if they withdraw from a programme or training scheme as per section 235 of the Education Act 1989, and based on the following criteria

Course Length	Withdrawal period	Refund amount
For courses of two days or less	None	Any refund is at the PTE's discretion
For courses of more than two days but under five weeks	Before the course starts and up to the end of two calendar days of the course commencing	A minimum of 50% of the amount the student paid in respect of the course
For courses of five weeks or more but less than three months	Before the course starts and up to the end of five calendar days of the course commencing	A minimum of 75% of the amount the student paid in respect of the course
For courses of three months duration or more	Before the course starts and up to the end of the tenth working day of the course commencing	A minimum of 75% of the amount the student paid in respect of the course

All Students:

- If a student withdraws prior to the course starting but after confirmation of enrolment has happened the refund amount will be the refund amount allowed as per the course length.
- If a student withdraws after the withdrawal period, it will be at Pathways College's discretion whether a refund will be granted.
- The percent retained will vary depending on the period the student attended class and costs incurred such as processing costs associated with the withdrawal and refund to the student.

Refunds are to be made by filling out the withdrawal form which is available from the Registrar. Students are liable for the cost of any additional services requested.

-Withdrawal means notifying StudyLink which could result in student allowance being terminated.

-Late withdrawals are at Pathways College discretion whether a refund is given.

Voluntary or Regulatory Closures:

Provider ceasing its course or courses:

Pathways College will refund as per the NZQA Student Protection Rules 2013.

The amount refunded will be at least a Pro Rata Refund paid within five working days from the date of the cessation, unless NZQA permits a longer period.

Voluntary closure by a provider:

Pathways College will refund as per the NZQA Student Protection Rules 2013.

The amount refunded will be at least a Pro Rata Refund paid within five working days from the date of the closure, unless NZQA permits a longer period.

Course closure event:

Pathways College will refund as per the NZQA Student Protection Rules 2013 rule 7

Pro Rata refund:

Pro Rata Refund means a refund of Student Fees paid by the student for which services have not been provided to the student.

If refund period has not expired:

Tuition Fees component of the refund being calculated by multiplying the total Tuition Fees by the percentage of time remaining in the course bears to the total time of the course.

If refund period has expired:

Tuition Fees less 20% or \$3,000 whichever is the lesser (provided the student has signed the Student fee protection agreement) then multiplied by the percentage that time remaining in the course bears to the total time of the course.

Pathways College will ensure all their policies are fair and compliant with legal requirements. Any self-funded student wishing to withdraw from a course should discuss their circumstances with the College Principal.

Student Fee Refund Flow Chart

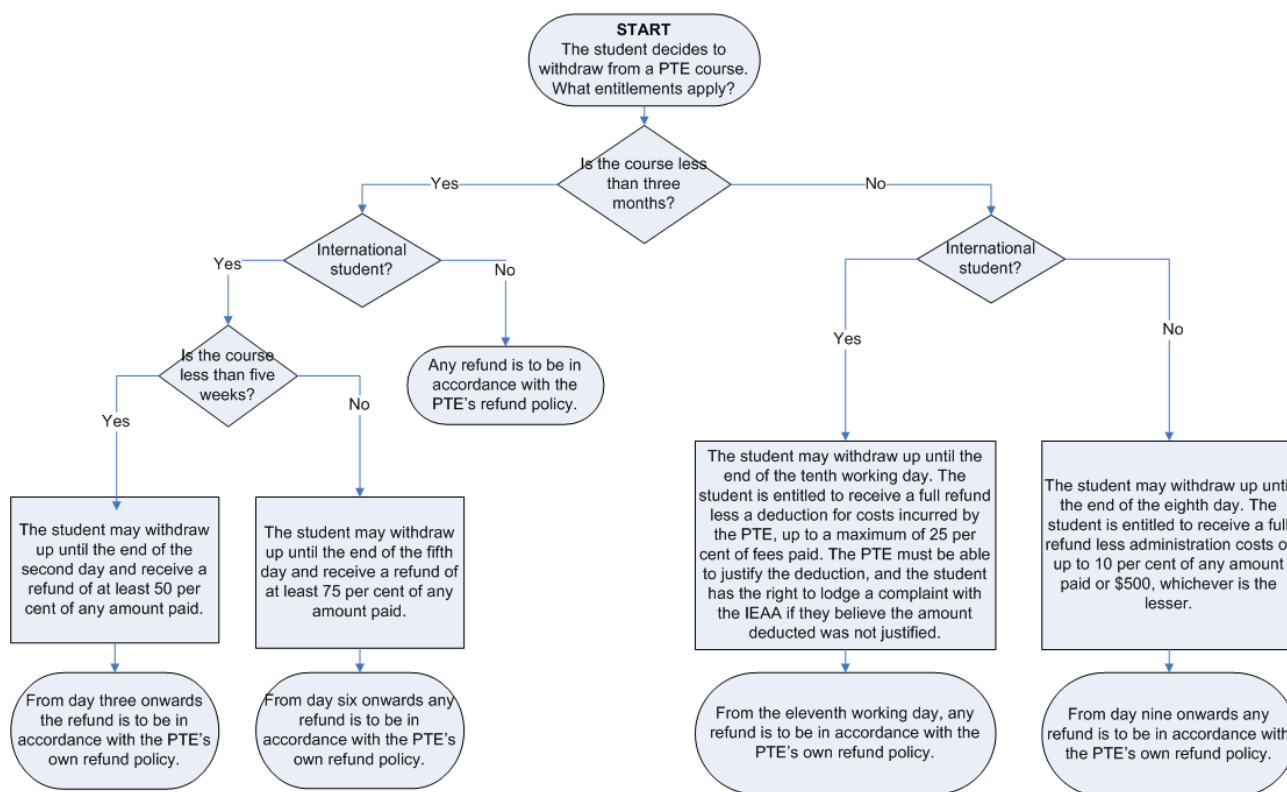


Figure 1: Student Fee Refund Flow Chart © NZQA

15. APPLICATION REQUIREMENTS AND PROCEDURES:

Domestic Students

a) *How to apply*

Enrolment is completed online via the Pathways website. All students must also submit the application for Police Vetting which is a requirement for students enrolled in the internship programme - Diploma of Christian Studies Level 5. Current fee schedules are also available on the website.

If you are required to post any documents to the college, contact details are as follows:

Physical/Postal Address: Pathways College, 7 Oak Lane, Judea, Tauranga 3110

Phone: (+64) 7 571 6981

Freephone: 0800 272 849

Email: enrolments@pathways.ac.nz

b) *Offer of an Academic Place*

On receipt of a complete application, the Academic Committee considers the application and recommends acceptance or not. A letter to each applicant advises them of the decision. An academic place is offered to successful applicants.

At this point it is advisable to apply for student loans and allowances if you intend paying for tuition and accommodation using this option. This will help avoid delays in processing by StudyLink. Not all qualifications are eligible so refer to the relevant fee schedule for more information.

c) *Payment of Fees*

The letter offering an academic place to successful applicants will include an invoice for the fees and costs due together with a personalised *Public Trust Application* form and details on paying fees direct to the Public Trust Student Fee Trust Account. Payment of Pathways College fees is through internet banking and should be made directly to the Public Trust using the information provided on the invoice.

d) *Acceptance of the Offer of an Academic Place*

In order to accept the offer of place, you must then

- confirm in writing your acceptance of the offer of an academic place,
- complete and return the Public Trust *Application Form*,
- supply any other information requested in the *Offer of Place* letter.

e) *Acceptance into Pathways College Programme*

Upon completion of all the requirements for acceptance of the academic place listed above, you will be issued an acceptance letter.

International Students

a) Code of Practice for Pastoral Care

Pathways College of Bible and Mission has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the New Zealand Qualifications Authority website at:

www.nzqa.govt.nz/studying-in-new-zealand/coming-to-study-in-new-zealand/international-student-care/

b) International student status

International Student Fees apply to students who are not New Zealand or Australian citizens, or hold permanent residence status in these countries, on the first day of the semester for which fees are charged. This includes international applicants currently residing in New Zealand.

c) English Language Proficiency

Applicants from countries where English is not one of the official languages, and/or where their primary or secondary education was not completed using English as the main teaching language, must provide evidence of English language proficiency. Normally this is in the form of IELTS test results (or its approved equivalent).

To enrol in a level 5 programme e.g. NZDipCS (Level 5) the minimum requirement is an Academic IELTS score of 5.5 with no band score lower than 5.

d) Immigration

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at www.immigration.govt.nz.

e) Eligibility for Health Services

International students are not entitled to Government funded health services while in New Zealand and must have medical insurance to cover the period they intend to stay in NZ. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at www.moh.govt.nz.

f) Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz.

g) Medical and Travel Insurance

As a consequence of e) and f) above, International students must have appropriate and current medical and travel insurance while in New Zealand.

f) How to apply

Enrolment is completed online via the Pathways website. All students must also submit the application for Police Vetting which is a requirement for students enrolled in the internship programme - Diploma of Christian Studies Level 5. Current fee schedules are also available on the website.

If you are required to post any documents to the college, contact details are as follows:

Physical/Postal Address: Pathways College, 7 Oak Lane, Judea, Tauranga 3110

Phone: (+64) 7 571 6981

Freephone: 0800 272 849

Email: enrolments@pathways.ac.nz

h) Application requirements

We require full completion of Pathways College enrolment forms, certified copy of passport (or other verification of date of birth, name and nationality), certified copy of previous academic achievements, two

referee reports, certified copy of achievement in English language test results or other evidence of English language ability and passport-size photograph (email this).

i) Offer of an Academic Place

On receipt of a complete application, the Academic Committee considers the application and recommends acceptance or not. A letter to each applicant advises them of the decision. An academic place is offered to successful applicants.

j) Payment of Fees

The letter offering an academic place to successful applicants will include an invoice for the fees and costs due together with a personalised *Public Trust Application* form and details on paying fees direct to the Public Trust Student Fee Trust Account. Payment of Pathways College fees is through internet banking and should be made directly to the Public Trust using the information provided on the invoice.

It is a visa requirement for international students that all tuition and accommodation fees are paid before a visa will be granted. Applicants will receive an invoice outlining the fee amounts and payment options when they receive the Offer of Place confirming acceptance.

A Fee Schedule for each Pathways qualification is available on the College website.

k) Acceptance of the Offer of an Academic Place

In order to accept the offer of place, you must then:

- confirm in writing your acceptance of the offer of an academic place,
- pay tuition and accommodation fees in full,
- arrange for travel and health insurance and provide details of these for our approval,
- advise details of living arrangements for our approval,
- complete and return the *Public Trust Application* form,
- supply any other information requested in the *Offer of Place* letter.

l) Acceptance into Pathways College Programme

Upon completion of the requirements for acceptance of the academic place and approval of insurance and living arrangements, you are issued an acceptance letter, a receipt for fees paid, and a letter for Immigration New Zealand to facilitate an application for a visa.

m) Other Immigration Requirements

You will need to arrange for full medical and travel insurance for the period of your study and will need to send us copies of these details for our approval before applying for a student visa. We recommend you consider visiting www.scti.co.nz or www.uni-care.org for more information.

Immigration New Zealand also requires a *Temporary Entry X-Ray Certificate* for applicants from countries that are not low-risk areas for tuberculosis. For details, refer to their website www.immigration.govt.nz.

n) Accommodation Arrangements

Pathways College does not provide accommodation and you will need to make your own arrangements for accommodation during your studies except for the 6 block week intensives.

If required, we will assist you in finding suitable accommodation near the church or Christian organisation you are placed with. Since this depends on where in the country you will be interned, contact us four months prior to commencement of your study and we will be able to assist in both finding church placement and accommodation.

The cost of accommodation varies widely depending on where you intend to stay. A single room in a flat will cost around \$200 per week excluding food and utilities.

o) Obtaining a Visa

Before Immigration New Zealand issues the necessary student visa, international students must

- show you have an offer of academic place at Pathways College
- show you have paid your full Pathways College tuition fees and other costs for your whole programme

- show you have arranged appropriate accommodation for the period of your study
- have satisfied Immigration New Zealand of sufficient funds to support yourself for the period of your study. Immigration New Zealand will accept \$10,000 per year (per person) as well as funds for an outward ticket as sufficient. Alternatively a third party may provide a *Financial Undertaking for a Student*, as a guarantee of accommodation or a guarantee of payment of accommodation costs and living expenses.
- show proof that you plan to leave New Zealand after completing your studies.

All applicants should visit the NZ Immigration website for a more detailed explanation of visa requirements www.immigration.govt.nz/migrant/stream/study/

p) International Student Welfare

Upon request, Pathways College will assist International Students with:

- Accommodation
- Driving laws and requirements
- Academic course advice
- Health and welfare information and services
- New Zealand laws
- Information and advice on addressing harassment and discrimination

16. THE PRIVACY ACT

Pathways Bible and Mission College, like all other teaching bodies involved in the collection, storage and use of personal information about its students, is required to meet the obligations of The Privacy Act (2020).

This Act of Parliament requires Pathways College to obtain a student's approval for the collection and use of personal information required to enrol them in a programme of study, monitoring of study progress and for conferring an award when a programme is successfully completed.

Such information may also be required by Pathways College for the following reasons:

1. To give pastoral and vocational guidance where needed;
2. To provide confidential reports, when requested, to institutions considering a student for further positions of training and service;
3. To meet the reporting requirements of New Zealand Qualifications Authority and the Ministry of Education, who are also required to safeguard the security of such reports;
4. To foster and enhance community life within the Pathways College community. (Pathways College community is defined as being students and their families, General and Academic Staff, Board members and support workers).

This information will be made available for a student's perusal, except where it is written in confidence by Pathways College personnel at a student's request, or supplied to Pathways College on a confidential basis by a person approved by the student.

It will not be used for any other purpose without a student's consent. While a student remains enrolled at the College they will be asked to update their information from time to time.

The College also uses personal information, in a general sense, for statistical or research purposes, but not in any way by which an individual can be identified.

Should Pathways College cease to operate as a tertiary teaching college, the Ministry of Education requires Pathways College to hold a student's consent to transfer formal academic records held by the College to the Ministry of Education for safe keeping, and for other confidential material concerning students to be destroyed.

By signing the Pathways *Enrolment application form* students give their consent for Pathways College to receive, hold and use personal information regarding them for the above purposes. Subject to the limited uses stated above, the College will keep that information secure and confidential. Since Pathways College is an educational institution, formal academic records will be kept but personal information will be destroyed whenever the College decides it is no longer necessary for College purposes to retain that information.

17. FACILITIES

Accommodation

Pathways College does not provide accommodation (except during Block Courses) and you will need to make your own arrangements for accommodation during your studies. The College can help International Students find suitable accommodation upon request.

Library

Pathways College has a large collection of library books which may be borrowed by students. The library catalogue is accessible online. Pathways College subscribes to a number of theological journals.

While the cost of using the library is included in the College's tuition fees students are liable for the replacement cost of any library materials not returned.

For interns, Pathways also makes available course-related books relating to the specific subjects of the course. All borrowed materials are to be returned to the College prior to graduation.

Interns are able to borrow from the College library, with books to be returned by the next block course or seminar day. The catalogue can be viewed online; access is via the Pathways college website: www.pathways.ac.nz/library.htm

Any books you borrow will be posted to you. They can be returned to the College by post at the borrower's expense, or returned to a staff member at the next available block course.

18. COMPLAINTS PROCEDURES

We are required by the New Zealand Qualifications Authority to advise students of the complaint procedure at Pathways College for student grievances.

1. In the first instance, any student with concerns about an individual staff member, problems with studies or general course matters, should see the staff member concerned, or in the case of internship students, their supervisor or the Academic Director.

Should the matter remain unresolved, the Principal should be approached. Dialogue between the student, the staff member and the Principal will follow, in order to resolve the matter.

Should there be any problem of a serious nature a formal written complaint must be made in writing to the Principal. The letter should clearly describe the nature of the complaint with suitable proof of substantiation. The Principal with one other faculty member will work through the complaint with the student in order to resolve the matter. The student may choose another person (including another student) to support them in the interview.

2. Any student with a complaint against them must be given the right of reply and a fair hearing in the presence of the Principal and one other faculty member, including any person who attends in support of the student. Complaints are usually resolved at this level.
3. The Chairman of the Board (or his deputy) is available only as a last resort. Complaints must be made in writing through the Principal.
4. In the event that the grievance has not been resolved under points 1 through 3, the student has the right of appeal to the New Zealand Qualifications Authority. Visit the NZQA website to download a Formal Complaint Form, or to access more information

NZQA Contact details for complaints:

The Complaints Officer
P.O. Box 160
Wellington 6140

Telephone 0800 697 296

Email qadrisk@nzqa.govt.nz

5. In the event that the grievance has not been otherwise resolved, International Students may further contact the International Education Appeal Authority Tribunals Unit at www.justice.govt.nz/tribunals/international-education-appeal-authority or by emailing ieaa@justice.govt.nz or by telephone on 04 462 6660.

19. DISCIPLINARY PROCEDURES

Overview

Pathways College expects that its students will comply with the rules and regulations governing student life while participating in College programmes. Matters of a general disciplinary nature are the responsibility of the Principal. Any academic problems will be referred initially to the Academic Director of Teaching and Learning. Pathways College puts a high expectancy on servant leadership and believes that the College environment is a good place to practice such principles.

Rationale

At Pathways College it is our aim to encourage all students to exercise a concern and respect for others and to foster spiritual development and learning. To promote these goals, the College will encourage the practice of self-discipline, self-motivation, courtesy and cooperation.

The College will also work to ensure there is a safe learning environment where staff and students strive together for excellence.

When a student's behaviour is not appropriate to the College's published aims and goals, disciplinary steps will be taken to ensure the behaviour is changed and other students' progress is not jeopardised.

Policy

Pathways College expects that its students will comply with the guidelines as listed here and in the Student Handbook. By virtue of enrolment, students agree to complete their study within the framework of these expectations. Where a student's conduct may endanger the student, other students or staff, or adversely affect the positive learning environment maintained by the College, procedures have been established to manage such situations.

Although all misconduct is considered unacceptable and a breach of College guidelines, it is divided into two categories, each with its own remedial process and set of consequences.

General Misconduct:

This is considered to be a serious breach of College rules but the disciplinary action allows opportunity for the student concerned to correct their behaviour. General Misconduct includes:

- Bringing the College into disrepute;
- Cheating and/or plagiarism (dependent on seriousness of conduct);
- Dissent – either in class, on practical assignment, or when engaged with College staff and faculty;
- Non-attendance without a satisfactory explanation;
- Non-compliance with a written or verbal instruction by College staff or faculty;
- Participating in illegal activity (dependent on seriousness of conduct);
- Smoking in areas where this is not permitted;
- Swearing or other such behaviour not befitting expected Christian character;
- Tampering with emergency equipment e.g. smoke alarms or extinguishers.

Serious Misconduct:

Unlike General Misconduct, serious misconduct will result in immediate suspension or exclusion from Pathways College. Depending on the situation the student may also be reported to the relevant authorities e.g. NZ Police or NZ Immigration. Serious Misconduct includes:

- Being found in possession of firearms, knives or other weapons;
- Being found intoxicated or under the influence of drugs while attending a College sanctioned event such as block course or a practical ministry assignment;
- Breaches of immigration/visa requirements;
- Cheating and/or plagiarism (dependent on seriousness of conduct);
- Participating in illegal activity (dependent on seriousness of conduct);
- Physical assault of another student or staff member;
- Sexual misconduct or harassment;
- Theft, interfering with, or deliberate damage to, property belonging to another individual or the College.

DISCIPLINARY PROCESS

General Misconduct

A student will be firstly issued a verbal warning. Should there be no improvement, then this will be followed by a written warning. Should there be subsequent problems, the student will be interviewed by the disciplinary committee (Principal, Academic Director, Pathways College Board member). The student will have an opportunity to state their case and may be represented by another student or support person.

Subject to the outcome of that interview, the student may be issued with a written notice of exclusion. In that event, there will be a right of appeal to the Chairman of the Pathways College Board through the Principal. Should the grievance still not be resolved the student has the right of appeal to the New Zealand Qualifications Authority (refer page 29 for contact details). The student will be suspended from all College activities until the appeal outcome has been determined.

Serious Misconduct

Any student found guilty or complicit in an act of serious misconduct will be immediately suspended from study and associated activities. At this point the disciplinary committee will be convened and the student given opportunity to state their case or provide evidence of any extenuating circumstances. The student may be represented by another student or support person. Due to the serious nature of the misconduct a return to study is unlikely, and the student will be excluded from the College unless mitigating circumstances can be verified. The appropriate authorities will be notified if the misconduct is related to illegal activity. StudyLink will also be advised if the student is in receipt of a student allowance or loan. In all cases the student has the right of appeal to the New Zealand Qualifications Authority (refer previous page 29 for contact details).

20. STUDENT LIFE

Student Welfare & Support Services

All faculty members have an open door policy in regard to student access to them for assistance in all aspects of learning and spiritual development. Distance learning students may telephone or email faculty members and can expect a prompt response - at least within three working days. **It is important that students keep Pathways College informed of any situation that impacts upon their studies, so that College staff may assist in any way they can.**

Students must also advise the College of any change in their contact details.

College staff will guide students with advice regarding student allowances, loans and student services.

Assistance is available through specialist agencies for such matters as hearing disability, physical disability or counselling. Contact with these is the prerogative of the student but advice may be gained through perusing available listings or seeking help through the Pathways College Office Manager.

For students from countries outside New Zealand, pastoral and spiritual support help can be arranged with spiritual leaders in the appropriate language. Requests should be made through the Principal for these services.

Interns meet their Supervisor regularly for support and encouragement. Other full-time students are assigned to a faculty member for weekly small group meetings for prayer and spiritual guidance. This faculty member accepts a pastoral responsibility for supporting and encouraging each member of the group. Faculty accept the privilege and responsibility of praying for all students.

Support is also available for students through their placement organisation and the local church they attend.

21. THE NEXT STEP

It is exciting to think you may spend the next year seriously studying God, His word, and how you can be better equipped to serve Him. So where to from here?

1. Pray. Set aside some time, away from distractions and spend time listening to God.
2. Talk to some wise mature Christians who know you. Explain why you want to study and where you think God might be leading you in the future. Ask them to pray for you and to let you know what they believe God is calling you to do.
3. Talk to your church leadership. If they have any questions ask them to call the College so we can provide any more information required.

22. CONTACTING PATHWAYS

Correspondence with the College can be made using these options:

Website: www.pathways.ac.nz/page/contact/

In Person: 7 Oak Lane, Judea, Tauranga

Phone: (+64) 7 571 6981

Freephone: 0800 272 849

Enrolments: enrolments@pathways.ac.nz

Pathways Online: online@pathways.ac.nz

General Enquiry: info@pathways.ac.nz

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