

P04: TERMS & CODES

Overseer: PBC Dean of Academics & Research

Approval Authority: PBC Academic Council

Review Schedule: 3 yearly

Next Review Due:

Aug 2019

Review Table			
Date	Review Type <ul style="list-style-type: none"> Scheduled Policy amendment Admin update 	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
10/05/13	Policy Update	Codes aligned to AQF levels.	Adam Niven
18/12/14	Scheduled	Workloads removed as included in P11.	Adam Niven
22/08/16	Scheduled	Additions to 1.1 & 1.2	Peter Elliott

1. Definitions

- 1.1. **Credit Points:** Each unit completed at PBC will be awarded a credit point value representative of its overall contribution to the course of enrolment. Units are attributed 3 credit points where they represent the equivalent of 0.125 EFTSL weighting. SCD units are attributed 9 credit points and also represent the equivalent of 0.125 EFTSL weighting.
- 1.2. **Workload Hours:** The workload hours for a unit is the time a student would be expected to commit to each unit including contact hours, private study, research, etc. Workload hours will be outlined for each unit and designated as either "timetabled hours" or "personal study hours". A standard full-time workload at PBC is 4 units per semester (12 credit points or 36 credit points for SCD Masters students), which will equal approximately 40 hours per week of timetabled and personal study hours. For Centrelink and enrolment purposes, 75% or more of this full-time workload (i.e. 3 units per semester or 9 credit points/ 27 credit points for SCD Masters students) is considered full-time study. For International students, it is a visa requirement to study the full-time workload of 4 standard units per semester and to complete the qualification in the designated timeframe.
- 1.3. **Timetabled Hours:** A timetabled hour is the time for which an enrolled student would be required to spend in lectures, tutorials, on in a placement as measured by a normal clock.

- 1.4. **Personal Study Hours:** A personal study hour is the time for which an enrolled student would be expected to spend in private study, research and completing assessment tasks as measured by a normal clock

2. Unit Coding

- 2.1. All units offered by PBC are coded with a unique identifier which is made up of an 2 alpha, 3 numeric code (e.g. NT501).
- 2.2. The coding System for each unit of study indicates
- Subject area
 - Level of Study; and
 - Its specific unit identifier
- 2.3. The two alpha codes indicate the subject area as follows:
- | | |
|----|---------------------------------|
| BL | Languages |
| BS | Biblical Studies |
| CH | Church History |
| CM | Creative Ministry |
| CO | Pastoral Counselling |
| MI | Cross-Cultural Ministry |
| NT | New Testament |
| OT | Old Testament |
| PA | Pastoral Ministry |
| PM | Personal and Ministry Formation |
| SF | Supervised Field Education |
| TH | Theology |
| CP | Chaplaincy |
- 2.4. The first numeral indicates the level of study and is representative of the AQF Level system:
- | | |
|---|------------------------|
| 5 | Diploma |
| 6 | Advanced Diploma Level |
| 7 | Bachelor Degree Level |
| 8 | Graduate Diploma Level |
| 9 | Masters Level |
- 2.5. The second and third numerals are the specific units' identifier. (e.g. PM501 would represent a Personal and Ministry Formation unit at Diploma Level. TH701: would represent a Theology Unit at a Bachelor Degree Level.