PACIFIC THEOLOGICAL COLLEGE

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HANDBOOK 2019

CONTACT DETAILS

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CONTENTS

General Information

This Handbook (content and layout) was put together by the Academic Dean of the College, based on earlier PTC Handbook versions, using information provided by members of faculty and support staff of the College. The appendix (student names) was collated by the Registrar of the College. The Handbook is designed by staff of the PTCEE program.

© Pacific Theological College, January 2019

WELCOME

Bula Vinaka!

As Principal of the Pacific Theological College (PTC), I greet you in the name of the Triune God. Welcome to the regional ecumenical institution of the Pacific!

Who studies and work at PTC?

PTC offers academic and formation education to both ordained and lay candidates from the Congregational, Methodist, Wesleyan, Presbyterian, Anglican, Uniting, Protestant, and Lutheran traditions who own the college. The college is also open to candidates from outside of these Christian traditions and outside of the Pacific region. With an internationally recognised faculty and well-equipped administration staff, PTC is able to deliver the much-needed theological education complemented by one of the best libraries in the region. PTC has also been a hub for renowned visiting international scholars, church and government leaders, as well as ordinary people who visit daily. As a multi-cultural, multi-denominational, multi-ethnic, and recently a multi-faith institution in terms of its personnel, PTC is ecumenically structured and organized, offering deep, innovative, and transformative theological education to equip future leaders in their teaching and social justice ministries.

Why is PTC unique in the Pacific region?

Since its founding more the 50 years ago, PTC has been instrumental in producing many educated church leaders, scholars, theologians, ethicists, and activists both for the Pacific churches and for the wider Pacific community. It is also the first institution in the Pacific to introduce and emphasise the importance of indigenisation and contextualisation

both in theology and education, as well as assisting the churches and the countries in the region through the contributions of its graduates in their transitions towards religious and political self-autonomy. The college has also been instrumental, and still is, in shaping and guiding the theological responses of the churches in the Pacific Conference of Churches (PCC) as it addresses critically many of the political, economic and social issues in the region from the perspective of the Christian Gospel.

What kind of learning environment is at PTC?
PTC promotes a holistic learning environment that academically and spiritually nurtures the body, mind, and spirit. While ecumenism, contextual theology and missiology define the hallmark and shape the identity of the college, what sets PTC apart from local and international theological institutions is the Pacific focus and the contextual nature of these. PTC prides itself in the mainstreaming of 'pacificness' in all its programmes and in the urge to decolonise and reconstruct the Christian gospel as holistic and life-giving. PTC also promotes a kind of theology spanning boundaries in its agenda whereby theology is required to be taken outside of the institutional confines of the church in order to dialogue with other disciplines, non-theological institutions and grassroots communities and to strengthen its capacity to critically address issues of social justice.

What does PTC offer?
PTC offers a range of academic programmes from Certificate to Bachelor level which are available both residentially and through extension mode. The postgraduate programmes up to PhD level are only available residentially. Recently PTC has enjoyed its vibrant PhD programme. Through its leadership and academic courses and programmes, PTC through its Institute of Mission and Research (IMR) is able to reach and facilitate the training of the most remote grassroots local communities on themes relating to pastoral counselling, peacebuilding, as well as social, economic, and ecological justice. PTC also has an Extension

Education department that facilitates the offering of certificates up to Bachelor of Divinity level for non-residential candidates. Equally important is the fact that PTC offers a life centered on worship and spirituality.

Where is PTC?
PTC is located in Suva, Fiji. With Fiji increasingly becoming the hub of the Pacific, PTC's geographical location makes it not only a central ecumenical institution in the region but also the bridge between the local and the international community in terms of theological education. Its learning and hiring facilities are convenient and economical to many who have visited PTC.

Can PTC be your place of study?
If you are passionate about discovering in one place contextual, ecumenical and missiological theology, biblical and doctrinal depth, the richness of Oceanic indigenous cultures and spirituality, and the courage to critically reflect on the colonial and postcolonial experiences of small island communities in Oceania from the theological and Oceanic perspectives, PTC is the right place for you. We can assist you achieve your purpose.

May your study and stay at PTC be fruitful!

Rev. Dr. Upolu Lumā Vaai
PRINCIPAL

COLLEGE CALENDAR: 2019

			SEMESTER-HALF 1A
Jan	**08**	**Tue**	**College Opens**
	14	Mon	Etina Havea Centre begins Fiji School Term 1 begins
	24-25	Thu-Fri	Faculty Retreat (JIM Mission Centre)
	26	**Sat**	**College Year begins**
	27	**Sun**	**Welcome & Opening Service**
	28-01 Feb	Mon-Fri	Orientation/Registration Week
	28	**Mon**	**Launching of Earth Justice Programme**
Feb	**04**	**Mon**	**Lectures begin for Sem.1A**
	05	**Tues**	**PTC accreditation team meets**
	08	**Fri**	**New Principal Induction**
	05-09	Mon-Fri	Last week of registration /changes
	13	Wed	**Ash Wednesday**
	15	**Fri**	**New Faculty Inductions**
	15	Fri	**Due date**: **course additions/deletions**
	TBA		**Joint faculty meeting [PTC/PRS]**
	28	**Thu**	**Strategic Plan Presentation**
Mar	01	Fri	World Day of Prayer
	01	Fri	Students Flat Inspection (SBA/OHS)
	04-08	Mon-Fri	Week of Registration for semester-half 1B;
	18-22	Mon-Fri	Last week of lectures
	25-29	**Mon-Fri**	Assessment Week
	29	**Fri**	**e-Newsletter release**
April	01-12		*College Semester Break (2 Weeks)*
	04	Thu	Executive Committee Meeting
	TBA		**PCC/PTC joint retreat**

			SEMESTER-HALF 1B
April	15	Mon	**Lectures begin for Sem.1B**
	15-18	Mon-Thu	Last week of registration /changes **Holy Week**
	18	Thu	Fiji School Term 1 Ends
	19	Fri	Good Friday **Public Holiday**
	21	Sun	**Easter**
	22	Mon	Easter Monday **Public Holiday**
May	03	Fri	Students Flat Inspection (SBA/OHS)
	06	Mon	Fiji Schools Term 2 Begins
	13-17	Mon-Fri	Week of Registration for Semester-half 2A
	27-31	Mon-Fri	Last week of lectures
June	03-07	Mon-Fri	Assessment Week
	07	**Fri**	**PhD Sem Progress Reports to Academic Dean**
	07	**Fri**	**e-Newsletter release**
	10-28		***College Semester Break (3 Weeks)***
	28	**Fri**	**Due Date: remaining 50% of students' fee to be paid in**
	28	**Fri**	**Due Date: remaining 50% of churches' annual Contribution to be paid in.**

			SEMESTER-HALF 2A
July	**01**	**Mon**	**Lectures begin for Sem.2A**
	01-05	Mon-Fri	Last week of registration /changes
	TBA		**PRS/PTC Ecumenical Worship**
	19	Fri	Students Flat Inspection (SBA/OHS)
	29-02 Aug	Mon-Fri	Week of Registration for Semester-half 2B
Aug	**01**	**Thu**	**Due date: BD (Hons) / MTh final year students to submit full draft thesis to Supervisor (prior to proof-reading)**
	29 July – 04 Aug	**Mon-Sun**	**Methodist Church in Samoa Annual Conference**
	09	Fri	Fiji Schools Term 2 Ends
	12-16	Mon-Fri	Last week of lectures
	TBA	TBA	Executive Committee Meeting
	19-23	Mon-Fri	Assessment Week

	23	Fri	e-Newsletter release
	26	Mon	Fiji Schools Term 3 Begins
	26-06 Sept		*College Semester Break (2 Weeks)*
Sept	**03**	**Tue**	**Due date: Final MTh / BD (Hons) students to submit thesis to Dean's Office**
	09	**Fri**	Fiji Constitution Day **Public Holiday**

SEMESTER-HALF 2B

Sept	**09**	**Mon**	**Lectures begin for Sem.2B**
	09-13	Mon-Fri	Last week of registration/changes
	27	Fri	Final Students Flat Inspection (SBA/OHS)
Oct	10	Thu	Fiji Day **Public Holiday**
	15	Tue	Closing date for 2020 MTh/PgDipl/BD Applications
	17	**Thu**	**Community Giving for the Poor (International Day for the Eradication of Poverty)**
	21-25	**Mon-Fri**	**Last week of lectures**
	25	Fri	Etina Havea Prize Giving
	28	**Mon**	Diwali **Public Holiday**
	29-01Nov	**Mon-Fri**	**Assessment Week**
Nov	**01**	**Fri**	**PhD Sem Progress Reports to Academic Dean**
	01	Fri	SBA Final Meeting / Election
	05	Tue	Final Year Students & Spouses Retreat
	05	Tue	**ALL GRADES BE SUBMITTED TO REGISTRAR**
	08	**Fri**	**Final Faculty meeting**
	10	Sun	Christmas Service
	11	**Mon**	Prophet Mohammed's Birthday **Public Holiday**
	12-13	**Tue-Wed**	**College Council Meeting**
	13	**Wed**	**Final Worship and College Feast**
	14	**Thu**	**Graduation Day**
	16	**Sat**	**College Academic Year Ends**
	22	**Fri**	**PhD Annual Progress Reports to Sponsors**
	22	Fri	Fiji Schools Term 3 Ends
Dec	**06**	**Fri**	**Final e-Newsletter release**
	12	**Thu**	**COLLEGE CLOSES FOR CHRISTMAS / NEW YEAR VACATION**

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ABOUT THE COLLEGE

VISION

That Pacific Churches have a strong ecumenically and theologically educated leadership empowered to meet the challenges facing the Pacific peoples with the insights specific to the peoples of the Pacific, and working together in mission and ecumenical cooperation.

MISSION STATEMENT

The Mission of the College is to provide for the Churches of the Pacific region integrated tertiary education for leaders and laity that is academic, missiological, socially contextual, that respects and celebrates the ecumenical and cultural diversity, and that is informed by Pacific insights and understandings in an ever-changing environment.

PURPOSES AND OBJECTIVES

➢ To be a means of making evident and strengthening obedience to Christ's vision of ecumenism and unity.

➢ To share with the world, the distinctive insights which God has given the Pacific peoples.

➢ To make evident to the world the missiological task that is the foundation of the College's life and work.

➢ To continue building the ecumenical community that God has mandated.

➢ To address and to honour the diversity of culture and spiritual traditions.

- ➢ To assist in providing for the Pacific Churches' leaders, ministers and laity ecumenical, and inclusive training for ministry that integrates academic theology, sociology, and missiology, and that is relevant for ministry in the diverse contexts of the Pacific.

- ➢ To provide research that is relevant for the contexts of the Pacific.

- ➢ To work towards achieving the Vision of the College while ensuring the integrity of the life and work of the College in all its programmes.

DOCTRINAL BASIS

The doctrinal basis on which the Churches co-operate in this college is the faith of the Church catholic as it is expressed in the Bible and the Apostles' and Nicene Creeds. We believe that the Holy Spirit continues to interpret this faith in the life and witness of the participating Churches.

ACCREDITATION

The Pacific Theological College is recognised by the Fiji Higher Education Commission. In addition, the Master of Theology and Bachelor of Divinity degrees at PTC are accredited by the South Pacific Association of Theological Schools.

A BRIEF HISTORY OF PTC

IN THE BEGINNING

Striking social, economic and political changes in the Pacific region in the fifteen years following World War II stimulated the various island churches and missions to confer regarding questions facing the church about its own life and about its responsibility to the communities in which each denomination and mission found itself.

With the help of the International Missionary Council, conferences with Pacific-wide participation were held in April and May of 1961. These recognised the need for a central institution which would provide theological education at a higher level than what was available within the Pacific at that time, an

education which in a number of ways would better prepare leaders for the churches in the new Pacific that was coming into being.

The Dudley House consultation, which was specifically on theological education, made plans to enlist the cooperation of all church bodies involved in theological training in the Pacific for a central educational institution, and in September 1962 a negotiating committee met in Suva and drew up specific, detailed proposals for the founding and operation of such a college. PTC thus became the first educational institution, secular or religious, within the region to offer studies at degree level and award an internationally accepted degree.

FOUNDING CHURCHES

The participating churches which gave initial formal agreement to and support for the founding of the Pacific Theological College (PTC) came from four denominational traditions: Anglican, Congregational, Methodist, and Presbyterian/Reformed (Église Évangélique). During the preliminary stages and at various times subsequently, Lutherans and churches representing unions among various traditions have also supported the College. These several traditions are represented on the governing body of the College, the College Council. The following Churches are the owners of the Pacific Theological College:

The Anglican Diocese of Polynesia, The Anglican Church of Melanesia, The Congregational Christian Church, Samoa; The Congregational Christian Church in American Samoa, The Cook Islands Christian Church, The Ekalesia Kelisiano Tuvalu, The Ekalesia Niue, The Kiribati Uniting Church, The Nauru Congregational Church, The Evangelical Lutheran Church of Papua New Guinea, The Free Wesleyan Church of Tonga, The Methodist Church in Fiji, Samoa Methodist Church, The Presbyterian Church of Vanuatu, The Etaretia Porotetani Maohi,TheProtestant Church of Kanaky, New Caledonia(L'e'glise Protestante de Kanaky, Nouvelle Caledonie), The United Church in Papua New Guinea, The United Church in the Solomon Islands, The United Church of Christ in the Marshall Islands and The United Church of Christ in Pohnpei.

THE COUNCIL OF PTC

The Council of PTC has overall authority to determine the policies and finances of the school, and through its Executive (which is appointed by the Council) assists the Principal and staff to implement its decisions and to see to the ongoing programmes of the College.

The Principal of the College, subject to Council directives and constitutional provisions, has final control of all the internal affairs of the PTC and responsibility for its common life and the academic and religious welfare of all students. The Principal works very closely with his colleagues on the Faculty in carrying out these responsibilities, and the teaching staff share in the administration when asked. At present, eight full-time lecturers deliver the academic programme, together with contributions from the Principal and the Director of the Extension Education Programme and a few outside assistants.

These together with the Registrar, Director of the Institute for Mission and Research, Director of Finance & Administration, Director of Women's Fellowship Development Programme, office staff, support staff and Etina Havea staff comprise the thirty plus staff of the College. The teaching staff is assisted in maintaining standards of teaching and examination by a Board of Graduate Studies which includes international scholars.

By the authority of the Council, PTC currently awards the following degrees, certificates and diplomas to those who have completed the set requirements:

➢ Certificate in Women's Ministry Studies
➢ Certificate in Women's Ministry Studies & Theology
➢ Certificate in Practical Arts and Life Skills
➢ Certificate in Theological Studies [only via PTCEE]
➢ Diploma in Theological Studies [only via PTCEE]
➢ Undergraduate Certificates [in four different fields of study]
➢ Undergraduate Diploma [in Pastoral Counselling]
➢ Bachelor of Divinity
➢ Bachelor of Divinity (Honours)
➢ Post-Graduate Diploma in Theology
➢ Master of Theology
➢ Doctor of Philosophy

The MTh programme began in 1987 with a concentration on Pacific Church History. Programmes in other disciplines have been added since: Biblical Studies in 1989, Church Ministries in 1992 and Theology in 1993. From 1999 onward, an integrated MTh programme has been offered. Since 1993, all MTh students who complete the first year of the programme with a grade average of at least a C are awarded the Post-Graduate Diploma in the discipline being studied. In 2004, PhD studies were introduced in partnership with Charles Sturt University (Australia). The agreement was reviewed in 2007 and the College

Council, having deliberated carefully on the matter decided to terminate PTC's participation. During the same meeting, the Council further decided that as from 2008, PTC would offer its own PhD programme.

It is worth pointing out that the thesis component of all postgraduate work at PTC is always examined externally by regional and international scholars outside of PTC in order to safeguard the College's international standing.

THE COLLEGE CHAPEL

The College Chapel was built by contributions from all the Christian churches of the Pacific, including the Roman Catholic Church. In December, 1968 it was dedicated to the memory of the hundreds of Islander missionaries who proclaimed the Gospel across the full expanse of the Pacific. As each church made its contribution, it also presented a list of as many of its own missionaries as could be remembered who went overseas to other island groups, and these names were inscribed on a scroll which is kept in the College archives.

FORMER PRINCIPALS

1966-1971: The Reverend Dr George A. F. Knight

From the opening of the college in April 1966 under the leadership of the first Principal, the Reverend Dr Knight, PTC established an international reputation for quality theological education at degree and diploma levels, particularly in the three core areas of Biblical Studies (including biblical languages), Theology, and History of Christianity. At that time the buildings on campus (the teaching and office block, single students' dormitory, staff houses, and the first married students' flats) were completed with the help of a block grant from the Theological Educational Fund (late renamed as Ecumenical Theological Education, or ETE) of the World Council of Churches, as well as contributions from mission boards, and individual donors. During that time, funds were also raised for a fine library building which now graces the College.

1972-1976: The Reverend Alan Quigley

The Reverend Quigley encouraged the development of the Field Work Programme, and emphasised Pastoral & Development Studies. More attention was given to the Pacific orientation of the curriculum and College life.

1977-1981: The Reverend Dr Sione 'Amanaki Havea

The Pacific orientation of the curriculum and the broader development of College life were brought to fuller fruition during Rev. Dr. Havea's tenure as Principal. A unique Women's Programme was developed for student wives and other women involved, besides the establishment of the Programme, the building of a child-care centre and more flats for couples and single women.

1982-1988: The Reverend Ilaitia Sevati Tuwere

The Reverend Tuwere became the fourth Principal of the College at a time when new opportunities and challenges had presented themselves - particularly a request to develop a graduate programme at Master's level. Under his leadership this programme was begun. In 1989 he left to undertake doctoral studies at the Melbourne College of Divinity. He returned to PTC in 1993 to take up a lecturing position in Theology.

1989-1991: The Reverend Dr Sione Latukefu

During the three years of Rev. Dr. Sione Latukefu's principalship, much was accomplished including extensions to the Etina Havea Centre, the building of six student flats, two classrooms and four staff offices, the beginning of the Women's Centre, and the strengthening of the academic programme. For health reasons, Dr Latukefu was forced to cut short his stay at the College at the end of 1991.

1992-1994: The Reverend Dr FaitalaTalapusi

Rev. Dr. Talapusi facilitated the development of the new contextual curriculum.

Jan.-Dec. 1995: The Reverend Dr Samiuela Toa Finau

Rev. Dr. Finau was Acting Principal for a year.

1996-2001: The Reverend Dr Jovili Iliesa Meo

At the November 1995 Council meeting, the Rev. Dr. Meo was appointed as the seventh Principal of the College. Under his leadership the development of the extension education programme and the extension of the main building to house the extension programme saw fruition. His tenure also saw the

extension of the College Chapel to cater for the increasing number of the PTC community. He also helped to establish the God's Pacific People Programme.

2002-2018: The Reverend Prof. Dr Uili Feleterika Nokise

The Reverend Dr Nokise became the eighth Principal in January 2002, and continued to serve the College in this capacity until November 2018. He was the longest serving Principal for 17 years. Under his leadership the College has celebrated its 50th anniversary in March 2015 and the 50th graduation was held on November 2017. The full magnitude of his service and commitment as Principal can be seen in the changes and development that has transformed the College. To name a few: launch of the PhD program (2005); new levels of academic promotions for teaching faculty (2014); library extension; establishing Institute of Research & Social Analysis; establishing Institute of Mission & Research; extension of new community house (The Popo La E Fala Havea Latukepu Fale); new mission conference centre (JMMC); internal renovation of the main administration building; new faculty house; new extension for Etina Havea Kindergarten; new covered walkways linking chapel to main building and new footpath linking students' residential flats to community fale and main building.

Jan. 2019 –: The Reverend, Assoc. Prof. Dr Uplou Luma Vaai

At the November 2018 Council meeting, the Reverend Dr. Vaai was appointed as the ninth Principal of the College. He officially commenced work in his capacity as Principal in January this year.

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COLLEGE PERSONNEL

A. ADMINISTRATION

PRINCIPAL | ASSOC. PROF. REV. DR UPOLU LUMA VAAI

ACADEMIC DEAN | ASSOC. PROF. REV. DR GWAYAWENG KIKI

REGISTRAR | MS. SELAI R. TUIDROKADROKA

FINANCE & ADMINISTRATION STAFF

DIRECTOR | MR. SANJEET PRATAP SINGH

TEAM LEADER | MS. AREENA LAL

FINANCE OFFICER | MR. JASVEER JITENDRA SINGH

FINANCE & ADMIN OFFICER | MR. MOHAMMED SHARIQ

FINANCE & ADMIN ASSISTANT | MS. JOKAPECI WAINIU

RECEPTIONIST | MS. SUSANA BAINIVALU

PROGRAM FINANCE & ADMIN. MANAGER | MS. RIMA SIVANJALI

BOOKSHOP & CANTEEN MANAGER | MS. KINISIMERE NAIRI

IT DEPARTMENT

INFORMATION TECHNOLOGY MANAGER | MR. SAIMONI TUILAUCALA

COMPUTER SYSTEMS TECHNICIAN | MR. LORIMA L. MALO

MAINTENANCE STAFF

TEAM LEADER	MR. SURENDRA PRASAD
ELECTRICIAN	MR. RAVIN NAND
HANDYMAN/CARPENTER	MR. NEMANI Q. NASILIECE
GROUNDS MEN	MR. FABIANO RACUMU
	MR. MOSESE VOLAVOLA
SECURITY OFFICER	MR. JOSEVATA MASI
CLEANERS	MS. FINAU MADANAWA
	MS. KASANITA R. KEPPEL
	MR. NIKO BIU
DRIVER	MR. SEREKI NAITASI

ETINA HAVEA KINDERGARTEN STAFF

TEACHER & SUPERVISOR	MS. TOKASA MAWI
PRE-SCHOOL ASSISTANT TEACHER	MS. JOSEPHINE SHALINI
PRE-SCHOOL HELPER	MS. SERUWAIA ROKOSERE

JOVILI MEO MISSION CENTRE STAFF

MANAGER	MS. ARIETA TIRIKULA
CLEANERS	MS. SALESHNI WATI
	MS. ESITA LAKOITAMAVUA

B. FACULTY

Rev. Dr. Upolu Luma Vaai
Principal
Associate Professor in Theology & Ethics

Rev. Dr. Gwayaweng Kiki
Academic Dean
Assoc. Prof. in Church Ministry

Ms. Selai Tuidrokadroka
Registrar

Mr. Sanjeet P. Singh
Director: Finance &Administration

Mr. Sailosi Batiratu
Director:
Pacific Theological College
Extension Education

Mr. Aisake Casimira
Director:
Institute for Mission and Research

Mrs. Sosefo Tigarea
Director:
Women's Fellowship Development Program

Mrs. Nalini Premadish
Librarian

Teaching Faculty

Prof. Dr. Holger Szesnat
HoD: Biblical Studies;
Professor of Biblical Literature & Languages

Rev. Dr. Ralph Weinbrenner
HoD: Church History
Lecturer in Church History

Rev. Dr. Donald Samuel
HoD: Church Ministry
Senior Lecturer in Church Ministry

Dr Richard A. Davis
Senior Lecturer in Theology & Ethics

Dr Kathryn Tuilaucala-Imray
Senior Lecturer in Biblical Studies:
Old Testament Studies & Hebrew

Rev. Dr. Faafetai Aiava
Lecturer in Theology & Ethics
Acting HoD: Theology & Ethics

Dr David Gegeo
Lecturer in Academic/Research Skills and English

Rev. Dr. Fatilua Fatilua
Lecturer in Biblical Studies:
New Testament & Hellenistic Greek

Information on Academic Job Titles at PTC

Teaching Faculty members are appointed at one of four job levels*: Lecturer*; *Senior Lecturer*; *Associate Professor*; and *Professor*. The appointment level is based on a variety of criteria (including education, professional experience, research and publications). Promotion within this system is possible. The appointment level recommendation is made by the Appointments & Staff Review Committee (ASRC) of Council, and is approved by Council or its Executive Committee.

C. FACULTY MEMBERS & ASSOCIATED STAFF

I. ADMINISTRATION

Principal and Associate Professor in Theology & Ethics

Upolu L. Vaai, *CertTheol* (St. John's Trinity Theological College, Aotearoa/New Zealand), *DipTheol*, *BD* (Piula Theological College, Samoa), *MTheolSt* (Brisbane College of Theology, Australia), *PhD* (Griffith University, Brisbane, Australia). Ordained Minister of the Methodist Church in Samoa. At PTC since January 2014.

Academic Dean & Associate Professor in Church Ministry

Gwayaweng Kiki, *CertTEd (*H.Trinity Teachers College, PNG);

DipTheol, BTheol (Martin Luther Seminary, PNG); *MA* (Wartburg Theological Seminary, USA); *PhD* (Charles Sturt University, Australia). Minister of the Evangelical Lutheran Church of PNG. At PTC since April 2011.

Registrar

Selai Tuidrokadroka, *BD* (Pacific Theological College, Fiji). Member of the Methodist Church in Fiji. At PTC since 1978.

Director of Finance & Administration

Sanjeet Pratap Singh, Member of Fiji Institute of Accountants; *B.Acc.* (Fiji National University); *PgDip in Accounting* (Current). Member of Anglican Diocese of Polynesia – Holy Trinity Anglican Cathedral Suva. At PTC since January 2013.

Team Leader: Finance & Administration

Areena Lal, Currently - *B.Acc.* (Fiji National University). At PTC since November 2012.

Finance Officers

Jasveer Singh, *PD in Business Studies* (University of South Pacific, Fiji). At PTC since September 2016.

Mohammed Shariq, *B.Comm.* (Fiji National University); *PgDip in Management*, (Current). At PTC since February 2018.

ACADEMIC DEPARTMENTS

II. DEPARTMENT OF BIBLICAL STUDIES

Head of Department; Professor of Biblical Literature and Languages
Holger Szesnat, *BA (Hons), MA, PhD* (University of KwaZulu-Natal, South Africa). Member of the Diocese of Polynesia (Anglican Church in Aotearoa, New Zealand and Polynesia), and of the Evangelical Church in the Rhineland (Germany). At PTC from September 1998 to August 2001, and again since January 2010.

Senior Lecturer in Old Testament Studies & Hebrew
Kathryn Tuilaucala-Imray, *BA, BA (Hons), PhD* (Murdoch University, Australia). Member of the Progressive Jewish Community. At PTC since January 2016.

Lecturer in New Testament Studies & Hellenistic Greek
Fatilua Fatilua, *BA, MPA* (San Francisco State University); *PhD* in Public Administration (State University of New York at Albany); *BD* (Malua Theological College); *MTh* (Pacific Theological College). Member of the Congregational Christian Church in Samoa. At PTC since 2019.

III. DEPARTMENT OF THEOLOGY & ETHICS

Senior Lecturer in Theology and Ethics
Richard A. Davis, *BBS* (Massey University, Aotearoa New Zealand), *GradDip*, *BTheol (Hons)* (University of Otago, Aotearoa New Zealand); *MA (Hons)* (Victoria University of Wellington, Aotearoa New Zealand); *PhD* (University of Edinburgh, United Kingdom). Elder in the Presbyterian Church of Aotearoa New Zealand. At PTC since September 2014.

Lecturer in Theology and Ethics (Acting Head of Department)
Faafetai Aiava, *BD* (Malua Theological College, Samoa), *MTh* (Dist.) (Pacific Theological College, Fiji), *PhD* (Pacific Theological College, Fiji). Minister of the Congregational Christian Church in Samoa. At PTC, since January 2018.

Associate Professor in Theology and Ethics (part-time in this department)

Upolu L. Vaai, *CertTheol* (St. John's Trinity Theological College, Aotearoa/New Zealand), *DipTheol*, *BD* (Piula Theological College, Samoa), *MTheolSt* (Brisbane College of Theology, Australia), *PhD* (Griffith University, Brisbane, Australia).Ordained Minister of the Methodist Church in Samoa. At PTC since January 2014.

IV. DEPARTMENT OF CHURCH MINISTRY

Head of Department; Senior Lecturer in Church Ministry

Donald Samuel, *BSc* (Madurai Kamaraj University, India), *BD* (Tamilnadu Theological Seminary, India), *MA*, *MPhil, PhD* (Madurai Kamaraj University), *MTh*, *DTh* (University of South Africa). Ordained Minister in the Church of South India. At PTC since January 2015.

Associate Professor in Church Ministry

Gwayaweng Kiki, *CertTEd (*H.Trinity Teachers College,PNG);

DipTheo,BTheol (Martin Luther Seminary, PNG); *MA* (Wartburg Theological Seminary, USA); *PhD* (Charles Sturt University, Australia). Minister of the Evangelical Lutheran Church of PNG. At PTC since April 2011.

V.DEPARTMENTOF CHURCH HISTORY

Head of Department; Lecturer in Church History

Ralph Weinbrenner, *1st Church Theological Examination* (equivalent to MTh), *2nd Church Theological Examination* (equivalent to MMin) (Tübingen, Germany), *DrTheol* (Erlangen, Germany). Ordained Minister in the Evangelical Lutheran Church of Württemberg (Germany). At PTC since September 2015.

VI. ACADEMIC SKILLS & COMMUNICATION SKILLS PROGRAM

Lecturer in Academic/Research Skills and English

Dr David Gegeo, *B.A. Cultural and Linguistic Anthropology* (Department of Anthropology College of Arts and Sciences University of Massachusetts Boston, Massachusetts, U.S.A); *M.S. Mass Communication and Public Relations* (School of Communication and Public Relations College of Communication, Boston University Boston, Massachusetts, U.S.A); *Ph.D. Political Science and Political Philosophy (*Department of Political Science College of Arts and Social Sciences University of Hawai'i Hawai'i, U.S.A). Member of the Anglican Church of Melanesia, Solomon Island. At PTC since 2019.

D. PROGRAMME PERSONNEL

I. INSTITUTE FORMISSION AND RESEARCH (IMR)

Director
Aisake Casimira, *BD (Hons)* (Pacific Regional Seminary, Suva, Fiji); *BD (cum Laudes)*, (Urbaniana University, Rome, Italy); *Double Masters (Licentiates)*in Biblical Theology *(cum Laudes)* and Public Ethics *(cum Laudes)* (Gregorian University, Rome, Italy). Member of the Catholic Church in Fiji. At PTC since June 2016.

Finance and Administration Manager
Rima Sivanjali, Member of Fiji Institute of Accountants; *B.Acc*; *PgDAcc; MComm-Acc* (Current - FNU). At PTC since June 2014.

Programme Manager GPP and EVAW Project Officer
Ana-Latu Dickson, *Dip (*Journalism) (University of Papua New Guinea), *Cert* (Christian Counselling) (Alan Walker College, Australia), *GradDip* (Not-for-Profit Management) (UNITEC Institute of Technology, Aotearoa / New Zealand); *GradCert (*Peacebuilding Leadership), (Eastern Mennonite University, Virginia, USA). At PTC since February 2014.

Project Officer for Leadership and Management, and Personnel Exchange Programme
Lynne Lalanabaravi, *UgCert* (Peacebuilding), *UgCert* (Social Analysis) (Pacific Theological College). Member of the Methodist Church in Fiji. At PTC since March 1987.

Project Officer for Pastoral Counselling and Communications
Rusila Ravula Nabouniu, *BA* (Psychology & Sociology), (University of the South Pacific, Fiji). At PTC since June 2016.

Project Officer for Peace-building Intensive
Raki Tigarea, *BD* (Davuilevu Theological College, Fiji); *MTh* (Pacific Theological College). Minister of the Methodist Church in Fiji. At PTC since January 2012.

Projects and Administration Assistant
Raijieli Uluinaceva, *UgCert* (Social Analysis), *UgCert* (Leadership & Management) (Pacific Theological College). Member of the Methodist Church in Fiji. At PTC since August 2008.

Communications Officer
Theresa Fox. Joined PTC, January 2019.

II.PACIFIC THEOLOGICAL COLLEGE EXTENSION EDUCATION (PTCEE)

Director
Sailosi Batiratu, *BA (Management and History/Politics)* (University of the South Pacific); *Postgraduate certificate in Human Relations Management* (University of the South Pacific). Member of the Catholic Church in Fiji. At PTC since August 2018.

Programme Administrator
Fareen Nisha,
Certificate IV in information Technology (Technical Support), Cert. (Advanced Graphics Design) (Fiji National University), *Office Technology/Computing and Accounts/Application Software and Programming, (Pitman Guilds, London), Citrix Server Systems -implementation and configuration* (University Western Sydney). At PTC since June 2016.

Learning Management Systems Administrator
Nitesh Raj, *Higher Education Diploma in Information Systems* (FNU), *Moodle Administrator & Course Creator* (eCreators Brisbane, Australia), *Certificate in Marketing with Social Media* (USP), *Veeam Availability Suite Certificate - Technical & Sales* (Online), *VMware Fundamentals* (VT-Solutions Training Centre), *Fortinet FortiGate* (VT-Solutions Training Centre), *3M Volition Certificate in Enterprise Networks Solution Copper* (VT-Solutions Training Centre), *3M Volition Certificate in Fiber Optic Networks Solution* (VT-Solutions Training Centre). At PTC since November 2017.

III. WOMEN'S FELLOWSHIP DEVELOPMENT PROGRAMME (WFDP)

Director

Sosefo Tigarea, *CertTheolSt* (Pacific Theological College). Member of the Methodist Church in Fiji. At PTC since January 2012.

IV. LIBRARY

Librarian

Nalini Premadish, *CLIS, DLIS, DECE* (University of the South Pacific, Fiji); *BLIS* (Fiji National University, Fiji). Member of the Sanatan Faith Community. At PTC since December 2003.

Library Assistant

Suliana Moce, *CLIS, DLIS*, *BComm.* (University of the South Pacific, Fiji). Member of the Methodist Church in Fiji. At PTC since January 2015**.**

Library Attendant

Ana Mamatuki, *CLIS* (University of the South Pacific, Fiji). Member of the Catholic Church in Fiji. At PTC since January 2015.

V. KRUGER COMPUTER CENTRE

Information Technology Manager (I.T.)

Simoni Tuilaucala, *DipIT Networking,* (TAFENSW – New South Wales Technical and Further Education Commission, Australia); Professional Trade Certificate: *Cert. in IT* (Keshals House of Computer Literacy); *Cert. in PC Repair* (Institute of Technology, Australia); *Advance Cert. in MS Access 2007*, (VT Solutions Training Academic); *Certificate in Desktop Support Technician*; *Certificate in Server 2003*; *CCNA 4*, (University of the South Pacific).

Computer Systems Technician

Lorima L. Malo

DipIT Networking (TAFENSW – New South Wales Technical and Further Education Commission, Australia); Professional Trade Certificate: *CCNA 4 – Routing & Switching* (University of the South Pacific).

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VI. ADJUNCT FACULTY MEMBERS

Biblical Studies

Rev. Dr Vicky Balabanski (Flinders University, Australia)

Rev. Dr Jione Havea (United Theological College, Australia)

Rev. Dr Tevita Havea (Tonga)

Prof. Jonathan Lawrence (Canigius College, USA)

Rev. Dr Peniamina Leota (Malua Theological College, Samoa)

Rev. Prof.em. William Loader (Perth, Australia)

Rev. Dr Mose Mailo (Piula Theological College, Samoa)

Prof. Sean McDonough (Gordon-Conwell Seminary, USA)

Rev. Dr Afereti Uili (Malua Theological College, Samoa)

Rev. Dr Nasili Vaka'uta (University of Auckland, Aotearoa New Zealand)

Church Ministry

Rev. Dr Olli-Pekka Lassila (Helsinki, Finland)

Rev. Dr Lee Levett-Olson (Nungalinya College, Darwin, Australia)

Rev. Dr Jovili Meo (Sydney, Australia)

Rev. Dr Moreli Niuatoa (KananaFou Theological Seminary, American Samoa)

Fr Dr Michael O'Connor (Pacific Regional Seminary. Fiji)

Rev. Dr Moehenoa Puloka (Tonga)

Prof. Gert Rüppell (University of Bielefeld, Germany)

Dr Asenate Samate (Tonga)

Rev. Dr Fa'alepo Tuisuga (Malua Theological College, Samoa)

Rev. Dr David Willsher (Charles Sturt University, Australia)

Theology & Ethics

Rev. Dr James Haire (Charles Sturt University, Australia)

Most Rev'd Dr Winston Halapua (Diocese of Polynesia, Fiji)

Rev. DrHere J. Hoiore (Hermon Theological College, Tahiti)

Rev. Dr Jovili Meo (Sydney, Australia)

Rev. Dr Mikaele Paunga (Pacific Regional Seminary, Fiji)

Rev. Dr Clive Pearson (United Theological College, Austalia)

Rev. Dr Koru Tito (Kiribati)

Rev. Dr Sevati I. Tuwere (Aotearoa New Zealand)

Rev. Dr David Willsher (Charles Sturt University, Australia)

Rev. Dr Cliff Bird (C/- UCSI Assembly Office. Western Province, Solomon Island

Church History

Rev. Prof.em. Ian Breward (Melbourne, Australia)

Fr Dr John Broadbent (Wellington, Aotearoa New Zealand)

Dr Helen Gardner (Deakin University, Australia)

Dr Neil Gunson (Canberra, Australia)

Dr Raeburn Lange (Christchurch, New Zealand)

Dr Andrew Thornley (Sydney, Australia)

Dr Matt Tomlinson (Australian National University)

Rev. Dr Eteuati Tuioti (Piula Theological College, Samoa)

ACADEMIC POLICIES

A. ASSESSMENT: SYSTEM OF GRADING

1. The following system is used to grade students' coursework. It should be noted that the grading criteria for each course, as well as the relation between assignments, exercises, tests and examinations are set by the lecturer concerned, though within the overall College framework.

Grade Category	Grade Number	Grade Points	Grade Classification
A+	90-100	10	Outstanding
A	85-89	9	Excellent
A–	80-84	8	Very Good
B+	75-79	7	Good
B	70-74	6	With Merit
B–	65-69	5	Fair
C+	60-64	4	Adequate
C	55-59	3	Pass
C–	50-54	2	Marginal pass
D	45-49	0	Not a Pass (must be raised)
F	Below 45	0	Failure (must be redone)
I		0	Incomplete (completion due)

Other grade categories and classifications:

S	Satisfactory
U	Unsatisfactory
Aud	Audit
W	Withdrawal

Grade category: Courses which assess students' work based on a fine-grading system indicate the course grade by means of the grade category in the first instance.
Grade number: Courses which assess students' work based on a fine-grading system use the grade number so as to more precisely show how the relevant work has been assessed. For example: "B+ / 78".

Grade classification: this is offered as a descriptive label for each category, but it is not usually spelled out in individual course grades.
Grade points: this system is being phased out; it is only used for grade average calculations where grade numbers are not available.

Courses which do not use fine-grading usually indicate performance by means of the classification 'satisfactory' or 'unsatisfactory'.

'Successful completion' of any individual course means a grade category above 'D', or an 'S'.

2. BD (Hons) and MTh theses are graded as follows:

Grade Classification	Grade Number
Pass with High Distinction	90 – 100
Pass with Distinction	80 – 89
Pass with Merit	70 – 79
Pass	50 – 69
Fail	Below 50

The grading system for PhD dissertations is indicated in the PhD regulations.

B. ACADEMIC REGULATIONS

1. Candidates whose cumulative grade average is below grade number 55 at the end of the first year of studies (full-time or equivalent) or at the end of any subsequent semester-half will be placed on academic probation. This status may be removed only by raising the average to grade number 55 or above by obtaining higher grades in subsequent courses.
2. Students are not permitted to take a full load of courses when carrying more than one I (**Incomplete**) grade from the previous term. Students who carry more than one I grade will lessen their normal course load by one course for each I grade they carry; e.g. a student carrying two I grades will only be able to take two courses. Such a situation can be avoided by the student completing the incomplete courses before the end of week two (course change deadline) of the new **semester half**.

3. An **I grade** not made-up by the week preceding the next registration week will be changed automatically to an **F** by the Registrar at the beginning of that registration week. Students who receive one or more I grades in two consecutive **half semesters**, or more than two I grades in any one **half semester**, will undergo a review by the Dean, who will assess their ability to continue in the programme in which they are enrolled.

4. An **F** grade in a course means that the student must repeat the course and pass it. Whether or not the student has to attend all classes will be determined by the lecturer concerned.

5. A **D grade** in a required course means that the student has to raise the grade by re-sitting the examinations and/or by submitting assignments as assigned by the lecturer concerned.

6. A student may request **an upgrade** of a final grade for a course under the following conditions: (1) The student must make the request to the lecturer concerned within one week of the release of the grades by the Registrar each semester-half. For the **last semester-half**, the upgrade of a final grade for a course will be possible in the first week of the first semester-half of the following year.(2) The lecturer must then inform the Academic Dean within one week of the request. The Academic Dean will determine the ability of the student to improve based on previous and present performance. (3) The lecturer will assign the student a substantial piece of new work, which will have to be completed by week six of the following **semester-half**. (4) The grade can only be improved by one letter grade, e.g. from a B to a B+. (5) An upgrade of more than one letter grade can only be granted in exceptional circumstances, and must be formally requested in a letter from the student to the Academic Dean.

7. A student who, for some legitimate health reasons, is unable to complete a course, may be assessed on his/her course performance and may be given an "aegrotat" pass at the discretion of the lecturer responsible, in consultation with the Academic Dean. In highly exceptional circumstances beyond the student's control, such as the withdrawal of a student by a sponsoring church during or after Week 5 of a semester-half, a lecturer may also grant a "compassionate" pass, following consultation with the Academic Dean, and with explicit approval of the Faculty in each case. Compassionate or aegrotat passes are not classified

or fine-graded; they count as successful completion of a course, but are not taken into account for the calculation of the total grade average for the degree.

8. Assignments will not be accepted after the due date unless the lecturer concerned has been approached beforehand and has given his/her agreement for an appropriate extension of grace period.

9. Written assignments for a 100 learning hour course will not normally exceed 4,000 words (degree-level) or 6,000 words (postgraduate level) in total for the whole course. The word count does not include the bibliography.

10. Language courses are not normally for audit since daily preparation of the course work is essential to these classes.

11. **Class attendance** in courses taught in a residential / face-to-face setting is obligatory. Excessive lateness may be counted as absence. A student must inform the lecturer ahead of time (if possible) if she/he is unable to attend class. If a student is absent for more than 15% of classes, he/she must bring a medical doctor's certificate to the Registrar. Any further absence will usually have an adverse effect on the student's final grade for the course, i.e., if a student is absent for more than 15% of the classes without a valid excuse, the lecturer may deduct 2 grade points per hour missed beyond the 15% limit. A lecturer may decide to be more lenient in the case of students who are absent for documented medical reasons. If a student is absent for 40% or more of class time (e.g., 12 or more hours out of 28), the lecturer may decide to issue a 'Fail' grade, regardless of the student's performance in assessed work submitted up until that point. This also applies to students who are absent from class for documented medical reasons.

C. COMPUTER LITERACY

Computer courses are offered for all first year students who are not sufficiently computer literate. Students must satisfactorily complete the course assigned to them.

D. GENERAL POLICIES AND INFORMATION

1. Poor Academic Practice, Plagiarism and Cheating

This section focuses on cases of plagiarism and poor academic practice in *assignments* relating to *coursework*.

In Pacific cultural contexts, as elsewhere, the acknowledgement of ownership of property is an expected custom. In the academic setting, failure to abide by the above virtue is recognised as plagiarism and cheating. It is clear that plagiarism and cheating are morally wrong, and academically unacceptable practices. Students, therefore, need to see them as ethical and cultural offences as well as academic misconduct.

a. **Plagiarism** and **poor academic practice** are defined at PTC as using someone else's words or ideas without giving clear acknowledgement of the source of those words or ideas. This includes direct copying of single words or groups of words from printed sources such as published books, journals, manuscripts, or any other media (e.g., electronic texts) without acknowledgement. It also includes using ideas that have been read or heard, even when they are presented in different words from those in the original, without acknowledging the source. Plagiarism is a deliberate, intentional act; poor academic practice is unintentional. Neither is acceptable.

- If a lecturer discovers *poor academic practice* in any assignment or other work produced as part of the student's programme of studies, the lecturer gives the student one chance to redo the paper. If it happens again, the student receives an 'F' for the course. If it happens again in another time or another course an 'F' grade is given for that course.

- If a lecturer discovers any *plagiarism* in any assignment or other work produced as part of the student's programme of studies, the lecturer gives the student one chance to redo the paper. The re-submitted paper will not be graded above the grade category 'B'. If it happens again, the student receives an 'F' for the course. If it happens again in another time or another course an 'F' grade is given for that course.

- If a student believes that he/she has been wrongly charged with plagiarism or poor academic practice, an appeal can be made through the student's adviser to the Principal who will begin an appeal process, which will involve the Academic Advisory Committee. This committee will make a recommendation to the full faculty, which shall make a final decision.

- Lecturers will inform the Academic Dean of every instance of student plagiarism or poor academic practice they encounter. The Academic Dean will maintain a list of students of who have produced work

deemed to constitute poor academic practice or plagiarism. The list is distributed to teaching faculty whenever it is updated.

b. **Cheating** is understood as any dishonest act in which a student deliberately deceives others in order to gain an unfair advantage. This includes looking at and copying another person's work with or without permission of the person who did the work originally. It also includes the case of a student asking someone else to write assessed work for him-/herself.

- If a staff member determines a student has cheated, he or she will first discuss the matter with the student concerned. If the student denies the charge, an appeal can be made through the student's adviser to the Principal who will begin an appeals process, which will involve the Academic Advisory Committee.

- If it is determined that cheating has taken place, a grade of "F" will be given to the assignment or examination in question and the matter will be reported to the Principal. The case may be brought to the faculty at the discretion of the Principal.

2. Plagiarism, Poor Academic Practice, and Thesis Examination

This section focuses on cases of plagiarism and poor academic practice relating to the *examination* of a *thesis* or *dissertation* produced by a student in an academic award programme at PTC.

It should be pointed out that in some countries, plagiarism and poor academic practice may have legal consequences, depending on local copyright law, and this affects the way some tertiary institutions deal with plagiarism in theses and dissertations. This does not generally appear to be the case in Fiji, and we therefore need not entertain such legal matters here. The current Academic Policies of PTC define plagiarism and poor academic practice as ethical, cultural, and academic misconduct.

a. Definitions/Clarifications

- Poor academic practice (henceforth: PAP) is unintentional in the sense that it occurs due to a lack of basic academic writing competence. Plagiarism (henceforth: P) is a deliberate, intentional act to mislead the reader of a text with regard to the origins of the text produced. There are borderline cases where it is difficult to decide whether a particular instance constitutes P or PAP: intent is sometimes hard to prove. In

such cases, the student should be given the benefit of the doubt (i.e., assume that it is PAP and not P). In general terms, however, if it is found that a student has actively taken steps to hide the fact that his/her work was taken from a source (without appropriate referencing), this should be taken as pointing to P rather than PAP. Nevertheless: neither P nor PAP is acceptable.

- Neither PAP nor P can be tolerated in academic work, and especially not in thesis work. However, since P is by definition intentional (that is, the intention is deliberately to mislead the reader), the consequences may be more serious.
- For example, pervasive plagiarism in a thesis at examination stage may lead to the thesis being failed (without a chance of resubmission). Persistent poor academic practice, on the other hand, may lead to the thesis being rejected, with the option of resubmission.
- Examiners who notice P or PAP must fully document the case, so that other persons involved in the process can easily identify the text portions affected, as well as the source.

b. Responsibilities and Preventative Measures
- It is the student's responsibility to produce work that is academically acceptable.
- The College provides clear documentation on appropriate referencing, as well as individual and/or group support to explain appropriate writing and referencing techniques.
- The role of the supervisor is to advise the student, which includes spot checks on student work throughout the writing stage. All supervisors at PTC will participate in annual in-house training designed to spot P and PAP in students' work.
- Computer-based, automated anti-plagiarism services may be used (if available), but should never be relied upon exclusively.

c. Draft Stage Procedures
- Anyone who notices P or PAP in a student's thesis or dissertation drafts prior to the submission of the work for examination should contact the supervisor. The supervisor will discuss the issue with the student in line with general P & PAP procedures at PTC.

- If a thesis-writing student repeatedly fails to heed the advice of the supervisor with regard to P & PAP, the case may be taken to Faculty via the Academic Dean, who, in severe cases, may decide to terminate the candidacy of the student concerned.

d. Examination Stage Procedures

- If an examiner notices P or PAP in a candidate's thesis or dissertation once it has been submitted for examination, he/she should immediately contact the Academic Dean of the College. This should take place before the oral defence stage.
- If there are only two or three isolated examples of P or PAP in the entire thesis or dissertation, the examination process can continue (the candidate will be informed about these isolated examples, and will be required to change them in the final version).
- If the evidence points to pervasive use of P or PAP, the Board of Examiners has the following options:
  1. The thesis or dissertation may be rejected without the possibility of resubmission, if there is considerable evidence of substantial plagiarism in several parts of the thesis.
  2. The thesis or dissertation may be returned to the candidate, together with the evidence for P and/or PAP, and the candidate will be asked to rewrite and resubmit the thesis within a specified period of time.

Content-related suggestions or criticism should not be included at this stage. This option is advisable if the evidence points to poor academic practice in the main, rather than plagiarism. The rewritten and resubmitted thesis/dissertation will be re-examined, and the examination process continues as before. If the resubmitted dissertation still shows substantial evidence of either P or PAP, the Board of Examiners should consider rejecting the thesis.

It is the candidates' responsibility to rewrite the thesis in such a way that no further instances of P or PAP appear. The supervisor(s) and the Academic Dean (or any other appropriate person appointed by the Academic Dean) will provide advice to the student.

- Examiners do not need to work through the entire thesis to highlight each and every point where P and/or PAP has occurred: a selection of at least six passages will suffice.

e. Post-Examination Stage Procedures

- Anyone who notices P or PAP in a thesis or dissertation that has been passed by the Board of Examiners, before or after the degree has been formally awarded, should contact the Academic Dean and the Principal of the College. If there is substantial evidence, the following steps must be considered:

  1. If the degree has not yet been formally awarded, the Board of Examiners will be asked to reconvene to assess the evidence, and to take appropriate action. Any formal award plans (e.g., graduation) will be put on hold until the case has been resolved.

  2. If the degree has already been formally awarded, the Board of Graduate Studies (BoGS) will assess the evidence and decide on appropriate action, which may include withdrawing the degree award. The BoGS may ask suitably qualified person/s to provide an expert report on the case to help the BoGS in this process. If the Board of Examines or the Board of Graduate Studies concludes that the degree should be withdrawn, such a recommendation must be presented to the Council of the College (or its Executive Committee) for approval.

f. Appeal Procedures

- The candidate may appeal decisions with regard to plagiarism and poor academic practice. Any such appeal should be directed to the Board of Appeal no later than 30 days after the candidate has been informed.

3. Registration

- The student **must** consult his/her adviser on academic planning before registration.
- The student **must** register for every course she/he intends to follow either for credit or audit. If the student is not registered in any course, she/he cannot be given a grade for it.
- Registration **must** be completed by the end of the registration period as scheduled on the College Calendar.

- There will be an additional fee of $72.00 for **late registration**.
- Changes to course registration **must** be completed by the second week of lectures each semester, as scheduled in the College Calendar.
- If a student **withdraws from a course** after the second week of lectures, a "W" will appear on his/her transcript for the course. Withdrawal is only possible *before* the deadline for the last piece of assessed work for the course concerned has passed. A part-time student who withdraws from a course before the fifth week of lectures will be refunded half of the course fee. No refund will be given for any later withdrawal.

Students wishing to audit courses may do so if they have the approval of both the lecturer concerned and their adviser. Auditing a course carries no credit though the course will appear in the transcript with the appropriate symbol (AU). Textbooks for the course will not normally be issued to those who audit unless spare copies are available.

4. Processing of student's grades

Lecturers are usually required to submit grades for each semester-half to the Registrar during the first week of the following semester-half. Grades for semester-half 2B must be submitted to the Registrar on the Wednesday following Assessment Week for graduating students and on the orientation week for continuing students.

Departments are required to discuss all course grades within the department prior to handing them in to the Registrar. Grades should be submitted both in grade number and in grade category.

The Registrar processes the grade information before submitting it to the Faculty Meeting for approval.

All grades given by lecturers are provisional until they are approved by the Faculty meeting.

5. General Thesis and Dissertation Regulations

Language

Theses written at PTC, whether at Bachelor, Masters, or doctoral level, are examined by qualified, independent examiners (i.e., not PTC faculty members) from the region and beyond. Therefore, any thesis produced at PTC is to be written in the English language, and must be written in a formal, academic style acceptable in an international context. Any words, phrases, or text excerpts

from another language (such as Greek, Hebrew, Fijian, Bislama, French, etc.) must be additionally translated into English.

The use of proof-readers is encouraged.

Special permission to write the entire thesis (or substantial parts thereof) in a language other than English without a translation into English may be requested in cases where the topic demands this. Such permission must be obtained, in writing (via the supervisor and the Academic Dean), from Faculty. Copies of the document confirming such permission must be included in an appendix to the thesis.

Thesis Declaration

Every thesis written as part of the requirements for a particular degree programme at PTC must include the following thesis statement (signed by the student):

> I, the undersigned, hereby declare that this thesis, which is ...... words in length (excluding the bibliography and front matter), has been written by me, that it is the result of work carried out by me, and that it has not been submitted, either in whole or in part, in any previous written work for an academic award at this or any other academic institution.
>
> I also declare that this thesis has not used any material, heard or read, without academically appropriate acknowledgment of the source.

> Name: _____
>
> Signed: _____
>
> Date: _____

THE PACIFIC THEOLOGICAL COLLEGE

Serving the people of the American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Papua New Guinea, Solomon Islands, Tonga, Tuvalu, Samoa, Vanuatu and West Papua.

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Private Mail Bag
Suva, Fiji
(78 Vuya Road, Veiuto, Suva)

Copyright Statement and Supervisor's Approval

Once the thesis or dissertation has been examined and passed, and any changes required by the examiners have been approved by the supervisor, the following copyright statement is printed on a separate page prior to lodging the final version of the thesis or dissertation with the library of PTC, via the Academic Dean. On the same page, the supervisor indicates his/her approval of the changes made in response to the examiners' requirements by means of the following statement:

```
I, the supervisor or acting supervisor of this student's
thesis or dissertation, have sighted the final copy of the
thesis and confirm that the student has made the changes
required by the examiners.

Name:   _____

Signed:  _____

Date:    _____
```

BD (Hons) and MTh Thesis Process

It is the student's responsibility to approach their adviser, the appropriate department, or, if in doubt, the Academic Dean, at least two months before the thesis writing stage begins, so that a suitable supervisor is allocated from within the teaching faculty.

The thesis work required as part of the BD (Hons) and MTh programmes is characterised by tight deadlines, which are designed to ensure that students can graduate at the end of a given academic year. A student who misses one or more deadlines in the process cannot be guaranteed graduation at the end of a given year even if the thesis is awarded a pass-grade. It is the responsibility of each student to submit work at the appropriate time(s). The specific deadlines for a given academic year will be published separately for each academic year.

6. BD (Hons) and MTh Thesis Examination Process

a. All thesis examination information is highly confidential. Names and reports of examiners (and nothing else) will usually be released to the student concerned after the faculty meeting that approves the grade, though the name will be released only if the examiner concerned has explicitly agreed to the release of his/her name. **Therefore, information about the examiners will not be released to the student (let alone anyone else) until and unless the faculty meeting has explicitly authorised someone to do so, and only once the thesis grade has been approved by a faculty meeting.** In addition, only the final grade agreed upon by faculty will be released, but not the individual grades allocated by the different examiners. Reports that are shared with students must therefore be edited in order to delete grade information.

b. In June/July[1] each year, all departments will contact potential examiners. For all these theses, we will require three suitably qualified persons: two examiners and one potential moderator (see below). Once the required information (see below) has been obtained, and the examiners have agreed, the department forwards that information to the Academic Dean (hereafter: AD).

c. We will take the following criteria into consideration when it comes to the selection of the thesis examiners:

- Past experience of using this particular examiner (e.g.: has the examiner been late before, or failed to provide an academically sound report?).
- Is the examiner suitably qualified for a given thesis? Please note that this is not simply a matter of what degrees this person holds. However, in general terms, the minimum academic qualification for a BD (Hons) thesis examiner is a Master's degree (PhD preferred). For a MTh thesis, examiners should hold a PhD (in exceptional cases, a Masters degree). Examiners should have teaching experience at the level of the thesis examined.
- At least one of the examiners should be a Pacific Islander, if possible.
- The examiner should not work at the College where the student may be working in future, or be a high official in the student's church.
- All examiners should be external to PTC (i.e., not someone who is currently employed at PTC). In exceptional cases, a BD (Hons) thesis may be examined by someone who works at PTC.
- No person who has been involved in the supervision process or who has given advice to the student on his/her written thesis work should be asked to examine the thesis.

d. For every examiner, the AD needs to be supplied with the following information for record purposes, bearing in mind that PTC needs to account for its decisions when it comes to accreditation (SPATS/FHEC):

- Full name/s and formal address (titles), such as 'Rev. Dr'.

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[1]Occasionally, a student who has been granted an extension might submit the thesis considerably earlier (i.e., out of turn with the normal date of submission). In such a case, the examination process might start earlier.

- Email and postal address (in case we need the latter for the courier service).
- Information as to whether the examiner requires a printed thesis (normally we only send the electronic copy: WORD and PDF files).
- Reasons why the examiner is thought to be appropriate for this particular thesis, especially if the person does not have an obvious background in the particular discipline.

e. The thesis is sent to the two examiners within two days after the submission deadline stipulated in the Handbook (currently: 3rdSeptember 2019). Examiners are requested to complete a report and to allocate a grade number within four weeks. The moderator will be asked to be ready at short notice to moderate that examiners' grades, if necessary (see below).

f. The Academic Dean informs the examiners and the moderator about the thesis examination process (e.g., the grade number and category system used at PTC), and requests personal details for the payment of the honorarium.

g. If the difference between the grade numbers given by the two examiners is 14 or less (e.g., 55 and 69, or 80 and 88), a simple arithmetic mean (average) calculation determines the final grade. If the average results in a fractional component (e.g., 82.1, or 55.8), the result is rounded up or down (rounded down if it is .4 or less, and rounded up if it is .5 or more).

h. The moderator is used only
- if the difference in grade numbers between the first and second examiner is equal to or greater than 20 points, or
- if one of the examiners awards a grade number below 50.

The moderator will be asked to determine a final grade together with a brief report that explains the rationale for the decision. The final grade must be within the grade number range of the first and second examiner; i.e., if the first examiner gives a grade of 55, and the second a grade of 80, the moderator must allocate a grade number of at least 55, and no more than 80. The moderator should provide a rationale for that decision (i.e., the decision should not be based on a simple arithmetic mean). The moderator will be sent the thesis as well as the reports and grades given by the two examiners.

i. In order to allow this process to take place, examiners will be asked to complete the examination within four weeks, and the moderator will be asked to be prepared to perform the moderation exercise within three weeks, at short notice. For example, using 2019 dates:

- The submission deadline for students is Tuesday, 3rd September.
- Examiners will be sent the thesis by Thursday, 5thSeptember, and they will be requested to complete the examination by Friday, 4thOctober.
- If moderation is required, the moderator is provided with the thesis and the examiners' reports and grades by Wednesday, 9thOctober. The moderator's report and grade would be due by Wednesday, 30thOctober.
- The final faculty meeting would take place by Friday, 08thNovember.

j. To avoid time-consuming courier delivery, we request all examiners to work with the PDF file of the thesis.

k. Once reports from the examiners come in, the Academic Dean forwards the reports to the supervisor/department concerned. The supervisor produces an edited version of the report for the student which focuses on changes the student is required to make before the thesis is submitted to the library, and prior to graduation. This edited version must be approved by the Academic Dean before it is given to the student. The full reports of the examiners (in which grade details are deleted, as well as the name of the examiner, if s/he wishes to remain anonymous) is released to students after the final faculty meeting which determines the grades.

l. The 'pass' grade category is 50-69.

m. BD (Hons) and MTh thesis examiners will be given the explicit option of rejecting the thesis with the option of resubmission. This may be considered if the thesis cannot pass as it stands, provided the examiners are of the opinion that a substantially rewritten thesis might pass. Substantial rewriting implies a revision that takes at least six weeks.

7. Awarding of Degrees

Requirements are set as criteria for a successful completion of any of the degrees. These requirements have to be satisfied fully prior to the awarding of the degree in question. Neither the certificate for the academic award nor the academic transcripts will be issued to students who have not settled their debts in full.

8. Community Prizes

The award of the following community prizes may be considered:

The **John Tidex Prize for Community Work**, to be awarded to a male student or community member's outstanding contribution to the PTC community.

The **Fiona McAdam Prize for Community Work**, to be awarded to a female student or community member's outstanding contribution to the PTC community.

The **Jean Bell Prize for Leadership and Example**, to be awarded to female community member who has demonstrated outstanding qualities in leadership.

E. RESEARCH SEMINARS

Postgraduate students (i.e., PgDipl, MTh, PhD) participate in relevant research seminars:

- the *Departmental Seminars* (all postgraduate students associated with that department),
- the *Common Thesis Seminar* (all postgraduate students), and
- the *PhD Seminar* (PhD students).

Further details are spelled out in the individual academic award regulations. Part-time students who are not resident on campus may be exempted from some of these obligations.

PTC research seminars are of immense value and benefit to students and faculty alike. Please commit to them for these important reasons:

- we gain confidence by presenting our own work clearly and helpfully to others;
- we learn from a variety of responses to our own work and therefore improve it;
- we listen to and learn from the work of others, offering critique and encouragement;
- we enhance our theological knowledge base and academic presentation skills;
- we model Pacific inter-relatedness through mutuality in theology and scholarship.

F. SPATS AND FHEC REGULATIONS

The College is in the process of changing its regulations in order to achieve compliance with the new Accreditation Standards & Guidelines of the South Pacific Association of Theological Schools (SPATS) and the Qualifications Framework of the Fiji Higher Education Commission (FHEC).

Some of the required components of this change are already integrated into the various academic award regulations in this edition of the PTC Handbook (e.g., learning hours). Other aspects of the required changes, which are mostly of a terminological nature, will be completed in 2019. The Handbook will be updated once this process is complete.

Nevertheless, in principle PTC already operates with the required system of learning levels (LL), notional learning hours (NLH) and credits (C).*These details will be printed in future editions of this Handbook*. This will allow us to indicate:

- the learning level (LL) at which work in a given course is carried out;
- the notional learning hours (NLH), i.e., the estimated length of time which a student would have to spend in order to achieve the desired learning outcome for a given course or award; and
- the credits (C) given towards a particular academic award, which are associated with a given academic learning process.

Notional learning hours and credit points stand in a relation of 10 to 1: that is, one credit point represents ten notional learning hours (e.g., a course with a 100 NLHs attracts 10 Cs).

G. COURSE CODE SYSTEM

The course code system currently used at PTC establishes a unique relationship between course code and course title which does not change from year to year. A given course code has five parts, each consisting of a single letter or a double-digit number. The letters I, J and O are never used (to avoid confusion: I/J/L or O/0).[2]

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[2]These course codes might change in 2019, as a result of the changes in nomenclature used in the SPATS and FHEC Qualification Frameworks. We plan to add coded information on learning levels as well as academic credits (which are linked to learning hours): that is, the current code system will be built upon, but not fundamentally altered.

Level	Discipline	Requirement	Mode	Number
Single letter	Double-digit number	Single letter	Single letter	Double-digit number

Level codes

- W: Women's Programme Certificate courses;
- C: PTCEE Certificate courses;
- D: PTCEE Diploma courses;
- U: Undergraduate Certificate and Diploma courses;
- B: BD courses (regardless of BD/BDHons distinction);
- P: PgD/MTh courses.

Discipline codes

- 10: Academic Skills;
- 20: Biblical Studies;
- 30: Church History;
- 40: Church Ministry;
- 50: Theology & Ethics;
- 60: Interdisciplinary or 'other';
- 70: Research project / thesis.

Course **requirement** codes

- For the various Certificates and Diplomas at or below degree level:
    - R: Required
    - E: Elective
- For the BD and BD (Hons):
    - B: Required for the BD
    - F: Foundation course (by definition: required for BD)
    - H: Required additionally for the BD (Hons)
    - E: Electives (not currently in use)
    - N: Not credit-bearing (may be obligatory for certain students).
- For postgraduate courses (PgD, MTh):
    - C: Core course
    - S: Specialisation course
    - M: Thesis seminar

Delivery **mode** code
- D: Extension/distance education mode (that is, by distance only)
- F: Face-to-face/residential mode (that is, if a course involves a required on-site component)

Course **numbers**:
A double-digit number, in simple, consecutive sequence. New or substantially revised courses are given the next higher number available.

HONORARY AWARDS

The Pacific Theological College has two honorary awards: the Honorary Doctorate, and the Honorary Fellowship.

HONORARY DOCTORATE
This award was created in 2008, and has since been granted to the following persons:
- Most Rev. Sir Ellison Pogo (2008)
- Rev. Elder Leatulagi Faalevao (2015)
- Rev. Tevita Banivanua (2015)
- Rev. Dr. Traugott Farnbacher (2015)
- Ms Tessa Mackenzie (2015)

HONORARY FELLOWSHIP
The Council of PTC may award the Honorary Fellowship of PTC to faculty members who have served at the College for at least eight years, and who have left or are about to leave in good standing.
This award was created in November 2013, and has since been granted to the following persons:
- Ms Deidre Madden (2013)
- Rev. Rosalyn Coventry Nokise (2015)
- Prof. Dr. Manfred Ernst (2016)

DOCTOR OF PHILOSOPHY PROGRAMME

NATURE AND CHARACTER OF THE DEGREE

The degree of Doctor of Philosophy (PhD) is awarded on the basis of a researched thesis successfully completed and approved by the appropriate authority. The thesis should provide evidence of the candidate's ability to do independent research and to make an original contribution to existing body of knowledge in the area of study.

PURPOSE AND OBJECTIVES

The PhD degree provides the opportunity for the candidate to pursue in-dependent research in a specialised topic that reflects scholarly, Pacific and ecumenical interests. There is expected an original contribution to be made in that particular field of study. The quality of the research should be of a kind expected of a conscientious and diligent student to produce within the timeframe designated for the degree, to be completed under the regulations for fulltime and part-time studies.

REGULATIONS

A. ADMISSION PROCESS

1. Admission to the PhD programme is subject to the approval of the Principal on the recommendation of the Board of Graduate Studies.
2. Applications may be made at any time.
3. Applicants must complete the prescribed form from the Registrar's Office.
4. Every applicant must provide required academic transcripts and any other evidence of ability to undertake independent research in the area of proposed study. Such evidence shall include the following:
    i. A Master of Theology degree or equivalent, with a B+ average or above in the appropriate research component from an accredited institution;
    ii. A successfully completed English proficiency test before or within the six months of application. English skills competency (IELTS) test score is at least 6.0.

5. The Registrar, on receiving the prescribed application form, will check to ensure that all required details are included BEFORE the application is forwarded to the Academic Dean. If the form is incomplete, it will be returned to the applicant for completion and resubmission.
6. The Academic Dean on receiving the completed application form from the Registrar, shall convene a meeting of the Board of Graduate Studies to discuss the application and appoint a supervisor.
7. The Academic Dean will process the applications to outline the most important information, and to make some recommendations to the Board of Graduate Studies for approval.
8. The Board of Graduate Studies, after full discussion of the application, will forward a recommendation to the Principal via the Academic Dean for approval.
9. The Principal or Academic Dean through the Registrar's Office, will notify the applicant, home church and/or sponsor of the recommendation of the Board of Graduate Studies, as to whether or not the applicant is offered a place in the programme.
10. If the application is rejected, the applicant may lodge an appeal to the Board of Appeal within 20 working days of receiving the notice.
11. The Board of Appeals' decision is final.
12. Successful applicants, on receiving their offer of a place in the program, must notify in writing to the Registrar of his or her acceptance of the offer within 20 working days of receipt of the offer.

B. CANDIDATURE

1. A student admitted to the degree programme shall be on probation for one year, and the student must produce a thesis proposal within six months of enrolment. The proposal must be recommended by the Head of Department to the Academic Dean for approval.
2. A student who would like to specialise in Biblical Studies should have at least a basic proficiency in one biblical language (Hebrew or Greek), depending on the field of research chosen. Hebrew and Greek challenge exams will be offered at the beginning of a student's studies at PTC. Those who do not pass will need to take and pass introductory language courses in either Hebrew or Greek at BD level.

3. A student shall present annually a seminar paper, with the approval of the supervisor, on a part of his/her research.

4. Confirmation of official candidature for full-time students shall occur only after one year of full-time studies, and on receipt by the Academic Dean from the supervisor of a satisfactory thesis proposal and progress report.

5. If confirmation of official candidature is not approved for a full-time student, a provisional confirmation may be granted for a further period of up to one year provided a satisfactory progress report has been received by the Dean within or at the end of the designated extended period.

6. Confirmation of official candidature for part-time students shall occur after two years of part-time studies; and on receipt by the Academic Dean from the supervisor of a satisfactory thesis proposal and progress report.

7. If there is no confirmation of candidature for a part-time student, a provisional confirmation may be granted for a period up to two years, provided a satisfactory progress report has been received by the Dean by the end of the designated extended period.

8. If the candidature for a full-time student is still not granted after the one year extension period the student shall be required to withdraw from the programme.

9. If the candidature for a part-time student is still not granted after the two-year extension period, the student shall be required to withdraw from the programme.

C. DURATION OF STUDIES

1.*Full-time Study*

Enrolment should be on a fulltime basis if the programme to be followed represents the principal activity of the candidate. Full time study is no less than 3 years and no more than 6 years. The notional learning hours associated with each full-time year of study is 1200 (120 credits). It is to be expected that many

students will need substantially more than the minimum period of 3 years to complete the programme.

2.*Part-time Study*

Enrolment should be on a part-time basis if the programme to be followed does not represent the primary activity of the candidate. Part time study may be completed in no less than 5 years and no more than 8 years.

D. SUPERVISORS

1. The Board of Graduate Studies, on the recommendation of the Academic Dean, in consultation with the relevant Head of Department, shall appoint a supervisor for the student. The Academic Dean, in consultation with the supervisor and the faculty, may appoint secondary supervisors to assist the supervisor with specific aspects of candidate's research. Any such supervisors that are not members of the College's teaching faculty shall be remunerated for their work.

2. During the first six months of the student's studies, the supervisor will work with the candidate on his/her thesis proposal. At the end of six months, this thesis proposal shall be submitted to the Academic Dean for approval.

3. In the case of a dispute between a candidate and a supervisor, which cannot be satisfactorily resolved by the Academic Dean, the Board of Graduate Studies shall have discretion to replace the supervisor.

4. For duties/expectations of supervisors and supervisees, see the College document entitled *Responsibilities of Supervisors and Responsibilities of Candidates*.

E. RESEARCH SEMINARS

1. Attendance of relevant research seminars is obligatory. PhD students will actively participate in the relevant postgraduate departmental seminars, the common thesis seminars, and the PhD seminar.

2. Part-time students may be partially exempted from this requirement. The supervisor, the Academic Dean, and the student will reach a consensus on this which takes individual circumstances into account.

3. PhD students will present a progress paper at least once a year in the context of the PhD seminar.

F. PROGRESS REPORTS

1. While a student is on probation, progress reports signed by the student's supervisor and the head of department shall be submitted to the Academic Dean on a six monthly basis.
2. Once the candidature has been confirmed, reports shall be submitted on an annual basis.
4. If a progress report is unsatisfactory, the Board of Graduate Studies, may, after appropriate consultation, recommend to the Principal via the Academic Dean to terminate the candidacy.
5. Progress report must include objectives and time frames for the student's work.

G. COMPLETION AND SUBMISSION OF THE THESIS

1. A candidate may not present a thesis which has previously been submitted for another Degree.
2. A thesis shall consist of about 100,000 words of text (inclusive of footnotes/endnotes), excluding appendices and bibliographies.
3. The candidate and the supervisor should be in agreement that the thesis is ready for submission. The Supervisor then advises the Academic Dean through writing of such intention a month prior to submission.
4. Four bound copies of the thesis shall be submitted for examination in accordance with the regulations as set out in the section "*Presentation and Defence*".
5. On receiving the four copies, the Academic Dean is to acknowledge through a letter to the student and the supervisor that the thesis has been submitted.
6. A written report from the supervisor must accompany the four copies of the thesis using the appropriate form for such a report.
7. The Academic Dean arranges for copies of the thesis to be released to members of the Board of Examiners.

H. EXAMINATION OF THESIS

1. Examiners

a. A student's thesis shall be examined by three qualified examiners who are appointed by the Board of Graduate Studies on the recommendation of the

Academic Dean after having consulted the Head of Department and the supervisor.

b. A supervisor or an ex-supervisor cannot be appointed as an examiner.

c. The Board of Graduate Studies appoints and authorises an independent Convener:

- to convene the Board of Examiners;
- to chair the Oral Defence; and
- to announce the results of the oral defence and/or any further action to be taken.

d. The Convener and the Examiners constitute the Board of Examiners.

e. The Convener is not an examiner of the thesis but a person who co-ordinates the examiners' reports and submits a written report on the recommendation of the examiners.

f. The identities of the examiners are not divulged to one another, nor to the candidate, until after their reports have been submitted.

2. *Presentation and Oral Defence*

There are two main components of the Defence process:

a. Written Report (Evaluation)

- Each examiner shall provide a written report on the thesis, within eight weeks of having received it, using the Examiner's Evaluation Form with a preliminary recommendation towards a final result.

b. Oral Defence

- An Oral Defence is required within three months of submission of the thesis.
- The subject of the oral defence is the thesis of the candidate.
- The Convener of the Board of Examiners chairs the Oral Defence of the thesis.
- Preferably all three examiners, but at least two must be present in the Oral Defence, with one of them being the examiner from the Pacific Islands.
- Oral Defence is to be held at the Pacific Theological College. On an exceptional situation, an appropriate venue may be arranged with the approval of the Board of Graduate Studies.

- The candidate must pass the Oral Defence and have the thesis 'accepted' (with or without conditions; see section H.2.) in order to qualify for the degree.
- Once all examiners' reports are received and the date of the Oral Defence is set, the candidate will be informed of the date, the names of the examiners, and the content of the examiners' comments on the thesis, but not the preliminary recommendation towards a final result (see section G.2.a.). The candidate is not permitted to communicate with the examiners in respect of the examination process until the entire examination process is complete, apart from the necessary interaction during the Oral Defence itself.
- At the end of the Oral Defence, the Board of Examiners recommendations are announced publicly by the Convener of the Board of Examiners.

I. RESULTS OF EXAMINATION

1. The results of the defence are publicly declared by the Convener at the venue of defence.

2. The following conditions are to accompany the result of the examiner's assessment. (See also the **Academic Guidelines** above).
   - accepted with a pass.
   - accepted with minor editorial corrections (the corrections required are minor and can be completed within a month. The convener to check that the corrections have been made satisfactorily);
   - accepted after amendments have been made to the satisfaction of the Convener of the Board of Examiners in consultation with members of the Board. (The amendments required can be completed within three months.)
   - to be revised and resubmit for examination. (The thesis is not of the required PhD standard and requires substantial revision involving up to six months of work or more.)
   - rejected with no right of resubmission. (The thesis is not of the required PhD standard and there is no likelihood that a revision will bring it up to that standard.)

J. INFORMING THE CANDIDATE OF THE RESULTS

1. Once the results are decided, the Convener declares the results.
2. If the thesis requires further work, then the recommendations from the Board of Examiners shall accompany the Academic Dean's letter of notification to the candidate and the Supervisor.
3. In case of a 'rejection' of the thesis, the candidate has the right to appeal, within ten working days, the decision to the Board of Appeal.
4. The Board of Appeal shall meet at the earliest to consider this appeal; its decision shall be final.
5. The Board of Appeal shall consist of three qualified persons appointed by the Principal.

K. CONFERRAL OF THE DEGREE

1. The Council (or Executive) awards the Degree by endorsing the Board of Examiners' Examination recommendation.
2. The Chairperson of the Pacific Theological College Council will confer the Degree on the successful candidate during the annual graduation ceremony of the College.

MASTER OF THEOLOGY PROGRAMME

The PTC Master of Theology (MTh) programme began in 1987 and is accredited by SPATS. The programme is available full-time or part-time, and admission is usually granted at the beginning of every academic year.

Purpose

The MTh is an advanced postgraduate programme that consists of rigorous and integrated biblical, theological, pastoral/ministerial and historical studies intended to equip the student to serve in our Pacific church context in the modern world in specialised areas of ministry. It provides advanced education in selected fields of theological study to enable the student to become better equipped for theological teaching, for a particular form of Christian ministry in the Pacific, to pursue an academic interest, or for the general enrichment of his/her Christian life and work. The programme leads the student into the fields of contextualisation of theological interpretation and expression of the Christian faith. When taken as a full-time programme, the MTh takes two years to complete. For each student, the MTh programme involves a special focus in one of the following disciplines:

- Biblical Studies: Old Testament;
- Biblical Studies: New Testament;
- Church History;
- Theology and Ethics; and
- Church Ministry.

Objectives

On completion of the MTh, candidates should be able to:

- research issues of concern to Pacific churches;
- critically analyse data and interpret it appropriately;
- contextualise theology and faith expressions in their own cultural context;
- make Oceanic contributions to theological knowledge;
- teach theology up to BD level; and
- do further specialised research and studies.

General Admission Requirements

Applicants to the MTh programme should preferably have at least two years of experience in some form of full-time Christian ministry after completing their BD or other university degree(s). Church-sponsored applicants require endorsement by the head of a recognised denomination and must have guaranteed financial support. Private students may be admitted, provided they fulfil the appropriate entrance criteria. Priority will be given to church-sponsored students.

Definitions

Church-sponsored student: one who has been endorsed, sent and sponsored by a church. **Privately-funded student**: one whose fees are not paid by the church. **Residential student**: one who lives on the PTC campus. **Part-time student**: one who takes no more than four courses per semester.

Academic Admission Requirements

In addition to the general admission requirements, applicants also need to fulfil the following academic requirements. The applicant:

1. should have graduated with a Bachelor's degree (3 years full-time equivalent) not more than 10 years before applying for the MTh programme, unless the applicant has taught in an academic institution since gaining the Bachelor degree.
2. should have gained at least a 'B' average in the intended area of specialisation in the last two years of their BD studies.
3. shall write an academic paper on an appropriate topic set by the relevant department of the College to test their theological knowledge as well as their competence in the intended field of specialization with a minimum of 50% pass grade of this paper. This paper shall accompany the completed application forms.
4. must demonstrate an appropriate standard of English comprehension through an English proficiency assessment approved by the Board of Graduate Studies, and gain at least a 50% pass grade, or a pass grade of 5.5 in an IELTS (Academic) test.
5. who wishes to specialise in either Old Testament or New Testament Studies must demonstrate at least a basic proficiency in Hebrew or Greek respectively (applicants who fail this test will be required to take

and pass introductory classes in either Hebrew 1&2 or Greek 1&2 at BD level).

6. who holds a Bachelor's degree outside the field of theology will be required to successfully complete a qualifying year in theological studies at BD level before formally entering the MTh programme; the grade average of all courses in this qualifying year must be B or better.

Admission Process

1. Admission to the MTh programme is subject to the approval of the Principal on the recommendation of the Board of Graduate Studies.
2. The Registrar, on receiving the prescribed application form, will check to ensure that all required details are included BEFORE the application is forwarded to the Academic Dean.
3. The Academic Dean will process the applications to outline the most important information, and to make some recommendations to the Board of Graduate Studies for approval.
4. The Board of Graduate Studies, after full discussion of the application, will forward a recommendation to the Principal via the Academic Dean for approval.
5. The Principal or Academic Dean through the Registrar's Office, will notify the applicant, home church and/or sponsor of the recommendation of the Board of Graduate Studies, as to whether or not the applicant is offered a place in the programme.

Application forms are available from the Registrar's office. Applications for full-time study should be completed and received by October 15, especially if applicants wish to reside on campus. **MTh applicants whose documentation arrives too late to be processed fully may be admitted to the PgD instead, at the discretion of the College.**

Requirements for Graduation

The MTh will be awarded to candidates who have:

- successfully completed no fewer than fourteen (14) credit-bearing courses, including the ten specified core courses from across the disciplines, as well as four (4) further specialisation courses;
- passed the thesis component (90 credits)
- for residential students, satisfactorily participated in the spiritual and community life of the College; and

- cleared all outstanding debts to the College.

The MTh will be awarded **with distinction** if a candidate has, in addition to the above,
- successfully completed the course work with an average of no less than 'A-', and
- earned at least a pass with distinction for their thesis.

Cross Crediting

MTh level courses completed at other theological institutions or universities may be considered for cross-crediting by the Academic Advisory Committee, with the final approval of the faculty. Only courses successfully completed in the ten (10) years prior to the application will be considered for cross-crediting. No more than 50% of the coursework for the MTh programme may be credited in this way.

Programme

The MTh programme is intended to help the candidate do concentrated study and research for the purpose of attaining a certain level of specialisation in a particular theological discipline. The programme involves coursework and a thesis. All MTh students, regardless of specialisation, take the same number of courses overall, and take certain core courses from all theological disciplines. However, specialisation is safeguarded through concentration on a particular discipline, both in the thesis component and in coursework.

Two core courses each are taken from the fields of general academic skills, church history, ministry, as well as theology and ethics. There is only one Biblical Studies core course, since the hermeneutical focus of the theology and ethics core course connects with the Biblical studies core course.

Full-time and Part-time Studies

Full-time students are expected to complete the programme normally in two years. A full time student, who has not completed his/her course work and thesis during the second year of study, is expected to complete them within two extra years. She/he, however, make a request in writing for the extension period needed, i.e., not more than two years, from the Department concerned. The Head of the Department will consult with the Academic Dean and the Principal before a recommendation is made to the Faculty for endorsement of whatever decision they have made.

The course work must be completed and the thesis must be submitted within the maximum extension period. If by the end of the extension period these conditions have not been met, the candidate forfeits the degree.

Part-time students are expected to complete the MTh. degree in not more than six (6) years. The part-time student must complete the course work within a period of four years, and submit a thesis within six years of entering the programme.

Remedial Work

A student in the MTh programme may be required to do remedial course work if his/her background in the area of specialisation is considered not adequate.

Practical library skills training and computer literacy training is also available and may be required of individual students, over and above the general academic skills course as well as the thesis skills course.

Probation

All first year Masters students are on probation. To enter the thesis writing stage of the programme, a student must gain, at the end of Year 1, **a B-average or above in his/her coursework in all credit-bearing courses**. A student who does not fulfil this requirement will not normally be permitted to continue in the MTh programme, but will be offered the opportunity to transfer to the Post-Graduate Diploma programme (see below), or, with the approval of the faculty, to repeat all or part of the MTh Year 1 programme if there are reasonable grounds to believe that the student may be able to achieve the required grade average on a second attempt.

Research Seminars

Attendance of relevant research seminars is obligatory. During the course of their studies, MTh students will actively participate in the relevant Postgraduate Departmental Seminars as well as the Common Thesis Seminars. Part-time students may be partially exempted from this requirement. The supervisor, the Academic Dean, and the student will reach a consensus on this which takes individual circumstances into account. MTh students will present a progress paper in the Common Thesis Seminar, usually in Year 2 of their studies.

MTh Thesis

The thesis is a vital part of the MTh programme. Every student will undertake research on a topic approved by the Department concerned. In addition to the student's research undertaken during his/her time at PTC, the summer vacation between the first and second years will be used to do field and/or library research either in Suva, in the Pacific country to which the thesis is related, and/or in some other place where relevant materials are located.

The expected length of the thesis is about 30,000 words, which includes the abstract, introduction, text (chapters) and the conclusion.

The following procedure applies from the beginning to the submission of a thesis:

- The candidate must submit a thesis proposal to the theological department of specialisation. Upon its satisfaction with the proposal, the Department will present it to the Faculty for approval by October 30 of the first year of study, and the title of the proposal shall be sent to the Academic Dean.

- The candidate must make a successful seminar presentation of a chapter or a major section of this thesis to the common MTh thesis seminar during the second year of study. No thesis may be submitted unless its author has satisfactorily done a seminar presentation of his/her thesis.

- A complete draft of the whole thesis (prior to proof-reading) must be given to the supervisor by the deadline set in the academic calendar (usually early August). Comments will be returned within a fortnight. A complete final draft (after proof-reading) is given to the supervisor by due date set (usually the end of August). Only electronic document formatting issues remain at this stage.

- The thesis must be submitted to the Academic Dean, with the approval of the supervisor, by the deadline set in the academic calendar (usually early September). The thesis will be assessed by examiners within four weeks. This is to ensure that it can be graded in time for graduation in November.

- A student who submits his/her thesis after these due dates cannot be guaranteed graduation in November of that year.

- In extenuating circumstances, a candidate may request an extension period for submitting his/her thesis. The candidate will request the extension in writing by September 30 of the current year of study. For a full-time candidate, this period will be two years maximum. Only one year of extension will be granted at a time.

A part-time student must submit the thesis within six (6) years of starting the programme.

Theses that have been examined and passed but returned with conditions must be so revised and approved by the supervisor or acting supervisor prior to the candidate being awarded the degree. On the same, the student and the supervisor or acting supervisor signed the *Copywriter Statement and Supervisor's Approval*[3] prior to lodging the final version of the thesis or dissertation with the library of PTC, via the Academic Dean.

A thesis that has been examined and deemed failed cannot be re-submitted.

Academic Prizes

Only graduating students will be considered for academic prizes. The following prizes may be awarded:

- The **Faculty Prize for Distinction in Masters Thesis Work** may be awarded to those whose thesis work achieved distinction or high distinction.
- The **PTC Prize for Overall Academic Excellence in the Masters Programme** may be awarded to those are awarded the Master of Theology with distinction or high distinction.
- For each of the four theological departments (Biblical Studies, Theology & Ethics, Church History, Church Ministry), a **Departmental Prize for Excellent Masters Coursework in the Field of Specialisation** may be awarded to a student who has not been awarded the Prize for Overall Academic Excellence, but who has completed all courses in the field of specialisation with the highest average at or over 80/A-.

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[3] "*Copywriter Statement and Supervisor's Approval*" is stated on pages 36-39 of this Handbook.

COURSE PROGRAMME

The MTh course programme is normally structured as follows:

Year 1

Semester 1A	Semester 1B	Semester 2A	Semester 2B
AS Core 1	CH Core 1	CH Core 2	SC **BS, TE, CH, CM**
CM Core 1	CM Core 2	TE Core 2	SC **BS, TE, CH, CM**
TE Core 1	AS Core 2 (Research Skills)	BS Core 1	BS Core 2
Thesis Seminar	Thesis Seminar	Thesis Seminar	Thesis Seminar

Year 2

Semester 1A	Semester 1B	Semester 2A	Semester 2B
THESIS	THESIS	THESIS	SC **BS, TE, CH, CM**
			SC **BS, TE, CH, CM**
Thesis Seminar	Thesis Seminar	Thesis Seminar	Thesis Seminar

AS = Academic Skills; CM = Church Ministry; CH = Church History; TE = Theology & Ethics; BS = Biblical Studies; SC = Specialization Course.

Each credit-bearing course requires 100 notional learning hours. Learning hours are the total number of hours the student is expected to work for a course, including contact time (lectures), reading, assignments, examinations, etc. Two core courses each are taken from the fields of general Academic Skills, Biblical Studies, Church History, Church Ministry, as well as Theology &Ethics. In semester-half 2B of each year, four further specialisation courses are taken in the specific field students wish to specialise in.

MTh CORE COURSE DESCRIPTIONS (2019)

P10CF01: Academic Skills 1 (AS Core 1)
This core course offered as academic skills 1will introduce students to essential skills for academic theological work at postgraduate level. The course concentrates on academic reading and writing of theological texts, and of critical thinking as a permeation feature. It creates the foundation for postgraduate theological work on which individual courses in different disciplines can build, and also for the course in research skills offered as academic skills 2.

P10CF02: Academic Skills 2 (AS Core 2) – *Research Skills*
This core course offered as academic skills 2 focuses on research skills. The course is designed to help students develop skills in designing and conducting academic research projects under supervision, including an academic thesis. The course will present practical skills and their theoretical underpinnings as far as they are relevant to research in the theological disciplines.

P20CF03: Biblical Interpretation and Hermeneutics 1 (BS Core 1)
This Biblical Studies core course for the MTh programme offers an advanced orientation to exegetical methods and their hermeneutical foundations, ranging from traditional historical critical exegesis to newer approaches, such as narrative criticism. The question of the appropriation of approaches that originated in modern Western culture within a Pacific framework will permeate the course. The course does not assume knowledge of the biblical languages.

P20CF04: Biblical Interpretation and Hermeneutics 2 (BS Core 2)
This Biblical Studies core course for the MTh programme offers an advanced orientation to exegetical methods and their hermeneutical foundations. The course usually focus on various recent perspectives, such as liberationist, postcolonial, and ecological approaches, as well as emerging tendencies in the writings of Biblical scholars in the Pacific. The question of the appropriation of approaches that originated in other cultures within a Pacific framework will permeate the course. The course does not assume knowledge of the Biblical languages. Prerequisite: P20CF03.

P30CF01: History of the Ecumenical Movement (CH Core 1)
This course introduces the student to the history of the modern ecumenical movement from the time of the 19th century until the formative years of the World Council of Churches (WCC) and into major debates and crucial conflicts in the following three decades. Special attention will be given to the merger of the International Mission Council with WCC and the formation of Regional Council of Churches. We will work mostly with primary sources (documents, speeches and resolutions), so that the course enables the students to work with original documents and to interpret them in the context of their time. The course will focus on the three different roots of the ecumenical movement: mission, social ethics and doctrine.

P30CF02: History of the Ecumenical Movement in the Pacific (CH Core 2)

This course will examine the history of ecumenism in the Pacific from the 1920s when the idea of cooperation among the churches was first mooted to the present day. Specifically, the course will trace the history of the three major ecumenical bodies: Pacific Conference of Churches; Pacific Theological College; and, the South Pacific Association of Theological Schools. Ecumenical concerns, problems and challenges that emerged over the years will be examined within the context of the above three organizations.

P40CF01: Sociology of Religion 1 (CM Core 1)

The course introduces students to classical and contemporary theories and approaches from the discipline of Sociology of Religion. Much can be learned about religion from a sociological perspective, from reading classical sociological theories of religious organisation and practice, including major theorists like Karl Marx, Max Weber, and Emile Durkheim. This is in order to develop the theoretical perspectives and tools enabling students to gain a greater understanding of how human beings experience religion in groups or through forms created by social organisations. Students will reflect on how the western understanding of Sociology of Religion is relevant to the context of the Pacific Islands to review old and develop new models of ministry in a cross-cultural setting today.

P40CF02: Sociology of Religion 2 (CM Core 2)

The course explores religion's role in shaping people, events, and societies in the contemporary world from a sociological perspective. The relationship of religion and religious institutions to the wider society will be discussed. Here the church and its institutions will be viewed in relation to other institutions, focussing on issues of power, legitimisation and community functioning. Specific attention will be given to processes of secularization and globalisation, the concomitant dynamics of social change and its effects on the societies of the Pacific Islands. In group work and case study projects the students will be encouraged to design strategies on how the church could and should respond to the various cross-cultural and inter-religious challenges today.

P50CF01: Theological Hermeneutics (TE Core 1)

The course aims to develop a deep knowledge of students on the 'art of interpretation' and their search for meaning. Hermeneutics is fundamental to the Pacific decolonisation agenda, especially the decolonisation of the mindset. The course focuses on allowing the productive role of the student to creatively reconstruct new meaning in the reception of texts (such as the Bible), art, dance, songs and poetry, culture, traditions, rituals, bodily language, etc, based on the their particular life worlds. The first half will focus on exploring, discussing, and critically analysing the hermeneutical traditions of the West as well as contemporary approaches from other

parts of the world. The second half focuses on developing Pacific hermeneutics, specifically relational hermeneutics, to assist with rethinking our understanding of God, faith, and living traditions such as the Trinity and Christology. The aim is to develop relational foundations to underpin the development of sustainable frameworks, models, and paradigms of life for the Pacific churches and society.

P50CF02: Methods in Ethics (TE Core 2)
This course offers an overview of different interpretative approaches used in foundational ethical analysis. In the first place the course will explore the classical approaches or methods in ethics, including deontological (e.g. Decalogue, Contracts, etc), teleological (e.g. utilitarian, consequential), situational-relational, and virtue. In the second place the course will also explore the use of contemporary literary, narrative and ethnographic methods in ethics. Primary emphasis will be on ethnographic methods with specific focus on the power and influence of cultures in Oceania in ethical analysis. Students will be challenged to develop holistic ways of reflecting on moral experience in the region by using these methods to interpret moral dimensions of Scripture, Pacific songs, stories and art forms, and in-depth conversation with cultural norms in the region.

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BIBLICAL STUDIES

AIMS

1. To provide advanced studies in biblical languages and the literary, historical, anthropological, socio-economic and theological contexts in which the Hebrew and Greek Bibles came into being.

2. To equip the Pacific Churches with biblical scholars trained as communicators of the Word of God, in both the Old and the New Testaments, who can serve in the ministry of the Church and in the elaboration of a biblically-grounded and culturally-aware Pacific theology.

COURSES OFFERED IN 2019

For Year 1 Students

P20CF03	Biblical Interpretation &Hermeneutics 1 (Core course)
P20CF04	Biblical Interpretation &Hermeneutics 2 (Core course)
P20SF08	Apocalyptic Literature (Joint OT/NT SC)
P20SF04	Studies in the Letters Ascribed to Paul (NT SC)
P20SF05	Studies in the Prophets (OT SC)
P20MF01	Thesis Seminar 01
P20MF02	Thesis Seminar 02
P20MF03	Thesis Seminar 03
P20MF04	Thesis Seminar 04

For Year 2 Students

P70SF01	Thesis 01
P70SF02	Thesis 02
P70SF03	Thesis 03
P20MF05	Thesis Seminar 05
P20MF06	Thesis Seminar 06
P20MF07	Thesis Seminar 07
P20MF08	Thesis Seminar 08
P20SF08	Apocalyptic Literature (Joint OT/NT SC)
P20SF04	Studies in the Letters Ascribed to Paul (NT SC)
P20SF05	Studies in the Prophets (OT SC)

BS SPECIALISATION COURSE DESCRIPTIONS

*(For the **core course descriptions**, see the Core Course section above)*

P20SF08 Apocalyptic Literature (Joint OT/NT SC)

Apocalyptic writings and the apocalyptic mind-set are an important issue in the Pacific, and indeed across the world. This course is a joint OT/NT specialisation course that aims to study this phenomenon from a scriptural perspective. It introduces students to the world of ancient Jewish and Christian apocalypticism, with a particular focus on Daniel and Revelation. It builds on the insights into interpretative and hermeneutical issues generated by the core courses. The course will study the historical setting of such works, their connections with the ancient prophetic movement and genre, the world of symbol/metaphor, intertextual relationships, and the importance of working with such texts in our context(s) today. The course will work on the basis of English translations of the Scriptures, with some reference to the original language texts.

P20SF02 Studies in the Letters ascribed to Paul (NT SC)

This course will concentrate on general aspects of contemporary Pauline scholarship (part1) as well as a particular text (part 2). For example, part 1 would discuss issues such as the so-called 'new perspective' on Paul. In part 2, the course would normally focus on one of the major letters of Paul (e.g. Romans, or 1 Corinthians), including some detailed exegetical work based on the Greek text. Generic skills applicable to the study of any of the NT letters will also be part of the agenda of the course. The course will normally work on the basis of the Greek text.

P20SF05 Studies in the Prophets (OT SC)

This course provides a broad, advanced introduction to Hebrew prophecy as a socioreligious phenomenon in biblical times, as well as focusing specifically on the study of one of the major latter prophets in the Hebrew Bible. An overview of the former prophets will also be offered. The course will normally work on the basis of the Hebrew text.

The following specialisation courses are planned for 2020 (subject to change):
P20SF09 Empire and Biblical Interpretation (Joint OT/NT SC)
P20SF01 Studies in the Canonical Gospels (NT SC)
and *either* P20SF06 Studies in the Writings (OT SC)
or P20SF04 Studies in the Torah (OT SC)

Note: Biblical Studies **specialisation courses are normally taught in a two-year rotation** (two to four specialisation courses each year).

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THEOLOGY & ETHICS

AIMS

The MTh in Theology and Ethics is designed to allow and create spaces for Pacific theologians to further reflect on and articulate the Christian faith in the different cultural and historical contexts in the region. Contextualisation of theology within Oceania is a focal endeavour. The courses are used to elicit, encourage, and enhance use of local concepts to articulate the central message of Christianity. The basic framework within which the programme operates is the doctrines of creation and incarnation as well as the current world and regional ethical issues.

COURSES OFFERED IN 2019

For Year 1 Students

P50CF01	Theological Hermeneutics (Core course)
P50CF02	Methods in Ethics (Core course)
P50SF04	Political Theology (SC)
P50SF01	Gospel and Culture (SC)
P50MF01	Thesis Seminar 01
P50MF02	Thesis Seminar 02
P50MF03	Thesis Seminar 03
P50MF04	Thesis Seminar 04

For Year 2 Students

P70SF01	Thesis 01
P70SF02	Thesis 02
P70SF03	Thesis 03
P50MF05	Thesis Seminar 05
P50MF06	Thesis Seminar 06
P50MF07	Thesis Seminar 07
P50MF08	Thesis Seminar 08
P50SF04	Political Theology (SC)
P50SF01	Gospel and Culture (SC)

TE SPECIALISATION COURSE DESCRIPTIONS

*(For the **core course descriptions**, see the Core Course section above.)*

P50SF06 Political Theology (SC)

Can Christianity and politics mix? Should they be separate? The relation between politics and religion has been one of the most contentious issues in the modern and post-colonial periods. This course will survey the tradition of theological reflection on the nature of justice, politics, and the state. Students will read key texts from this tradition, including those of Augustine, Aquinas, Luther, and Barth. The key developments of Christendom, modernity, and the secularisation of politics in the modern period will all be covered. The course will look into the nature of political community, sovereignty, justice, law, and democracy through biblical and theological lenses including ecclesiology, salvation, sin, love and idolatry. Students will be encouraged to reflect on the relationship of church and state in their own countries, the Pacific region, and global politics. In this task attention will be paid to the pre and post-colonial political history of selected Pacific nations.

P50SF01 Gospel and Culture (SC)

It is well established that when the Gospel is expressed and propagated, ever since its beginning, it always has to take into account the particular cultures of the people and the social contexts in those cultures. This course will try to delve more deeply into the dynamic interaction between Gospel and cultures, and how such interaction becomes quite determining for theology. A historical survey of the interaction between gospel and cultures from the time of Jesus to the present will be carried out in an effort to place theological developments in their socio-historical contexts. Cultural change is a key component of the course and the challenge of contemporary cultures to theology will be investigated.

The following specialisation courses are planned for 2020 (subject to change):
P50SF03 Land and Eco-theology (SC)
P50S05 Theological Anthropology (SC)
or P50SF04 Violence and Nonviolence in the Christian Tradition (SC)

Note: **specialisation courses are normally taught in a two-year rotation** (two each year).

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CHURCH HISTORY

AIMS

1. To offer advanced level studies in the history of Christianity in the Pacific.
2. To encourage the writing of Pacific Church history by Pacific Islanders with special reference to: (**a**) the importance of a wide background reading; (**b**) the skills of self-guided research and critical analysis of documentary material.
3. To provide the Pacific Churches with scholars of history, equipped both to teach history at an advanced level and more generally to contribute to the awareness by Pacific people of their own history.

COURSES OFFERED IN 2019

For Year 1 Students

P30CF01	History of the Ecumenical Movement (Core course)
P30CF02	History of the Ecumenical Movement in the Pacific (Core course)
P30SF01	Understanding of Key texts of the Reformation (SC)
P30SF02	Understanding of Key texts in Modern Pacific Church History (SC)
P30MF01	Thesis Seminar 01
P30MF02	Thesis Seminar 02
P30MF03	Thesis Seminar 03
P30MF04	Thesis Seminar 04

For Year 2 Students

P70SF01	Thesis 01
P70SF02	Thesis 02
P70SF03	Thesis 03
P30MF05	Thesis Seminar 05
P30MF06	Thesis Seminar 06
P30MF07	Thesis Seminar 07
P30MF08	Thesis Seminar 08
P30SF01	Understanding of Key texts of the Reformation (SC)
P30SF02	Understanding of Key texts in Modern Pacific Church History (SC)

CH SPECIALISATION COURSE DESCRIPTIONS

*(For the **core course descriptions**, see the Core Course section above.)*

P30SF01 Understanding Key Texts of the Reformation (SC)

We will have a look at central texts from the Reformation period which shaped history in manifold ways, such as Luther's *95 Theses* (1517), his tractate *Freedom of a Christian* (1520), Müntzer's *Sermon before the Princes*, Calvin's *Institutes* (1541), the *Thirty-Nine*

Articles (1563) of the Anglican Church and others. The aim of the course is to introduce students to the art of historical interpretation of original sources (in the English version) and at the same time to understand the historical and theological roots, the diversity, and the ongoing relevance of the Reformation heritage.

P30SF02 Understanding Key Texts in Modern Pacific Church History (SC)

This course offers an understanding of the modern Pacific Church History. Various key texts have been selected for helping the learners to be aware of the main trends in the modern history of the Pacific Churches. The aim of the course is to understand different methods and approaches of the Pacific Church History since independence by reading the given key texts. Except one or two, all selected texts are from the Pacific region. Reading and analysing the historical context of the given texts are very essential for this course.

The following specialisation courses are planned for 2020 (subject to change):
P30SF03 Studies in Global Christianity (SC)
P30SF04The Rise of Charismatic Christianity (SC)

Note: **specialisation courses are normally taught in a two-year rotation** (two each year).

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CHURCH MINISTRY

AIMS

1. To assist future church leaders in developing expertise in one of the following disciplines of ministry: Christian Education, Church and Society, or Pastoral Care and Counselling.
2. To equip theological colleges and other tertiary institutions in the Pacific with teachers who are qualified to teach in the broad area of Church Ministries, as well as in their special area of concentration.
3. To help prepare exceptionally gifted students to pursue doctoral work in their area of concentration.

COURSES OFFERED IN 2019

For Year 1 Students

P40CF01	Sociology of Religion 1 (Core course)
P40CF02	Sociology of Religion 2 (Core course)
P40SF04	Methods in Christian Education (SC)
P40SF05	Theology of Ministry (SC)
P40MF01	Thesis Seminar 01
P40MF02	Thesis Seminar 02
P40MF03	Thesis Seminar 03
P40MF04	Thesis Seminar 04

For Year 2 Students

P70SF01	Thesis 01
P70SF02	Thesis 02
P70SF03	Thesis 03
P40MF05	Thesis Seminar 05
P40MF06	Thesis Seminar 06
P40MF07	Thesis Seminar 07
P40MF08	Thesis Seminar 08
P40SF04	Methods in Christian Education (SC)
P40SF05	Theology of Ministry (SC)

CM SPECIALISATION COURSE DESCRIPTIONS

*(For the **core course descriptions**, see the Core Course section above.)*

P40SF04 Methods in Christian Education (SC)

This course examines some of the contemporary theories and models in Christian education. The study focuses primarily on approaches to congregational learning. The primary context in which Christian education takes place is the community of faith, which is most often expressed in the local church. Current challenges to the roles and functions of Christian education in the local church will be discussed. In particular it is intended to help the students to review and renew their approach to educational ministries drawing upon insights from Christian theology. The course enables students to developed an understanding on Christian formation and become attentive to ecumenical learning using relevant methods in the context of the Pacific Church.

P40SF05 Theology of Ministry (SC)

This course will explore the theoretical and practical component of the Church Ministry through seminar discussions. The theological underpinnings of ministry will be examined through various readings to help students think theological about ministry, with special attention to the interaction of ordained and lay ministry. The ongoing interaction between practical application and theology in the pacific and ecumenical context will be discussed. Through various reading, reflecting, and writing assignments, students will be expected to integrate their own experiences and perspectives with those of the authors of assigned texts and of one another. Students will begin to gain competence in a variety of ministerial practices and form own theology of ministry as a framework which will inform their emerging praxis in the local church.

The following specialisation courses are planned for 2020 (subject to change):
P40SF06 Practical Theology & Praxis (SC)
P40SF07 Ministry in a Social Context (SC)

Note: **specialisation courses are normally taught in a two-year rotation** (two each year).

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POSTGRADUATE DIPLOMA PROGRAMME

Purpose

The Postgraduate Diploma in Theological Studies (PgDip) is a postgraduate theological programme that consists of rigorous and integrated biblical, theological, pastoral/ministerial and historical studies intended to equip the student better to serve in the Pacific church context in the modern world. It provides advanced education in all theological fields to enable the student to become better equipped for a particular form of Christian ministry in the Pacific, or for the general enrichment of his/her Christian life and work. The programme leads the student into the fields of contextualisation of theological interpretation and expression of the Christian faith.

Objectives

On completion of the Postgraduate Diploma, candidates should be able to:

- Critically analyse data and interpret it appropriately;
- Contextualise theology and faith expressions in their own cultural context; and
- Engage in their ministry with a more solid foundation in theological studies.

General Admission Requirements

Applicants to the PgDip programme should preferably have at least two years of experience in some form of full-time Christian ministry after completing their BD or other university degree(s). Church-sponsored applicants require endorsement by the head of a recognised denomination and must have guaranteed financial support. Private students may be admitted, provided they fulfil the appropriate entrance criteria. Priority will be given to church-sponsored students.

Definitions

Church-sponsored student: one, who has been endorsed, sent and sponsored by a church. **Privately-funded student**: one who has not been endorsed or sent by a church. **Residential student**: one who lives on the PTC campus. **Part-time student**: one who takes no more than four courses per semester.

Academic Admission Requirements

In addition to the general admission requirements, applicants also need to fulfil the following academic requirements. The applicant:

1. should have graduated with a Bachelor's degree in Theology (3 years full-time equivalent) not more than 10 years before applying for the PgDipl programme, unless the applicant has taught in an academic institution since gaining the Bachelor degree;

2. shall write an academic paper on a topic set by the relevant department of the College to test their general theological knowledge. This paper shall accompany the completed application form. Applicants should gain at least a 50% pass grade for this paper;

3. must demonstrate an appropriate standard of English comprehension through an English proficiency assessment administered by the Admission Committee, and gain at least a 50% pass grade, or a pass grade of 5.5 in an IELTS (Academic) test; and

4. who wishes to specialise in either Old Testament or New Testament Studies must demonstrate at least a basic proficiency in Hebrew or Greek respectively (applicants who fail this test will be required to take and pass introductory classes in either Hebrew (1&2) or Greek (1&2) at BD level).

Application forms are available from the Registrar's office. Applications for full-time study should normally be received by October 15, especially if applicants wish to reside on campus.

Transfer to the MTh programme

A student in the PgDip programme who achieves at the end of Year 1 **a B-average or above in his/her coursework in all credit-bearing courses** may request in writing to the Academic Dean to transfer to the MTh programme.

Requirements for Graduation

The PgDip will be conferred on candidates who have:

- successfully completed no fewer than twelve (12) credit-bearing courses, including the ten (10) specified core course from across the disciplines, as well as two further specialisation courses;
- for residential students, satisfactorily participated in the spiritual and community life of the College;

- cleared all outstanding debts to the College.

The Postgraduate Diploma **with Distinction** will be awarded to candidates who have, in addition to the above, successfully completed the course work with an average of no less than A-.

Cross Crediting

MTh and PgDip level courses completed in other theological institutions or universities may be considered for cross-crediting by the Academic Advisory Committee, with the final approval of the teaching faculty. Only courses successfully completed in the ten years prior to the application will be considered for cross-crediting. No more than 50% of the coursework for the PgDipl programme may be credited in this way.

Programme

When taken as a full-time programme, the PgDip takes one year to complete. The programme involves coursework only. All PgDip students, regardless of specialisation, take the same number of courses overall, and take certain core courses from all theological disciplines. However, students may specialise in concentrating on a particular discipline in some of the coursework.

Two core courses each are taken from the fields of general academic skills, church history, ministry, as well as theology and ethics.

Full-time and part-time studies

Full-time students are normally expected to complete the PgDip programme in one year. A full time student who has not completed his/her coursework during that year is expected to complete it within one further year. She/he, however, must request in writing to the Department concerned for the extension period needed. The Head of the Department will consult with the Academic Dean and the Principal before a recommendation is made to the Faculty for endorsement of whatever decision they have made. The course work must be completed within the maximum extension period. Part-time students are expected to complete the Postgraduate Diploma degree in not more than three (3) years.

Remedial Work

A student in the PgDip programme may be required to do remedial course work if his/her background in the area of specialisation is considered not adequate. Practical library skills training and computer literacy training is also available

and may be required of individual students, over and above the general Academic Skills and Research Skills courses.

Research Seminars

Attendance of relevant research seminars is obligatory. During the course of their studies, PgDip students will actively participate in the relevant Postgraduate Departmental Seminars as well as the Common Thesis Seminars. Part-time students may be partially exempted from this requirement. The supervisor, the Academic Dean, and the student will reach a consensus on this which takes individual circumstances into account.

COURSE PROGRAMME

The PgDip coursework programme is the same as that of the MTh programme in Year 1. Students will normally take the following courses:

Semester 1A	Semester 1B	Semester 2A	Semester 2B
AS Core 1	CH Core 1	CH Core 2	SC 1 **BS, TE, CH, CM**
CM Core 1	CM Core 2	TE Core 2	SC 2 **BS, TE, CH, CM**
TE Core 1	AS Core 2 (Research Skills)	BS Core 1	BS Core 2
Thesis Seminar	Thesis Seminar	Thesis Seminar	Thesis Seminar

AS = Academic Skills; CM = Church Ministry; CH = Church History; TE = Theology & Ethics; BS = Biblical Studies; SC = Specialization Course.

Each credit-bearing course requires 100 notional learning hours. Learning hours are the total number of hours the student is expected to work for a course, including contact time (lectures), reading, assignments, examinations, etc. Two core courses each are taken from the fields of general Academic Skills, Biblical Studies, Church History, Church Ministry, as well as Theology & Ethics. Two further specialisation courses are taken in the specific field students wish to specialise in.

For all course titles and descriptions for 2019, see the MTh programme.

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BACHELOR OF DIVINITY PROGRAMME

Purpose
The Bachelor of Divinity is a primary degree in ecumenical theological studies. The programme consists of rigorous, integrated biblical, theological, pastoral and historical studies, and it requires of the student a critical approach to the subject at hand. The Bachelor in Divinity aims to:

1. Prepare men and women for responsible positions within the churches of Oceania;
2. Equip them for further academic pursuits;
3. Equip and encourage them to develop Oceanian contributions to theology; and
4. Broaden and deepen students' own theological knowledge and Christian spirituality.

Objectives
On completion of the BD, students will have developed the skills and attitudes required to:

1. Practise openness and respect for other Christian and religious views and positions; and appreciate their own tradition's contribution to the Christian life and mission.
2. Think independently and critically, analyse and synthesise differing views on Scriptures and theological issues, and arrive at a balanced understanding of alternative views.
3. Distinguish and apply different methodologies employed in theological scholarship.
4. Demonstrate appreciation of the principles of biblical, theological, and historical interpretation relevant to their ministry within the church.
5. Appreciate the importance of contextualisation in any doctrinal formulation of the Christian faith.
6. Minister effectively in different mission dei contexts in church and society.

Definitions

Church-sponsored student—one who has been endorsed, sent and sponsored by a church. **Privately-funded student**—one who is not sponsored by their church. **Residential student**—one who lives on the PTC campus. **Part-time student**—one who takes no more than four courses per semester.

Admission Requirements

Admission to the Bachelor of Divinity degree at PTC is normally granted to applicants who have obtained:

1. A University Entrance Certificate, *or*
2. A University Degree, *or*
3. A Diploma in Theology from a SPATS or MATS accredited institution, *or*
4. An equivalent qualification.

Applicants with lower qualifications are advised to apply for admission to the Diploma in Theological Studies through PTCEE. Applicants with qualifications other than those listed above will be considered for admission to the BD programme only on the recommendation of the College Principal. The admission of such extra-ordinary students will require the approval of the Executive Committee.

Church-sponsored applicants require endorsement by the head of a recognised denomination and must have guaranteed financial support. Private students may be admitted provided they fulfil the appropriate entrance criteria. Priority will be given to church-sponsored students.

Applicants without a university entrance certificate will be required to pass a competency test in English.

Applicants with no previous theological training will be required successfully to complete the course *Introduction to the Bible* by correspondence at the beginning of their study programme—either concurrently with, or after completing, *Academic Skills 1*.

Application forms are available from the Registrar's office. Applications for full-time study should normally be received by 15 October, especially if applicants wish to reside on campus.

Forms of the Degree: BD and BD(Hons)

The degree exists in two forms: **Bachelor of Divinity (BD)** and **Bachelor of Divinity with Honours: BD (Hons)**.

Modes of Delivery

Candidates may study **part-time or full-time**. The BD is available in three different modes: **face-to-face, by extension, or a mixture of the two**. The BD (Hons) component is available only in face-to-face mode.

Requirements for Graduation

Students will be expected to complete the BD or BD (Hons) programme in no more than eight years.

The **BD** degree will be conferred on candidates who have:
1. Passed no fewer than 28 credit-bearing courses*, including all the required courses, with an average grade not lower than **C**; *and*
2. For residential students, satisfactorily participated in the spiritual and community life of the College; *and*
3. Cleared all outstanding debts at the College.

The **BD (Hons)** degree will be conferred on candidates who have:

1. Passed no fewer than 36 credit-bearing courses**, including all the required courses and a thesis, with an average grade not lower than **C**; *and*
2. Passed stages I & II of one Biblical language—either Hebrew or Greek— unless special exemption has been made (see the section 'Biblical Languages'); *and*
3. For residential students, satisfactorily participated in the spiritual and community life of the College; *and*
4. Cleared all outstanding debts at the College.

* Total credits for BD: 280 credits (28 courses).

** Total credits for BD (Hons): 360 credits (330 credits for course plus 30 credits for thesis.

Note: A credit-bearing course requires 100 notional learning hours. Learning hours are the total number of hours the student is expected to work for a course, including contact time (lectures), reading, assignments, examinations, etc. Notional learning hours and credit points stand in a relation of 10 to 1: that is, one credit point represents ten notional learning hours.

The BD and BD (Hons) degrees will be granted in the following categories:

1st class (A-/A/A+ average);
2nd class (B-/B/B+ average);
3rd class (C/C+ average).

The grade average will be calculated on the basis of all 28 or 36 required courses taken for a programme.

Bachelor of Divinity

Completion of the BD does not qualify a student to proceed to postgraduate programmes at PTC. A student who wishes to proceed to postgraduate studies must complete the <u>additional requirements</u> for the BD (Hons), which are available in face-to-face mode only.

Bachelor of Divinity (Honours)

The BD (Hons) is the standard degree programme for students sponsored by churches in the region. Only the honours degree will enable a student to apply for postgraduate studies at PTC.

The BD (Hons) thesis is the equivalent of three credit-bearing courses. The length of the thesis is about 10,000 words. Please refer to the general academic regulations for details.

Timeframe

Students will be expected to complete the BD or BD (Hons) programme in no more than eight years.

The BD is run on a three-year cycle, and it is highly desirable that residential students enter the programme at the beginning of 2018, 2021, 2024 etc. However, students may enter the residential programme at the beginning of any other semester, provided that their application has been approved and accommodation is available. Students who do not enter at the beginning of the cycle should be aware that this may require them to take up to half of their courses in distance mode.

Extension students may enter the programme and begin studying at any time, once their application has been approved and they have registered and paid for their first course. Extension courses are to be completed in 12 weeks, though a grace period of up to three (3) extra weeks may be granted.

Alternative Delivery

The College may deliver certain BD courses in an intensive format, involving a five-day workshop, followed by further reading and assessment.

COURSE PROGRAMME

2019 (Year 2 of the Rolling Delivery Cycle)

*Please note that **the programme below is under review** and may change.*
*For **2019** is the **second year of the 3-year cycle** began in 2018 and courses already been drafted in, but may be changed due to the overall program review for reaccreditation purpose in 2019.*

Semester 1A	Semester 1B	Semester 2A	Semester 2B
B50HF02: Ecological Ethics & Social Justice	B50HF01: Triune God	B60BF01: Gender and Ministry in Church and Society in the Pacific Context	B50BF01: Christologies
B30BF02: Medieval and Reformation Church History	B20BF01: Introduction to the Study of Torah	B20BF02: Introduction to the Study of the Synoptic Gospels and Acts	B20BF04: Introduction to the Study of the Letters attributed to Paul
B40BF02: Worship and Liturgy	B40BF03: Introduction to Pastoral Counselling	B30BF03: Modern Church History	B40BF04: Theology of Mission and the Ministry and Mission of the Church in the Pacific
B20HF01: Biblical Hebrew 1; *or* B20HF51: Hellenistic (NT) Greek 1	B20HF02: Biblical Hebrew 2; *or* B20HF52: Hellenistic (NT) Greek 2		
B20NF05: Hebrew Reading; or B20NF55: Greek Reading	B20NF06: Hebrew Reading; or B20NF56: Greek Reading	B20NF07: Hebrew Reading; or B20NF57: Greek Reading	B20NF08: Hebrew Reading; or B20NF58: Greek Reading

2020 (Year 3 of the Rolling Delivery Cycle)

*Please note that **the programme below is under review** and may change.*

Semester 1A	Semester 1B	Semester 2A	Semester 2B
B30BF06: Ecumenism and Inter-Faith Studies 1 (Historical Perspectives)	B60BF02: Ecumenism and Inter-Faith Studies 2 (Interdisciplinary Perspectives) (ID course)	B20BF05: Introduction to the Study of the Writings	B30BF05: 20th Century Pacific Church History
B20BF06: Introduction to the Study of John, James, and Revelation	B40BF05: Foundations of Christian Education	B50BF05: Theology of Disasters	B50BF10: Spirit, Church & Sacraments
B70HF01: Thesis 1	B70HF02: Thesis 2	B70HF03: Thesis 3	B40HF06: Leadership and Management
B20HF01: Biblical Hebrew 1; *or* B20HF51: Hellenistic (NT) Greek 1	B20HF02: Biblical Hebrew 2 ; *or* B20HF52: Hellenistic (NT) Greek 2		
B20NF09: Hebrew Reading; or B20NF59: Greek Reading	B20NF10: Hebrew Reading; or B20NF60: Greek Reading	B20NF11: Hebrew Reading; or B20NF61: Greek Reading	B20NF12: Hebrew Reading; or B20NF62: Greek Reading

2021 (Year one of the Rolling Delivery Cycle)

*Please note that **the programme below is under review** and may change.*

Semester 1A	Semester 1B	Semester 2A	Semester 2B
*B10FF01: Academic Skills 1	*B10FF02: Academic Skills 2	*B30BF04 19th Century Pacific Church History	*B50FF04: Ethical Principles

*B50FF03: Introduction to Contextual Theology	*B30FF01: Early Church (First 700 Years)	*B40FF01: Foundations of Ministry	B40BF01: Social Analysis: Ministry in Social Context
B20HF01: Biblical Hebrew 1; *or* B20HF51: Hellenistic(NT) Greek 1	B20HF02: Biblical Hebrew 2; *or* B20HF52: Hellenistic(NT) Greek 2	*B20FF01: Biblical Exegesis	B20BF03: Introduction to the Prophets
B20NF01: Hebrew Reading; *or* B20NF51: Greek Reading	B20NF02: Hebrew Reading; *or* B20NF52: Greek Reading	B20NF03: Hebrew Reading; *or* B20NF53: Greek Reading	B20NF04: Hebrew Reading; *or* B20NF54: Greek Reading

NOTES

1. **Foundation courses** (see the courses with an asterisk, *, in Year 1) usually have to be completed before any other courses in the same department are taken, with the exception of the Hebrew and Greek language courses, which may be taken at any point. Therefore, a student who enters the programme after semester-half1A of Year 1 will first have to complete all foundation courses – by distance mode, if necessary.

2. The **thesis component** is normally offered in the final year of a particular student's degree programme.

3. A student who wishes to take courses in addition to those offered in a particular half-semester (an '**overload**') may be permitted to do so only with the approval of the departments concerned and the Academic Dean.

4. Individual departments may offer extra courses either to replace a required course or add optional electives.

5. Applicants with no previous theological training will be required successfully to complete the course B20ND00 *Introduction to the Bible* by extension at the beginning of their study programme—either concurrently with, or after completing, B10FF01 *Academic Skills 1*.

The required language courses for the BD (Hons) are available in two options: Biblical Hebrew and Hellenistic Greek. They will be offered in Year 1 of the rolling cycle, but *may also be available in Years 2 and 3 of the cycle* (see shaded areas in the tables above), at the discretion of the Department concerned.

Biblical Languages

*Please note that the **Hebrew and Greek readings are under review** and may change at the discretion of the Department concerned.*

Reading groups: Students who successfully complete Hellenistic Greek 2 or Biblical Hebrew 2 are normally required to participate satisfactorily in a 1-hour/week reading class in Greek or Hebrew for the rest of their degree programme. Honours students who fail the language courses may be offered the option of taking alternative non-language courses to be determined on a case-by-case basis, but only on the recommendation of the Biblical Studies Department and the Dean, with Faculty approval. BD students who wish to study Greek or Hebrew may register for these courses.
There is no fee for these Reading groups.

Reading groups will only be available if the staffing situation in a given year allows the Department of Biblical Studies to offer them.

Challenge Examinations

Students who believe that they have already mastered the material covered by a specific course may request the Head of the relevant Department to set an examination for them. A student who passes such a challenge exam will not be required to take the related course and will be given credit toward graduation requirements. The decision about which, if any, courses will be open to challenge by examination is made by the departments in consultation with the Principal. For residential students, the examinations will be taken at PTC during orientation week or the week proceeding the period in which the course in question is offered.

Cross-crediting

Students may apply for credit for degree-level courses completed at other colleges accredited by SPATS or MATS *or* from an equivalent institution. Not more than 50% of the number of courses needed to complete a PTC degree can be credited in this way. Any exemption may depend on successful completion of an equivalency test. Only courses successfully completed in the 10 years prior to application will be considered for cross-crediting.

Communication and Study Skills

The BD and BD (Hons) programmes include two required academic skills courses. In addition, each course at PTC includes direct and indirect ways of

developing the arts and skills of thinking, reading and communicating appropriately in the subject or discipline. The help of advisers and members of staff with special skills in the area should always be sought. In addition the College provides special training in English and computer literacy.

Part-time Study

Part-time study at PTC is open to any person who is genuinely interested and has sufficient educational background to master the course-work at degree level. For admission, see the requirements for this degree. A part-time student is one who takes not more than four credit-bearing courses per semester. Students taking four or more courses per semester are classified as full-time. Part-time students may choose from the regularly scheduled classes or extension courses set out in the Handbook. They are normally required to take *Academic Skills1* and *Academic Skills2* in their first semester of study, unless granted an exemption. Course choices should be discussed with the Registrar or Academic Dean before registration. Thereafter, they should consult their appointed academic adviser prior to any course registration.

Courses Not for Degree Purposes

Persons wishing to take **individual courses** for their personal interest—for credit, but not towards a degree—may register for any BD or BD (Hons) course, provided that they have met the admission requirements, have enrolled, and paid the necessary course fee.

Classes may also be **audited**. It is not necessary to enrol in the BD programme in order to audit a course, but course registration is required. 'Auditing' means that students do not complete assessment tasks and will not gain any credit.

Academic Prizes

Please note that prizes (including their names), conditions for their award, etc. are currently under review, and may change by November 2019.

Only graduating students will be considered for academic prizes. Individual prizes may not necessarily be awarded every year. No prize will be awarded unless the cumulative grade average over the relevant courses is 80/A- or above.

The **Bible Society Prize in Biblical Languages** may be awarded to a student who has completed two courses in either Greek or Hebrew with a combined average of 80/A- or above.

The **Bible Society Prize in New Testament Studies** may be awarded to a student who has completed at least three courses in which New Testament Studies (not including Greek) forms at least 50% of the course curriculum, with an average of 80/A- or above.

The **George Knight Prize in Old Testament Studies** may be awarded to a student who has completed at least three courses in which Old Testament Studies (not including Hebrew) forms at least 50% of the course curriculum, with an average of 80/A- or above.

The **Tauinaola Shekinah Lavasii Memorial Prize in Church History** may be awarded to a student who has completed at least three courses in Church History with a combined average of 80/A- or above.

The **Judith Finau Ministry Prize** may be awarded to a student who has completed at least three courses in Church Ministry with a combined average of 80/A- or above.

The **Malcolm Wilson Prize in Theology** may be awarded to a student who has completed at least four courses in Theology & Ethics with a combined average of 80/A- or above.

The **Sione 'Amanaki Havea Award for Academic Excellence** may be awarded to a student who has completed all 28 (for BD) or 36 (for BDHons) courses with a combined average of 80/A- or above.

COURSES OFFFERED IN 2019 (YEAR 2 OF THE CYCLE)

See the table above for an overview. Please note that the programme below is under review and may change.

COURSE DESCRIPTIONS

B20HF01: Biblical Hebrew 1

This course will introduce students to fundamental aspects of Biblical Hebrew grammar (especially morphology and syntax) and vocabulary to lay the foundations for the reading of the Hebrew Bible in Hebrew.

B20HF02: Biblical Hebrew 2

This course will continue to introduce students to fundamental aspects of Biblical Hebrew grammar and vocabulary. The aim is to enable students to read the Hebrew Bible with the aid of a dictionary. Prerequisite: Biblical Hebrew 1.

B20HF51: Hellenistic Greek 1

This course will introduce students to fundamental aspects of Hellenistic Greek grammar (especially morphology and syntax) and vocabulary to lay the foundations for the reading of the New Testament in Greek.

B20HF52: Hellenistic Greek 2

This course will continue to introduce students to fundamental aspects of Hellenistic Greek grammar and vocabulary. The aim is to enable students to read at least the simpler parts of the Greek New Testament (e.g. John) with the aid of a dictionary. Prerequisite: Hellenistic Greek 1.

B20NF05/ 06 / 07 / 08: Hebrew Reading

The Hebrew Reading class, which is obligatory for all students who have passed the course "Biblical Hebrew 2", is designed to keep language skills afresh. Students are expected to spend one hour per week in preparation, as well as one hour per week in class. Prerequisite: Biblical Hebrew 2.

B20NF55/ 56 / 57 / 58: Greek Reading

The Greek Reading class, which is obligatory for all students who have passed the course "Hellenistic Greek 2", is designed to keep language skills afresh. Students are expected to spend one hour per week in preparation, as well as one hour per week in class. Prerequisite: Hellenistic Greek 2.

B20BF01: Introduction to the Study of Torah

This course provides a brief overview of the first five books of the Old Testament, generally known as Torah, or Pentateuch. The course will also include a more detailed study of one or two of these books (e.g., Genesis and Deuteronomy). Exegetical techniques acquired in the 'Introduction to Exegesis' course will be deepened. Foundational hermeneutical and theological aspects are a permeation feature: that is, the course will address the issue of how and why biblical texts may be appropriated in contemporary life. The course will normally work on the basis of English translations.

B20BF02: Introduction to the Study of the Synoptic Gospels and Acts

This course is an introduction to the study of the four canonical gospels and the Acts of the Apostles. Following a general introduction to important aspects of the study of the gospels, such as the gospel genre, the focus will be on Luke-Acts. General issues of gospel research, such as parables, will also be discussed. The course combines detailed exegetical work of selected passages with important themes in Luke-Acts. As with all Biblical Studies course, foundational hermeneutical and theological components are a permeation feature; that is, each course will address the issue of how and why biblical texts might be appropriated in contemporary life. The course will normally work on the basis of the English text.

B20BF04: Introduction to the Study of the Letters attributed to Paul

This course offers an introduction to the letters traditionally attributed to Paul, including the deutero-pauline and the pastoral epistles. The course will first present an introduction to the life and letters of Paul. Using and strengthening the skills acquired in the foundation course in exegesis, the course then concentrates on two of the major letters (e. g., 1 Corinthians and Galatians). The course combines detailed

exegetical work of selected passages with important themes. As with all Biblical Studies course, foundational hermeneutical and theological components are a permeation feature; that is, each course will address the issue of how and why biblical texts might be appropriated in contemporary life. The course will normally work on the basis of the English text.

B30BF02: Medieval and Reformation Church History

This course introduces students to Christian thought and practice from the early Middle Ages through the Reformation of the sixteenth century. Topics include: the mission to Europe; the rise of monasticism; the schism between Eastern and Western churches; the crusades, and the impact of Islam; Scholasticism; Renaissance and Humanism; the reasons for the Reformation and a closer look at the great reformers (Martin Luther, John Calvin and Huldrych Zwingli), the Anglican and the Radical Reformation, but also the Catholic Counter-Reformation. The course includes a constant assessment of the Reformation heritage for today's Christianity in the Pacific.

B30BF03: Modern Church History

With the invention of the steam engine and early industrialization a revolution began also within Church and Theology. This course will introduce students to the Theology of Enlightenment and Rationalism, Pietism and Awakening; modern Theology of the 19th century (Schleiermacher) and the counterattack in the early 20th century (Barth). The influence of colonialism and imperialism on Christian mission will be analysed and also the conflict between church and state in Germany (1930s) and Fiji (1987). The course will include an assessment of the impact of Christianity on India and China and end with a discussion of the gravitational shift within Christianity from the North to the South and what this means for the current transformations of the ecumenical movement.

B40BF02: Worship and Liturgy

This course is devoted mostly to an exploration of the traditions and theology of Christian worship and the issues this has raised, which continue to affect worship within the contemporary context. Through readings and study, students will look at questions of culture and language, ecumenical perspectives, worship and the senses, liturgy and Christian initiation, daily public prayer and the service of the word, liturgies of the eucharis, liturgies commissioning ministry, and pastoral liturgies – marriage, broken relationships, sickness and death. The first phase of the course focuses on the history of Christian worship. It asks what worship is and how worship practices have taken shape among Christians across the centuries and across the world. The second phase will focus upon worship within the contemporary context and the social-pastoral issues that are raised both by contemporary worship and the study of liturgies within this context. Finally, students will put this knowledge to work in appreciating actual worship services in the Pacific context.

B40BF03 Introduction to Pastoral Counselling

This course of study in Pastoral Counseling focuses on the wholeness, liberation and growth of people and their life-situations in the Pacific today. At the outset, students are enabled to re-discover their roots and heritages as pastoral counselors. They will recognize counseling as a part of the wider pastoral care ministry of the church, and in turn explore their resources to serve as pastoral counselors. They will reaffirm the contexts of counseling begining with self awareness, the presence of God, family systems, congregation and community settings in the Pacific. They will acknowledge the significance of living and healing by telling life-stories; they will recognize the dynamics of communication in pastoral conversation and counseling. They will further understand the basics in counseling; they will review and sharpen their attitudes, skills and management of time during pastoral counseling. The students will further examine the dynamics, process and phases of diverse moments of counseling during their passage of life. They will reflect on the basic focus on justice and total wellness in pastoral counseling. In turn, they will identify and explore some innovative approaches and challenges with special reference to group care, healing and growth in the ministry of counseling in the Pacific. Examining the burnout experience and designing strategies for self-care in pastoral counseling ministry will be the crown of their study.

B60BF01: Gender and Ministry in Church and Society in the Pacific Context

This inter-disciplinary course in church history and church ministry aims at engaging students to review their traditional and changing roles as men and women in the Pacific today, especially in relation to leadership and partnership in church and society. The course will explore the foundations for roles of men and women biblically and historically in the early Christian church, and sociologically in the Pacific context of church ministry. The course will examine the ways that men and women are impacted by gender inequality and address issues that they face in various areas of ministry responsibilities as partners in ministry. Special attention will be given to women who have been historically impacted by social structures within the church and society and processes of ministry. The focus on women as partners in leadership and ministry will enable students to examine how status and duties of women have changed historically in the church and society of the Pacific. This examination will enable students to see how both men and women can impact the future of leadership and partnership in ministry.

B40BF04: Theology of Mission and the Ministry and Mission of the Church in the Pacific

This course is devoted mostly to an exploration of the theology of mission with a focus on the biblical foundations for mission and context of the church for mission. The course examines biblical and theological presuppositions for Christian mission and integrates theological themes in and around the idea of missions. Through readings

and discussions students will look at the question of how theology of mission touches real life ministry and mission of the Church in the Pacific today.

B50BF02: Triune God

This course looks to combine both theory and praxis of the doctrine of God. In the first place it attempts to familiarise students with the content and expressions of the unique Christian doctrine in the various stages of theological development both in the East and the West, as well as with the ecumenical councils. In the second place, the main focus of the course will be on the place and significance of such (Triune) theology in the social, economic and political contexts, or public life, of Oceania today. Examples of current social, economic and political issues will be provided and the question 'where is the triune God in all this?' will be critically and constructively addressed. This second component of the course is to enable students to 'ground' or 'earth' their knowledge and understanding of God in concrete and tangible realities
that their churches and communities encounter today.

50BF01: Christologies

"Who is Jesus Christ? What is the significance of Jesus Christ today?" These are the central questions that will form the substance of this course. The course aims to deepen the students' experience of Christ by developing a broader vision and more profound understanding of who Jesus is and what his significance is today. To work toward this the course will focus on the following: earliest Christian portrayals of Jesus in the Gospels and in Paul's writings; classical Creeds of the Christian Church; the historical reconstructions of the Jesus Seminar; and contemporary existential responses and contextual expressions of Jesus Christ, with specific reference to feminist and Oceanic Christologies. Students will be encouraged to reflect on the central questions above in the light of the foregoing foci and of their own religiocultural and socio-economic contexts.

COURSES PLANNED FOR 2020 (YEAR 3 OF THE CYCLE)

See the table above for an overview. Please note that the programme below is under review and may change.

COURSE DESCRIPTIONS

B20HF01: Biblical Hebrew 1

This course will introduce students to fundamental aspects of Biblical Hebrew grammar (especially morphology and syntax) and vocabulary to lay the foundations for the reading of the Hebrew Bible in Hebrew.

B20HF02: Biblical Hebrew 2

This course will continue to introduce students to fundamental aspects of Biblical Hebrew grammar and vocabulary. The aim is to enable students to read the Hebrew Bible with the aid of a dictionary. Prerequisite: Biblical Hebrew 1.

B20HF51: Hellenistic Greek 1

This course will introduce students to fundamental aspects of Hellenistic Greek grammar (especially morphology and syntax) and vocabulary to lay the foundations for the reading of the New Testament in Greek.

B20HF52: Hellenistic Greek 2

This course will continue to introduce students to fundamental aspects of Hellenistic Greek grammar and vocabulary. The aim is to enable students to read at least the simpler parts of the Greek New Testament (e.g. John) with the aid of a dictionary. Prerequisite: Hellenistic Greek 1.

B20NF09 / 10 / 11 / 12: Hebrew Reading

The Hebrew Reading class, which is obligatory for all students who have passed the course "Biblical Hebrew 2", is designed to keep language skills afresh. Students are expected to spend one hour per week in preparation, as well as one hour per week in class. Prerequisite: Biblical Hebrew 2.

B20NF59 / 60 / 61 / 62 Greek: Reading

The Greek Reading class, which is obligatory for all students who have passed the course "Hellenistic Greek 2", is designed to keep language skills afresh. Students are expected to spend one hour per week in preparation, as well as one hour per week in class. Prerequisite: Hellenistic Greek 2.

B20BF06: Introduction to the Study of John, James and Revelation

This course offers an introduction to the Gospel of John, the Letter of James, and the Book of Revelation, each of which are an important part of the New Testament and its history of effect. The course will tend to be more thematic than exegetical in orientation. Each of the three works will be covered in roughly equal parts. As with all Biblical Studies course, foundational hermeneutical and theological components are a permeation feature; that is, each course will address the issue of how and why biblical texts may be appropriated in contemporary life. The course will normally work on the basis of the English text.

B20BG05: Introduction to the Study of the Writings

This course provides a brief overview of the books in the section of the Hebrew Bible called the Writings, together with a special focus on the study of one or two books from that corpus (e.g. Psalms and Proverbs). As with all Biblical Studies courses, foundational hermeneutical and theological components are a permeation feature; that is, each course will address the issue of how and why biblical texts may be appropriated in contemporary life. The course will normally work on the basis of the English text.

B30BF06: Ecumenism and Inter-Faith Studies 1 (Historical Perspectives)

This course will present a historical view of the ecumenical movement. It introduces students to the diversity of the Christian community and the inter-religious context as well as to the foundations for ecumenism and interfaith relations. Through a study of

current ecumenical documents, statements of contemporary faith and order commissions, students will not only develop insight into intra-Christian relationships, but also prepare themselves to engage in dialogue with diverse Christian denominations and other faiths in the Pacific.

B60BF02: Ecumenism and Inter-Faith Studies 2 (Interdisciplinary Perspectives) (ID course)

Connecting to the first part this course will continue to introduce the major world religions, including Judaism, Hinduism and Buddhism. It will look at the basic beliefs, practices, teachings, truth claims and hopes of these religions. An encounter with representatives of other faiths present in our region will be envisaged as well. Using the perspectives of different theological disciplines the course will make comparative and contrastive observations in order to explore the scope, the possibilities, and the limitations of interfaith dialogue. The biblical and theological foundations as well as various approaches and models of such dialogue will be explained and discussed.

B40BF05: Foundations of Christian Education

This course explores fundamental theories and practice in Christian education through selected readings. The course will examine the Biblical and Theological perspectives from which Christian education theory is composed. The nature of Christian education, its principles, the teaching role and implication for practice will be examined. The focus will be to assist students to explore fundamental viewpoints in modern Christian education, become conversant with various traditional theories and practice of education used in the churches of the Pacific. Students will develop strategies of Christian education learning using relevant methods in the modern Pacific context.

B50BF05: Theology of Disasters

This course offers a theological exploration of disasters, both 'natural' and 'human made.'

B30BF05: 20th Century Pacific Church History

Despite the colonisation of every island in the Pacific by l900, indigenous people still tried to assert their identity in many ways. The Second World War forced radical changes on the church and mission situation which led to rapid transformation after the middle of the century. Independent churches appeared everywhere and a new style of church life developed in the Pacific, brought in by improved education, economic development and urban growth. In the last quarter of the century, the island churches emerged in their own right, free from missionary domination and were united in trying to undertake their responsibilities in the Pacific society. This course will provide the student with an overview of the major events, personalities, and movements of the church during the twentieth century and will also discuss the growing 'Para-churches'. Space will be given to the students at the end of the course to critically analyse this particular period.

B50BF10: Spirit, Church & Sacraments

Ecclesiology taught on its own tends to neglect how the theologies of the sacraments and the Holy Spirit are integral to the mission and function of the church. This course gives students an introductory foundation in the interconnectedness of Spirit, Church and Sacraments in light of their own unique contexts. It investigates various affirmations about the church in a way that combines biblical, doctrinal and cultural interpretations. This undertaking intends to help students reframe and formulate an ecclesiology that is relevant for the many-faceted issues arising in the Pacific today.

B40HF06: Leadership and Management

This course of study takes up the challenge to equip leaders of the churches in the Pacific Islands with relevant knowledge and effective skills in leadership and management. The course begins with a review on the meaning, experience and biblical models and principles of leadership. In turn, students will be enabled to emulate the exemplariness of Jesus as the servant leader. Students will explore the characteristics and effects of various styles of leadership practised today. Subsequently, they will acquaint with situational leadership and its effects in ministry. They will explore some basic theories and practices on leadership and management functions, roles and skills including time management and capacity building. Importantly, students will review the socio-cultural and organisational challenges for leadership in the Pacific; they will also critically review a few models of leadership and management in the Pacific today. As the crown of the course, students will sharpen their skills in Strategic Planning and SWOT Analysis. They will improve practices of giving and receiving feedback, participatory monitoring and evaluating programmes of activities in their local churches in the Pacific.

COURSES PLANNED FOR 2021 (YEAR 1 OF THE CYCLE)

See the table above for an overview. Please note that the programme below is under review and may change.

COURSE DESCRIPTIONS

B10FF01: Academic Skills 1

This course will introduce students to essential skills for academic theological work. The course is designed to tie in with the concurrently taught non-credit-bearing courses in Foundational English, and Computer Skills (where applicable to the individual student), and with the credit-bearing course, Academic Skills 2, taught in the next semester-half. Academic Skills 1 concentrates on academic reading of theological texts in particular, and of critical thinking (permeation feature). At the end of the course, a very brief introduction to academic writing (including referencing) will be also given to help students who may be working on assignments for other courses they are taking concurrently.

B10FF02: Academic Skills 2

This course will introduce students to essential skills for academic theological work. The course is designed to tie in with the concurrently taught non-credit-bearing courses in Foundational English; the previously taught non-credit-bearing course in Computer Skills (where applicable to the individual student); and with the credit-bearing course, Academic Skills 1, taught in the previous semester half. Academic Skills 2 concentrates on academic writing of theological texts in particular, and of critical thinking (permeation feature).

B20HF01: Biblical Hebrew 1

This course will introduce students to fundamental aspects of Biblical Hebrew grammar (especially morphology and syntax) and vocabulary to lay the foundations for the reading of the Hebrew Bible in Hebrew.

B20HF02: Biblical Hebrew 2

This course will continue to introduce students to fundamental aspects of Biblical Hebrew grammar and vocabulary. The aim is to enable students to read the Hebrew Bible with the aid of a dictionary. Prerequisite: Biblical Hebrew 1.

B20HF51: Hellenistic Greek 1

This course will introduce students to fundamental aspects of Hellenistic Greek grammar (especially morphology and syntax) and vocabulary to lay the foundations for the reading of the New Testament in Greek.

B20HF52: Hellenistic Greek 2

This course will continue to introduce students to fundamental aspects of Hellenistic Greek grammar and vocabulary. The aim is to enable students to read at least the simpler parts of the Greek New Testament (e.g. John) with the aid of a dictionary. Prerequisite: Hellenistic Greek 1.

B20NF01/ 02 / 03 / 04: Hebrew Reading

The Hebrew Reading class, which is obligatory for all students who have passed the course "Biblical Hebrew 2", is designed to keep language skills afresh. Students are expected to spend one hour per week in preparation, as well as one hour per week in class. Prerequisite: Biblical Hebrew 2.

B20NF51/ 52 / 53 / 54: Greek Reading

The Greek Reading class, which is obligatory for all students who have passed the course "Hellenistic Greek 2", is designed to keep language skills afresh. Students are expected to spend one hour per week in preparation, as well as one hour per week in class. Prerequisite: Hellenistic Greek 2.

B20FF01: Biblical Exegesis

This course introduces students to the fundamental theory and practice of exegetical methods, which are essential to further study of the Bible, and aims to encourage students to develop a critical, yet faithful reading of the Scriptures. The course will include both traditional historical-critical exegesis and more recent methods of

interpretation, such as social-scientific and narrative criticism. The course will also include a brief introduction to the historical context of the Bible. Practical exercises will be set to develop the necessary exegetical skills to interpret the Scriptures, both to do guided work on particular passages, and to understand commentaries and other scholarly works on the Bible. Foundational hermeneutical and theological aspects are a permeation feature: that is, the course will address the issue of how and why biblical texts may be appropriated in contemporary life.

B20BF03: Introduction to the Prophets

This course provides a brief overview of the Prophets (both Former and Latter) as understood in the divisions of the Hebrew Bible, as well as a special focus on the study of one of the 'books' relating to the former prophets (e.g., Elijah) and one from the latter prophets (e.g. Amos). As with all Biblical Studies course, foundational hermeneutical and theological components are a permeation feature; that is, each course will address the issue of how and why biblical texts may be appropriated in contemporary life. The course will normally work on the basis of the English text.

B30BF01: Early Church (First 700 Years)

The period from the second to the seventh century have been the formative centuries of the church. This course will introduce students to the main struggles and 88 transformations of the church from a tiny Jewish group in Jerusalem to the official religion of the Roman Empire. Fundamental doctrines such as the trinity and Christology were formulated during this period, which also saw the transformation of the gospel through the encounter with Greek philosophy and religion. Major theological debates and conflicts about the right source of knowledge (Gnosticism), the relation of good deeds and grace (Pelagianism), the canon of the Scriptures (Marcion) and the understanding of the ministry (Donatism and early Catholicism) will be discussed. The course will end with the Mission to Germanic tribes.

B30BF04: 19th Century Pacific Church History

The majority of the so called mainline churches in the Pacific region roots back to 19th century mission activities. Missionaries from Western countries started to spread the Gospel in the islands, but soon indigenous evangelists stepped in and took over the same task. Today, those fruitful initial efforts are on the one hand, praised as heroic commitment in propagating the message of Christ; on the other hand, they are criticised as an act of domination in oppressing the indigenous cultures with foreign values in line with the colonial rule. The course will try to introduce students to the complexity of the situation of missionary work in the 19th century. The theological background and the intentions of the missionaries, the various cultural identities of Pacific people as well as the realities of the emerging colonial rule will be considered among other aspects. The purpose of this course is to develop an informed understanding and an adequate assessment of the foundational times of Pacific Christianity.

B40FF01: Foundations of Ministry

This course introduces students to the ecclesiastical foundations for ministry. It aims to integrate theology with issues of public ministry. The course explores the character of ministry in contemporary practice and development of good pastoral leadership. In the light of those explorations, this course considers implications for the public ministry of the gospel in Pacific contexts. Through various reading and writing assignments, students will be expected to integrate their own experience and perspectives with those of the authors of assigned texts and of one another. Students will be encouraged to nurture a personal sense of pastoral imagination and identity, and begin to gain competence in a variety of ministerial practices.

B40BF01: Social Analysis: Ministry in Social Context

This course is an introduction to social analysis as a practical tool for linking faith with justice, peace, and development issues in the various contexts of ministry in the Pacific. Considering a variety of old and new social problems in the Pacific today, the course will explore how and why the church must be concerned about social issues. Students will be introduced to the biblical and theological basis of social justice, and attention will be paid to the development of practical methodologies for social analysis as well as a range of possible analysis-based pastoral responses to social problems. Case study projects of various kinds will challenge students to reflect critically on specific economic, political, religious and cultural contexts of ministry in the Pacific, and to - design strategies for pastoral social action.

B50FF03: Introduction to Contextual Theology

This course aims to provide students with an introduction to the study and practice of theology. It will look at what theology is, who does theology, where it is done, and for what purpose. The traditional sources of theological reflection, such as the Bible, traditions, experience and reason will be examined. The contextuality of all theologies will be stressed, and the relativity of traditional Western theology will be exposed, and newer approaches to theology will be explored, including liberation theologies of the two-thirds world. Students will be encouraged to draw on their Pacific cultures in developing their own theologies in dialogue with various models of contextual theology with a view to identifying, describing and critically analysing the methods that undergird such models.

B50FF04: Ethical Principles

This course deals with Christian ethics and ethical principles. The main approaches to ethics will be outlined and surveyed, and the course will focus on core ethical principles and the implications of such principles in making decisions on moral issues. The nature of ethics as community ethics will be highlighted and will provide the form and context of such decision-making, and the significance of the Christ Event will determine its content. The course will look into some specific examples of current moral issues in Oceania and provide students with the opportunity of engaging with such issues in view of making ethical decisions.

UNDERGRADUATE CERTIFICATE, DIPLOMA& PROFESSIONAL DEVELOPMENT PROGRAMME

Purpose

The Undergraduate Certificate, Diploma and Professional Development programme at PTC began in 2012, building on years of experience in delivering intensive workshops on various aspects of community work for members of churches and NGOs in the region. The aim is to use the expertise of both PTC and outside staff to help facilitate capacity building. Our unique contribution in this field is the integration of faith-based foundations with theoretical and practical training. The first phase of this project (2012-2014) was designed to deliver training in the following four areas: **Peace building**; **Social Analysis**; **Leadership & Management**; and **Pastoral Counselling** (Foundational and Advanced).The training was conducted under two separate programs: God's Pacific People (GPP) and Institute for Research and Social Analysis (IRSA). The two programs integrated under a new name in 2016:
Institute for Mission and Research (IMR)

Please contact the Institute for Mission and Research for further information on offering of courses in 2019 under the program names: **God's Pacific People (GPP)**and **Research and Social Analysis (RSA)**.

Common Delivery

The face-to-face element of all courses is delivered in the form of intensive workshops of five days' duration, either at the Jovili Meo Mission Centre on the campus of PTC, or at another suitable venue in the region.

Professional Development: Certificate of Attendance

Interested church members and NGO personnel, regardless of their academic status, are welcome to apply to attend the workshops facilitated by this programme. A Certificate of Attendance may be issued at the end of each workshop. No credit towards an academic award will be given for such attendance, but many participants have found attending workshops a tremendous help in enhancing their work.

Undergraduate Certificates & Diplomas

The Undergraduate Certificate is an award at the academic skill level of Bachelor degree studies. Therefore the academic admission criteria are normally the same as those for the BD programme. The award is available in all four of the subject areas indicated above, and in each case involves four courses involving 100 learning hours each. Of these, 40 hours are covered by classes in the five-day workshop; the rest is made up of further specified reading and assignments. The Certificates and Diploma in Pastoral Counselling have a slightly different structure.

The course programme for each of the awards is as follows:

Course	UgCert in Peacebuilding	UgCert in Leadership & Management	UgCert in Social Analysis
1	Conflict Analysis	Leadership & Management I	Social Analysis I
2	Trauma Healing Awareness	Leadership & Management II	Social Analysis II
3	Conflict Transformation	Leadership & Management III	Social Analysis III
4	Elective course	Elective course	Elective course

Course	UgCert in Counselling (Foundational)	UgCert in Counselling (Advanced)
1	Foundational Counselling I	Advanced Counselling I
2	Foundational Counselling II	Advanced Counselling II
3	Foundational Counselling III	Advanced Counselling III
4	Foundational Counselling IV	Advanced Counselling IV
5	---	Practicum A

Students who have completed both the UgCert in Counselling (Foundational) and the UgCert in Counselling (Advanced) may enrol in the *Undergraduate Diploma in Counselling*, which builds on these two Certificates.

Course	Diploma in Counselling
1	Diploma Course I
2	Diploma Course II
3	Practicum B
4	Practicum C & Mentoring

The Diploma in Counselling (including the two Certificates) requires 1210 learning hours in total.

Foundation courses in the BD programme may be taken as electives, whether residentially or by extension (see details in the BD section of this handbook). Also, an introductory course from another UgCert programme may be used as an elective. Further electives may be offered from time to time (e.g. Community Bible Study for Social Transformation).

Credit Transfer between UgCert and BD Programmes
All UgCert courses are designed at degree-level. Therefore, credit transfer to the BD/BD (Hons) programme is possible, at the discretion of the Academic Dean and the Faculty. Furthermore, one (1) 100 learning hour course in the BD programme and one (1) course in one of the UgCert programmes may be credited towards both awards (double credit). This is possible for one UgCert only; that is, a student who wishes to complete more than one UgCert can do this only once, for one UgCert.

Cost
The cost of each workshop, regardless of whether it is taken for professional development or for the academic award of the Undergraduate Certificate, is currently usually F$300 for each five-day workshop. This is a highly subsidised fee, and only possible because of very generous assistance from partner organisations. Further financial assistance may be available upon application.

Further Details
To find out more about this programme including exact course dates, please contact the Director of IMR for GPP program (**Peacebuilding** and **Pastoral Counselling Leadership &Management**), or for RSA program (**Social Analysis**.

> Contact details are on the inside cover of this handbook.

Pacific Theological College
Extension Education
PTCEE

PTCEE   What is it?

PTCEE is the non-residential, distance-learning programme of PTC, serving the region since 1996. Nearly 1000 Christians from diverse backgrounds and many different churches have chosen to study with PTCEE since that time. We enable students across the region to learn at home, in their own environment and at their own speed, through accessible, achievable, accredited courses. All our Certificate, Diploma and some BD print-based courses are now available online too. Please check at **http://ptcee.ptc.ac.fj/**

We believe in Theology for All for Life

PTCEE   Why do we need it?

If you want to expand your knowledge and wisdom about God, Church and World and can commit to regular, faithful study, PTCEE is for you. God calls **all** the faithful to mission and ministry, not only those who are ordained. Whether we are in the village or the town; at the workplace or with the family; listening to our politicians or our preachers; on the sports field or at choir practice; theological education is necessary and practical. PTCEE studies help us think about Christian responses to pressing realities affecting Church and society in Oceania such as climate justice, religious diversity, land and relocation issues, poverty and wealth, migration and globalisation. Theological Education helps us study the holy scriptures, examine the varied traditions we come from, use our God-given reason wisely and reflect on real-life experiences through the eyes of faith.

We believe in SCRIPTURE, TRADITION, REASON and EXPERIENCE

Study ONLINE with PTCEE for Certificate, Diploma & Bachelor of Divinity Courses

PTCEE   Who can study?

Certificate courses have open entry to anyone who can read, write, understand and express their ideas reasonably well in the English language. PTCEE students come from across a wide age spectrum and with different levels of formal education and life experience. All are welcome to enrol on the Certificate and test the waters. Why not? Many progresses from the Certificate to the Diploma, and possibly to Bachelor Degree level. The standards, of course, gradually become more demanding. Nevertheless, PTCEE aims to be an 'open door' not a 'closed shop' for theological education. Contact us and be assured of a warm welcome and a listening ear as we talk about your needs.

PTCEE   What can I study?

1   Individual courses

Students may enrol in courses for their own interest, not intending to complete a Certificate, Diploma or Degree. The work done is still valued, formally assessed and a course completion certificate issued, showing the grade achieved.

2   Certificate in Theological Studies

Students must complete 8 foundational courses plus an elective, there are five to choose from, totalling 90 credits. To complete each course to a high standard, students need to read, study, think and write in a disciplined and careful way for about 100 learning hours.

Code	Course Title	Hours	Credits
C20RD01	Introduction to the Study of the Bible: part 1	100	10
C20RD02	Introduction to the Study of the Bible: part 2	100	10
C30RD01	Church History: up to the Reformation	100	10
C30RD02	Church History: Reformation to the Present	100	10
C40RD01	Introduction to Ministry	100	10
C40RD02	Introduction to Christian Education	100	10
C50RD01	Foundations of Theology	100	10
C50RD02	Foundations of Ethics	100	10
	An elective	100	10

3   Diploma in Theological Studies

Students must complete courses including electives, totalling 180 credits (90 from the Certificate and 90 from the Diploma courses). The PTCEE Certificate (worth 90 credits) can be seen as a half-way stage towards the Diploma. It offers further theological education at a more advanced level and is especially useful for equipping lay people who have leadership roles in their congregations and communities. Again, to complete each course to a high standard, students need to read, study, think and write in a disciplined and careful way for about 100 learning hours.

Code	Course title	Hours	Credits
D20RD01	Introduction to the New Testament	100	10
D20RD02	Introduction to the Old Testament	100	10
D30RD01	History of Pacific Christianity: 19th century	100	10
D30RD02	History of Pacific Christianity: 20th century	100	10
D40RD01	Introduction to Pastoral Care	100	10
D40RD02	Introduction to Christian Worship	100	10
D50RD01	Themes in Theology	100	10
D50RD02	Making Ethical Decisions	100	10
	An elective	100	10

The elective courses for both Certificate and Diploma programmes are:

Code	Elective Course title	Hours	Credits
D20ED01	Bible Study Methods	100	10
D40ED01	Introduction to Preaching	100	10
D40ED02	Ministry in a Social Context	100	10
D40ED03	Ministry to Children and Youth	100	10
D50ED01	Women and Theology	100	10

4   Brief Course Descriptions: Certificate and Diploma

C20RD01: Introduction to the Study of the Bible: parts 1 and 2
Developing skills in reading the Bible and understanding the world of the Old and New Testaments, this course helps you to study the Bible with insight and in greater depth, on your own or with others.

D20RD01: Introduction to the New Testament
Understanding what the New Testament writings are about and how we can best use them, this course explains what material is found there, the main themes, and where, why and for whom the books were written. You will learn how to ask questions to help you discover the main concerns of a Bible passage: what it meant in its own time and for today.

D20RD02: Introduction to the Old Testament
Enabling us to see the importance of reading the Old Testament for our journey of faith, you will learn about the sorts of writings that make up the Old Testament, the historical situations that gave rise to them, and the experiences that they reflect. You will learn in ways that respect what it meant in its own time and can mean for us today.

C30RD01: Church History: to the Reformation
Tracing the growth of Christianity from the community of disciples until the time of the Reformation (16th century), this course discusses the formation of Church teachings and the changing relationship between them and our society as it has developed. We are encouraged to learn from the mistakes and successes of the past.

C30RD02: Church History: Reformation to the Present
Following on from C30RD02, this course discusses important events in the life of the Church, from the Reformation to the present day. It describes how Christianity in Europe grew into a rich and powerful organisation which some people felt had drifted away from its initial calling and how the church divided into the denominations we know today.

D30RD01: History of Pacific Christianity: 19th century
Telling the story of the beginnings of Christianity in the Pacific Islands, this course traces the history of the Christian gospel here through the 19th century. The two perspectives of 'translation' and 'discipling' are important in the course. You will read extensively and do some serious historical analysis.

D30RD02: History of Pacific Christianity: 20th century
Continuing the study of the Christian Church in the Pacific, this course discusses the 20th century, when most Pacific Islanders had adopted Christianity. It covers the emergence of Island Churches, the development of local ministries; theological education; the ecumenical movement; and issues and concerns since World War II. You will develop intellectual and technical skills, valuable not only in later history studies but also in other academic and vocational contexts.

C40RD01: Introduction to Ministry
Exploring different areas and types of church ministry, this course tries to attract your interest towards one or more particular ministries. It encourages you to use your knowledge and skills to help develop those ministries in your local church and community. It challenges you to a prophetic role among the people with whom you have contact.

D40RD01: Introduction to Pastoral Care
Deepening our understanding of pastoral care and the role of healing, guiding, sustaining and reconciling in pastoral care ministry, this course will help you to identify the needs of your own community and develop pastoral responses. You will identify the strengths of the traditional pastoral care offered by your island community and gain insight into your own gifts and limitations. You will practise and develop the basic skills used in pastoral care and counselling.

C40RD02: Introduction to Christian Education
Explaining how we learn, the difference between surface and depth learning, and what is meant by faith development and spiritual development, this course surveys various developmental theories which can help us in learning and teaching and various approaches to evaluating learning. It describes Jesus' approaches to teaching and shows how various symbols in the Bible can help us learn about God and Jesus. You will find out how to help small groups to learn well.

D40RD02: Introduction to Christian Worship
Investigating and exploring what is meant by Christian worship and how time and space can be used in worship, you will think about the significance of words and actions in worship and the importance of Christian rituals and sacraments

D20ED01: Bible Study Methods
Enabling you to teach basic biblical foundations of our Christian faith with confidence, this course offers a variety of creative ways to do that in your school, village and church community contexts. You are encouraged in this to write some sessions, lead some sessions, experiment and think critically about the results.

D40ED01: Introduction to Preaching
Helping us to become better preachers and to listen to the preaching of others with knowledge and wisdom, the course explains the reason for preaching and what preaching is all about. Different types of sermons and different ways of presenting the gospel message will be discussed. You will learn how to prepare and preach sermons that communicate effectively.

D40ED02: Ministry in a Social Context
Introducing social analysis as a practical tool for linking issues of faith, justice, peace and development, the course explores the basis and history of Christian social teaching. You will learn how the ministry model called the 'Pastoral Cycle' helps you analyse social problems and develop appropriate ministry responses to them. The course focuses on designing strategies for pastoral action in Pacific Island social contexts.

D40ED03: Ministry with Children and Youth
Enabling us to minister effectively to young people of various ages, the course suggests ways of encouraging children and youth to participate in worship and prayer. It will help you
prepare appropriate lessons for children and youth and develop skills in storytelling, singing, drama, memory work and activities. It will encourage you to think about yourself as a leader and the quality of your relationships with children and the rest of the church.

C50RD01: Foundations of Theology
Thinking about what is most real and important in your personal faith journey, this course covers the major subject areas of theology: God, Jesus Christ, the Holy Spirit and the Church. It helps you understand how church tradition, reason and experience affect your own theological thinking. You will become more aware of how your own personal history, cultural values and traditions affect your understanding of God, Jesus Christ, the Holy Spirit and the church. It aims to provide new resources to help you live out your faith in your daily life.

C50RD02: Foundations of Ethics
Exploring ways of thinking about how to live a 'good life', this course aims to increase our understanding of what God wants us to be and do. It will introduce you to ways of approaching Christian ethics and to the elements of Christian ethics. You will learn ways to make ethical decisions and strengthen moral character.

D50RD01: Themes in Theology

Offering a framework of ideas to connect biblical teachings and a way to develop skills in thinking critically, this course offers guidance in expressing theological understanding both orally and in writing. You will be encouraged to apply what you have learned to your own situation. The course emphasises the importance of culture for theology, and

encourages a new appreciation of Oceanic myths, biblical creation stories and the relationship between science and theology.

D50RD02: Making Ethical Decisions

Leading us to a deeper understanding of what is involved in the important decisions we make in life, this is a course about 'doing' and 'living' ethics, offering a broader awareness of how Christians can be disciples of Christ in a complex and rapidly changing world. It focuses on the responsible choices Christians have to make before God as they deal with issues facing the Pacific today.

D50ED01: Women and Theology

Pacific Christians of the 21st century is a long way from the world of ancient Pacific Islanders, the first Christians and the writers of the scriptures. In the journey from then to now something important has been lost. This course explores the forgotten female dimension of the Christian experience of God and faith. In this course, women of faith who have written about their own journeys help us to return to our Christian origins to recover inclusive visions of God, the Church and Christian ministry.

5   Accreditation of Previous Experience and Learning   (APEL)

PTCEE is respectful of previous learning and experience. Cross-crediting of courses already completed through PTC or another learning provider may be possible but should not be assumed. It the PTCEE student's responsibility to supply previous academic transcripts with evidence of courses taken and grades achieved, plus full details of the learning provider who issued the award. Prior work must be of equivalent quality and conform to SPATS Accreditation Standards and Guidelines within the Pacific Qualifications Framework.

6   Bachelor of Divinity

Students must complete 28 new courses of 100 learning hours, totalling 280 credits. Most BD by Extension students will use successful PTCEE Diploma completion (180 credits) as their entry point. Those wishing to enrol based on prior theological credits earned elsewhere need to apply with their academic transcripts for consideration by the admissions committee.

Litiana Tuidrakulu
BD (Hons) 2015

Asena Senimoli
BD 2015

The BD by Extension is far more detailed and demanding but still achievable by those who do committed and determined work. Students develop vital theological competencies and critical thinking for mission and ministry in the contemporary Pacific, particularly for those who not able to attend a full-time residential theological programme. PTCEE Courses are constantly under development and revision to meet changing educational frameworks and contemporary needs in Oceania, so the list below is subject to change.

Please contact the office with any BD queries not covered here. Foundations courses (F) are taken first and then the sequence of courses is optional.

Code	Course title	Hours	Credits
B20ND00	Introduction to the Bible *Admission requirement if student has no previous theological education*	100	0
B10FD01	Academic Skills 1 (F)	100	10
B10FD02	Academic Skills 2 (F)	100	10
B20FD01	Introduction to Exegesis (F)	100	10
B20BD01	Introduction to the Study of Torah	100	10
B20BD02	Introduction to the Study of the Synoptic Gospels and Acts	100	10

B20BD03	Introduction to the Study of the Prophets	100	10	
B20BD04	Introduction to the Study of the Letters attributed to Paul	100	10	
B20BD05	Introduction to the Study of the Writings	100	10	
B20BD06	Introduction to the Study of John, James and Revelation	100	10	
B30FD01	Early Church (First 500 Years) (F)	100	10	
B30BD01	19th Century Mission in the Pacific	100	10	
B30BD02	Medieval and Reformation Church History	100	10	
B30BD03	Modern Church History	100	10	
B30BD04	20th Century Pacific Church History	100	10	
B40FD01	Foundations of Ministry (F)	100	10	
B40BD01	Social Analysis: Ministry in Social Context	100	10	
B40BD02	Worship and Liturgy	100	10	
B40BD03	Introduction to Pastoral Counselling	100	10	
B40BD04	Global Mission and the Pacific Today	100	10	
B40BD05	Fundamentals of Christian Education	100	10	
B50FD01	Methods in Contextual Theology (F)	100	10	
B50BD01	Christology	100	10	
B50BD02	Trinity	100	10	
B50BD03	Spirit, Church and Sacraments	100	10	
B50BD04	Explorations in Ecumenism	100	10	
B50BD05	Ethical Principles	100	10	
B50BD06	Theology and Science	100	10	
B50BD06	Introduction to World Religions	100	10	

6   Enrolment

If you are interested in enrolling for the Certificate, Diploma or BD, complete the relevant application form available from the PTCEE office or downloadable from the website **http://ptcee.ptc.ac.fj/**

A BD applicant wishing to study entirely through extension is subject to the same admission procedures as a BD student in residence or studying part-time. Feel free to contact the PTCEE office with any queries.

7   Fees

One-time Registration Fee   FJ$50

Certificate/Diploma courses   FJ$200

Bachelor of Divinity courses   FJ$600 (extension only)

Course materials are only issued on receipt of payment.

8   Recognition and encouragement

When a student has successfully completed 3 courses at Certificate level s/he earns one 'free' course. This can be claimed at any time: it does not have to be the fourth course. This also applies after successful completion of 3 Diploma courses.

When a student has successfully completed 9 BD by Extension courses, s/he earns one 'free' course, and similarly after successful completion of 19 courses. In practice, this means that the 10th and 20th courses are free of charge.

PTCEE offers this recognition and encouragement across the board, without discrimination. However, we encourage students whose financial circumstances are stronger to offer their 'free' course to others rather than claiming it for themselves. The PTCEE office receives requests for subsidies and financial support and this is one way we can help to meet them.

9   Contact us! We look forward to hearing from you.

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We believe in Theology for All for Life

Institute for Mission and Research
IMR
Certificate and Diploma Courses, and Professional Development

Brief History

The mandate for a programme on capacity building for mission was made at the Pacific Conference of Churches (PCC) General Assembly in Maohi Nui in 1997. In 1999, the God's Pacific People (GPP) was established as the capacity building for mission programme, by the Pacific church leaders and was mandated to PTC to administer and manage it. In 2008, the Pacific Theological College (PTC) Council approved the establishment of the Institute for Research and Social Analysis (IRSA), the research and social analysis programme for the college. With the endorsement of the PCC and PTC Executive Committees in 2016, the two programmes (capacity building for mission, and research and social analysis) were consolidated into one mission and research programme under the new institutional framework, Institute for Mission and Research (IMR) in 2017. The capacity building for mission trainings started in 2001 as professional development (PD) courses with the first training on 'business and finance management'. Building on more than ten years of experience, these PD courses were developed into certificate and diploma courses in 2015. These are delivered in-country through intensive training workshops of four weeks for the certificate courses and two weeks for PD. The latest publication by PTC was the 'Navigating Troubled Waters: Ecumenism in the Pacific since the 1980s', launched in July 2017.

Purpose

The primary purpose of the capacity building for mission and research is to serve the mission and research needs of the member Churches of the PCC and PTC. In a rapidly changing mission context in the region, it is vital that the churches are equipped with the information, knowledge and competencies, and skills and expertise to discern, analyse and address emerging issues that are affecting their people. While there are courses and trainings offered by secular institutions and civil society organisations, the uniqueness of the PTC capacity building for mission courses is their theological and biblical basis, and complemented by relevant secular insights, and methodologies and tools in the delivery of the courses. The future projection is to develop PTC's capacity

to enable it to offer a fully-fledged PTC academic programme on missiological studies and exchange; PTC as the regional ecumenical research centre; and the regional ecumenical focal point on communications, publications and conferencing.

Strategic focus
The strategic focus of IMR, the PTC courses it delivers and the research projects is 'Changing the Story (CTS) of Development in the Pacific'. This CTS focus is about intentionally focusing the design and delivery of the PTC courses and the research activities on 'changing the narratives' of the issues being addressed, and in doing so, relevant approaches and strategies can then be designed and actioned.

Certificates and Diploma in Capacity building for mission
Each of the certificate courses is an award at the academic skills level of Bachelor degree studies. These certificate awards are available in all three of the subject areas mentioned below. Each certificate course is at Level 5 with 40 credit points and involves 400 learning hours - 160 hours are covered by lectures in a four weeks workshop, and 240 hours are expected to be covered by students' reading and assignments.

The Diploma in Pastoral Counselling is a nested programme structure: Stage 1 leads to the award *Certificate in Pastoral Counselling (Foundational)*; Stage 2 leads to the award *Certificate in Pastoral Counselling (Advanced)*, and Stage 3 leads to the award *Diploma in Pastoral Counselling*. The learning hours, credits for each stage are as follows: Stage 1 (Certificate in Pastoral Counselling – Foundational): 400 learning hours; 40 credit points; Level 5. Stage 2 (Certificate in Pastoral Counselling – Advanced): 480 learning hours; 48 credit points; Level 6. Stage 3 (Diploma in Pastoral Counselling): 332 learning hours; 33 credit points; Level 6. Total: 1,212 learning hours; 121 credit points; Level 6.

- **Certificate in Social Analysis:** The realisation of social justice is a fundamental mission objective of the church. In addition to and complementing other mission objectives such as sustainable peace and prudent stewardship, social justice is essential to a society's progress towards 'life in abundance'. This course is an introduction to social analysis as a practical tool for linking faith with justice, peace and development issues in the various contexts of the churches'

mission work in the Pacific. Students will discuss why the church must be concerned about social issues. Attention will be focused on developing a practical methodology for social analysis, the different models of social change and development, and a range of possible pastoral responses. Students will be challenged to reflect critically on specific economic, political, religious and cultural context issues of church ministry in the Pacific Islands, and to design their own strategies for pastoral social action. The specific topics are: development, justice and peace; poverty and social justice; introduction to globalization; and, creative arts for change.

- **Certificate in Pacific Peacebuilding Training Intensive:** Training in peacebuilding raises awareness on what can be done to prevent, reduce, mediate and transform violent conflicts. This is essential to the attainment of peace as a key mission objective of the church and communities. This course is to meet this purpose. It provides information, skills and tools to help those who are involved in peacebuilding work respond confidently and substantively to given violent situations. The increasing prevalence in ethnic or tribal violence in some regional countries; poverty and inequality; violent crimes; family and gender-based violence, family breakdown and divorce, and their consequential traumas; political up-rising; and the social and psychological effects of climate change seem to indicate a state of deepening instability in the region. Specific topics are: introduction to peacebuilding and theology; conflict analysis, stress and trauma healing; restorative justice; and, conflict resolution and transformation.

- **Certificate in Leadership and Management:** This certificate introduces and grounds the practical learning on leadership and management on biblical and theological concepts on governance, stewardship and leadership. It provides space for the interface between the biblical narrative and indigenous perspectives on governance, and leadership

and management. It is customised to be relevant to church, family and community work. The course also ties leadership with social justice because the latter is a mission mandate for the church. It allows the students to broaden their awareness and sense of inquiry into social justice issues in their respective country contexts, and in the region. The course also provides a range of opportunities to learn practical skills in management, for example, in human resource, conflict and project management; finance management; project monitoring and evaluation; and, inclusive decision-making at various levels. The specific topics are: biblical principles of leadership and management; leadership and social justice; human resource, conflict and project management; and, finance management.

- **Certificate in Gender Voices for Dignity**
  The focus of this training is 'gender voices' and 'dignity'. The rationale is that both the contribution of women and men are required to end violence against women and children, and in the process realise the dignity of both. The GVD focuses on the counter stories in culture and religion to gender-based violence, and stories of men as advocates for women's dignity and wellbeing. It creates spaces and platforms for inclusivity, raises the 'silent voice of women' to be respectfully heard and creates awareness among men and women of our one humanity; that barriers invented over time through socialisation, unequal power and biblical misinterpretation can be challenged and changed for the good and well-being of our communities. GVD offers Conversation Cafes for Men to work and dialogue with other men on how best the issue on violence against women can be addressed. It seeks to build on positive life-giving masculinity through biblical reflections, male advocacy workshops and cross-gender discourse.

- **Diploma in Pastoral Counselling:** The diploma course equips those in church ministry with the basic knowledge and skills for pastoral care and counselling. The foundational certificate course introduces the different approaches and skills such as active listening, encouraging cues and many others to facilitate an ongoing healing dialogue. It

encompasses four weeks training on introduction to pastoral counselling 1; introduction to pastoral counselling 2; basic counselling skills – micro skills; and, introduction to human development and psychology. Successfully completing this foundational level certificate will advance the student to a certificate in Advanced Pastoral Counselling. This Advanced certificate level looks at introduction to narrative therapy; introduction to family therapy and just therapy; indigenous approaches to health and wellbeing in a cross-cultural context; and, theological perspectives on pastoral counselling A successful completion of this Advanced certificate will advance the student to the diploma course in pastoral counselling. The topics are: integrating narrative therapy in an indigenous framework; ethics, resilience, and self-care; and, practicums B and C, and mentoring. Practicums B and C apply the practice of skills, approaches and knowledge in pastoral counselling, and done under supervision. The students will be awarded the diploma upon the successful completion of this course.

English Language for Change course
The English learning course continues to be a need, particularly for the Churches in Maohi Nui (French Polynesia), Kanaky (New Caledonia) and West Papua, with regards to their internal capacity building on regional and ecumenical level of communication, and the need for advocacy on self-determination issues at the regional and international levels. The course will be further developed into an accredited certificate course within the PTC accreditation structure. The course will be offered for eight months to the churches in Maohi Nui, Kanaky, West Papua, and church related civil society organisations (CSOs). The structure is as follows: six months intensive classroom learning; one-month experiential learning (placements) in a village or in a church parish in an urban setting; two weeks breaks during the course; and two weeks of social analysis training. This training is to provide the students with the analytical and advocacy skills in social justice work which they can use when they return to their home churches and CSOs.

Personnel Exchange (PE)

The PE is a unique South-South initiative involving two-weeks to three-months placements of individuals sent to a different country by IMR at the request of a church (and occasionally, a church related CSO), either to build on a particular skill or to be a resource person in some technical area of need requested by a church. The PE enables participants to be 'change agents' in their churches, using skills that complement those imparted in the capacity building activities. There are two types of personnel exchange. One is the three-months placements for skills and experiential learning on the following issues: gender-based violence; communications; and resource conservation and management. The second type of placements is the two weeks to one-month placements on areas of technical need on the following areas of technical expertise: political self-determination; communications; finance systems, analysis and management; strategic programme planning; and policy analysis and design.

Regional research network on mission, and conferences, and research projects

- **Regional research network of church related research institutes**

  A regional research network on mission initiatives and social issues will be established with church related institutes and secular research organisations or institutes. The purposes of this research network are: (a) to provide up-to-date analysis and information on issues and trends of concern to the churches and Pacific communities; (b) provide a forum for interface between theology, social sciences and indigenous knowledge, both at the academic and experiential (practical) levels; (c) articulate alternative ways of perceiving country specific and regional issues; (d) share research activities, analysis, insights and present research findings; (e) present and discuss research findings in conferences that will be organised by the research network.

- **Climate change and psychological health in Kiribati.** This is a ten-month research project. It will involve the examination of climate change impacts such as increasing population density in urban areas, internal migration, loss of resources such as land and marine, and their impact on the psychological wellbeing of the people in Kiribati. The primary aim is to assist the churches in Kiribati with up-to-date information on which to

design or review their mission work on counselling, advocacy on environmental mitigation, and other social programmes they conduct. It will also contribute to the development and revision of IMR's pastoral counselling certificate course.

- **Social status of the family in Vanuatu.** This is also a ten-month research project. It proposes to examine the wellbeing and health of the family in an economic climate that is increasingly complicated and a social environment that is torn between the promised riches of a globalised world and the sustainability of identities. Vanuatu is an interesting case insofar as the status of the family if concerned. The vibrancy of its economy, buoyant by its tourism sector and political security on the one hand, and increasing disintegration of the family and traditional ties. This case study of the family is to assist the churches in Vanuatu with their family, youth and women projects and ministries. It is also important to the further development of the certificate courses, and to a longer term regional study on social progress of countries in the region.

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New Advisory Committee

The membership for the new Advisory Committee is as follows:
- Methodist Church in Fiji
- Catholic Archdiocese of Suva
- Anglican Diocese of Polynesia
- Presbyterian Church of Fiji
- Pacific Conference of Churches
- Pacific Regional Seminary
- Pacific Theological College Faculty
- PTC Executive Committee
- University of the South Pacific

> **Contact details** for GPP and RSA programs are listed on the inside cover of this Handbook. casimira@ptc.ac.fj

<u>Women's Fellowship Development Programme</u>
WFDP

The PTC Council is committed to the theological education of women and as such all women including those who come to the College with their husbands are encouraged to participate fully in the life of the College and make use of all the educational opportunities available through the College including academic studies through PTCEE and residential degree programmes.

Studies specifically designed for women were introduced at the College in 1980. We aim to integrate programme of studies for women to complement other existing educational opportunities at the college.

The College provides a nursery and pre-school at the Etina Havea Centre to allow both parents to take up studies.

1.   Purpose

The Women's Fellowship Development Programme aims to equip women for the different ministry challenges they will encounter as servant leaders in their churches and home communities. It can be taken together with PTCEE studies and therefore does not seek to replicate but rather complement PTCEE studies. What is offered is an integrated programme with four main streams:

⌘ **Spiritual Formation**; to develop practical leadership in worship & teaching;

⌘ **Practical Arts**; for church, community & income generating purposes;

⌘ **Capacity Building**; to develop essential technical skills for ministry purposes; and

⌘ **Skills for Mission**; to develop skills for ecumenical ministry in church & society.

Three awarded programmes are available within the Women's Fellowship Development Programme:

   i.   **Certificate in Women's Ministry Studies (CWMS),**
   ii.   **Certificate in Women's Ministry Studies and Theology (CWMST)**
   iii.   **Certificate in Practical Arts and Life Skills (CPALS).**

The first two Certificates (i. CWMS & ii. CWMST) are designed through integrating the four streams of study mentioned above whereas the third certificate (CPALS) is purely practical oriented skills and knowledge; all designed to meet the needs of the students for ministry life in the community and church context. All three certificates are delivered in such a way that the awards may be achieved within two years of study.

2.   Certificate in Women's Ministry Studies (2019, 2021, etc)

Semester	Code	Course Title	Hours
1A	W10RF01	Communication Skills: Computer Skills and English Skills (Year 1)	50
1A	W60RF01	Practical Arts (Year 2)	50
1B	W40RF01	Introduction to Counselling 1	50
2A	W40RF02	Advance Counselling 2	50
2B	D40RD01	Introduction to Preaching	50

Requirements for the CWMS award: eight (8) WFDP courses outlined below (one per Semester half).

Students taking this award may cross-credit up to four (4) WFDP courses from PTCEE courses. A PTCEE Course is normally worth two (2) WFDP Courses (e.g. WP's "Introduction to Counseling 1 and Advance Counseling" equals PTCEE's "Introduction to Pastoral Care" course.

C50RF01 Foundations of Theology and C50RD02 Foundations of Ethics can also be cross-credited to PTCEE.

The course on 'Communication Skills' is offered every year in Semester half 1A (for new students), together with a parallel course in 'Practical Arts' (for continuing students). Course offering may subject to change depending on the needs of the students and their educational background.

3. Certificate in Women's Ministry Studies and Theology (2019, 2021, etc)

Semester	Code	Course Title	Hours
1A	W10RF01	Communication Skills: Computer Skills and English Skills (Year 1)	50
1A	W60RF01	Practical Arts (Year 2)	50
1A	C50RD01	Foundations of Theology(Tutorial)	50
1B	W40RF01	Introduction to Counselling 1	50
1B	C50RD01	Foundations of Theology (Tutorial)	50
2A	W40RF02	Advance Counselling 2	50
2A	C50RD01	Foundations of Theology (Tutorial)	50
2B	D40RD01	Introduction to Preaching	50
2B	C50RD01	Foundations of Theology (Tutorial)	50

The CWMS award programme is an *alternative to the Certificate in Women's Ministry Studies*; it cannot be taken in addition to it. The CWMST involves the same eight WP courses as the CWMS, plus an additional two PTCEE courses: C50RD01; **Theology** (Year A), and C50RD02: **Ethics** (Year B). Each of these PTCEE courses will be accompanied by a two-hour tutorial once a week.

4. Certificate in Practical Arts and Life Skills - Year B (2019, 2021, etc)

Semester	Course Code	Course Title	Hours
1A	W60RF06	Recycling 2	50
1B	W60RF07	Carving and Printing	50
2A	W60RF08	Weaving	50
2B	W60RF09	Crochet	50

The CPALS award programme is offered in a two-year rotating-cycle. Requirements for CPALS awards: eight (8) courses listed above (one per semester half). Failure to complete all eight courses but more than four (4) courses will be awarded a Certificate of Participation. Students are encouraged to participate is all courses as this is a great opportunity for them to share their skills/knowledge, talents and experiences from the Pacific region.

5. Brief Course Descriptions: 3 Certificate Programmes

W10RF01 Communication Skills: Computer Skills & English Skills
Basic Word processing skills will be covered in detail to enhance the student's confidence in using Micro Soft Office Word. Microsoft Office Excel, Microsoft Office Publisher and Micro Soft PowerPoint will be taught in case the need arises for reports, assignments, letters or power point presentations. Classes can be separated under "Beginners" and "Advanced".
The student's ability to read, write and speak English is check through the use of past and present tenses, vocabulary, comprehension, essay writing even referencing.
The 'Communication Skills' course may be 'challenged' by means of an exam to demonstrate that the student has already acquired the skills taught in this course.

W60RF01 Practical Arts
Sewing, cooking, carving, printing weaving or recycling are options for this course depending on the student's choice of knowledge. This course is meant to introduce women to a variety of new practical arts skills. Also, to ensure the revival and maintenance of traditional indigenous art forms of the Pacific. What will be taught in this course depends on what the students might want to learn from the variety of handwork listed above.

W40RF01 Introduction to Counselling
Understanding the difference of pastoral care and pastoral counselling is important in the role of listening or reaching out to understand and help guide, sustain and heal one another. Focus of the course begins with self-awareness and learning and practising the basic skills of active listening to a conversation and different ways of responding for more understanding.

W40RF02 Advanced Counselling
Deepening our understanding of counselling heal, guide and reconcile people helps identify the needs of our own community and how to develop pastoral responses towards issues that we struggle within our own communities today. More practise of counselling skills and how to help young girls and women who are violated in daily life is crucial and self care for the counsellor is important in this kind of work.

D40RD01 Introduction to Preaching
Helping us to become better preachers and to listen to the preaching of others with knowledge and wisdom. The course explains reasons for preaching and what preaching is all about. Different types of sermons and different ways of presenting the gospel message will be discussed. You will learn how to prepare and preach sermons that communicate effectively.

C50RD01   Foundations of Theology
Thinking about what is most real and important in your personal faith journey, this course covers the major subjects' areas of theology: God, Jesus Christ, the Holy Spirit and the Church. It helps you understand how the church tradition reasons and experience affect your own theological thinking. You will become more aware of how your personal history, cultural values and traditions affect your understanding of God, Jesus Christ, the Holy Spirit and the church. It aims to provide new resources to help you live out your faith in your daily life.

W60RF06 Recycling 2
This course focuses on making earrings, flowers, flower vase, pot plants and other stuffs that can be made out of plastic bottles. The idea is to use up what can be rubbish in our homes and communities to create something nice that could be sold for money.

W60RF07 Carving & Printing
This courses aims to bring out the creativity in women in terms of style, colour and design. The ability to create one's own pattern and carve it on to stencil, wood or rubber for printing is unique and therefore encouraged. Important symbols and cultural designs are encouraged for it portrays ones identity.

W60RF08 Weaving
This course focuses on weaving bible covers, purses, place mats and small mats for family use. Pandanus mat or *voivoi, vau*, ribbon and plastic are materials that will be used for weaving.

W60RF09 *Crochet*
This course aims to introduce women to the Melanesian art of crocheting Bilum bags or purses. Items for crochet include the following, doileys, door mats and pillow case edges as well as table clothes edges.

6.   Prizes
One academic prize is awarded to final a year student or students of the Women's Fellowship Development Programme who has shown excellent effort, skills and determination throughout the two years. The award is Jean Bell Prize for Significant Achievement.

7.   Applications

Applications and enrolment for each course must be done via the Registrar's Office at the same time enrolments for other PTC Programs takes place.

8.   Course Fees

For private or outside students, fees must be paid to the Finance office on the first day of class.

Fees for Certificate in Women's Ministry Studies
4 Core courses	FJ$1165.00
SBA Fee	FJ$45.00
Library Fee	FJ$50.00
IT Fee	FJ$100.00

Fees for Certificate in Practical Arts & Life Skills

Recycling	FJ $265.00
Carving & Printing	FJ$350.00
Weaving	FJ$350.00
Crochet	FJ$350.00
SBA Fee	FJ$45

Contact detail for WFDP is listed on the inside cover of this Handbook.
wfdp@ptc.ac.fj Mobile: +679 8061159 or 7494349

GENERAL INFORMATION FOR CANDIDATES AND SPONSORING CHURCHES

APPLICATIONS

Churches which intend to send students to PTC as full-time residential students must plan to do so well in advance of the time they wish the students to enter the college. The first priority at PTC is to serve the needs of all the participating churches. However, qualified persons who apply with sponsorship from non-participating churches may be admitted. Application forms and Handbook are available from the Registrar.

Closing Date for Applications: The completed forms, including the necessary supporting documents, should be sent to the College Registrar early enough to arrive in Suva before 15th October of the year prior to the year of intended admission.

The College will inform churches about the acceptance or non-acceptance of applicants before the end of November. If a church wishes to repeat an application which previously was not accepted, the Registrar's Office should be informed before 15thOctoberand any new information regarding the student should be sent.

Transcripts/Class Records: A record of all the previous course work beyond the secondary or high school level and/or at the denominational college together with a key to its interpretation must be submitted at the time of application. The transcripts should indicate the classes taken, grades given, and the dates of study. In addition to helping determine entry, transcripts help the adviser in planning the student's programme. When students will be sitting examinations in November, results should be communicated to the P.T.C. so that the transcripts sent to the College can be suitably updated.

REPORTS

The College will send an annual report on each student to the sending church authorities.

COLLEGE FEES

The College Council has implemented some of the Financial Resolutions and the sending Church (or the funding body which has accepted financial responsibility for the student) is requested to fulfil the following conditions:

- Students' fees must be paid in advance at least 50% on January 31and the balance by June 30. Students whose fees are outstanding by the end of February and the end of July shall be suspended from classes. Suspension will cease once the amount due is paid. If the outstanding fees are not paid by March 31 and August 31, the student's studies will be terminated, and they will be asked to leave the College.

- That a student shall not be accepted for the following year of his or her studies unless all the arrears in fees and other expenditures are fully paid. Also the academic transcript will not be released. Or in the case of a final year student, he or she will not graduate and academic transcript will not be released unless the arrears in fees and other expenditures are fully paid.

IMMIGRATION

Application forms for permits from the Government of Fiji allowing the students' spouses and families to enter and reside here in Fiji will be sent together with the 'acceptance letter'. Students themselves will be allowed to enter Fiji when they show immigration officers their acceptance letters from PTC. These applications, with proper supporting documentation, (**TWO** [2] passport size photographs of each person in the family, police reports for student and spouse, marriage certificate, medical certificates for each person in the family **(3 months validity at the time of lodgement),** birth certificates (**for each child**). All these supporting documents should be returned to the College Registrar's office as soon as possible so the submission to the Fiji Immigration office to be done early as possible. **School records** and **Transfer letters** for each child for whom a place is needed in a nearby primary or secondary school also be sent to the Registrar's office.

For travel to Fiji, students and members of his/her family **must** have:

- A passport valid for three years.
- A letter from PTC granting admission to the College.
- Fiji Residential permits.

The Immigration authorities in Suva require that the College sign a bond guaranteeing the return fare. The College therefore requires each student and members of his/her family to come with **return tickets**.

TRAVEL

- The Church is requested to arrange and pay for the passage of students to and from Suva. Travel itineraries should be sent to the Registrar's office three weeks before the exact date of travelling.

- At the end of a student's final year the College will arrange for passages for the student and his family (using the return-tickets referred to above). The supporting Church is responsible for freight charges.

SUMMER VACATION

- The fees which students pay cover only the 42 weeks of the academic year. The Church or sponsoring body therefore has two options:

1. To pay the air fares for the student and family to return home; or

2. To provide living expenses for the student and family to remain at the College. The College will provide a detailed account of the expenses that must be met, including accommodation fees and food allowance. These will be set at the same rate as is charged during the 41 weeks of the academic year.

- At the end of the second year, BD students are expected to return home for the long vacation to undertake field research for their final-year projects. Similarly, MTh. students are expected to return home at the end of their first year in order to work on their theses. The Church can choose whether to provide air fares for the whole family to return home, or to provide one air fare for the student and living expenses for the family members remaining at PTC.

PERSONAL BELONGINGS

- Sheets, blankets, pillow cases, mosquito nets, window curtains, towels are to be provided by the student.

- Bedding (mattress & beds), cooking and eating utensils will be supplied by the College.

RELATIONSHIP OF STUDENT WITH HOME CHURCH

The General Secretary of the home church is urged to keep in touch by correspondence with students sent from the church, so that students may feel that their association with the home church continues through their college life.

MEDICAL EXPENSES AND SUPERVISION

Students should consult their local doctors and follow their advice. (Everyone should be vaccinated against tetanus.) The College cannot be held responsible for sickness contracted while students and their families are resident in Suva. The College undertakes to care for minor medical needs of the students equivalent to the Medical Fees paid. However, where there is any major expenditure involved, the sending Church will be responsible and will be so advised.

ARRIVAL

Some weeks before arriving in Fiji, students should write and give their flight number and expected time of arrival at Nausori airport. A College representative makes every effort to meet **new students arriving for the first time.** (However, it is always possible to hire a taxi in order to reach the College "at the corner of Vuya Road and Queen Elizabeth Drive, Veiuto, Suva.") Notification of last minute changes should be given by telephone, fax or e-mail to the College Principal or Registrar. (See inside cover page for e-mail address, fax and telephone number.) If possible, students should purchase some Fijian currency before arriving.

COMMUNITY GUIDELINES

INTRODUCTION

Living in a community such as ours can be enriching but also very demanding. We come from so great a variety of backgrounds that living side by side can be difficult. Self-discipline, cooperation, and maturity are expected from all members of the community. These rules provide some essential guidelines to point in the direction we wish to go and to safeguard the Christian character of the community. But the rules are a minimum statement. We need to go beyond them avoiding behaviour which is hurtful or offensive to others, and striving to build a truly Christian community.

COMMUNITY LIFE
- Noise should be controlled. Radios, musical devices and television sets should **not** be played loudly. Be careful **not** to disturb your neighbours at night or early in the morning. Fireworks are not permitted at any time.
- Self-control and moderation are to be exercised in all things. Drunkenness and all other forms of excess and violence to the person are unacceptable.
- Parents should make sure their children are **not** causing damage or being a nuisance.
- Students who wish to bring additional member of his/her family **should** inform the Principal and then the Registrar for immigration purposes.
- Students of both sexes will be expected to behave with moral integrity.

COLLEGE PROPERTY
- Children and adults **must not** damage College property, e.g., motor cars, mosquito screens, paint-work, buildings, furniture, etc.
- Any deliberate damage will have to be paid for by those responsible for it.
- Furniture **must not** be moved from rooms, flats or houses without permission.
- No book, periodical, or other material should be removed from the library until it has been properly issued at the library desk.
- Washing and video machines may be used in student flats if the student is prepared to pay an additional charge as a contribution towards the extra electricity consumed. (A suitable arrangement **should** be made with the DOF).
- No animals / pets are allowed.
- Household rubbish **should not** be placed beside the road except on Tuesday, Thursday, and Saturday mornings, and **only in the rubbish bins** provided. Care should be taken in the disposal of casual rubbish such as plastic bags, ice-cream containers and cigarette packets, in order to keep the campus beautiful, reduce mosquito-breeding, and avoid blocking the drains.

STUDENT HOUSING POLICY

All students **must** be housed on the PTC Campus, as resolved by the College Council, with certain exceptions at the discretion of the Principal.

➢ Married students [families] are permitted to bring only three children with them, as resolved by the College Council, except in consultation with the Principal.

➢ Students, who occupy a two-bedroom flat, **must** occupy the same flat throughout his/her studies at PTC.

➢ Any vacant flat or room will remain as the property of the College, and shall **not** be used by students.

➢ College guests may occupy any vacant married flat or single room at the discretion of the Student Housing Committee and the Principal.

➢ For the renting out of vacant married flats or single rooms, the Principal will decide on suitable tenants to safeguard the welfare of the PTC Community.

➢ If a student flat or room is rented to outside tenants, the rental must be at the same rate as the PTC students' accommodation fees. Any exception to this clause **must** be approved by the Principal.

➢ Outside tenants who are renting PTC single rooms or flats are encouraged to participate in the community life of the College.

➢ Students must leave the flat/house as you found it when you first occupied it.

VISITORS

Visitors to the College are welcomed, but:

➢ Permission **must** be granted by the Principal if student families or single students wish to have guests stay with them. Such visits should be no longer than a week. This **rule** is necessary to protect students and to prevent extra expense to the College.

➢ All visitors must leave the College campus by 12.00 midnight.

LOST PROPERTY

Any lost property found on the campus should either be handed back to its rightful owner/owners or else handed in without delay to the office. Property found in this way should be notified on the notice board.

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THE COLLEGE LIBRARY

Library Mission Statement

To provide and manage information resources to support the Pacific Theological College in its work of theological education, professional ministry training, and public theological discourse.

Library History

The George Knight Library was officially open in 1966 and is named after the first Principal of the College, the Reverend Dr George A. F. Knight. The Library holds approximately 30,000 volumes which include resources in General, Reference, Pacific Research Materials, Thesis, Periodicals and Closed Reserved collections. It seats more than 35 readers in the main Library area, including a special room for 2nd year masters students who are provided with study carrels each; an environment conducive for theses writing. The Library uses Liberty v5 which is integrated with ATLA Religion Database with ATLA Serials for the Federated Search. Dewey Decimal Classification System and Sears List of Subject Headings are being used for cataloguing purpose. The Library Catalogue is accessible from outside of PTC. Please refer to the Pacific Theological College website Homepage for the URL address for accessing the Library Catalogue.

Admission

Use of the library and registration are conditional upon compliance with the regulations and rules of the library as set by the librarian in consultation with the College administration and the Library Advisory Committee. The library serves the students and their spouses, faculty and staff of PTC, part-time and extension students of PTC, members of the PTC Council and Executive and the public as external borrowers as approved by the librarian.

The Library is open to any users/researchers to do their research on the areas of Pacific Theological Education.

Borrowing Regulations

- Loan period is for a period of one month with one renewal.
- Reservations may be placed on resources on loan. Borrowers will be notified when the material is returned to the Library.
- Materials on loan can be recalled by the Librarian and the item is expected to be in the library within 2 days from the date of recall. Reference, Closed Reserves and Strong Room collections are to be used in the library only and these cannot be borrowed.
- Borrowers are responsible for cost for damaged or lost of books loaned to them.
- All books are to be either returned or renewed before the due date to avoid overdue fines.
- PTC students are expected to return all the books loaned to them before leaving the College. Holiday loans are subject to the librarian's approval.
- Books obtained on interlibrary loan are subject to the conditions and loan periods of the owning library.

Library facilities

- Photocopying services – students are given a code to use the photocopier and the sum is deducted from their book allowance accordingly. Non registered users are requested to ask the Library staff for this service which incurs a small fee for the number of pages used for photocopying.
- Scanning – This service is provided free of charge. Users are requested to liaise with the Library staff first before performing this service.
- Interlibrary loan (ILL) services are available. Please proceed at the issue desk or liaise with the Librarian for this service.

Library Opening Hours

Opening Hours	
Semesters	
Monday – Thursday	8:45am - 6:00pm
	7:30pm - 10:00pm
Friday	8:45am - 4:00pm
Saturday	9:00am - 1:00pm
Sundays and public holidays	Closed
Breaks	
Monday – Thursday	8:30am – 4:30pm
Friday	8:30am – 4:00pm
Weekends and public holidays	Closed

Etina Havea KINDERGARTEN

The Centre was established to:
- ➢ Provide care for babies, toddlers and pre-school children.
- ➢ Involve itself in the training and nurturing of children from PTC and the wider community, as part of PTC's mission.
- ➢ Be an observation and demonstration centre for Christian Education and Early Childhood development.

The Centre is extremely well-equipped. It can accommodate 50 children in the kindergarten, and 10 in the nursery.

Operating Hours: 8.00am–4pm
The Centre is open 15 minutes earlier in the morning for those who need to leave their children before 8am.

Fees (2019)
Fees are payable on enrolment day as mentioned on the enrolment form. For the full fee schedule, please see the 'Fees' section at the end of this Handbook.

What Children Need
Healthy food/drinks for snacks. A change of clothes in case of accidents.

PTA
Parents are encouraged to become part of the Parent-Teacher Association. Meetings are usually at 5.30 pm, to allow working parents to attend. You will be informed of the meeting dates by the Kindergarten Teacher, usually once a term.

Contact
Mail: The Director, Etina Havea Kindergarten, Pacific Theological College, PMB, Suva.

Phone: 3311100; extension 159
Fax: 3301728
Email: kindergarten@ptc.ac.fj or sanjeet.singh@ptc.ac.fj

Krüger Computer Centre

The PTC Computer Centre was established in 1997 through funding from the Northelbian church in Germany and the efforts of Dr. Wolfgang Kruger. The Centre provides the students and staffs of PTC with computer training, access to email, the internet, and other computer related services. The Computer centre contains seven PCs and a network printer. The network is also connected to the Library Wi-Fi so students with laptops can access email, Internet, library catalogue and the printer from their own computer.

Every staff member and the student enrolled in a residential course are entitled to an email and computer access accounts. First-year students are required to take computing skills and word application courses. These courses are taught by the Computer centre staff. The advanced word application workshops are also available for MTh and PhD students and other writing dissertations or projects.

Computer Centre staff members are responsible for the day-to-day care of the whole PTC computer network, including the email and finance systems. It is from this Centre that the College's computer network of about 55 PCs is managed. The Centre provides file management and storage, data backup, printing, website management, email services, finance systems, as well as internet access and technical support across the network.

Hours of Operation
Monday - Thursday: 8:00am - 4:30pm
Fridays: 8:00am - 4:00pm
Students have 24-hour access to the lab.

Jovili Meo Mission Centre

Hosting a conference? Conducting a workshop? Holding a meeting? Our Mission Centre is available for hire at affordable rates.

Conference Facilities

We have two spacious conference rooms seating 30 people each, which can be combined to seat 60 plus. The conference rooms can be hired separately at a low rate, including use of restrooms and kitchen. There is an office and a staff available to assist you during normal business hours should the need arise. Equipment such as LCD Projector, Laptop, Sound System, Flipcharts and Pin boards are available. A photocopier is available at the College with a charge of 20 cents per page. When confirming your bookings, please inform the Centre's personnel of all the equipment you might require. An upfront 50% deposit is required to confirm bookings.

Accommodation

Accommodation is available in 14 double bedrooms with shared bathroom facilities and a VIP room (a single room larger than the double bedrooms, with its own bathroom facilities). 12 VIP Rooms are under construction. Buffet meals can be provided if three days' notice is given. There is a leisure room where you can enjoy a good view of the sea, and a spacious dining hall. The Centre also has a Quiet Room with a computer where you can access email and Internet. A kitchen is also available where you can make your coffee, tea or Milo and there is

provision for heating food should you decide to have late meals. Bed linen and towels are provided. The Centre also provides a washing machine and a pay phone. The VIP room has its own bathroom.

Other Facilities

A tennis court, a volley ball court and a soccer field are adjacent to the Centre and arrangements can be made to use the facilities. Bookings for the tennis court should be made with the PTC Administration office a day before use. For meditation, there is our PTC Chapel nearby. The PTC Library, Canteen and Bookshop are all in a walking distance. Our meeting house; the *Fofola e Fala: Havea Latukefu* can be booked for an additional charge. There are excellent connections to downtown Suva by bus or taxi or you can reach the centre of Suva by walking an enjoyable 40-minute stroll along the seawall. Should you wish to hire our Mission Centre, please confirm your booking with us a month before the actual hiring dates and supply us with your Participants' List and Programme.

Costs

Listed below are the Centre's effective rates in Fiji dollars.

Accommodation	
Single Room	$50 per day
Double Room	$90 per day
VIP Room	$95 per day
Meals	
Breakfast	$9 per head
Morning Tea	$7 per head
Lunch	$11 per head
Afternoon Tea	$7 per head
Dinner	$13 per head
Buffet	$15 per head
Conference Room *(Including kitchen, dining room & restrooms)*	
One Conference Room	$300 per day; $150 half-day
Both Conference Rooms	$450 per day; $225 half-day
Quiet Room (max. 8 people)	$80 per day
Lounge	$400 per day; $250 half-day

Equipment	
Multimedia Projector	$120 per day
Multimedia Projector & Laptop	$150 per day
Sound System	$75 per day
Other Facilities	
Internet/Email: $25 per day for groups in residence	
$20 per day for groups not in residence	
$10 per day for individuals	
Personal Laundry: $8 per load	

For more information and bookings please contact:

Ms. Arieta Tirikula (JMMC Manager)

Telephone :(+679) 3311100; Ext: 114
Mobile: (+679 9723811
Fax: (+679) 3301728
Email: jmmc@ptc.ac.fj
mission_centre@ymail.com

College Fees Schedule: 2019

Every effort has been made to ensure that the information contained in this Handbook is correct at the time of going to press. However, the College reserves the right to make corrections at any point.

The following tables list tuition and associated fees for students in different programmes.

A separate table at the end lists fees and allowance relating to living costs, which are always the same, regardless of the student's academic programme.

Please note that living allowances, and related costs are calculated on the basis of flat occupation for 42 weeks per year.

Abbreviations:

- **(p/c)**: per standard 100 learning hour course;

- **(p/a)** per annum / year;

- **(p/m)** per month;

- **(p/h)** per hour;

- **(n.a)** not applicable.

PHD STUDENT FEES 2019 (FIJI $)			
	Full-time, Residential Student (p/a)[4]	Part-time students, usually non-residential[5]	
Tuition fee	19,250.00	11,556.00	p/a
Library fee	935.00	495.00	p/a
Computer fee	655.00	352.00	p/a
Book allowance	1,540.00	optional	p/a
Research and Travel Fund Yr.1	4,400.00	optional	p/a
Research and Travel Fund Yr.2	4,400.00	optional	p/a
Medical fee	2,500.00	optional	p/a
SBA fee	45.00	22.00	p/a
Accommodation fee: 1 bdrm flat: 650.00 (p/m); 2 bdrm flat: 1,000.00 (p/m) (depending on family size)	7,800.00 / 12,000.00	n/a	p/a
Food allowance	4,287.00	n/a	p/a
Expense allowance	1,328.00	n/a	p/a
Settle-in allowance	1,100.00	optional	Yr. 1 only
Immigration Fee: application and issue (not for citizens of Fiji)	374.00	374.00	If required
Immigration fee: police clearance (not for citizens of Fiji)	171.00	171.00	If required
Registration fee (once)	110.00	110.00	Year 1 only
Thesis preparation fee: printing, binding, etc. (final year only)	1,100.00	1,100.00	Final Year only
Printing of presentations/drafts	220.00	220.00	p/a
PhD examination fee[6]	11,000.00	11,000.00	Final Yr. only

The total amount charged will depend on whether the student is accompanied by the spouse or not, as well as the number of children at either pre-school age or school age. Fees, allowances, etc. for spouses & children are listed further below.

[4]The minimum duration of full-time studies for the PhD degree is three years. *However, many PhD students will need four, five, or even six years to complete the programme.*
[5]The minimum study period for a part-time PhD student is five years, but it may take up to 8 years. The tuition fee for part-time PhD students is calculated on the basis of 3x/5=y, where y is the annual part-time tuition fee, and x is the annual full-time tuition fee.
[6]The PhD examination fee covers airfares, housing, meals and other expenses of the examiners and the College. If the full amount is not used, the remainder will be returned to the sponsor.

MTH STUDENT FEES 2019 (FIJI $)			
	Full-time, Residential Student (p/a)[7]	**Part-time students attending some courses on campus**	
Tuition Fees	15,417.00	1,029.00	p/c
Library Fees	655.00	354.00	p/a
Computer Fees	655.00	354.00	p/a
Text Books	1,320.00	optional	
Research and Travel Fund	1,100.00	optional	
Medical fees	2,500.00	optional	
SBA Fees	45.00	22.00	p/a
Accommodation fee: 1 bdrm flat: 650.00 (p/m); 2 bdrm flat: 1,000.00 (p/m) (depending on family size)	7,800.00 / 12,000.00	n/a	
Food allowance	4,287.00	n/a	
Expense allowance	1,328.00	n/a	
Settle-in allowance	1,100.00	n/a	Yr.1 only
Immigration Fee: application and issue (not for citizens of Fiji)	374.00	If required	
Immigration fee: police clearance (not for citizens of Fiji)	171.00	If required	
Registration fee (once)	110.00	110.00	
Thesis preparation fee: printing, binding, etc. (final year only)	825.00	825.00	Final year
Printing of presentations / drafts	440.00	440.00	Final year

The total amount charged will depend on whether the student is accompanied by the spouse or not, as well as the number of children at either pre-school age or school age. Fees, allowances, etc. for spouses & children are listed further below.

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[7]The minimum duration of full-time studies for the MTh degree is two years.

PGDIPL STUDENT FEES 2019 (FIJI $)			
	Full-time, Residential Student (p/a)[8]	**Part-time students attending some courses on campus**	
Tuition Fees	15,417.00	1,029.00	p/c
Library Fees	655.00	354.00	p/a
Computer Fees	655.00	354.00	p/a
Text Books	1,320.00	optional	
Research and Travel Fund	1,100.00	optional	
Medical fees	2,500.00	optional	
SBA Fees	45.00	22.00	p/a
Accommodation fee: 1 bdrm flat: 650.00 (p/m); 2 bdrm flat: 1,000.00 (p/m) (depending on family size)	7,800.00 / 12,000.00	n/a	
Food allowance	4,287.00	n/a	
Expense allowance	1,328.00	n/a	
Settle-in allowance (Yr. 1 only)	1,100.00	n/a	Yr. 1 only
Immigration Fee: application and issue (not for citizens of Fiji)	374.00	If required	
Immigration fee: police clearance (not for citizens of Fiji)	171.00	If required	
Registration fee (once)	110.00	110.00	
Printing of presentations / drafts	440.00	440.00	

The total amount charged will depend on whether the student is accompanied by the spouse or not, as well as the number of children at either pre-school age or school age. Fees, allowances, etc. for spouses & children are listed further below.

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[8]The minimum duration of full-time studies for the PgDip is one year.

BD(HONS) STUDENT FEES 2019 (FIJI $)

BD Hons (36 Courses, incl. thesis)	Full-time, Residential Student (p/a)[9]	Part-time student attending some courses on campus	
Tuition Fees	11,860.00	988.00	p/c
Library Fee	490.00	272.00	p/a
Computer Fee	655.00	354.00	p/a
Text Books	1,320.00	optional	
Medical fee	2,500.00	optional	
SBA Fee	45.00	22.00	p/a
Accommodation fee: 1 bdrm flat: 650.00 (p/m); 2 bdrm flat: 1,000.00 (p/m) (depending on family size)	7,800.00 / 12,000.00	n/a	
Food allowance	4,287.00	n/a	
Expense allowance	1,328.00	n/a	
Settle-in allowance (Yr. 1 only)	1,100.00	1,100.00	If required
Immigration Fee: application and issue (not for citizens of Fiji)	374.00	374.00	If required
Immigration fee: police clearance (not for citizens of Fiji)	171.00	171.00	If required
Registration fee (once)	110.00	110.00	
Thesis preparation fee: printing, binding, etc. (final year only)	440.00	440.00	
Printing of presentations / drafts (final year only)	110.00	110.00	

The total amount charged will depend on whether the student is accompanied by the spouse or not, as well as the number of children at either pre-school age or school age. Fees, allowances, etc. for spouses & children are listed further below.

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[9]The minimum duration of full-time studies for the BD (Hons) degree is three years.

BD STUDENT FEES 2019 (FIJI $)			
BD (28 courses)	**Full-time / residential Student (p/a)**	**Part-time students attending some courses on campus**	**Extension Students (study only by extension: PTCEE)**
Tuition Fees	9,224.00	988.00p/c	572 p/c
Library Fees	490.00	272.00p/a	55.00 p/a (optional)
Computer Fees	655.00	354.00p/a	55.00 p/a (optional)
Text Books	1,320.00	Optional	included in tuition fees
Medical Fees	2,500.00	Optional	n/a
SBA Fees	45.00	22.00	22.00 p/a (optional)
Accommodation fee: 1 bdrm flat: 650.00 (p/m); 2 bdrm flat: 1,000.00 (p/m) (depending on family size)	7,800.00 / 12,000.00	n/a	n/a
Food allowance	4,287.00	n/a	n/a
Expense allowance	1,328.00	n/a	n/a
Settle-in allowance (Yr. 1 only)	1,100.00		n/a
Immigration Fee: application and issue (not for citizens of Fiji)	374.00		If required
Immigration fee: police clearance (not for citizens of Fiji)	171.00		If required
Registration fee (once)	110.00		110.00

The total amount charged will depend on whether the student is accompanied by the spouse or not, as well as the number of children at either pre-school age or school age. Fees, allowances, etc. for spouses & children are listed further below.

FEES AND ALLOWANCES (2019): STUDENTS' SPOUSES & CHILDREN (FIJI $)			
Spouse			
Tuition fee: WFDP	1,360.00		
Food allowance*	4,287.00		
Expense allowance*	1,328.00		
Immigration Fee: application (not for citizens of Fiji)	374.00		If required
Immigration fee: police clearance (not for citizens of Fiji)	171.00		If required
School Child (secondary school age, c. 14-20 years)			
Food allowance*	2,607.00		
Expense allowance*	990.00		
Immigration Fee: application& issue (not for citizens of Fiji)	374.00		If required
Immigration Fee: police clearance (if 18yrs and older)	171.00		If required
School Child (primary school age, c. 6-13 years)			
Food allowance*	2,607.00		
Expenses allowance*	990.00		
Immigration Fee: application & issue (not for citizens of Fiji)	374.00		If required
Pre-school Child (c. 0-6 years)			
Food allowance	2,170.00		
Expense allowance	178.00		
Kindergarten & Nursery fees: enrolment & levy	55.00		
Kindergarten & Nursery fees: Half-day fee	1,074.00		
Kindergarten & Nursery fees: Full-day fee	1,932.00		
Immigration Fee: application (not for citizens of Fiji)	220.00		if required

*Expense Allowances - 10 Months – February to November
*Food Allowances – 10 Months – February to November - 21 Fortnights

The total amount charged will depend on whether the student is accompanied by the spouse or not, as well as the number of children at either pre-school age or school age.

Every effort has been made to ensure that the information contained in this Handbook is correct at the time of going to press. However, <u>the College reserves the right to make corrections at any point</u>.

Please note: All sponsors for students are requested to deal directly with students for Living and Food allowances from 2013 onwards. The figures indicated in our schedule are indicative / tentative and can be used as a guide. The determination of the actual allowance to be remitted is at the discretion of the sponsors. This was endorsed by the Executive meeting in November 2012.

<u>**Other Fees:**</u>

Specific Admission Fees:
- For Students from non-supporting Pacific Churches   FJD 1,245.00
- For Students from outside the Pacific Region   FJD 6,958.00

(These fees are in addition to the usual tuition fees and can be pro-rated for students who study less than full year).

- Late Registration Fees   FJD 72.00

Additional Curriculum Fees (compulsory for identified students):
- Remedial English Couse   FJD 127.00 (per half semester)

Audit Courses:
- Auditing any BD courses   FJD 253.00 (per audit course)

Thesis Writing (applied to BD Hons. students only):
- Part-time tuition fee for BD Hons. Thesis   FJD 792.00 (per half semester, as per above break-down)

Thesis Supervision (applied to PhD students only):
- Part-time supervisory session fee for PhD. Thesis   FJD 55.00 (per hour) (as per above break-down)

Thesis Supervision (applied to MTh students only):
- Part-time supervisory session fee for MTh. Thesis   FJD 50.00 (per hour)

Fee Policy

- The Church (or other funding body which has accepted responsibility for student fees) is requested to forward to PTC that total amount due by the beginning of each academic year (end of January or beginning of February).
- However, in case, any of the responsible Church or overseas funding body is unable to meet the beginning of the year deadline (due to unavoidable circumstances), then, they must make a payment in advance **at least 50% before the end of Januaryand the balance (the other 50%) by June 30th** of the same academic year. The College Council resolution in relation to College Fees, which has been effective and enforced since 2011 is as follows: **"*Students' fees must be paid in advance, at least 50% by 31st January and the balance by June 30th. Students whose fees are outstanding by the end of February and the end of July shall be suspended from classes. Suspension will cease once the amount due is paid. If the outstanding fees are not paid by March 31st and August 31st, the student's studies will be terminated, and will be asked to leave the College".*
- A student must not be accepted the following year of his/her studies, unless all arrears (fees & other expenditures) from previous year are fully paid.
- Students who start part-way through an academic year will be charged a proportion of the relevant annual fees.
- The charges listed above cover only the 42 weeks of the academic year. A charge based on one forty-secondth (1/42) of the yearly accommodation fee will be levied for each adult for each week of the summer vacation that he or she wishes to remain at P.T.C. The normal food allowance for each family must also be paid by the funding body for the vacation period. The Director of Finance will submit a statement regarding vacation expenses for each family to the church concerned.

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STUDENT LIST – 2019

DOCTORAL PROGRAMME

Marie Ropeti (offshore)	**PCANZ**	**New Zealand**
Nicodemus Sopepa	EKT	Fiji
Siu Vaifale	CCCS	Samoa
Savenaca Vuetanavanua	MCFR	Fiji
Taniela Balenaikorodawa	MCFR	Fiji
Marc Pohue	EPM	Tahiti
Michael Kafonika	MCFR	Fiji
Ruteru Temboa (offshore)	KUC	Kiribati
Fox Mark	ACOM	Solomon Island
Stephen Kapu	ACOM	Solomon Island
Piula Samuela	MCS	Samoa
Geraldine V. Wiliame (p/t)	MCF	Fiji

MASTER OF THEOLOGY
SECOND YEAR

Biblical Studies		
Billy Wetewea (OT)	EENC	New Caledonia
Keebwa Timau (OT)	KUC	Kiribati
Tieem Meetari (NT)	KUC	Kiribati
Sitivi Kamu Wright (NT)	MCS	Samoa
Isoa Vatanitawake (NT)	MCFR	Fiji
Kagiso Samuel (NT) p/t	COSI	South India
Theology & Ethics		
Ben Wea	ACOM	Solomon Island
Craig Masaniai	CCCAS	American Samoa
Leinamau Seru	PCV	Vanuatu
Charles B. Aru	ACOM	Solomon Island
Abeg Bubun	ELCPNG	Papua New Guinea

Church Ministry		
Napolioni Silatolu (p/t)	MCFR	Fiji
Leslie Vedoko	UCSI	Solomon Island
Charles Fox Anita	ACOM	Solomon Island

Church History		
Tutoatasi Toalima	CCCS	Samoa
Clarke D Stowers	CCCS	Samoa
David T. Kapu	ACOM	Solomon Island

FIRST YEAR

Theology & Ethics		
Etele Tele Falealii	CCCAS	Am Samoa
Tikeri Biriata	UCSI	Solomon Is
Esera Esera	CCCS	Samoa

Church History		
Leslie Boroko	ACOM	Solomon Island
Leuelu Setu	CCCS	Samoa

Church Ministry		
Saiasi Kawa	MCF	Fiji
Sauileoge Pouli	MCS	Samoa

Postgraduate Diploma in Theological Studies		
Sakiong Sanangke (CH)	ELCPNG	Papua New Guinea
Marika Bale (CH)	MCF	Fiji
Sioeli V. Sipaisi (CH)	FWCT	Tonga
Livingstone Feleti	EKT	Tuvalu

BACHELOR OF DIVINITY
(Hons/Ordinary)

YEAR THREE

Daisy Maelanga	UCSI	Solomon Is
Sainimili D. Baisagale (p/t)	MCF	Fiji

YEAR TWO

Lewis I. Tutairi	EPM	Maohi
Teari Karibarenga	KUC	Kiribati
Tobora Tamatone	KUC	Kiribati
Freda Muna	UCSI	Solomon Island
Clarence Adopae	UCSI	Solomon Island

YEAR 1

Mereti Rabonu	ADOP	Fiji
Henri Simmons	ADOP	Fiji

BD BY PTC EXTENSION EDUCATION

Sagaga Safega	EKT	Tuvalu
Tupou Numela	EKT	Tuvalu
KilioniTuitubou	MCFR	Fiji
Ben Tosiro	ACOM	Vanuatu
IlikenaTomasi	MCFR	Fiji
Fane Lino	EDOH	Hawaii
Jone Saraqia	MCFR	Fiji
Grace Gereniu	ACOM	Solomon Is
Iliesa Draunidalo	MCR	Fiji
Anthony K Maelasi	ACOM	Solomon Is
Peni Tawake	MCR	Fiji

WOMEN'S FELLOWSHIP DEVELOPMENT PROGRAMME

Clenes Aru	ACOM	Vanuatu
Ellen F. Wea	ACOM	Solomon Island

Abbreviations

ACOM	Anglican Church of Melanesia
ADOP	Anglican Diocese of Polynesia
CCCAS	Congregational Christian Church in American Samoa
CCCS	Congregational Christian Church in Samoa
COSI	Church of South India
EKT	Ekalesia Kelisiano Tuvalu
EDOH	Episcopal Diocese of Hawai
EPM	Etaretia Porotetani Maohi
ELCPNG	Evangelical Lutheran Church of Papua New Guinea
FWCT	Free Wesleyan Church of Tonga
KUC	Kiribati Uniting Church
MCF	Methodist Church in Fiji
MCS	Methodist Church, Samoa
PCANZ	Presbyterian Church of Aotearoa New Zealand
PCV	Presbyterian Church of Vanuatu
PCKNC	Protestant Church of Kanaky, New Caledonia (L'e'glise Protestante de Kanaky, Nouvelle Caledonie)
UCPNG	United Church of Papua New Guinea

S ERVING THE PEOPLE OF THE

American Samoa, Cook Islands, Federated States of Micronesia, Fiji & Rotuma,
French Polynesia, Irian Jaya, Kiribati, Marshall Islands, Nauru, Kanaky, Niue,
Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu

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