

ENROLMENT GUIDE 2025

enrolment deadlines:

semester one/full-year unit enrolments enrol by: **31 January**

semester two unit enrolments enrol by: **20 June**

semester three unit enrolments enrol by: **17 October**

special enrolment deadlines apply for the following units:

by 13 January

Self-Care and Resilience in Ministry intensive (PC073) | campus intensive

by 17 January (preferably Dec 2024)

Biblical Hebrew A (LA003) | campus intensive

Children's and Youth Ministry extensive (DE037) | blended intensive

by 12 May

Youth in the Churches (DE011) | campus intensive

Developmental and Educational Ministry Seminar (DE204) | campus intensive

2025 co-delivery units hosted by Melbourne School of Theology (MST)

enrol by - MST enrolment dates TBC | enrol via MST

Chaplaincy Skills intensive (PC049) dates TBC

Pastoral Epistles (eng & grk) (NT014-NT015) semester two

undergraduate courses

graduate courses

postgraduate coursework courses

mission statement >>

Equipping men and women for God's mission in a rapidly changing and increasingly complex world.

vision statement >>

To be a leading centre of mission and ministry training delivered in supportive communities through flexible study modes.

theological framework >>

Ridley College is committed to academically rigorous theological training in the Anglican, Reformed Evangelical tradition that engages seriously with contemporary culture.

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ACT course information

The Australian College of Theology (ACT) course system is summarised in the following pages. You are strongly encouraged to read through and revisit this guide throughout your course.

If, having read this guide, you need assistance with course planning or if you have any questions or concerns you are encouraged to contact Ridley.

The Academic Counsellor (studentsupport@ridley.edu.au) can assist you with your course planning. The Registrar's Office (registrar@ridley.edu.au) can assist you with any administrative queries regarding your enrolment and course.

the credit point system

Standard units are worth 12 credit points. A full-time year of study equates to 96 credit points, which is 8 standard units. There are a small number of units with differing credit points. Some units may only be worth 3 or 6 credit points, which is reflected in the unit code (outlined below).

the unit coding system

The unit coding system takes the following format:

AA111-LVV

unit field (**AA**), eg. OT, PC, TH

unique content identifier (**111**) eg 001, 205

unit level (aligned to the AQF level of the unit) (**L**) eg AQF levels 5, 6, 7, 8 and 9

unit volume of learning (represents the volume of the unit in credit points) (**VV**) eg 3, 6, 12

For example:

OT001-512: Old Testament Foundations

indicates an Old Testament unit at AQF level 5, and worth 12 credit points

PC157-803 is a Pastoral and Church Focussed unit at AQF level 8 and worth 3 credit points

unit levels

Ridley courses are offered at undergraduate, graduate, and postgraduate levels. When choosing your units each semester please ensure you enrol in the units appropriate to your level of study. Students should plan to complete 48 credit points in foundational units before enrolling at developing level, and should complete 96 credit points in foundational and developing units before enrolling at advanced level.

undergraduate courses (ie. Certificate, Diploma, Advanced Diploma, Associate Degree, Bachelor)

Undergraduate units are delivered at levels 5-7 (eg. OT001-512, CH011-612, TH104-712)

level 5 > foundational

level 6 > developing

level 7 > advanced

graduate courses (ie. Graduate Certificate, Graduate Diploma, Master)

Graduate and postgraduate units are delivered at levels 8-9 (eg. OT001-812, CH011-812, OT206-912)

level 8 > foundational and developing

level 9 > advanced

...ACT course information

In compliance with Tertiary Educational Quality & Standards Agency (TEQSA) requirements, since 1 January 2022 only level 8 and level 9 units are allowed in graduate courses. Existing graduate-level students retain all completed level 7 units in their current course but can no longer enrol in level 7 units.

Level 9 requirements and unit codes

Students who commenced a Masters'-level degree in 2022 are required to complete a minimum of 96 credit points (eight standard units) at level 9 including a capstone, a minor or major project, or an advanced independent reading unit.

Transition arrangements apply to continuing Masters'-level students who commenced prior to 2022. Continuing students may require fewer level 9 units. Contact the Academic Counsellor if you would like to clarify your requirements.

Level 9 unit enrolment codes are as follow:

- **204-912 indicates a seminar unit
- **205-912 indicates a capstone experience
- **206-912 indicates specialised studies in a field of study
- **207-912 indicates specialised studies using original language
(*ie. NT207-912 indicates specialised studies in New Testament using Greek text*)
- **200-912 indicates a 12 cp research project,
- **202-912 indicates exegesis in context
- **208-912 indicates original language exegesis in context

unit loads

A full-time load per semester is 48cps, however, a 36cps load is considered full-time for Centrelink allowances such as Austudy.

Students may not take more than 120cps per year (which includes intensives/extensives and semester three units) and must observe the minimum and maximum timeframes for degree completion. Be sure to check the number of credit points you are enrolling in each semester.

Part-time students should try as far as possible to follow a similar order of units to the appropriate full-time structure, although we recognise that timetabling may sometimes affect your choices.

expectations of students

volume of learning

A 12 credit point unit assumes 150 hours of volume of learning per semester. Allow 8 -12 hours of study each week for a 12 credit point unit.

A 6 credit point unit assumes 75 hours of work per semester. Allow 4 - 6 hours per week.

A 3 credit point unit assumes 37.5 hours per semester. Allow 2-3 hours per week.

attendance requirements

Students are required to attend a minimum of 80% of classes for each unit and/ or to meet the online participation requirements. This includes timely engagement with early formative assessments and forums.

...ACT course information

genuine students

Ridley College is required by Australian law to ensure that a student has demonstrated genuine engagement with the unit by the census date. A student may be withdrawn from a unit without their consent if they are determined by staff not to be a genuine student.

Ridley defines a genuine student as one who:

- demonstrates sufficient capacity to fulfil the requirements of their enrolled units
- attempts **all** assessment tasks including hurdle requirements*
- meets the 80% minimum class attendance requirements and/or meets the minimum online participation requirements
- maintains a minimum pass rate in their units
- completes the required enrolment processes as prescribed by the Registrar's Office
- responds promptly to official college correspondence.

** A hurdle requirement is any task listed in the Unit Information assessment section in My Ridley. This may not contribute marks to the overall unit grade but must be attempted in a timely manner.*

mode of study

Students can enrol in campus, online, or in a mix of both on campus and online units (multimode). See 'Study modes' and 'Timings' explained on our website:

<https://www.ridley.edu.au/current-students/#modes>

areas of study

All units of study available at Ridley are grouped into three major areas of study with a range of unit fields within those areas of study:

areas of study			
	Bible & Languages	Christian Thought & History	Ministry & Practice
fields of study	BB - Biblical Studies	CH - Christianity in History	DE - Developmental & Educational Ministry
	LA - Language	PE - Philosophy & Ethics	EM - Evangelism & Missiology
	NT - New Testament	TH - Theology	PC - Pastoral & Church Focussed Ministry
	OT - Old Testament		
	AS - Academic Skills		

course structures overview

Within our courses new units, a larger core, and defined pathways are designed to better equip you for the challenges of contemporary ministry and ensure that you develop competencies in Bible, Christian Thought and Ministry. These pathways are for both campus and online students with flexibility to specialise in your area/s of interest. Details of all Ridley units can be found on the College's main website at www.ridley.edu.au/subjects/. You will also find unit and course information in the *Australian College of Theology Coursework Handbooks* available at <https://www.actheology.edu.au/documents/>

courses of study

In the following pages you will find tables explaining the structures of each of our courses. Students enrolling in double degrees need to ensure that they complete the requirements of both awards. Ridley is authorised to offer most accredited courses of the Australian College of Theology (ACT), not all of which are detailed in this guide. Students who are interested and/or enrolled in a course not listed in this guide should consult the current *ACT Coursework Handbook* and then discuss their enrolment options with the Ridley Academic Counsellor.

semesters

Ridley offers study in three semesters: semester one is February-June, semester two is July-November, and semester three is November-February.

The break between semesters one and two is usually five weeks. Semester three is delivered online and has a one-week break over the Christmas period.

Courses are structured on the assumption that students will enrol in semester one and two. Study in third semester is not assumed but allows students more flexibility in planning their studies and provides students with the option of accelerating their pace of study. Note that semester three units with a census date before 31 December will count towards a semester two unit load for Centrelink purposes.

changes to foundational core units

Ridley has made changes to our core foundational units. NT001: Jesus and the Gospels, and NT002: The Early New Testament Church have now been replaced, both on campus and online with BB002: Biblical Theology and Interpretation in semester one and NT003: New Testament Overview in semester two, and online only in semester three (alternating years). Students who have previously completed NT001 or NT002 are not required to complete NT003 or BB002.

The Old Testament foundational core units (OT001: Old Testament Foundations and OT002: Prophets and Writings) remain the same.

changes to formation program units

Ridley students enrolled in Advanced Diploma, Associate, Bachelor and Master degrees are required to enrol in the formation program units.

In 2025, EM081: Gospel and Gospel Ministry (12cps) is replacing EM063: Introduction to Personal Evangelism (6cps) and EM064: Ministry Foundations (6cps) both on campus and online).

Students who have completed EM063 and EM064 are not required to complete EM081.

...course structures overview

changes to field education units

In 2025 campus field education units (PC092 and PC093) will continue to be replaced by PC078: Introduction to Reflective Practice (12cps). PC078 is timetabled for Monday afternoons commencing in semester one, and is a full-year unit. Further information about this unit is available in the unit information page on the Ridley website.

The online field education unit PC094 will remain the same for 2025.

ACT course review

The ACT is undertaking a review of all their accredited courses over the next several years. As a result of this review you may notice some changes to course structure and length of the courses reviewed in 2023 (AQF level 5 courses and research courses). These changes have been incorporated in this enrolment guide.

Melbourne School of Theology (MST) and Ridley partnership

Ridley and MST are continuing to partner together in 2025 to co-deliver some units.

In semester one we will be co-delivering OT024/206/OT025/207: Jeremiah with Jill Firth - this unit will be hosted at Ridley.

The Chaplaincy intensive PC049/206: Chaplaincy Skills with David Grulke will be hosted at MST.

In semester two we will be co-delivering NT014/206/NT015/207 Pastoral Epistles with Gillian Asquith - this unit will be hosted at MST (Wantirna campus).

in-context / study tour units

Ridley runs in-context/ study tour units every few years. The last study tour was offered in November 2024. Information on the next tour will be provided and advertised as soon as it is available.

undergraduate course structures

Undergraduate Certificate of Ministry

(AQF level 5)

important note: all unit enrolments for this course need to be successfully completed by 30 June 2025. Students who commence this course in Semester 1, 2025 must enrol in a full time load (48cps).

total credit points > **48**

minimum time for completion > **6 months**

maximum time for completion > **4 years**

units required >

24cps from:

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

24cps from:

Ministry and Practice (DE, EM, PC)

Undergraduate Certificate of Theology

(AQF level 5)

important note: all unit enrolments for this course need to be successfully completed by 30 June 2025. Students who commence this course in Semester 1, 2025 must enrol in a full time load (48cps).

total credit points > **48**

minimum time for completion > **6 months**

maximum time for completion > **4 years**

units required >

24cps from:

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

12cps from:

Christian Thought and History (CH, PE TH)

TH005-512: Foundational Christian Beliefs **or**

CH005-512: Early Church History

12cps from:

Bible & Languages or Christian Thought & History

(BB, LA, NT, OT, CH, PE, TH)

NOTES:

*BB002 and NT003 have replaced NT001 & NT002. See page 8 for details.

...undergraduate course structures

Diploma of Ministry (AQF level 5)

total credit points > **96**

minimum time for completion > **1 year**

maximum time for completion > **8 years**

units required >

24cps from:

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

24cps from:

Ministry and Practice (DE, EM, PC)

12cps from:

TH005-512: Foundational Christian Beliefs **OR**

CH005-512: Early Church History

36cps elective study from any field at Level 5 or above

Diploma of Theology (AQF level 5)

total credit points > **96**

minimum time for completion > **1 year**

maximum time for completion > **8 years**

units required >

24cps from:

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

12cps from:

TH005-512: Foundational Christian Beliefs **OR**

CH005-512: Early Church History

24cps from:

Bible & Languages and Christian Thought & History

(BB, LA, NT, OT, CH, PE, TH)

36cps elective study from any field at Level 5 or above

NOTES:

The course duration for the Diploma of Ministry and Diploma of Theology has been increased to 8 years as part of the ACT course review process.

*BB002 and NT003 have replaced NT001 & NT002. See page 8 for details.

...undergraduate course structures

Advanced Diploma of Ministry

(AQF level 6)

total credit points > 144

minimum time for completion > 1.5 years

maximum time for completion > 8 years

units required >

foundational core units (level 5)

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

12 cps from:

CH005-512: Early Church History **or**

TH005-512: Foundational Christian Beliefs

formation program unit (details on page 17)

EM081-512: Gospel and Gospel Ministry (12cps)**

advanced requirements

12cps of Christian Thought & History (CH/TH/PE)

36cps from:

Ministry and Practice (EM, PC, DE)

> with a minimum of 12cps at Level 6

24cps elective study from any field

Students must complete a minimum of 48cps at level 6 or above

Advanced Diploma of Theology

(AQF level 6)

total credit points > 144

minimum time for completion > 1.5 years

maximum time for completion > 8 years

units required >

foundational core units (level 5)

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

12 cps from:

CH005-512: Early Church History **or**

TH005-512: Foundational Christian Beliefs

formation program unit (details on page 17)

EM081-512: Gospel and Gospel Ministry (12cps)**

advanced requirements

12cps of Christian Thought & History (CH/TH/PE)

24cps from Bible & Languages and Christian Thought & History (LA, BB, NT, OT, CH TH, PE)

> with a minimum of 12cps at Level 6

36cps elective study from any field at Level 5 or above

Students must complete a minimum of 48cps at level 6 or above

NOTES:

*BB002 and NT003 have replaced NT001 & NT002. See page 8 for details.

**EM081 has replaced EM063 & EM064

...undergraduate course structures

Associate Degree of Ministry (AQF level 6)

total credit points > 192

minimum time for completion > 2 years

maximum time for completion > 6 years

units required >

foundational core units (level 5)

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

formation program units (details on page 17)

PC156-603: GSF - Relating to Self (3cps)

PC155-603: GSF - Relating to God (3cps)

PC157-603: GSF - Relating to Others (3cps)

PC158-603: GSF - Relating in Ministry (3cps)

and

EM081-512: Gospel and Gospel Ministry (12cps)**

CH005-512: Early Church History

advanced requirements

TH101-612: Knowledge & Doctrine of God

24cps of Biblical Set Books

24cps from:

Ministry and Practice (EM, PC, DE)

> with a minimum of 24cps at Level 6 or above

48cps elective study from any field

Students must complete a minimum of 48cps at level 6 or above

Associate Degree of Theology (AQF level 6)

total credit points > 192

minimum time for completion > 2 years

maximum time for completion > 6 years

units required >

foundational core units (level 5)

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

formation program units (details on page 17)

PC156-603: GSF - Relating to Self (3cps)

PC155-603: GSF - Relating to God (3cps)

PC157-603: GSF - Relating to Others (3cps)

PC158-603: GSF - Relating in Ministry (3cps)

and

EM081-512: Gospel and Gospel Ministry (12cps)**

CH005-512: Early Church History

advanced requirements

TH101-612: Knowledge & Doctrine of God

24cps of Biblical Set Books

48cps from Bible & Languages and Christian Thought & History
(LA, BB, NT, OT, CH TH, PE)

24cps elective study from any field

Students must complete a minimum of 48cps at level 6 or above

NOTES:

*BB002 and NT003 have replaced NT001 & NT002. See page 8 for details.

**EM081 has replaced EM063 & EM064

...undergraduate course structures

Bachelor of Ministry

(AQF level 7)

total credit points > 288

minimum time for completion > 3 years

maximum time for completion > 9 years

units required >

foundational core units (level 5)

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

CH005-512: Early Church History

formation program units *(details on page 17)*

PC156-603: GSF - Relating to Self (3cps)

PC155-603: GSF - Relating to God (3cps)

PC157-603: GSF - Relating to Others (3cps)

PC158-603: GSF - Relating in Ministry (3cps)

and

EM081-512: Gospel and Gospel Ministry (12cps)**

advanced required units

12cps of Christianity in History (CH010 **OR** CH011)

48cps of Theology (TH101-612, TH102-612, TH103-712, TH104-712)

36cps of Biblical Set Books (at least 12cps in each OT and NT)

48cps of Ministry and Practice (DE, EM, PC)

> with a minimum of 24cps at level 7

60cps elective study from any field

Students must complete a minimum of 72cps at level 7

Bachelor of Theology

(AQF level 7)

total credit points > 288

minimum time for completion > 3 years

maximum time for completion > 9 years

units required >

foundational core units (level 5)

OT001-512: Old Testament Foundations

OT002-512: Old Testament Prophets and Writings

BB002-512: Biblical Theology and Interpretation*

NT003-512: New Testament Overview*

CH005-512: Early Church History

formation program units *details on page 17)*

PC156-603: GSF - Relating to Self (3cps)

PC155-603: GSF - Relating to God (3cps)

PC157-603: GSF - Relating to Others (3cps)

PC158-603: GSF - Relating in Ministry (3cps)

and

EM081-512: Gospel and Gospel Ministry (12cps)**

advanced required units

24cps Biblical Language (LA)

12cps of Christianity in History (CH010 **or** CH011)

48cps of Theology (TH101-612, TH102-612, TH103-712, TH104-712)

60cps Biblical Set Books (at least 24cps in each OT and NT)

> with at least 24cps at level 7

12cps of Christian Thought and History (CH, PE, TH) **or**

Bible and Languages (LA, BB, OT, NT)

48cps elective study from any field

Students must complete a minimum of 72cps at Level 7

NOTES:

Ridley strongly recommends that students complete Preaching I (PC047)

*BB002 and NT003 have replaced NT001 & NT002. See page 8 for details.

**EM081 has replaced EM063 & EM064

graduate course structures

Graduate Certificate of Divinity (AQF level 8)

total credit points > **48**

minimum time for completion > **6 months**

maximum time for completion > **2 years**

units required >

24cps from:

BB002-812: Biblical Theology and Interpretation*

NT003-812: New Testament Overview*

OT001-812: Old Testament Foundations

OT002-812: Old Testament Prophets and Writings

24cps elective study from any field at level 8 or above.

Students using the Graduate Certificate of Divinity as a professional development course are encouraged to discuss their enrolment options with the Academic Counsellor.

Graduate Diploma of Divinity (AQF level 8)

total credit points > **96**

minimum time for completion > **1 year**

maximum time for completion > **4 years**

units required >

24cps from:

BB002-812: Biblical Theology and Interpretation*

NT003-812: New Testament Overview*

OT001-812: Old Testament Foundations

OT002-812: Old Testament Prophets and Writings

12cps from:

CH005-812 Early Church History **OR**

TH005-812 Foundational Christian Beliefs

60cps elective study from any field at level 8 or above.

Students considering articulating to a longer course eg. MMin or MDiv should complete CH005-812

Students using the Graduate Diploma of Divinity as a professional development course are encouraged to discuss their enrolment options with the Academic Counsellor.

NOTES:

*BB002 and NT003 have replaced NT001 & NT002. See page 8 for details.

...graduate course structures

Master of Ministry (AQF level 9)

total credit points > 288

minimum time for completion > 3 years

maximum time for completion > 9 years

units required >

foundational core units (level 8)

OT001-812: Old Testament Foundations

OT002-812: Old Testament Prophets and Writings

NT003-812: New Testament Overview*

BB002-812: Biblical Theology and Interpretation*

CH005-812: Early Church History

formation program units (details on page 17)

PC156-603: GSF - Relating to Self (3cps)

PC155-603: GSF - Relating to God (3cps)

PC157-603: GSF - Relating to Others (3cps)

PC158-603: GSF - Relating in Ministry (3cps)

and

EM081-512: Gospel and Gospel Ministry (12cps)**

advanced required units (level 8 or 9)

12cps of Christianity in History:

CH010: Reformation in Europe & Britain **or**

CH011: History of Evangelical Christianity

(advanced CH units may be taken at AQF level 8 or AQF level 9 as

CH206-912: Specialised Studies in Christianity in History)

48cps of Theology:

TH101-812: Knowledge & Doctrine of God

TH102-812: Creation & Fall, Person & Work of Christ

TH103-812 or 912: Grace & Eschatology

TH104-812 or 912: The Church & its Ministry

(TH103 and TH104 may be taken at AQF level 9 as

TH206-912: Specialised Studies in Theology)

36cps of Biblical Set Books (at least 12cps in OT and NT)

48cps of Ministry and Practice (DE, EM, PC)

which must include EITHER

a **capstone experience** unit (**205-912)

OR

a **research project**

200-912 (12cps - 7,000 words) **OR

200-924 (24cps - 12,000 words) **OR

**200-936 (36cps - 16,000 words)

(see section J page 18)

60cps elective study from any field at level 8 or above

students must complete a minimum of 96cps at level 9

NOTES:

Ridley strongly recommends that students complete Preaching I (PC047)

*BB002 and NT003 have replaced NT001 & NT002. See page 8 for details.

**In 2025 EM081 has replaced EM063 & EM064

...graduate course structures

Master of Divinity

(AQF level 9)

total credit points > 288

minimum time for completion > 3 years

maximum time for completion > 9 years

units required >

foundational core units (level 8)

- OT001-812: Old Testament Foundations
- OT002-812: Old Testament Prophets and Writings
- NT003-812: New Testament Overview*
- BB002-812: Biblical Theology and Interpretation*
- CH005-812: Early Church History

formation program units (details on page 17)

- PC156-603: GSF - Relating to Self (3cps)
- PC155-603: GSF - Relating to God (3cps)
- PC157-603: GSF - Relating to Others (3cps)
- PC158-603: GSF - Relating in Ministry (3cps)

and

EM081-512: Gospel and Gospel Ministry (12cps)**

24cps Biblical Language (LA):

- LA003-812 and LA004-812: Biblical Hebrew A and B **or**
- LA005-812 and LA006-812: New Testament Greek A and B

advanced required units (level 8 or 9)

12cps of Christianity in History:

- CH10: Reformation in Europe & Britain **or**
 - CH11: History of Evangelical Christianity
- (advanced CH units may be taken at AQF level 8 or AQF level 9 as CH206-912: Specialised Studies in Christianity in History)*

48cps of Theology:

- TH101-812: Knowledge & Doctrine of God
 - TH102-812: Creation & Fall, Person & Work of Christ
 - TH103-812 or 912: Grace & Eschatology
 - TH104-812 or 912: The Church & its Ministry
- (TH103 and TH104 may be taken at AQF level 9 as TH206-912: Specialised Studies in Theology or as TH205-912: Capstone experience units)*

48cps of Biblical Set Books (at least 24cps in original language and a minimum of 12cps each in OT and NT)

24cps of Bible & Languages and Christian Thought & History (LA, BB, NT, OT, CH, PETH)

48cps elective study from any field at level 8 or 9

as part of the requirements of this degree you must:

include **EITHER**

a **capstone experience** unit (**205-912)

OR

a **research project**

200-912 (12cps - 7,000 words) **OR

200-924 (24cps - 12,000 words) **OR

**200-936 (36cps - 16,000 words)

(see section J page 18)

students must complete a minimum of 96cps at level 9

NOTES:

Ridley strongly recommends that students complete Preaching I (PC047)

*BB002 and NT003 have replaced NT001 & NT002. See page 8 for details.

**In 2025 EM081 has replaced EM063 & EM064

a guide to choosing your units

general considerations

UNIT OFFERINGS

A > foundational units

Our foundational biblical units are available every year. These units are:

OT001: Old Testament Foundations, OT002: Old Testament Prophets & Writings, NT003: New Testament Overview, and BB002: Biblical Theology and Interpretation.

Students starting with only one unit should choose one of the foundational units: OT001, OT002, BB002, NT003.

In semester one on campus, BB002: Biblical Theology and Interpretation will be offered on Wednesday morning and again on Wednesday evenings in a flipped classroom mode. Students may not move between morning and evening classes but must enrol in one or the other.

CH005: Early Church History and TH005: Foundational Christian Beliefs are foundational Christian Thought units.

In 2025, CH005: Early Church History will be offered online in semester one and on campus in semester two (Thursday morning). TH005 will be offered on campus in a flipped classroom mode in semester two (Wednesday evening) and online in Semester three. Diploma and Graduate Diploma students who are considering the possibility of articulating to a 3-year degree should enrol in CH005: Early Church History rather than TH005: Foundational Christian Beliefs.

B > formation program

Ridley encourages participation in the Ridley community believing that character is 'caught not taught.' Formation as mature followers of Jesus is cultivated at Ridley through the formation program (outlined below) as well as through chapel services, community meals, conversations, community time, online forums, prayer before classes, mentoring, and academic learning. Ridley encourages all students to make the most of opportunities to engage in the Ridley community on campus. Online students are encouraged to consider including a campus-based intensive or extensive in their course if possible. The Ridley pathway for all students doing a two-year full-time award or longer includes the formation program.

Guided Spiritual Formation (GSF):

During your first and second year (or part-time equivalent) students take part in four, 3-credit point Guided Spiritual Formation units. The GSF program equates to a 12-credit-point unit in total. GSF units combine personal reflection with group discussion and focus on your spiritual life and forming good habits of reflection for a life of ministry. GSF units may be audited by students in awards shorter than 2 years full-time or equivalent.

The sequence of GSF units is:

- PC156: GSF - Relating to Self (3cps)
- PC155: GSF - Relating to God (3cps)
- PC157: GSF - Relating to Others (3cps)
- PC158: GSF - Relating in Ministry (3cps)

... a guide to choosing your units

This sequence is taken over four consecutive semesters. PC156 and PC157 are each available online in first semester, and PC155 and PC158 are each available online in second semester. You should thus plan a two-year window in which to undertake the four components consecutively, noting that PC156 actually precedes PC155.

On campus students may commence with the GSF unit that is being offered in the semester that they commence their studies if necessary, but are encouraged to start with PC156 when possible.

Gospel and Gospel Ministry:

The formation program also includes a 12 credit point Evangelism and Missiology unit- EM081: Gospel and Gospel Ministry. This unit helps students personally connect theological knowledge to sharing their knowledge with others. Students should enrol in EM081 within their first or second year-equivalent of studies. Students enrolled in an Advanced Diploma are also required to complete EM081 as part of their formation.

See page 8 for details on the change to EM units. For more information on the Formation Program see <https://www.ridley.edu.au/formation/>

C > language units

Both of our language courses (LA005/ LA006: New Testament Greek and LA003/LA004: Biblical Hebrew) will be offered each year provided there are sufficient enrolment numbers.

Preparation for language units is required. To allow sufficient time to complete the preparatory materials you should submit your unit enrolment in December or no later than 17 January.

Undergraduate-level students must enrol in biblical language units at level 612. Graduate-level students must enrol in their biblical language units at level 812.

In order to study biblical books using original language within your course we advise that you aim to complete language units in your first year of full-time equivalent study. This allows time to enrol in advanced set biblical books in original language in subsequent years.

MDiv students are required to complete 24cps of biblical exegesis in original language.

Biblical Hebrew:

Online, Hebrew A (LA003) will run as a timetabled unit in semester one, followed by Hebrew B (LA004) online in semester two.

On campus Hebrew A (LA003) will run as a pre-semester intensive for three weeks from 3 February, with Hebrew B (LA004) on campus running from 11 March through to the end of semester two on Tuesday afternoons.

Students are advised to study both Hebrew language units in the same mode.

New Testament Greek:

Greek A (LA005) on campus and online will run as timetabled units in semester one, followed by Greek B (LA006) in semester two.

... a guide to choosing your units

D > advanced units in biblical studies (BB, NT, OT)

We generally offer one advanced New Testament and Old Testament unit online and one NT and OT unit on campus in both semester one and two. In NT we also generally offer one unit on the Gospels, and one unit on an Epistle or Other Writings every year.

New Testament semester one:

On campus we will offer Synoptic Gospels (Luke) (NT008-612/712/812, NT206-912 english text; NT009-612/712/812, NT207-912 greek text; Tuesday mornings).

Online we will offer New Testament Apocalyptic- Revelation (NT022-612/712/812, NT206-912 english text; NT023-612/712/812, NT207-912 greek text).

New Testament semester two:

On campus the Pastoral Epistles (NT014-612/712/812 english text; NT015-612/712/812 greek text) will be offered and hosted by MST at Wantirna.

Online we will offer Romans (NT026-612/712/812, NT206-912 english text; NT027-612/712/812, NT207-912 greek text).

Old Testament semester one:

On campus we will offer Jeremiah (OT024-612/ 712/812, OT206-912 english text; OT025-612/712/812, OT207-912 hebrew text). Jeremiah hebrew reading will run for an hour after lunch on Wednesdays.

Online we will offer Wisdom Literature (OT016-612/712/812, OT206-912 english text; OT017-612/712/812, OT207-912 hebrew text).

Old Testament semester two:

On campus we will offer Genesis (OT026-612/712/812, OT206-912 english text; OT027-612/712/812, OT207-912 hebrew text). Genesis hebrew reading will run for an hour after lunch on Wednesdays.

Online we will offer The Megillot: the Five Scrolls (OT028-612/712/ 812, OT206-912 english text; OT043-612/712/812, OT207-912 hebrew text).

semester three online:

In Old Testament, Genesis will be offered (OT026-612/712/812, OT206-912 english text; OT027-612/712/812, NT207-912 hebrew text).

Historical Jesus (NT049-612/712/812/912) will also be offered in semester three online. Note: Historical Jesus is not a set biblical book unit.

E > advanced christian thought and history units (CH, PE, TH)

In Christianity in History (CH) the advanced level units are offered on alternate years.

In 2025, Reformation in Europe and Britain (CH010-612/712/812, CH206-912), will be offered on campus in semester one on Wednesday afternoons and online in semester two.

This unit is also offered as a capstone unit, *CH205-912: Reformation in Europe and Britain (capstone)* both on campus and online.

... a guide to choosing your units

Anglican Identity (CH016D-606/706/806; also available as PC088D) will be offered online in semester one. Anglican Prayer Book (PC085D-706/806; also available as CH020D) will also be offered on campus and online in semester two. Each unit is worth 6 credit points.

Ridley offers four advanced theology (TH) units. These theology units are best completed sequentially. The TH units are

- TH101: The Knowledge and Doctrine of God,
- TH102: Creation and the Fall, the Person and Work of Christ,
- TH103: The Doctrines of Grace and Eschatology,
- TH104: The Church and its Ministry.

We offer all of the TH101-TH104 sequence over the year with TH101 and TH103 offered in semester one, and TH102 and TH104 offered in semester two each year.

TH103 and TH104 are both available as *capstone units* (TH205-912) and as level 9 *Specialised Studies in TH* (TH206-912).

Ridley students are required to enrol in CH005 before enrolling in the TH units listed above.

In Philosophy and Ethics (PE), Christian Apologetics (PE007-612/712/812, PE206-912) will be offered online in semester one and on campus in semester two on Wednesday afternoons. This unit will also be offered as a *capstone unit*, PE205-912: *Christian Apologetics (capstone)*.

F > ministry and practice units (DE, EM, PC)

Ministry electives are offered in a variety of modes. In 2025 Ridley will be offering the following ministry and practice units:

semester one:

- | | |
|--------------------------|---|
| DE011-612/712/812 | Youth in the Churches |
| DE204-712/812/912 | Developmental and Educational Ministry Seminar
<i>(sem one intensive - enrol by 12 May)</i> |
| DE037-612/712/812/912 | Children's and Youth Ministry
<i>(sem one extensive - enrol by 17 Jan)</i> |
| EM008-612/712/812/912 | Cross Cultural Communication <i>(online)</i> |
| EM021-612/712/812/912 | Living Faiths
<i>(February-March extensive - enrol by 31 January)</i> |
| EM205-912 | Living Faiths capstone
<i>(February-March extensive - enrol by 31 January)</i> |
| EM081-512/812 | Gospel and Gospel Ministry <i>(on campus)</i> |
| PC047-612/712/812/912 | Preaching I <i>(on campus, online)</i> |
| PC049-612/712/812/912 | Chaplaincy Skills I
<i>(intensive hosted by MST- check MST enrolment dates)</i> |
| PC073-812/912 | Self-care and Resilience in Ministry
<i>(February intensive - enrol by 13 January)</i> |

... a guide to choosing your units

PC078-612/712/812/912	Introduction to Reflective Practice (<i>on campus</i>)
PC094-612/712/812/912	Practical Ministry Field Education (<i>online</i>)
PC205-912	Practical Ministry Field Education capstone (<i>online</i>)
semester two:	
EM018-612/712/812/912	Ministry in a Culturally Diverse Context (<i>on campus</i>)
EM081-512/812	Gospel and Gospel Ministry (<i>online</i>)
PC002-612/712/812/912	Pastoral Care (<i>online</i>)
PC205-912	Pastoral Care capstone (<i>online</i>)
PC004-512/812	Christian Worship (<i>on campus</i>)
PC035-612/712/812/912	Principles of Leadership & Management (<i>online</i>)
PC205-912	Principles of Leadership & Management capstone (<i>online</i>)
PC076-612/712/812/912	Personal and Spiritual Formation for Christian Ministry (<i>sem two extensive - enrol by 20 June</i>)
PC136-812/912	Theological Approaches to Wellbeing (<i>semester two extensive - enrol by 20 June</i>)
PC154-612/712/812/912	Introduction to Christian Leadership (<i>sem two intensive - enrolment date TBC</i>)
semester three:	
EM030-612/712/812/912	Gospel, Church and Australian Culture (<i>online</i>)

CENTRE FOR CHILDREN'S AND YOUTH MINISTRY TRAINING PROGRAM

The Centre for Children's and Youth Ministry (CCYM) training program connects trainee, church, and Ridley in order to establish sustainable children's and youth ministries in local churches.

The program is ideal for children's and youth ministry leaders taking the first step in formal theological education, and for church workers and team leaders developing their theological reflection for ministry with children and young people. Students will develop key skills in four main areas: college, church, community and coaching.

Students interested in the CCYM training program should contact Graham Stanton on:

e: g.stanton@ridley.edu.au

UNDERGRADUATE RESEARCH PROJECTS

Bachelor-level students may wish to conclude their studies with a research project (**200-712) and may complete a 7,000-word project in their preferred field of study. This is usually best done in the final semester of study. It is a requirement that you have completed 24cps of advanced level units in the field of study in which you wish to conduct your research.

It is also possible for undergraduate students to enrol in a longer project of either

**200-824: 12,000 words or

**200-836: 16,000 words.

... a guide to choosing your units

Undergraduate students enrolling in longer research projects will enrol and be assessed at a graduate rather than undergraduate level. Students can learn more in the graduate research project information in the following pages.

If you are considering a research project you are encouraged to discuss this with a faculty member with expertise in your preferred field of research (FoR).

Those interested in undertaking a research training pathway (RTP) upon completion of their Bachelor degree are invited to discuss this with the Assistant Registrar (Postgraduate Studies) on registrar@ridley.edu.au

CAPSTONE UNITS and GRADUATE RESEARCH PROJECTS

Students completing a Master of Divinity or Master of Ministry must complete either a capstone unit or a research project to finish off the requirements of their degree.

capstone units:

The purpose of a capstone unit is to help a student reflect on their learning and development over their entire degree, integrating the various disciplines, noting how they have developed as a person, and forming a bridge from college study to the professional world.

A capstone unit is embedded within an existing unit available in the semester that the student wishes to complete their capstone. A capstone unit is the equivalent of one 12 credit point unit.

Students must participate in the key learning activities for the unit, such as reading, attendance and online participation, but the assessment will differ and will usually require completion of 7,000 words of integrative assessment/s as described above. These assessments are set by the faculty member teaching the unit.

Master of Ministry students are required to enrol in a capstone in a Ministry and Practice field of study, that is, a capstone unit coded DE, EM or PC.

Master of Divinity Students may enrol in a capstone in any field of study.

Capstone units have a dedicated unit code ****205-912**. Please use this code when completing your Enrolment form, along with the standard unit title to ensure you are correctly enrolled. Students should ensure 'capstone' is in the enrolment title, *eg. PC205-912: Leadership & Management (capstone)*.

capstone units available in 2025 (205-912):**

- CH205-912: Reformation in Europe and Britain (capstone) *(sem one Wednesday afternoon & sem two online)*
- EM205-912: Living Faiths (capstone) *(sem one extensive)*
- PC205-912 Practical Ministry Field Education (capstone) *(full-year online)*
- PC205-912 Pastoral Care (capstone) *(sem two online)*
- PC205-912 Principles of Leadership & Management (capstone) *(sem two online)*
- PC205-912 Theological Approaches to Wellbeing (capstone) *(sem two campus intensive)*
- PE205-912 Christian Apologetics (capstone) *(sem one online; sem two on campus)*
- TH205-912 The Doctrines of Grace and Eschatology (capstone) *(sem one on campus & online)*
- TH205-912 The Church and its Ministry (capstone) *(sem two on campus & online)*

... a guide to choosing your units

Note: If none of these units are suitable for students completing their final year in 2025 they should contact the Registrar's Office as soon as possible to discuss an alternative unit.

graduate research projects:

Students may elect instead to undertake a research project to meet the final requirements of their degree. Research projects may be

**200-912 12cps - 7,000 words/one unit;

OR **200-924 - 12,000 words/two units;

OR **200-936 - 16,000 words/three units.

Students wishing to enrol in a research project should ensure that they have

- an overall Grade Point Average (GPA) of 2.8 or above
- completed a minimum of 24cps of level 8 units (or higher) in the field of study in which they wish to conduct their research
- completed at least 192cps of study.

AS001-912: Introduction to Research Methods is also a pre-requisite for any student enrolling in a 24cp or 36cp project.

In order to undertake a research project students should follow the steps as set out in the AS001-912 syllabus.

1. Students are invited to discuss their proposed project topic with a faculty member with expertise in the selected field of study, in order to discuss the suitability of their proposed topic.
2. Complete AS001-912: Introduction to Research Methods, which will guide you through the process of developing a project proposal and submitting the UQAF for Project form.
3. Submit the completed UQAF for Project form via the assessment submission space, outlining:
 - Topic or research question
 - Project statement (max 100 words)
 - Draft project structure
 - Proposed bibliography
 - Proposed faculty advisor
 - Proposed submission date of the project

Once received by the Registrar's Office, the proposal will be sent to the next appropriate Board of Studies/faculty meeting for consideration.

4. The faculty will appoint a faculty advisor, and approve the proposal or indicate what changes are required. If changes are required, the faculty advisor will communicate these to the student. When these are satisfactorily met the faculty advisor will approve the proposal.
5. Once approved, the faculty advisor will forward the proposal to the Registrar to send for ACT moderator approval. Once moderator approval is received the Registrar will inform the faculty advisor and student, providing any comments offered by the moderator.

... a guide to choosing your units

Note: the ACT requires that the project represents the student's own work and supervision is to provide broad direction only; faculty advisors may be willing to read a final draft.

Students, including MMin students, are not to undertake projects that require research involving human subjects, including interviews. This is due to the limited word count, the complexities of research methods, and ethics requirements and clearances. A case study is an acceptable alternative.

ORDINATION CANDIDATES

Anglican Diocese of Melbourne

In order to meet the requirements of the Anglican Diocese of Melbourne, undergraduate candidates usually complete a four-year program leading to a BTh/BMin double degree. Graduate-level candidates usually complete the MDiv or MMin plus a Graduate Diploma of Divinity. Students need to ensure that they fulfill the unique requirements of both awards so regular course counselling is strongly recommended.

Ordination candidates need to complete the Diocesan and College requirements for ordination in addition to the requirements for their degree, which is why a 4-year program is normally required. Ordination candidates are required to consult with the Acting Dean of the Anglican Institute, Kate Beer, regularly throughout their course to ensure they are completing all aspects of their training and formation. Those considering ordination are also advised to discuss their plans with Kate Beer on e: k.beer@ridley.edu.au

Ordination candidates are required to complete two supervised field placements, one of which will gain credit for Supervised Field Education [PC078, campus, or PC094, online], along with other units and activities of the Anglican Institute. These include the Anglican Institute Plenary, Anglican Identity, and Anglican Prayer Book. Participation in the regular Monday program of the Anglican Institute is compulsory for at least two years.

An annual training fee may apply in order to cover some of the costs incurred in the ordination candidates' training program. See page 34 for details.

Students engaged in the Anglican Diocese of Melbourne Year of Discernment may apply for Associate Membership of the Anglican Institute. Associate members enjoy all the benefits of the Anglican Institute but are not eligible to attend the ordination candidates' and families' weekend in July. A fee applies in order to cover some of the costs incurred, see page 34 for details.

Other Dioceses

Ordination candidates of all Dioceses who are studying on campus are required to attend the Anglican Institute formation program on campus on Mondays for at least two years of their training.

Ordination candidates from other Dioceses will need to confer with their Bishop concerning which degree/s and units are necessary for ordination. A fee may also apply in order to cover some of the costs incurred; see page 34 for details.

enrolment process for undergraduate & graduate students

STEP ONE: course planning

As well as this guide, a planning sheet for each degree is available through the *Registrar's virtual office* in My Ridley. This planning sheet will help you ensure that all your degree requirements are met. Please endeavour to complete the planning sheet for your degree and use it as a guide to help you select your units.

STEP TWO: seek assistance if required!

If you have tried to select your units but would like further assistance please contact the Academic Counsellor in the first instance. The Academic Counsellor can be contacted Monday - Friday during business hours by phone on 03 9207 4800 or e: studentsupport@ridley.edu.au

If required we will organise a faculty interview for you. Please bring your planning sheet and your draft enrolment form to this interview.

STEP THREE:

Complete your online unit enrolment form via the link in your RE-ENROLMENT email OR return a manual copy of your enrolment form to the Registrar's Office.

2025 unit enrolment due dates:

13 January > PC137: Self-care and Resilience in Ministry | campus intensive

17 January (Dec 2024 if possible) > (LA003) Biblical Hebrew A | campus intensive

17 January > (DE037) Children's and Youth Ministry | blended extensive

semester one: **31 January**

semester two: **20 June**

semester three: **17 October**

Students will be sent a personalised enrolment link each semester. If the personalised link does not work students may instead complete and return an editable Enrolment form pdf to: e: registrar@ridley.edu.au

Unit enrolments are due no later than the dates mentioned above. Exceptions may be granted upon discussion with the Registrar's Office or Academic Counsellor.

The Registrar's Office will check to ensure you are not enrolling in too many units and that you are eligible for the units you have chosen. You will be contacted by our office if there are any issues with your unit selection and you may be asked to complete a new enrolment form.

If the units you have selected are appropriate your enrolment will be processed and you will receive your 2025 student card in the mail. You will also receive an email with information regarding access to the My Ridley learning site and other matters related to your involvement in the Ridley community. Note that access to units will not be available until during the week before classes commences. Watch for an email from the Registrar's office letting you know that units are open.

Students paying their tuition fees upfront will receive an invoice via email.

... enrolment process for undergraduate & graduate students

STEP FOUR:

Check carefully, complete, and return your Confirmation of Enrolment form.

ACT confirmation of enrolment (CoE)

During week two of each semester (or equivalent for units offered in other study modes) you will receive your official *Confirmation of Enrolment in ACT Units* form, listing:

- the units you have enrolled in for the appropriate census date, and
- your level of enrolment for each of those units.

This form needs to be carefully checked, signed and returned by the appropriate dates listed below. If the information on the form is incorrect please make a note on the form to indicate the correct units and/or levels or change of any other details. The confirmation of enrolment form is the basis upon which FEE-HELP is assigned, and finalises the reporting Ridley needs to complete for the ACT and the government.

Students must pay attention to the unit and level indicated on their Confirmation of Enrolment forms and must complete all assessments at the level specified on their CoE form **or** must formally vary their enrolment before the census date. Failure to do so may result in failing the unit.

Note that units with special census dates will be confirmed separately and students may therefore need to return more than one Confirmation of Enrolment form.

semester one CoE forms to be returned by > **14 March**

semester two CoE forms to be returned by > **4 August**

semester three CoE forms to be returned by > **28 November**

Late enrolments and variations of enrolment

Late enrolments are only accepted up until the end of the first week of each semester. Please note that new cross-institutional students making late applications to study at Ridley will only be considered at the discretion of the Registrar's Office.

Any variations to your initial enrolment are made by completing a *Variation of Enrolment form* and should be submitted to the Registrar's Office as soon as possible. This form can be accessed via the Registrar's virtual office. Note that there are time constraints upon when these changes can be made, and penalties may apply for late changes.

See the relevant 2025 *Variation of Enrolment policy* for details available in *My Ridley > Academic Administration*.

Some intensive, extensive and full-year units have special census dates which are denoted on the 2025 timetable with *. These units will be invoiced and confirmed separately and have specific Variation of Enrolment policies which are provided to you with your invoice for that unit.

... enrolment process for undergraduate & graduate students

the final checklist

- Are you enrolling in 48 credit points or less each semester?
- Do you have the time and money to study the number of units you have chosen?
Ensure that you allow adequate time each week for class preparation, reading, weekly content, completing assessments and exam preparation
Genuine Ridley students generally need to allow 8 -12 hours of study each week per 12 credit point unit and are expected to attend a minimum of 80% of classes.
- Have you checked the ACT Handbook to see if you have met the pre-requisites for each unit?
- Have you completed a planning sheet for the rest of your course and checked that the units that you are planning to undertake will be offered in those years?
- Have you checked that your selection of units and your level of enrolment will meet all the requirements of your course?

If there are any matters which are left unanswered from this guide, please notify the Registrar's Office so that we can update our information in subsequent editions!

postgraduate coursework degrees

Units intended for postgraduate study are set out on the Ridley timetable in separate sections on p2 and p4. All units in these courses are to be taken at levels 8 or 9, and students may also consider graduate-level coursework units (also coded 8) as long as they have not already completed these units in their under/graduate degrees.

Students may enrol in the Graduate Certificate or Graduate Diploma of Divinity as professional development courses.

postgraduate course structures

Graduate Certificate of Professional Pastoral Supervision (AQF level 8)

A professional development course to equip Christian leaders for the ministry of pastoral supervision of others. It is possible to enrol in the stand-alone certificate course, or nest these units into a larger diploma or degree.

total credit points > **48**

maximum time for completion > **2 years**

units required >

PC023-812: Professional Supervision for Ministry Workers

PC024-812: Adv Prof Supervision for Ministry Workers

PC051-812: Professional Pastoral Supervision Practicum (full year unit)

12cp elective chosen from a specified list of electives

elective units available in 2025 >

EM008-812: Cross-Cultural Communication

PC035-812: Principles of Leadership and Management

PC073-812: Self-care and Resilience in Ministry

PC076-812: Personal and Spiritual Formation for Christian Ministry

PC136-812: Theological Approaches to Wellbeing

...postgraduate coursework structures

Master of Theological Studies

(AQF level 9)

This course is offered at Ridley as a professional development degree for those in vocational ministry, generally with at least five years' experience in ministry and seeking to maintain their lifelong learning. Students enrolling in the MTS may receive some advanced standing based on their under/graduate theological studies, and will then be able to commence their MTS studies with further intermediate units and progress to the advanced units. A full description of this course structure is below. Units in this degree may also be chosen from our general selection of level 8 and 9 units, but must not be units previously undertaken in the student's under/graduate degree.

total credit points > **192**

minimum time for completion > **2 years**

maximum time for completion > **8 years**

units required >

all units must be taken at levels 8 and 9, with a minimum of five units at level 9, and must include:

A capstone unit (12 credit points) OR

A minor project (12 credit points) OR

A major project (either 24 credit points or 36 credit points)

Students who enrol in either of the major projects must first complete AS001-912: Introduction to Research Methods. Please note that Research Methods and a major project constitute a Research Training Pathway which is a key eligibility requirement for entry to ACT Higher Degrees by Research (Master of Theology (Research), Doctor of Philosophy, Doctor of Ministry). Research Methods is a self-directed online unit with tutor support which is available every semester.

Master of Professional Ministry

(AQF level 9)

Please refer to the ACT website for further information on this course. Students interested in enrolling in postgraduate studies in the Ministry and Practice fields should speak to the Assistant Registrar - Postgraduate Studies to discuss options.

Doctor of Ministry coursework phase (ON HOLD)

(AQF level 10)

Candidates enrolled in the coursework phase of their Doctor of Ministry select level 9 units from the postgraduate offerings, including the compulsory unit AS001-912L Introduction to Research Methods. It is required that candidates choose units which form a coherent course of study preparing them for their chosen research topic. Students should consult their supervisor and the Assistant Registrar - Postgraduate Studies to discuss their enrolment options.

a guide to choosing postgraduate units enrolment process for postgraduate students

STEP ONE:

Complete your **online unit enrolment form via the link in your RE-ENROLMENT email or return an editable PDF copy of your enrolment for to the Registrar's Office.**

You will find details of the specialised postgraduate coursework units in separate sections on p2 and p4 of the timetable.

Standard enrolment dates:

semester one: **31 January**

semester two: **20 June**

semester three: **17 October**

The Registrar's Office will check your enrolment and contact you if there are any issues with your unit selection; if the units you have selected are appropriate, your enrolment will be processed and you will receive your 2025 student card in the mail.

You will also receive by email information regarding access to My Ridley and other matters related to your involvement in the Ridley community. Students paying their tuition fees upfront will receive their invoice via email.

Some postgraduate units have special enrolment dates:

13 January

(PC137) > Self-care and Resilience in Ministry | campus intensive

(PC023) > Professional Supervision for Ministry Workers | blended extensive

(PC051) > Professional Pastoral Supervision Practicum (full-year) | blended extensive

STEP TWO:

Seek assistance if required!

If you would like assistance with course planning, please contact the Assistant Registrar (Postgraduate Studies), available Monday-Thursday on p: *03 9207 4800* or e: registrar@ridley.edu.au

STEP THREE:

Check carefully, complete, and return your Confirmation of Enrolment form

ACT confirmation of enrolment (CoE)

During week two of each unit you will receive your official *Confirmation of Enrolment in ACT Units* form, listing:

- the units you have enrolled in for that census date and
- your level of enrolment for those units.

... a guide to choosing postgraduate units

This form needs to be carefully checked, signed and returned by the appropriate dates listed below.

If the information on the form is incorrect, please make a note on the form to indicate the correct unit's and/or levels. This confirmation form is the basis upon which FEE-HELP is assigned, and finalises the reporting Ridley needs to complete for the ACT and the government.

Students must pay attention to the unit and level indicated on their Confirmation of Enrolment forms and must complete all assessments at that level **or** must formally vary their enrolment before the census date. Failure to do so may result in failing the unit.

Note that units with special census dates will be confirmed separately and students may therefore need to return more than one Confirmation of Enrolment form.

semester one Confirmation of Enrolment forms returned by > **14 March**

semester one **HDR** Confirmation of Enrolment forms returned by > **24 March**

semester two Confirmation of Enrolment forms returned by > **4 August**

semester two **HDR** Confirmation of Enrolment forms returned by > **22 August**

semester three Confirmation of Enrolment forms returned by > **28 November**

Late enrolments and unit variations

Late enrolments are only accepted up until the end of the first week of each semester for semester-based units and are not possible for intensives and extensives.

If you need to vary your enrolment, this is done by completing a *Variation of Enrolment form* which should be submitted to the Registrar's Office as soon as possible. Please note that there are time constraints upon when these changes can be made, and financial and academic penalties may apply for late changes. See the *2025 Variation of Enrolment policy* for details.

Some intensive, extensive and full-year units have special census dates which are denoted on the timetable with *. These units will be invoiced and confirmed separately and have specific *Variation of Enrolment policies* which are provided to you with your invoice for that unit.

fees

STUDENT FEES

Student fees cover 55% of the cost of running Ridley. This means that all students are subsidised, and in order to cover costs we rely upon income from generous donors including individuals, churches, Trusts and the Ridley Foundation.

Unit fees are invoiced at the beginning of each semester (semester one–February, semester two–July, semester three–November, special census dates as advertised) and are due and payable in full by the relevant census date.

Fees will be refunded in the event of withdrawal from a unit of study within the first two weeks of lectures, but not after the census date unless there are valid medical or compassionate grounds. For a full explanation of the regulations governing changes in enrolment, please see the relevant *Variation of Enrolment policy* provided in your enrolment pack, also available from the Registrar’s Office or online.

Ridley may use the services of its accredited mercantile agency for collection of any overdue fees; however, in particular cases, the Principal may exercise discretion for fee collection to be handled internally.

2025 TUITION FEES

Tuition fees are determined by the Australian College of Theology Board of Directors each year. In 2025 the following fees apply:

AUSTRALIAN AND OFFSHORE STUDENTS:

Undergraduate (level 5-7): \$2,853 per 12cps unit

UCertMin, UCertTh, DipChrStud, DipMin, DipTh, AdvDipMin,
AdvDipTh, AssocDegMin, AssocDegTh, BChrStud, BMin and BTh

Graduate (level 8-9): \$3,162 per 12cps unit

GCDiv, GDDiv, MMin, and MDiv

Postgraduate coursework (level 8-9): \$3,162 per 12cps unit

GCPPS, GCPCMH, MA(ChrStud), MTS, DMin coursework phase

Postgraduate research (part-time 24cps): \$5,706 per semester

MTh, PhD and DMin research phase

Postgraduate research (full-time 48cps): \$11,412 per semester

MTh, PhD, and DMin research phase

OVERSEAS STUDENTS (studying full-time in Australia on a student visa)

Undergraduate (level 5-7): \$3,288 per 12cps unit

BMin, BTh

Graduate (level 8-9): \$3,642 per 12cps unit

GCDiv, GDDiv, MMin and MDiv

Postgraduate research (full-time 48cps): \$13,632 per semester

MTh, PhD

... fees

OTHER FEES

Ridley Online students

Online students are responsible for their own internet connection and for return postage of any books borrowed from the library. The library pays for postage to students.

Audit students

Students auditing a unit/s (participating in learning but not submitting assessment or receiving academic credit) are invoiced a fee of \$395 per 12cp unit. This mode of study is available for both on-campus and online students. Please note that FEE-HELP is not available to auditing students.

Anglican Institute Training Fee

For many years the Anglican Diocese of Melbourne has given Ridley College an annual grant of approximately \$40,000 to enable the Anglican Institute program to run. Unfortunately this money is no longer available due to other priorities within the Diocese.

The diocese will still give all eligible ordination candidates from Melbourne a small living grant, however the funding for the Monday program has ceased. In order to keep the program running, the College leadership has decided to charge a fee to members of the Anglican Institute to help cover costs.

This fee will cover the following:

1. Faculty and staff costs of running the program, and the provision of mentoring and personal support.
2. Lunch each Monday.
3. The cost of the candidate attending the annual Anglican Institute Weekend Away.

The 2025 fee is \$500 (plus GST) per semester for those who are ordination candidates (both Melbourne and other dioceses), and \$250 (plus GST) per semester for those who are in the Year of Discernment. These fees will be invoiced in May and October each year and are payable directly to Ridley College and cannot be allocated to FEE-HELP.

FEE-HELP

Since 2005 Ridley students have been able to access financial help from the Commonwealth Government to help pay their tuition fees.

PLEASE NOTE: From 1 January 2020 the Government introduced a combined total amount of tertiary education assistance available to students over their lifetime. The current HELP loan limit is \$113,028. The fees are paid by the Government to the Australian College of Theology (the Higher Education Provider).

The student may pay back the debt at any time, but must begin doing so when their taxable income reaches a given threshold. The figures are indexed annually in line with the CPI.

From 1 July 2025 the minimum repayment threshold will change from \$54,435 in 2024-25 to \$67,000 in 2025-26.

... fees

Further information can be found at:

<https://www.studyassist.gov.au/help-loans/fee-help>

<https://www.studyassist.gov.au/news/government-announces-changes-help-debt-repayments>

<https://www.studyassist.gov.au/latest-news>

To be eligible for FEE-HELP a student must:

- be an Australian citizen (permanent residents, including New Zealand citizens are not eligible) or the holder of a permanent humanitarian visa or the holder of a permanent visa who is undertaking bridging study for overseas-trained professionals. If you fall into the last two categories you must also be resident in Australia for the duration of the unit;
- have completed Ridley's application and enrolment procedures by the appropriate deadlines and have every intention of completing the course that they are requesting FEE-HELP assistance for,
- have provided their [*Unique Student Identifier \(USI\)*](#) to Ridley
- have lodged their separate FEE-HELP Application Form (eCAF) online before the appropriate census date (details provided by the Registrar's Office).

Undergraduate students should note that the government applies a loan fee each time a loan is taken out for students enrolled in undergraduate degrees. This loan fee has been set at 20% since 1 January 2022.

2025 standard FEE-HELP census dates

semester one: **21 March**

semester two: **8 August**

semester three: **5 December**

Units with special census dates have different administration and census dates from those listed above. These are detailed on the *Variation of Enrolment Policy* which relates to the units' special census date. All students enrolled in a unit with a special census date will receive a hardcopy of the appropriate *Variation of Enrolment policy* with their invoice. The *Variation of Enrolment policies* can also be found in the Registrar's virtual office.

No FEE-HELP applications can be accepted after these census dates.

For further information on FEE-HELP:

- contact the Registrar if you have any questions
- government website: www.studyassist.gov.au
- visit the ACT website: www.actheology.edu.au

SCHOLARSHIPS AND BURSARIES

Ridley offers some support packages and scholarships. These scholarships are means-tested and awarded by semester. Applications close in 2025 on 3 February for semester one consideration and 30 June for semester two consideration. Application forms are available from the website: <https://www.ridley.edu.au/about-ridley/fees-and-scholarships/>. Completed scholarship application forms should be submitted to the Registrar's office.

2025 calendar

SUMMER INTENSIVE & EXTENSIVE UNITS

PC073: Self-care and Resilience in Ministry

unit commences: 20 January 2025

delivery mode: campus

intensive: 10–14 February

enrol by: 13 January 2025

LA003: Biblical Hebrew A

unit commences: 3 February

delivery mode: campus

intensive: 3–21 February, 25 February, 4 March

enrol by: 17 January 2025 (December 2024 preferable)

DE037: Children's and Youth Ministry

unit commences: 3 February

delivery mode: extensive 10–13 February (campus) and 14–15 April (virtual)

enrol by: 17 January 2025

EM021: Living Faiths

unit commences: 14 February

delivery mode: campus

extensive: Fridays 21, 28 February, 7, 14, 21, 28 March

enrol by: 31 January 2025

2025 IMPORTANT DATES

(dates are correct at time of publication; for updates > www.ridley.edu.au/current-students/year-planner/)

semester one:	24 February – 29 May
31 January	Semester one unit enrolment forms due
3–21 February	Biblical Hebrew A intensive
8–14 February	24-S3 exam week
20 February	Orientation session (Zoom)
24 February	Normal lecture timetable commences
25 February	repeat Orientation session (Zoom)
28 Feb – 1 March	LAUNCH camp
5 March	24-S3 Board of Studies (marks meeting)
14 March	ACT Confirmation of Enrolment forms due to the Registrar's Office
15 March	CYM Training Day
21 March	Final date for Variation of Unit Enrolment without incurring fee
21 March	Final date for payment of semester one fees
21 March	FEE-HELP census date
24–27 March	Mission in Australia Week
5 April	Graduation and Commissioning Service
14–25 April	Reading weeks inc. Easter and ANZAC Day (no lectures)
21 May	Ridley Open events
2 June	SwotVac
4 June	Exams commence
18 June	Board of Studies (marks meeting)

... 2025 calendar

semester two:	14 July – 16 October
20 June	Semester two unit enrolment forms due
10 July	Orientation session (Zoom)
11–13 July	Ordination candidates & families weekend camp
14 July	Normal lecture timetable commences
15 July	Repeat orientation session (Zoom)
4 August	ACT Confirmation of Enrolment forms due to the Registrar's Office
7–8 August	RESCON (HDR students)
8 August	Final date for Variation of Unit Enrolment without incurring fee
8 August	Final date for payment of semester two fees
8 August	FEE-HELP census date
11–14 August	Global Mission week
18–22 August	Reading week
22–26 September	Reading week
8 October	Ridley Open events
16 October	Valedictory
17 October	Semester three unit enrolment forms due
20 October	SwotVac (no lectures)
22 October	Exams begin
5 November	Board of Studies (marks meeting)
semester three:	10 November 2025 – 13 February 2026 (online only)
10 November	Semester three commences
1 December	ACT Confirmation of Enrolment forms due
5 December	Final date for Variation of Unit Enrolment without incurring fee
5 December	Final date for payment of semester three fees
5 December	FEE-HELP census date semester three
25 Dec 2025 – 1 Jan 2026	Christmas and New Year's Day break (Semester 3 reading week) College closed
26 January 2026	Australia Day Holiday
7–13 February 2026	Exam week
4 March 2026	Board of Studies (marks meeting)

contacts

ACCOUNTS

Accounts: Paul Game

Monday, Tuesday, and Thursday, 9.00am–5.00pm

p: 03 9207 4800 ext 900

f: 03 9387 5099

e: accounts@ridley.edu.au

AUSTRALIAN COLLEGE OF THEOLOGY

Monday–Friday, 8.30am–4.00pm

Level 5, 33 York Street, SYDNEY NSW 2000

p: 02 9262 7890

f: 02 9262 7290

e: academicservices@actheology.edu.au | www.actheology.edu.au

LIBRARY

College Librarian: Rebecca Grimmer

Associate Librarian: Harriet Sabarez

Monday–Friday, 8.30am–6.00pm

p: 03 9207 4800 ext 905

f: 03 9387 5099

e: library@ridley.edu.au | www.ridley.edu.au/studying-at-ridley/library

MAIN OFFICE

Receptionist: Kathryn Shedden

Monday–Friday, 9:00am–4.30pm

p: 03 9207 4800

e: info@ridley.edu.au | www.ridley.edu.au

REGISTRAR'S OFFICE

Registrar: Katrine Bramley

Assistant Registrars: Natalie Brough (Operations) and Alison Flynn (Postgraduate Studies)

Monday–Friday, 9.00am–4.30pm

p: 03 9207 4800 e: registrar@ridley.edu.au

Academic Counsellor (current students): Flyck Clift

Monday - Friday 9.00am–4.30pm

p: 03 9207 4800 e: studentsupport@ridley.edu.au

Admissions Officer (prospective students)/Overseas Student Liaison Officer: Jessica Loef

Monday - Friday, 9.00am–4.30pm

p: 03 9207 4800 e: admissions@ridley.edu.au

My Ridley Support: Jon Johnson

Monday–Wednesday 9.00am–3.00pm

p: 03 9207 4800 e: moodleadmin@ridley.edu.au