

## WELCOME TO CSU 2016 SEMESTER 2 COURSE INDUCTION BOOKLET

UNITED THEOLOGICAL COLLEGE  
CSU School of Theology, Parramatta Campus

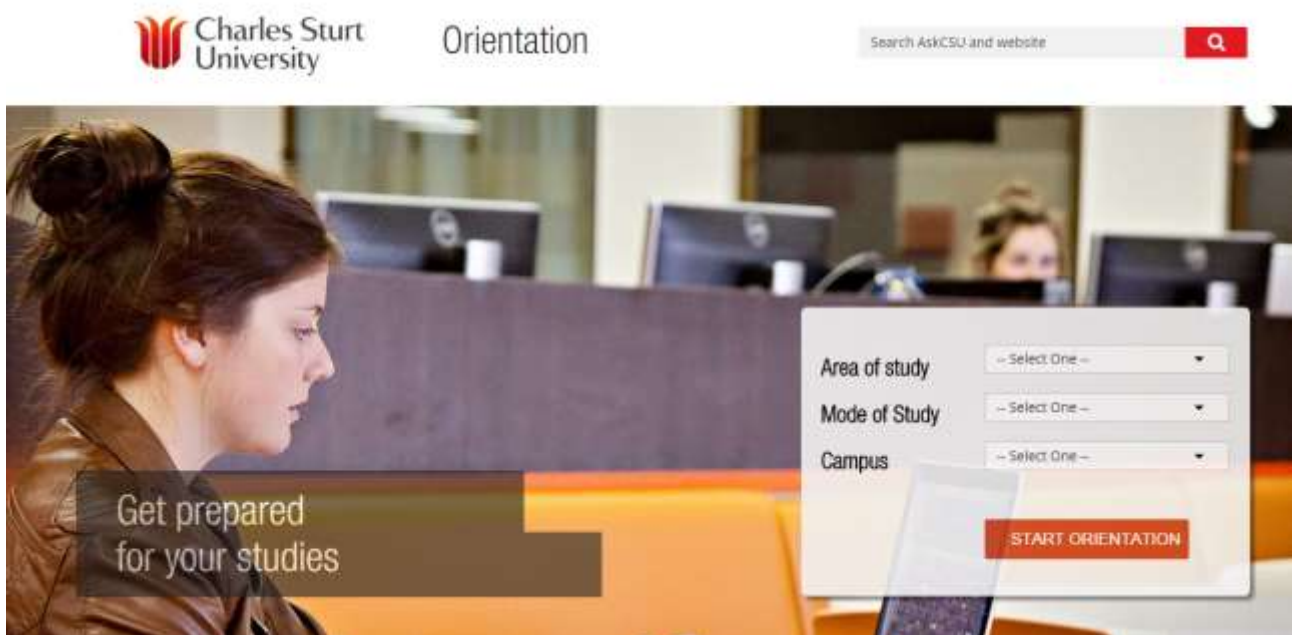
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# CSU ONLINE ORIENTATION

The CSU **Orientation Website** is your first stop for finding your way around CSU. If you haven't already logged on to our **Orientation Website**, go to [http://student.csu.edu.au/orientation/personalise/page/\\_nocache](http://student.csu.edu.au/orientation/personalise/page/_nocache) and work your way through the information. This may take time, but is worth it in the long run for understanding your way around the CSU web, understanding the academic rules and regulations, and knowing where to go to find help.

Information about your Faculty can be found at <https://www.csu.edu.au/faculty/arts/theology>



# COMMUNICATION AND GENERAL INFORMATION

## Student Portal

The **Student Portal** is your *personalised* home page to the full range of online services and facilities for CSU students. It has general information and access to your online learning environment called **Interact2**. Visit <http://student.csu.edu.au> and be sure to mark this page on your favourites.

You will need your username and password to access the **Student Portal** and all other secure CSU online services. Take your time to explore the **Student Portal** and click on the various links. You can customise the Student Portal to display widgets in the order you like.

## Message Centre

Your **Message Centre** is the CSU communications system for sending and tracking official university messages. Check your messages regularly at <http://student.csu.edu.au/home/message-centre>. **Message Centre** can also be access from the **Student Portal** by clicking on the envelope icon.

## Student Central

**Student Central** is the first point of contact for students to access all non-teaching services at CSU. Please submit an email or search **Student Central** online (**AskCSU**) at <http://student.csu.edu.au/services-support/student-central>

Many of your questions can be answered by the information maintained in **AskCSU**. This information is updated weekly by experts across CSU. You can also call **Student Central** on 1800 Ask CSU (1800 275 278). Internal calls: 37507 Fax: 02 63386599. Calls from outside Australia can be made to +61 2 69337508.

Types of enquiries that students can make at **Student Central** include:

- help accessing your personal records or changing your details
- assistance changing your enrolment
- HECS/FEE Help
- making counseling and learning skills appointments
- problems accessing your CSU websites
- applications for leave of absence, grade reviews, withdrawals
- accommodation information
- questions on your financial balances
- assistance when DE packages have not been received
- guidance when you don't know where to go or who to speak with

## Terminology

University can be quite daunting, and made even more so because to the terminology used to describe courses etc. See the **Glossary** page to help you out with navigating your to definitions at <http://www.csu.edu.au/about/glossary>.

## CSU Card

All students are required to hold a **CSU Card** which is your official university Identity Card. **CSU Cards** are used for a variety of purposes:

- Identification on CSU campuses including entrance to examinations;
- NSW Travel Concessions;
- Dining Hall meals for students staying in on campus accommodation;
- Access to buildings, including 24 hour computer labs;
- Borrowing materials from the library;
- Access to Printing Copying and Scanning service;
- Purchase of goods in most on campus retail food outlets

To obtain your **CSU Card** you must submit a photo online through the **CSU Student Self Service Portal** at [https://banssb.csu.edu.au/ssb/twbkwbis.P\\_GenMenu?name=homepage](https://banssb.csu.edu.au/ssb/twbkwbis.P_GenMenu?name=homepage). Select **Enter Secure Area** to apply for your card. Photos must be in JPEG format and no larger than 200kB in size. Internal students can collect their CSU cards from Student Central during Orientation and Distance Education students will receive their CSU Cards via the post.

For more information visit the **CSU Card** website at <http://www.csu.edu.au/csu-card/finance>.

## Maintaining Your Personal Details

It is the responsibility of all students to maintain their personal details on their student record. These may include contact address (including out of session and mailing addresses), telephone number, family name, etc. You can change your personal details at the **Online Administration** site at [https://online.csu.edu.au/Inter/Action?type=B&cmd=Check\\_PIN&system=Enrolment\\_Menu](https://online.csu.edu.au/Inter/Action?type=B&cmd=Check_PIN&system=Enrolment_Menu).

## HECS/FEE HELP

**HECS-HELP** refers to the **Higher Education Contribution Scheme** and is for students studying in a Commonwealth supported place. The **HECS-HELP** scheme is both a student loan and a student discount. Eligible students may access a **HECS-HELP** loan to pay their student contribution amounts. Alternatively, eligible students can access the **HECS-HELP** discount by receiving a 10% discount on any upfront payment of \$500 or more.

You can verify that you are in a Commonwealth supported course on your Offer. All students in a Commonwealth supported course must submit a Commonwealth Assistance Form (eCAF) whether they are deferring their payments, or paying up front. This electronic form can be accessed and submitted via the link on the **CSU Apply for Commonwealth Assistance** pages at <http://student.csu.edu.au/finances/commonwealth-assistance/commonwealth-assistance>.

If you are not a Commonwealth Supported student, you are known as a fee-paying student, which means that you are required to pay your tuition fees up front to the University with no discount. Eligible students can apply for **FEE-HELP** meaning they can 'defer' payments.

For further information on **HECS-HELP** and **FEE-HELP** go to <http://student.csu.edu.au/finances/commonwealth-assistance/commonwealth-assistance>.

## Campus Maps

CSU Campus Maps and room locations can be found through FMCentral at <http://www.csu.edu.au/division/facilitiesm/fmcentral>.

## Online Enrolment

Each session you are required to complete your **Enrolment**. This is confirming the subjects you will be studying each session. Most students are pre enrolled in subjects for their first session of study and you can check these subjects online. Go to <http://student.csu.edu.au/administration/enrolment/enrolment-information> for further information on checking and updating your enrolment details.

Some courses require students to enrol themselves in elective subjects in first session. Consult with your Course Director/Coordinator for advice about which electives to enrol in.

Be aware that there are strict enrolment deadlines. For frequently asked questions on **Online Enrolment** go to <http://student.csu.edu.au/services-support/student-central/askcsu?#/article/13107>.

## My Degree Planner

**My Degree Planner** lets you compare your student record against the course requirements and identified what you have completed and what is yet to be studied to meet the course requirements.

**My Degree Planner** will:

- Allow you to monitor your progress through your course program.
- Check subject availability and pre-requisite study requirements.
- Allow you to plan your future session enrolment and facilitate an easy discussion of that plan with your Course Advisor.
- Check your eligibility to graduate.

For more information, and to access **My Degree Planner**, go to <http://student.csu.edu.au/administration/enrolment/degree-planner>.

## Principal Dates

Students should check their **Interact2** subject sites for each subject they are studying for the due dates of assignments. Access **Interact2** via the **Student Portal** at <http://student.csu.edu.au/>.

A comprehensive list of Principal Dates for the academic year is located in the **Student Calendar/Important Dates** listing at <http://student.csu.edu.au/study/calendar>. Check the grey tabs at the top of the calendar to further filter the calendar information.

## CSU Library Services

Students have access to **CSU Library** both **online and on campus** which includes:

- A huge collection of online eBooks and eJournals
- Personal assistance through the Ask-a-Librarian service
- Access to books and library material, including home delivery or digitization
- Self help resources such as videos and interactive tutorials
- Specialised support for students with a disability
- Keep up to date with CSU Social, Facebook, Twitter and Library blogs

Plus, visit the 24-hour Learning Commons at Albury-Wodonga, Bathurst, Orange and Wagga Wagga. These spaces provide group and quiet study areas, Wi-Fi, assistive technology rooms, comfortable seating, food and drink, computers, printing and multimedia facilities.

Visit <http://student.csu.edu.au/library> to see what we can offer you.

# Camden Theological Library

Camden Theological Library is located at the UTC Campus.

Library contact details are:

Phone: (02) 8838 8940,

Email: [library@nsw.uca.org.au](mailto:library@nsw.uca.org.au)

Postal Address: 16 Masons Dr, North Parramatta NSW 2151

Website <http://www.library.nsw.uca.org.au/>

## Opening Hours

Opening Hours during session are Mon - Thurs 10:30am – 6:30pm, Friday 10:30am – 5pm.

All other times, hours are 10:30am – 5pm, Mon – Fri.

Closed weekends and public holidays

## Borrowing

Your CSU student ID card will be needed.

- Maximum number of items per borrow: 10
- Loan: 3 weeks
- Renewal: by phone / email
- Fines for late returns.
- Returns can be made through the return chutes outside the library.

## The Collection

Camden Theological Library holds over 45,000 items and other material. The online computer catalogue provides access to the collection by author, title and subject. Access to an increasing number of journals is now being provided via full-text databases.

## Reserve Collection

Loan period are 3 hours (for use only in the library) and 3 days loans.

## Reservation of specific items

Items for Reserve or from the main collection may be reserved if they are on loan and you wish to borrow them. They will be held for you for 7 days.

## Information Requests

Library staff are happy to assist with requests for information and guidance about how to use the library and its resources. Please enquire at circulation desk.

## Library Orientation

Library information session is offered during Orientation Day at the beginning of each session. Contact the library if you need to arrange an alternative session.

## Photocopying Facilities

There are three photocopying machines for student use. Please see the library staff who will set up an account for photocopying charges.

## Study Areas

There are extensive facilities for individual study within the Main Library. Network and wireless internet access is provided.

## Computer Access

Both within the Computer room and the Main library, computers provide access to a variety of services.

## Morning Access

Students may be able to arrange to study in the library before the official opening time. Please advise a member of the library staff the day before to ensure it will be possible to provide this facility.

# ONLINE LEARNING AND SUBJECT INFORMATION

As a leader in educational technology, and in an effort to support environmental sustainability, CSU embraces and utilises online learning to deliver all of its subject matter. Subject information is delivered within the Online Learning Environment for both internal and distance education students.

Face to face learning occurs through lectures, tutorials, practicals, workplace learning and residential schools. Many face to face lectures are also streamed online to support students studying from a distance. These lectures are also recorded for the benefit of all students.

## Interact2

Your online learning environment is called **Interact2**. Here you will find all of the information and tools you need to complete your subjects each session. Your new subjects can be found in **Interact2** a few weeks prior to the beginning of each session.

Access **Interact2** from the **Student Portal** at <http://student.csu.edu.au/>.

## Online Learning Student Support

Whether you're studying on campus or by distance education you need to learn how to use CSU's online environment. Learning Online Support provides the information and guidance that you may be looking for to function and learn effectively within the University's online environment.

Go to <https://student.csu.edu.au/study/skills/estudent-support> for further information.

## Subject Outlines

By the first week of every session you will be provided with a **Subject Outline** for each subject which is **available online through your subject Interact2 sites**. The **Subject Outline** will give you details about your:

- Subject Coordinator
- academic contact details
- subject lesson plan
- assessment information
- assessment marking criteria
- text book information

This is an important document, which you should read thoroughly and refer to about the formal requirements in each subject. Access **Interact2** from your **Student Portal** homepage at <http://student.csu.edu.au/>.

## Subject and Course Discussion Boards

As a student you have access to **Subject and Course Discussion Boards** which you can connect to through the relevant **Interact2** sites via your **Student Portal** home page at <http://student.csu.edu.au/home>. **Discussion Boards** are available for each subject in which you are enrolled. **Discussion Boards** have forums where you can communicate with other students in your subject and with the Subject Co-ordinator.

Course **Discussion Boards** are available for some courses. These forums are for communication with other students in the same course, as well as your Course Director/Manager/Coordinator.

**Discussion Boards** are a great way to form networks whether you are studying totally as an online student or on campus, and to obtain useful information about what is happening in your course or subject. Messages in regard to subject availability, workshops and career opportunities may be posted here. Students often use discussion boards to discuss assignment tasks, or to plan attendance at workshops.



## Timetable for on Campus Students

The on campus students' **Subject Timetable** is published each session, and is available through the **Timetable** website at <http://www.utc.edu.au/2016-timetable-session-2/>

You will be given a campus specific timetable for your course based on the normal enrolment pattern for first year students. Whilst every effort is made to ensure students do not experience clashes of times for lectures, workshops and tutorials, no guarantees can be given for students who are out of sequence (not undertaking the normal course pattern), nor with elective subjects. If you experience a clash of lecture times, you should contact your Course Coordinator who may be able to suggest an alternative subject for you to take.

# ACADEMIC SUPPORT

## ALLaN (Academic Literacy, Learning and Numeracy)

CSU offers academic learning support to all enrolled students to enable them to acquire or enhance the skills they need to succeed in university studies. During workshop tutorials, drop-in sessions and study centres, or through individual consultations, students can learn strategies and techniques to assist with academic activities.

The CSU **ALLaN** (Academic Literacy, Learning, and Numeracy) Team provides free support services 7 days per week, online and on campus, for all CSU students. Access the ALLaN website at <http://student.csu.edu.au/study/ALLaN> and take a good look around. You will find a wealth of resources including their **Study Guide and Tips** page at <http://student.csu.edu.au/study/skills/guidesandtips>.

## Academic Regulations

The basic philosophy of CSU is that students are mature individuals capable of assuming some responsibility for management of their study programs. It is, therefore, each student's responsibility to be acquainted with and comply with relevant academic regulations.

**Regulations** range from Admission through to Graduation and everything in between. If you are having difficulties through illness or personal problems you are **strongly** urged to read these **Regulations** and **Policies** in their entirety, especially Academic Progress and Assessment Regulations.

The **Academic Regulations** and **CSU Policy Library** are available online at:

[www.csu.edu.au/acad\\_sec/regulations.htm](http://www.csu.edu.au/acad_sec/regulations.htm)

<http://www.csu.edu.au/about/policy>

If you are still unsure of the procedures to follow use the **Student Central AskCSU** at <http://student.csu.edu.au/support/student-central/askcsu> to search for articles on these regulations, or contact **Student Central** directly via details at <http://student.csu.edu.au/support/student-central>.

## Academic Advice

Your **Course or Program Director** provides academic advice regarding your course/degree. Their details are on page 2 of your Course Offer. **Course/Program Directors** provide assistance on topics such as electives, credits, subject order and prerequisites.

**Subject Coordinators** are your first point of contact for subject related issues.

Further assistance to students is available from the Office for Students, **Student Liaison Officers**. **Student Liaison Officer** information can be found at <http://student.csu.edu.au/services-support/student-liaison-officers>.

## Avoiding Plagiarism

Charles Sturt University expects that the work of its students and staff will uphold the values of academic honesty and integrity. The **Guide to Avoiding Plagiarism** is an important resource to help you understand these values and apply them in practice.

Plagiarism is contrary to the values of academic integrity and honesty. The practice of plagiarism within the University could undermine the University's reputation and also that of students and staff who have acted with integrity and honesty. It is important that we all take our share of responsibility for maintaining the best standards and values in the work of our University.

The **Guide to Avoiding Plagiarism** can be found at <http://student.csu.edu.au/study/plagiarism>.

## Welcome to United Theological College (UTC)

Welcome to the world of theological education and ministry formation. The territory you are now about to enter is one of fast-paced change. The reason for that lies in the shifting relationship of the gospel to its host culture. Once upon a time we lived in a world of Christendom. The stories of the Christian faith were relatively well known; there seemed to be more of a moral consensus and the church had a recognizable place in society. Those in ministry had a relatively clear idea of what their job and vocation was. Now that landscape has altered. The Christian faith is more likely to find itself on the edge of mainstream culture; the constituency of the churches is more likely to be one of ethnic diversity.

Here at UTC we seek to honour what we have received from the past. We are deeply committed to the lines of continuity of those who have gone before us in faith. Our courses reflect that desire to stand inside the catholic, evangelical and reformed traditions of the Christian faith. We are also seeking to be open to the future. We believe good theology is required for a time like the present. And so we have developed an array of newer subjects that are seeking to respond to how we are called to be Christian in a future that is always breaking in upon us.

This is an exciting time to be studying theology. It is a much needed vocation.

Acting Academic Dean  
Rev Dr Rhonda White



# SCHOLARSHIPS, AWARDS AND PRIZES

## CSU Scholarships

For information about the full range of scholarships available to Charles Sturt University students please visit the Scholarships webpage: <http://student.csu.edu.au/support/scholarships-grants>.

There are some scholarships available through Uniting Mission and Education. Please see the application at this link: <http://ume.nsw.uca.org.au/resources/ume-scholarships/>

## The Deans' List Awards

The objective of the Deans' List Awards is to acknowledge outstanding academic performance by undergraduate and course work post graduate students in a Faculty. Students who are eligible for this award will be contacted directly by the University

## THE FACULTY

Dr Jeffrey Aernie  
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## UTC ADMINISTRATION STAFF

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02 8838 8914  
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Joanne Stokes  
Course Admin Officer (Mon – Thurs)  
02 8838 8967  
[joannes@nswact.uca.org.au](mailto:joannes@nswact.uca.org.au)

## THE CAMPUS

The main building contains UTC, St Andrews Chapel, Camden Theological Library, Student Administration Office, Pastoral Counselling Institute, UAICC and the staff of Uniting Mission and Education. Lecture rooms are numbered G1 to G6 and situated within the single level building. Go to the Student Admin window for the weekly class listings.

The Centre is open from 7.30am to 10.00pm Monday to Friday and limited times on the weekend. Times may be subject to change, please call **02 8838 8908**.

UTC Student Administration Office is open Monday to Friday from 9.00 am to 5.00 pm.  
Library hours may vary – see the Library section or visit the website <http://www.library.nsw.uca.org.au/>

## General Campus Information

**Emergency Evacuation Procedure:** Please familiarise yourself with the Centre Emergency Evacuation Procedure including all building exit points. A handout is saved on your student info USB and also available outside the Student Admin window.

**Medical Doctors:** For all medical emergencies please call 000 and/or notify the CFM Reception staff for assistance. You may refer to the list of Hospital & Local Doctors for information of medical assistance and bulk billing places in the area. There is also a First Aid Kit located at the CFM Main Reception.

**Chapel Services:** Tuesday Thursday Friday 9:25am; Weds 11:45am

**Security:** UTC is open to the public. While every effort is taken to ensure the security of student belongings, students should not assume that their unattended belongings are safe from theft. Please exercise care. The same care should be taken with regard to parked motor vehicles. It is unwise to leave valuables in your car in full view of passers-by. Breaches of security should be reported immediately to Uniting Venues staff.

**Smoking:** Smoking is prohibited in all UTC buildings and doorways and near windows and air conditioning systems. Consideration for others is appreciated.

**Kitchen:** The student Kitchen is located in the Atrium and contains a microwave, refrigerator, hot water boiling unit and variety of crockery and cutlery and free coffee, tea and biscuits. All kitchen users are expected to clean up after use.

**Snack & Drinks Vending Machine** – located near the lecture rooms.

**No ATM facilities:** There are no ATM facilities onsite. However should you need to make payments at the UTC student admin window we do accept eftpos/credit card payments. For the nearest ATM machine you can either go to Parramatta or Carlingford Court. Approx 10minute drive.

**Telephone:** There is a telephone available for student use in the CFM Foyer. Please note it only makes local calls.

**Car Park:** The car park is open to all staff and students and visitors and operates on a first come first serve basis. When there are conferences, extra flow over parking will be available across the road from the Centre.

**Photocopying:** Students have access to the photocopier in the library. Library staff will be able to set students up with an account.

**Accommodation:** For all onsite student accommodation enquiries contact the Main Reception on 02 8838 8908.

**Public Transport:** For public transport information see the student admin staff or contact 131 500.

**Meals:** As a general rule students need to provide their own meals.

**Community Morning Tea:** provided for all centre staff and students on Monday afternoon at 3pm. At these afternoon teas's general community news announcements are made.

# COURSE STRUCTURES

## **GRADUATE DIPLOMA OF THEOLOGY**

[http://www.csu.edu.au/courses/postgraduate/theology\\_gd/course-structure](http://www.csu.edu.au/courses/postgraduate/theology_gd/course-structure)

## **BACHELOR OF THEOLOGY**

<http://www.csu.edu.au/courses/undergraduate/theology/course-overview>

## **BACHELOR OF THEOLOGY (HONOURS)**

[http://www.csu.edu.au/courses/undergraduate/theology\\_honours/course-structure](http://www.csu.edu.au/courses/undergraduate/theology_honours/course-structure)

## **GRADUATE CERTIFICATE IN AGEING AND PASTORAL STUDIES**

[http://www.csu.edu.au/courses/postgraduate/ageing\\_pastoral/course-structure3](http://www.csu.edu.au/courses/postgraduate/ageing_pastoral/course-structure3)

## **GRADUATE CERTIFICATE IN PASTORAL COUNSELLING SKILLS**

[http://www.csu.edu.au/courses/postgraduate/pastoral\\_counselling/course-structure](http://www.csu.edu.au/courses/postgraduate/pastoral_counselling/course-structure)

## **GRADUATE CERTIFICATE IN RELIGIOUS VALUES AND EDUCATION**

[http://www.csu.edu.au/courses/postgraduate/values\\_education/course-structure](http://www.csu.edu.au/courses/postgraduate/values_education/course-structure)

## **GRADUATE DIPLOMA OF AGEING AND PASTORAL STUDIES**

[http://www.csu.edu.au/courses/postgraduate/ageing\\_pastoral/course-structure3](http://www.csu.edu.au/courses/postgraduate/ageing_pastoral/course-structure3)

## **GRADUATE DIPLOMA OF PASTORAL COUNSELLING**

[http://www.csu.edu.au/courses/postgraduate/pastoral\\_counselling/course-structure](http://www.csu.edu.au/courses/postgraduate/pastoral_counselling/course-structure)

## **MASTER OF ARTS (AGEING AND PASTORAL STUDIES)**

[http://www.csu.edu.au/courses/postgraduate/ageing\\_pastoral/course-structure3](http://www.csu.edu.au/courses/postgraduate/ageing_pastoral/course-structure3)

## **MASTER OF ARTS (PASTORAL COUNSELLING)**

[http://www.csu.edu.au/courses/postgraduate/pastoral\\_counselling/course-structure](http://www.csu.edu.au/courses/postgraduate/pastoral_counselling/course-structure)

## **MASTER OF MINISTRY**

[http://www.csu.edu.au/courses/postgraduate/ministry\\_master/course-structure](http://www.csu.edu.au/courses/postgraduate/ministry_master/course-structure)

## **MASTER OF THEOLOGY**

[http://www.csu.edu.au/courses/postgraduate/theology\\_master/course-structure](http://www.csu.edu.au/courses/postgraduate/theology_master/course-structure)

## **MASTER OF THEOLOGY (HONOURS)**

[http://www.csu.edu.au/courses/postgraduate/theology\\_honours/course-structure](http://www.csu.edu.au/courses/postgraduate/theology_honours/course-structure)

## **DOCTOR OF MINISTRY**

[http://www.csu.edu.au/courses/postgraduate/ministry\\_doctor/course-structure](http://www.csu.edu.au/courses/postgraduate/ministry_doctor/course-structure)

## **DOCTOR OF PHILOSOPHY**

[http://www.csu.edu.au/courses/postgraduate/doctor\\_philosophy\\_arts/course-structure](http://www.csu.edu.au/courses/postgraduate/doctor_philosophy_arts/course-structure)

# NOTES