

MANCHESTER
1824

The University of Manchester



GENERAL STUDENT HANDBOOK

FOR COURSES IN
2018-2019

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INTRODUCTION

Welcome to Spurgeon's College!

This Student Handbook is vital reading for every student. New students need to be familiar with its contents and everyone should use it as a first point of reference in the coming year. It has been fully updated so continuing students should also read it carefully. During Orientation Week staff will refer to its details.

Most of our students are registered on a programme accredited by the University of Manchester, and much of the material in this handbook reflects the University's policies and procedures. But this handbook is for all students at Spurgeon's, whatever programme of study you are following.

The Handbook provides an overview of information you need to know, and offers links to places where that information is unpacked in greater detail.

You will find sections on Spurgeon's mission, College life, student affairs and academic affairs. We have tried to provide information as clearly and concisely as possible. Please ask a member of staff if anything is not clear to you.

Spurgeon's College is an approved partner of the University of Manchester, which has validated the majority of our undergraduate and postgraduate degrees since 2012. We are embarking on the process of applying to the Government for our own Degree-Awarding Powers, with the hope of being able to award our own degrees from the academic year 2020-21 onwards.

A small number of legacy students are taking undergraduate and postgraduate degrees validated by the University of Wales or the University of Chester.

The College is directed by a Board of Governors; chair of Governors is Mrs Sarah B. King and chair of the College Council is Rev. David Kerrigan.

Part One | MISSION, VISION AND VALUES

Our Mission

- 1.1. To train men and women for Christian mission, ministry and leadership in the contemporary world.

Our Vision

- 1.2. The College draws its vision from three sources:
 - a. *A confessional foundation* – established by CH Spurgeon in 1856 as the Pastors' College, Spurgeon's College is a Christ-centred, evangelical college in the Baptist tradition, engaged in biblical and theological education.
 - b. *A formative ethos* – this flows from our life as a community that meets daily for worship, where preparation for Christian service is enriched by the practice of gathering daily as a community to glorify God, who is Father, Son and Holy Spirit.
 - c. *A geographical location* – the College is intentionally London based, with a national focus and a global reach.
- 1.3. The College Vision for the next ten years is:
 - To cultivate a creative learning environment allowing every student to develop spiritually, academically, emotionally and socially.
 - To deliver a relevant, structured curriculum tailored to training men and women for mission, ministry and leadership for all who wish to deepen their understanding of the Scriptures and theology.
 - To develop the College's position, in the global and diverse city of London, as a research-led, experience-based, centre of excellence delivering positive outcomes for students.
 - To maintain the highest professional and ethical standards in every area of College life.

Our Values

- 1.4. As a Christian Higher Education Theological College our values are directly drawn from and aligned with biblical principles. In particular:
 - We believe in the inherent moral equality, dignity and worth of every individual.
 - We value the unique distinctiveness of each member of the College community.
 - We celebrate the richness of being a diverse and inclusive community.
 - We believe that as a community meeting daily for worship we must be careful to listen to God and discern his will and purpose.

- We will promote the general wellbeing of all members of the student community and College staff.
- We are committed to assisting every student in reaching their potential.

Background and Context

- 1.5. Spurgeon's is an evangelical College in membership with the Baptist Union of Great Britain, the Evangelical Alliance and the Micah Network. As a confessional College, it is committed to studying and understanding the gospel of Jesus Christ as witnessed to by the Scriptures, and the challenges of the world in which this gospel is to be proclaimed. In doing this it combines classical and contemporary emphases in theology and ministry in serving the Church. Academic programmes will be offered in the light of the expectations and standards contained in the QAA Subject benchmark statement: Theology and Religious Studies and according to the principles stipulated by the *Counselling and Psychotherapy Central Awarding Body (CPCAB)*.
- 1.6. The College's core activity is training men and women for Christian mission, ministry and leadership in the contemporary world. This will involve training and preparing candidates for ordination to the Baptist ministry within the Baptist Union of Great Britain, Pastors in churches of other denominations and those called to Pioneer Ministry and Missional work. Ministerial formation and training is open to, and benefits from, the presence of many preparing for ministry/ordination from other denominations, networks and church contexts. The participation of students who are pursuing a biblical/theological education in its own right further enriches the life and experience of Spurgeon's learning community. The College has also developed provision for continuing ministerial development and academic research as well as for the training of church members seeking to serve in lay capacities.
- 1.7. Spurgeon's College will actively monitor and engage with the changing landscape of Higher Education in the United Kingdom. It will strive to maintain institutional agility to respond intelligently to the continual ebb and flow within Higher Education so that the College can succeed in its core mission. The College will be proactive in meeting its regulatory and compliance obligations (Office for Students; Quality Assurance Agency; Independent Higher Education; Teaching Excellence Framework) as a leading provider of ministerial formation and theological education. Spurgeon's will continue its active collaboration with other HE Theological Colleges.
- 1.8. The College will develop its relationship with local congregations within London, its partner Baptist Associations (South Eastern, London and Eastern Associations) and Christian communities and organisations nationally and internationally. It will build upon its reputation as an evangelical institution that is well-regarded nationally and internationally, and will seek to establish and maintain a range of strategic partnerships that further its mission.

Part Two | THE COLLEGE

2.1. ORGANISATIONAL STRUCTURE

2.1.1. The College is headed by the Principal, Revd Prof. Philip McCormack. It is organized in three departments, Ministerial, Academic and Operations. The Heads of those Departments are:

- Revd Simon Jones – Ministerial
- Revd Dr Stephen Wright – Academic
- Revd Helen Stokley – Operations

2.1.2. Simon, Stephen, Helen and the Principal, Philip together form the senior management of the College.

2.2. ACADEMIC STAFF

Name	Subject Areas/Responsibilities	Email	Ext.
Revd Dotha N. Blackwood	Pastoral Studies; Practical Theology; Christian Doctrine; Chaplain; Disability Officer (physical disabilities)	d.blackwood@spurgeons.ac.uk	224
Revd Seidel Abel Boanerges	Mission and Theology; Homiletics; World Religions; Compliance Manager	seidel@spurgeons.ac.uk	222
Dr Thomas A. Breimaier	Christian Doctrine and Church History	t.breimaier@spurgeons.ac.uk	225
Linda S. Campbell	Director of Practical Training and Admissions; Placements	l.campbell@spurgeons.ac.uk	219
Annabel C. Haycraft	Librarian	a.haycraft@spurgeons.ac.uk	236
Revd Simon Jones	New Testament; Practical Theology; Spirituality; Vice Principal – Director of Ministerial Formation and Training	s.jones@spurgeons.ac.uk	218
Revd Dr Pieter J. Lalleman	Biblical Studies	p.lalleman@spurgeons.ac.uk	221
Revd Prof. Philip J. McCormack	Christian Doctrine and Ethics; Principal	p.mccormack@spurgeons.ac.uk	205
Patricia A. McIlroy	Counselling	counselling@spurgeons.ac.uk	226
Jill Parnham	Counselling	counselling@spurgeons.ac.uk	226
Dr Debra K. Reid	Old Testament; Director of Undergraduate Studies; Newly Accredited Ministers; Malpractice Officer	d.reid@spurgeons.ac.uk	223
Revd Dr A. (Tony) D. Rich	New Testament Greek and Patristics	t.rich@spurgeons.ac.uk	226

Dr Zoltán S. Schwáb	Old Testament; Assistant Director of Postgraduate Studies	z.schwab@spurgeons.ac.uk	227
Dr Joshua T. Searle	Theology and Public Thought; Study Skills; Director of Postgraduate Studies	j.searle@spurgeons.ac.uk	229
Revd Dr Martin Stokley	Pastoral Care, Worship Leading, Director of Lay Training	m.stokley@spurgeons.ac.uk	233
Dr Stephen I. Wright	Biblical Studies; Practical Theology; Homiletics; Vice Principal – Academic Director; Disability Officer (learning support)	s.wright@spurgeons.ac.uk	228

2.3. ASSOCIATE TUTORS 2018-19

Name	Subject Area	Email	Ext.
Dr Paul W. Goodliff	Spirituality	-	-
Revd Robert J. May	Ministry; Homiletics; Gospels	revrobmay@gmail.com	
Dr David H. McIlroy	Theology and Law	-	-
Revd David K. McLachlan	Christian Doctrine and Ministry	d.mclachlan@spurgeons.ac.uk	-
Dr Peter J. Morden	Spirituality	-	-
Dr Christopher J. Voke	Chaplaincy	c.voke@spurgeons.ac.uk	232

2.4. OTHER MEMBERS OF STAFF

Name	Area of Responsibility	Email	Ext.
Dr Paul Armstrong	Compliance Officer	p.armstrong@spurgeons.ac.uk	206
Linda Abel Boanerges	Admissions Registrar	admissions@spurgeons.ac.uk	201
Jo Bradbury	Project Support	j.bradbury@spurgeons.ac.uk	211
Malcolm Cameron	Catering Manager	m.cameron@spurgeons.ac.uk kitchen@spurgeons.ac.uk	220
Sarah Cox	Finance Assistant	finance@spurgeons.ac.uk	237
Paul Crichton	Maintenance Team	maintenance@spurgeons.ac.uk	
Sophie Ellis	Project Support	s.ellis@spurgeons.ac.uk	208
Maria Evans	Catering Team	m.cameron@spurgeons.ac.uk	-
Harin Fernando	Finance Manager	h.fernando@spurgeons.ac.uk	216
Pauline Ffrench	Housekeeping Team	-	-
Mary Fugill	Housekeeper	housekeeper@spurgeons.ac.uk	-
Maxcine Hemmings	Catering Team	kitchen@spurgeons.ac.uk	-
Laura Harding	Receptionist	l.harding@spurgeons.ac.uk	200

Tim Hillyer	Maintenance Team	maintenance@spurgeons.ac.uk	-
Steve Holmes	Site Manager	s.holmes@spurgeons.ac.uk	-
Katie Jack	Deputy Director of Operations	k.jack@spurgeons.ac.uk	204
Sally Marvin	Learning Support Co-ordinator	s.marvin@spurgeons.ac.uk	-
Karen McCormack	Maintenance Team	maintenance@spurgeons.ac.uk	-
Janine Moore	Catering Team	kitchen@spurgeons.ac.uk	-
Cecil Newton	Maintenance Team	maintenance@spurgeons.ac.uk	-
Sandria Plummer	Executive Assistant	s.plummer@spurgeons.ac.uk	214
Faith Sibanda	Placements Administrator	f.sibanda@spurgeons.ac.uk	209
Revd Helen Stokley	Director of Operations	h.stokley@spurgeons.ac.uk	203
Dawn Turner	Gardener	-	-
Katie Walsh	Senior Registrar	k.walsh@spurgeons.ac.uk registry@spurgeons.ac.uk	215
Deborah Waweru-McDowall	Receptionist	d.waweru-mcdowall@spurgeons.ac.uk	210
John West	Maintenance Team	maintenance@spurgeons.ac.uk	-
Joanna Zaplotna	Virtual Learning Environment Administrator	j.zaplotna@spurgeons.ac.uk	202

2.5. KEY STAFF ROLES

Academic Director

2.5.1. Stephen Wright, the Academic Director, is responsible for strategic management of teaching and learning on the BA, MA and MTh programmes as well as Spurgeon's internal awards, maintaining and enhancing academic excellence, liaising with validating universities and regulatory bodies, and overseeing the Registry Team and its operations. Please see the separate **Programme Handbooks** for more detailed information about the BA, MA and MTh programmes.

Registry Team

2.5.2. The Registry Team (Senior Registrar and Assistant Registrar) is responsible for the overall administration of the student's academic life cycle on the BA, MA and MTh courses as well as Spurgeon's internal awards. This includes liaising with the admissions department regarding new students, ensuring that all administration is in place for them to commence their course; finalising student lists at the beginning of every academic year; and liaising with Finance Team regarding fees and University registration. The team is also responsible for registering students with the validating university, and the administration of interruptions of studies, extensions to deadlines, and withdrawals. The team also administers exams, presents student progress at Examination Boards and facilitates Certificates for exiting students.

2.5.3. Students should visit the Academic Administration office or contact registry@spurgeons.ac.uk for any queries regarding:

- Timetabling
- Changing from full-time to part-time study and vice versa
- Suspension of studies, extensions and withdrawal
- Certificates
- Coursework submission and marks

Director of Ministerial Training and Formation

2.5.4. Simon Jones, the Director of Ministerial Formation and Training, is responsible for the training and formation of ministerial candidates and arranging programmes that suit the needs of individual students. He also oversees the Counselling programmes, for more details of which please see the separate **Counselling Handbook**, as well as the access-level courses Equipped to Minister and Equipped to Pioneer.

Director of Practical Training and Admissions

2.5.5. Linda Campbell, the Director of Practical Training and Admissions, works closely with the Director of Ministerial Formation and Training and has special responsibility for the oversight of student placements. She also oversees the admissions process and department. If you wish to change

from ministerial training to the Open Option route or *vice versa*, please contact Linda (l.campbell@spurgeons.ac.uk)

Chaplain

2.5.6. Dotha Blackwood, the College Chaplain, provides a confidential service and is available to meet students on any personal or spiritual matter, preferably by appointment.

Pastoral Tutor (leader of pastoral group)

2.5.7. Pastoral groups normally meet once a week (full-time students) or every other week (part-time students) between 1.30pm and 2.10pm. They usually consist of students in the same year of the same course and are led by a Pastoral Tutor, who consequently is the first person responsible for the well-being of the students in the group. Day-to-day questions can be raised with the Pastoral Tutor. The Pastoral tutor holds personal development interviews twice a year with ministerial candidates and Open Option students can also choose to take part in this process. The shape of pastoral group meetings may vary, but they are a great opportunity to build friendships and support networks, so the contribution of each member is valued and important.

First aiders

2.5.8. Our trained first aiders are:

- Dotha Blackwood (Tutor, Chaplain)
- Malcolm Cameron (Catering Manager)
- Harin Fernando (Finance Manager)
- Tricia McIlroy (Tutor)
- Martin Stokley (Tutor)

2.6. COLLEGE ADMINISTRATION

For ease of reference the items are ordered alphabetically.

Access

2.6.1. The College access works on a badge system. Badges are issued for new students in orientation week. The badge is the only way of gaining access to the building and should be kept with you at all times. The badge is also needed to gain access and exit from the car park when the bollards are up. The badge should be pressed on the silver pad and the bollards will go down.

Accommodation

2.6.2. Katie Jack, the Deputy Director of Operations, is available to talk with students about accommodation issues on an appointment basis; appointments should be made by email.

Computer and wireless access

2.6.3. Computers are available for use by students in the Cloister area. Access to the Internet is available by the wireless network, the password for which is

available from reception. At the start of the year new students receive information regarding these.

Damage to buildings

2.6.4. Students are requested to report to the Deputy Director of Operations, in writing, any problems relating to the condition of the buildings, including accidental damage.

Energy conservation

2.6.5. We need everyone's help to keep the cost and waste of heat and light down to a minimum. Please ensure that when leaving a room unoccupied, lights are turned off and windows closed.

Finance

2.6.6. The Finance Manager, Harin Fernando, along with Finance Assistant Sarah Cox, can be found in the Finance Office on the first floor corridor of the main building. They are available for enquiries and invoice queries, as well as matters relating to accommodation payments, receiving fees etc. A card payment machine is available. The office also deals with NUS registrations, Oyster card and Student Railcard registrations, student loan matters and fund-raising related letters.

Fire

2.6.7. The College is fitted with a fire alarm system. It is essential that you familiarise yourself with the fire regulations which are set out below in Section 3.7 and posted in strategic places in the buildings.

Parking

2.6.8. The main car park is normally adequate even for busy days. It works on a 'first come, first served' basis. If it becomes full, students can park on the main road or in nearby side streets. The smaller car park in front of the main door is for members of staff and students. Staff may park in the spaces around the edge of the area, students may use the spaces marked in the centre. Please do not park cars anywhere other than designated places. The large shed at the top of the drive can be used to store mopeds or bicycles; office staff can advise regarding the combination to the lock. Motorbikes have a separate space close to the entrance. The College cannot accept responsibility for any damage to students' cars, cycles or motorbikes whilst parked on College premises.

Photocopier

2.6.9. Photocopying machines are available to students in the Library and in the Cloister area. Students can pre-load credit onto their identity cards for use of the photocopying machines. Please report any faults to reception; do not attempt to repair it yourself. Paper can also be obtained from Reception.

Reception and General Office

2.6.10. Reception is open 8.00am - 4.00pm apart from Fridays when it closes at 1.30pm. Office staff will endeavour to answer any queries. Please go to the Office reception desk.

Security

2.6.11. The College has in the past been subjected to vandalism and to theft of personal property. Please be alert to strangers acting suspiciously, either in the buildings or around the grounds. The best course of action is to ask politely about a person's College identity card or the purpose of their visit to the College. If you are not satisfied with the answer, check with a member of staff, who will investigate further. As a precaution, it is wise not to bring valuable items to College; wherever possible, personal belongings should not be left unattended. Some lockers are available for student use in the Link Passage. The College cannot accept responsibility for loss of any personal property on the College site.

Smoking

2.6.12. Smoking is only permitted in the designated outside smoking area. Please ask for further details at Reception.

Social Media

2.6.13. See the [Social Media Guidelines](#) on Moodle.

Telephones

2.6.14. If a student without a mobile phone wishes to make an urgent or private call during the day, Office staff will be pleased to help. Outside Office hours, and in the case of an emergency only, students can obtain an outside line from the telephone located in the Staff Room.

2.7. ATTENDANCE

2.7.1. Taught students are expected to attend all planned teaching sessions. Please see the [Student Attendance Policy for full details regarding student absence](#).

2.8. COMPLAINTS AND DISCIPLINE

2.8.1. Students may lodge a formal complaint against the College or any member of staff in accordance with the College's [Complaints Procedure](#). Academic Appeals are dealt with in accordance with the separate Verification and Appeals Procedure.

2.8.2. Spurgeon's College requires every student to maintain an acceptable standard of conduct. The [Conduct and Discipline of Students' Procedure](#) sets out how the College will deal with cases of non-academic misconduct.

Part Three | STUDENT AFFAIRS

3.1. SPIRITUAL LIFE

Worship

3.1.1. Worship is held in the Chapel on Mondays, Wednesdays and Thursdays between 10.40am and 11am. There is a Worship Hour at the Chapel on Tuesdays from 10.40am to 11.40am, with a sermon often preached by a guest speaker. Worship is led by staff and by students. These times form the heart of the spiritual life of our community. All ministerial students are required to attend when they are in college, and others are warmly encouraged to participate too. Students will be asked to lead and to help provide music on a rota basis. Revd Dotha Blackwood is responsible for this aspect of our life together.

College Conference

3.1.2. The link with our graduates is maintained through College Conference, the association and fellowship of former students, which Charles H. Spurgeon himself set up in 1865 to 'encourage vision and renew flagging spirits'. Conference now has some 1280 members and meets at the College in June of each year. On this occasion, leaving students are officially welcomed into membership. On alternate Wednesday and Thursday mornings, we pray in chapel for six members of Conference from whom we have requested news.

3.2. PASTORAL CARE

Pastoral groups

3.2.1. Pastoral groups function for all students on taught undergraduate courses. Their aim is facilitating fellowship and friendship as well as providing opportunity for support, prayer and discussion. There is also a group for taught Master's students. A member of staff acts as leader of each group (see 2.4.4 above).

Pastoral care system

3.2.2. The pastoral care for our students works at four levels:

- Students meet in pastoral groups as described above on a weekly or bi-weekly basis. The tutor who leads the group is available to meet with students individually on request.
- The Director of Practical Training is available to talk with students concerning any matters relating to their placement.
- The College Chaplain is available to meet students on any personal or spiritual matter, preferably by appointment.
- Finally, the Principal, as pastoral leader of the College community, is available to talk to any student on any matter, personal, spiritual or academic. Appointments can be made via email.

3.3. STUDENT SUPPORT

3.3.1. Spurgeon's College welcomes students from a variety of social, economic, ethnic and academic backgrounds. We welcome students with physical disabilities, long term medical conditions or learning difficulties. All students are accepted on the basis of the same academic criteria and every student is considered a valued and integral member of the academic community. The College is therefore committed to making its facilities and teaching programmes accessible to all students. This commitment means that we take all reasonable steps to meet the needs of all our students to the best of our ability.

Diversity and Equal Opportunities Policy

3.3.2. We are committed to providing equal opportunity in terms of access, success and progress to all students who come into contact with Spurgeon's College. For this reason we adhere firmly to our [Diversity and Equal Opportunities Policy](#) and are committed to ensuring that it is applied consistently in all areas of the College community.

Disability Statement

3.3.3. We have a clear statement that expresses our commitment to embrace and provide for students and staff who have any type of disability (social, physical, mental, or learning disability). Please see the [Disability Statement and Special Educational Needs Guidelines](#).

3.3.4. The College adheres to the Quality Assurance Agency's Code of Practice on Students with Disabilities and in particular it agrees with the precept that 'assessment and exam policies, practices and procedures should provide disabled students with the same opportunity as their peers to demonstrate the achievement of learning outcomes'. At the same time, the rigour and comparability of the assessment should be protected so that one academic standard is applied to all students.

3.3.5. Wherever possible, College students who have a disability or long-term medical condition or learning difficulty will undertake the same assessments as others on their course. However, where the nature of the disability or long-term medical condition or learning difficulty makes it impossible for a certain form of assessment to be used, any alternative form of assessment will be of the same standard and present a comparable level of challenge.

Learning Support Department

3.3.6. The Learning Support Department supports the College's principles of equality and inclusion as expressed in the equal opportunities policy and disability statement. The Learning Support Department has three work streams:

Learning Support help and advice

3.3.6.1. The Learning Support Department provides drop-in sessions each week for students who are experiencing difficulties writing assignments, especially during the first year of their studies. Support is given on issues such as referencing, understanding specific essay titles, and structuring written work.

Learning Support for Students for whom English is an Additional Language (EAL)

3.3.6.2. The Learning Support Department provides support on request for students whose *first language is not English*. Such students will be encouraged to access study skills materials aimed at enabling EAL students to understand English language academic conventions and writing academic English. They may also receive some support in terms of planning their work, reading and using written and electronic sources, and writing up their assignments, but please note that the Learning Support Department **does not provide a full proof-reading service**. Please see the Guidelines for Proofreading Students' Assignments.

Learning Support for students with physical disabilities or learning difficulties

3.3.6.3. Support is provided within the College for students with physical disabilities or learning difficulties according to their individual needs. The College has established the following roles:

- two designated *Disability Officers*: one (Dotha Blackwood) is responsible for students who have a physical disability; the other (Stephen Wright) is responsible for students who have a learning difficulty. They are members of the Diversity and Equal Opportunities Monitoring Group.
- a *Learning Support Co-ordinator* (Sally Marvin) whose role is (i) to liaise with the College tutors and offer them information and advice in regard to individual students (including the production of individualised Student Learning Profiles); and (ii) to arrange support for students with learning difficulties. The Learning Support Co-ordinator, along with the Disability Officer responsible for students with learning difficulties, is a member of the Learning Support Committee.
- *Volunteer Support Workers* provide support to students in their writing of assignments.

3.3.6.4. A student with a *specific learning difficulty* (e.g., dyslexia, dyspraxia, dyscalculia, dysgraphia, Attention Deficit Disorder) will receive help in line with the professional assessment of their needs. To access additional support students need to be in possession of a diagnostic assessment report written after the age of 16 by an Educational

Psychologist. The Learning Support Department can offer advice and help to arrange such assessments.

- 3.3.7. The Learning Support Department is also able to offer students advice and guidance on how to apply for a *Disability Student Allowance* (DSA). This is a financial package granted by the government to some students in Higher Education who require additional help to enable them to succeed in their studies (e.g., electronic equipment, laptop and relevant software programs). In order to apply for this allowance, students need to be in possession of a diagnostic assessment report written after the age of 16 by an educational psychologist. If the application is successful, the student will then have a Needs Assessment to determine the exact nature of the support which is necessary. Following the Needs Assessment, the student will contact the providers who are named on the Needs Assessment report to access the recommended support.
- 3.3.8. We ask applicants to ensure that the College is aware of any support you may need so that steps can be taken to provide you with help from the outset of your study period with us. We strongly encourage applicants to disclose any disabilities or long term medical conditions (including asthma, diabetes, epilepsy and allergies) or learning difficulties which may have an effect on ability to study, performance, attendance, or well-being. Students whose learning difficulties become apparent only after they have begun their course will be given guidance by the Learning Support Department in order to establish the nature of their difficulties and provide appropriate assistance.

Study Skills

- 3.3.9. A Study Skills course is provided for all first year BA students which deals with crucial aspects of writing academic assignments.
- 3.3.10. Students are also advised to consult the following helpful websites before approaching the writing of their assignments:
- <https://www.coursera.org/learn/writing-english-university>
 - <https://www.futurelearn.com/courses/english-for-study>
 - <http://www2.le.ac.uk/offices/ld/resources/writing/writing-resources/writing-essays>
- 3.3.11. If you wish to have anyone else proofread your work for spelling errors etc., such as a friend or family member, this is acceptable, but **the work must be your own and all sources drawn on must be fully acknowledged according to the referencing guidelines.**

3.4. DOMESTIC MATTERS: ALL STUDENTS

Catering

- 3.4.1. The Charles Haddon Café is open 8.30am - 3.30pm during term time for the provision of hot and cold drinks and a variety of snacks. Breakfast is served

from 7.30 – 8.30am and lunch is served from 12.30 – 1.30pm. Payment can be made by cash, debit card or contactless. No credit will be offered at any time. A vending machine is provided in the Student Lounge.

- 3.4.2. Students are not required to sign in for lunch. Hot food will be served on a first come first served basis.
- 3.4.3. Pre-prepared sandwiches will be available Monday to Wednesday. There will also be a 'made to order' service on Monday to Wednesday, subject to stock availability. Sandwiches will only be available to pre-order on Thursday and Fridays. Ordering slips will be available at the café and must be submitted by 9am for the same day.
- 3.4.4. Food will be available to suit a variety of special diets. Dietary information will be published on the weekly menu.
- 3.4.5. Menus will be produced on a four week rolling programme and published on Moodle at least a week in advance.

Data Protection

- 3.4.6. All College data is treated in accordance with the [Data Protection Policy](#).

Notices

- 3.4.7. Daily notices of a general nature, or for individual students and groups, appear on the screen in the main hall. It is worth looking at this screen regularly! Announcements are also made after the Chapel services which take place on Monday to Thursday. More permanent notices, such as timetables and pastoral groups, are published on the boards in the Student Lounge.

Post

- 3.4.8. All post is delivered to reception and can be collected from 8am – 4pm (Monday to Thursdays and 8am – 1.30pm (Fridays)). If you have post for Staff please hand this to the receptionist who will place items in the staff pigeon holes which are located at Reception.

Overnight Accommodation

- 3.4.9. Overnight or 'B&B' accommodation can be requested via the Housekeeper and will be allocated on a first come first served basis. Overnight accommodation must be booked a minimum of 24 hours in advance. Students will then be invoiced by the finance department. Please note that all cancellations should be made in writing at least 24 hours in advance to avoid charge.
- 3.4.10. Rooms are available from 2.30pm on the day of arrival. You will be given an access card or code to the appropriate accommodation block. Your room key will be left on the desk inside the bedroom for you to collect on arrival.

- 3.4.11. Check-out is by 9.30am at the latest, by which point the room should have been cleared of all your belongings. Please speak to the Housekeeper if you require somewhere to store them until the end of the day. The key should be left in the bedroom at the end of every stay. Keys must not be taken away in between visits. Lost keys will be chargeable.
- 3.4.12. For those who stay on a regular basis, although we will make every effort to accommodate you in the same room, we cannot guarantee that this will be the case.
- 3.4.13. Bed linen and towels will be provided on each stay. You may bring your own bed linen if you prefer. Please inform the housekeeper if you intend to do this. You will be provided with a linen bag for storage in between stays.
- 3.4.14. During the week, breakfast is served in the dining room. Breakfast is generally only served during term time

Guests of Students

- 3.4.15. Guests of Students are welcome to stay at the College although we cannot guarantee that rooms will be available. If you wish to book an overnight guest you must check with the Housekeeper for room availability. Bookings can be made directly with her. Payment is required in advance. Meals for guests, whether staying overnight or not, should also be booked at the General Office at least 24 hours in advance.

3.5. DOMESTIC MATTERS: RESIDENTIAL

Meals

- 3.5.1. You are welcome to purchase meals from the café when they are available. Breakfast and lunches are generally served during term time only. There are no meals available in the evenings or at weekends. Each residential corridor has a kitchen where you can prepare additional meals as required.

Laundry and Cleaning

- 3.5.2. Live-in students have access to a washing machine, iron, ironing board and tumble dryer. These are available for student use from 3 -10pm on weekdays and any time at weekends. Ask the Housekeeper if you need any help. As a live-in student, you are responsible for keeping your own room and communal facilities clean and tidy and for laundering your bed linen and towels. You may either bring your own bed linen, or will be provided with a set when you arrive. For students staying on an ad-hoc (or 'B&B') basis, bed linen should be placed in the baskets when you vacate your rooms each week. Clean linen will be provided on a weekly basis.

Keys

- 3.5.3. Keys to rooms are available from the Housekeeper at the start of your residency period. Please return the keys at the end of the College teaching term in June. There is a charge of £15 for lost keys.

Rooms

- 3.5.4. All living-in students will be required to sign a tenancy agreement. Arrangements for vacations can be discussed with the Deputy Director of Operations.

TV licences

- 3.5.5. Those who watch TV in their room or view TV programmes on their devices must obtain a TV licence.
- 3.5.6. Your home TV Licence will usually cover you to watch live TV on any channel and BBC programmes on iPlayer on any device away from home.
- 3.5.7. However, if you're away from home and use the TV in your room or plug one of your devices into the mains and use it to watch or record live TV programmes on any channel or device, or to download or watch BBC programmes on iPlayer, you need to be covered by a separate TV Licence at that address. It's the law. For further information visit www.tvlicensing.co.uk.
- 3.5.8. Students are not covered by any licence purchased by the College.

Doctor

- 3.5.9. Students should register with a GP as soon as is practicable. The nearest surgeries are:
- 103 South Norwood Hill, tel. 0208 771 0742; website www.southnorwoodhillgp.org.uk
 - 130 Church Road, tel. 0208 771 6050

Dentist

- 3.5.10. Most dentists in the area take on NHS patients and free treatment is available to students as long as they ask for an 'AG1 Form' when registering. It is easiest to register and fill in the forms before treatment is needed. The nearest dental practices are at:
- 1 Beulah Hill (tel. 0208 653 3545; three dentists)
 - Lancaster Road, South Norwood, SE25 4BJ (tel. 0208 771 2020; three dentists).

Church

- 3.5.11. The nearest Baptist Church is South Norwood Baptist Church ('Holmesdale') in Holmesdale Road, see www.holmesdalecornerstone.co.uk

Public library

- 3.5.12. The nearest public libraries are in South Norwood and Crystal Palace.

3.6. FIRE INSTRUCTIONS

- 3.6.1. **The policy of Spurgeon's College is that no one should put themselves at risk in case of fire.**

- 3.6.2. **Please read these instructions carefully and make yourself familiar with the escape routes from the College buildings.**
- 3.6.3. **If you discover a fire**
- a. Immediately operate the nearest Fire Alarm Point (by the exits to the building) and call the Fire Brigade on 999.
 - b. Evacuate the building using the nearest exit.
- 3.6.4. **On hearing the fire alarm**
- a. Leave the building by the nearest exit and do not stop to collect personal belongings.
 - b. Do not run or shout but leave in an orderly manner.
 - c. Report to the Fire Officer (usually the Director of Operations or her deputy) at the Assembly Point on the Main Lawn opposite the Staff Room.
 - d. The Fire Officer will ensure the building has been evacuated and advise on the action to be taken.
 - e. Do not re-enter the building until it is safe to do so.

3.7. LOCKDOWN POLICY

- 3.7.1. The College implements a [Lockdown Policy](#) in the unlikely occurrence the College needs to be shut down and made inaccessible from the outside or evacuated completely, ensuring the safety of all students.

3.8. STUDENT FORUMS AND REPRESENTATIVES

Student forums

- 3.8.1. In order to organise student affairs and to discuss issues relating to College life, a student forum may be held from time to time. These meetings are open to all students. Details of date, time and location for each meeting will be advised in good time.

Staff-Student Liaison Committee

- 3.8.2. This committee meets once per semester to discuss any issues arising and is chaired alternately by students and staff. The meetings are open to all students and the minutes are posted in your Moodle account in the Student area.

Student Representatives

- 3.8.3. Student representatives are elected annually to help the student body organise itself, to meet regularly with the Principal and the Director of Operations, and to make sure that students' ideas, views and concerns are represented. The student body is affiliated to the National Union of Students and has its own constitution.

Representation on College Bodies

- 3.8.4. Students are represented on the following College bodies:

- College Council (3 students)
- Academic Board (3 undergraduates plus 1 representative from each of the taught master's courses, the in-service master's courses, the DMin and the MPhil/PhD)
- Quality Assurance Committee (2 students)
- Learning Resources Committee (3 students)
- Research Degrees Committee (2 students)
- Diversity and Equal Opportunities Monitoring Group (2 students)

3.9. PREVENT DUTY

3.9.1. The College's [Prevent Duty Policy](#) seeks to mitigate the risks of students being radicalised and drawn into terrorism. As a public body the College is required to generate, implement and maintain such a policy, and though the risk of student radicalisation has been assessed to be minimal given our confessional Christian nature, all students are expected to familiarise themselves with the Prevent Duty Policy and report any concerns to a member of staff. The Academic Director, Dr Stephen Wright, has overall responsibility for ensuring the Prevent Duty is implemented at the College.

3.10. VISAS

3.10.1. The regulations which govern the issuing of visas to students are changing year on year. We are obliged by the UK Home Office to issue a Confirmation of Acceptance of Studies (CAS) for every student from a country outside the European Union. Those who need visas must prove that they have enough funds to pay their fees and living expenses. Students who are in the UK on a visa which will expire before the end of their course need to contact the Director of Operations **several months** ahead of the expiry date of their visa. The requirements of the system are very strict and the sooner you take action about renewing your visa the better. See the [Student Visa Policy](#) for further information.

3.11. STUDENT FEES

3.11.1. Information about fees is available in the College's [Fees Policy](#) and [Financing Your Course \(Baptist Union Ministers in Training\)](#).

3.12. INTERRUPTION AND WITHDRAWAL

3.12.1. Students are expected to pursue their studies on a continuous basis for the stipulated duration of their programme. However, you may encounter personal difficulties or situations which seriously disrupt your studies. If it becomes clear that continuation of your studies is not possible, you may be granted a temporary interruption to your studies at the discretion of the

Special Cases Committee. Further information is provided in the [Interruption of Studies Guidelines](#).

- 3.12.2. If for any reason you decide to withdraw the College, do not just disappear. Please contact either your Pastoral Tutor or the Senior Registrar. If you withdraw from the course, you are - technically speaking - breaking the contract which you signed with the College when you were admitted. Hence in this situation we need you to complete the withdrawal form which is available on the Moodle under 'Academic Administration'. Fees will be charged in accordance with the fees policy. You will subsequently receive a 'close of account' statement outlining any outstanding fees. You must return all library books, your photo pass / identity card and any other College property in your care as soon as possible. The College reserves the right to take legal action against (former) students who fail to pay their fees and/or to return their library books.

Part Four | Academic Affairs

This section deals with general matters relating to those enrolled on the BA, MA and MTh programmes, as well as internal non-validated theology and ministry programmes. For more details of the BA, MA and MTh programmes please see the separate Programme Handbooks. Separate handbooks are available for students on the DMin and MPhil/PhD programmes and Counselling courses.

4.1. DEGREES

4.1.1. Full details of your degree can be found in the [Programme Specifications](#). Full details of individual course units can be found in the [Unit Descriptors](#). Degrees are taught and assessed in accordance with Spurgeon's [Learning, Teaching and Assessment Framework](#).

4.2. ASSESSMENT

Assessment regulations

4.2.1. All assignments are assessed in accordance with the regulations of the University with which the candidate is registered. For the great majority of students, this means the [University of Manchester Undergraduate Assessment Regulations](#) or [University of Manchester Postgraduate Assessment Regulations](#). The University of Manchester's regulations also guide the assessment of those registered on an internal non-university programme, with adaptations as necessary.

Submitting coursework

4.2.2. All assessed coursework must be submitted via the electronic submission through your Moodle account.

Coursework Submission Deadlines 2018-19		
The following are the deadlines for the great majority of your coursework. Some units, or assignments within units, have earlier deadlines and you will be informed of these by the tutor and on the Unit page on Moodle.		
SEMESTER 1		
Undergraduate Coursework	Friday 18 January 2019	By 2.00pm
Postgraduate Coursework	Friday 18 January 2019	By 2.00pm
SEMESTER 2		
Undergraduate Dissertations	Friday 26 April 2018	By 2.00pm
Postgraduate Dissertations (for 2019 graduation)	Friday 5 April 2019	By 2.00pm
Undergraduate Coursework	Friday 31 May 2019	By 2.00pm
Postgraduate Coursework	Friday 31 May 2019	By 2.00pm

- 4.2.3. It is important that submission deadlines are adhered to. Students who submit coursework after a deadline without good cause will incur a penalty. See the Spurgeon's College [Late Work Policy](#), the [University of Manchester Undergraduate Assessment Regulations](#) and the [University of Manchester Postgraduate Assessment Regulations](#). Please note that these documents are summaries for Spurgeon's College of the University's regulations. For the University's own assessment regulations please see your programme handbook (BA, MA or MTh) or the University of Manchester website.
- 4.2.4. 'Formative' assessments, which are designed to enhance the learning process, are not formally assessed and should be handed directly to the tutor.

Examination dates

- 4.2.5. Examinations take place at the end of each Semester, as indicated below. Specific times will be advertised nearer to the time.

SEMESTER 1	Week beginning Monday 21 January 2019
SEMESTER 2	Week beginning Monday 3 June 2019

Marking criteria

- 4.2.6. The criteria on which markers assess students' work at undergraduate and postgraduate level are set out in the Marking Schemes which can be found under Academic Policies in the Academic Administration section on Moodle.

Extensions

- 4.2.7. Students who anticipate with good cause that they will not be able to present assessed work by the required date may request an extension, and should do so at least two weeks prior to the submission deadline. In the case of unforeseen circumstances late applications may be considered.
- 4.2.8. Extensions may be granted in the case of unforeseeable or unpreventable mitigating circumstances, such as significant illness, death of a close family member, or jury service. Extensions will not normally be granted in cases such as holidays, inadequate time management, computer failure and stress not diagnosed as illness. Applications for extensions are considered by the [Special Cases Committee](#), and assessed against strict criteria set out in Spurgeon's [Extensions Policy](#).
- 4.2.9. A formal written application should be made on a [MC1 Form](#) and submitted with supporting evidence to the Senior Registrar. You can submit this online via the link 'Extension Request' on the Moodle homepage. The form is also found on Moodle under Academic Administration – Mitigating Circumstances. Under this tab you will also find an 'IOS' form. This enables you to apply for a formal Interruption of Studies in cases where circumstances make continued study impractical for a period.

Marking and moderation

- 4.2.10. Coursework and exams are marked and moderated in accordance with the [University of Manchester Undergraduate Assessment Regulations](#) or [University of Manchester Postgraduate Assessment Regulations](#) and the College's [Second Marking and Moderation Policy](#). Once marked, the mark and feedback will appear in your Moodle account. Feedback will normally be available three working weeks after the submission deadline of a unit. University of Manchester appointed External Examiners ensure the quality of marking and moderation (see below). All marks are provisional and subject to scrutiny by the External Examiners and approval by the Board of Examiners.
- 4.2.11. We see the purpose of feedback as educational, so do take note of markers' comments. If you want to discuss further any matter that they raise, do get in touch with them.

External examiners

- 4.2.12. External Examiners are scholars from other institutions who monitor the assessment processes of the College to ensure fairness and academic standards. They ensure that assessment and examination procedures are fairly and properly implemented and that decisions are made after appropriate deliberation. They also ensure that standards of awards and levels of student performance are at least comparable with those in equivalent higher education institutions.
- 4.2.13. [External Examiner Reports](#) are shared with the students via the tab on Moodle. The student representatives on the Academic Board also see details of any actions by the College in response to the External Examiners' comments. Any important conclusions also come to the Staff-Student Liaison Committee. Students should contact their representatives on the Academic Board if they require any further information about External Examiners' reports or the process for considering them.
- 4.2.14. The External Examiners for 2018-19 are:
- Professor Edward Adams, King's College London, for biblical subjects
 - Professor Leah Robinson, Pfeiffer University, Misenheimer, North Carolina,, for practical theology subjects
 - Professor Laurence Kirkpatrick, Queen's University, Belfast, for doctrinal and historical subjects
- 4.2.15. Details of the External Examiners are provided in the interests of transparency. Students must not, under any circumstances, make direct contact with External Examiners, in particular with regard to individual performances in assessments.

4.3. ACADEMIC MALPRACTICE

- 4.3.1. Academic malpractice includes plagiarism (e.g. presenting other people's work as your own by not properly referencing direct quotations and indirect paraphrases), collusion (e.g. copying another student's work), cheating in exams, and anything else that could result in you receiving unearned or undeserved credit. It is vital that you understand what constitutes malpractice, take strenuous steps to avoid it, and recognise the consequences and penalties of committing it.

Understanding and avoiding malpractice

- 4.3.2. You should take time to study the Short Guide to [Understanding and Avoiding Academic Malpractice](#), and refer to the [Referencing Guidelines](#) when preparing coursework. If you are unsure about the meaning of anything related to this issue please speak to your subject tutor or pastoral tutor.

Consequences of malpractice

- 4.3.3. Both Spurgeon's and the University of Manchester view academic malpractice as a disciplinary measure. An allegation of malpractice will be dealt with in accordance with Spurgeon's [Academic Malpractice Policy and Procedures, found under the Academic Malpractice tab on Moodle](#). At the very least, if you are detected committing malpractice plagiarism you can expect to get a mark of zero for that piece of work. In the most serious and repeated cases your course may be terminated.

4.4. AUDITING

- 4.4.1. Students may apply to the Academic Director to 'audit', i.e. attend extra classes for units in which they will not be submitting work for formal assessment and academic credits. Full-time students may 'audit' classes free of charge. Part-time students will be charged 50%. For further information see the College's [Auditing Policy](#).

4.5. ACADEMIC APPEALS

- 4.5.1. Students may request a review of a decision of the Examination Board by lodging an academic appeal in accordance with the College's [Verification and Appeal Procedure](#).

4.6. VOCATIONAL DEVELOPMENT

- 4.6.1. Many students study at Spurgeon's as part of their formal ministerial training. The [College's Ministerial department](#) provides further information on processes, procedures, reviews and placements for vocational students undergoing formal ministerial training. Other 'open option' students study at

Spurgeon's for a variety of reasons not linked to formal training. We wish to support the developmental needs of all students in a way that is appropriate for them. Open Option students who wish to have twice-yearly Personal Development interviews should speak to their pastoral tutor.

4.7. LEARNING RESOURCES

- 4.7.1. Please see the Library tab on Moodle for full information about the resources offered in and through the College Library.
- 4.7.2. Other useful resources are found under the Study Skills tab. See also the [Exegesis Guidelines](#) on Moodle for doing assignments based on biblical texts.
- 4.7.3. Updated guidance on Dissertations is provided in the spring each year.

Document control box			
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Date approved	September 2018	Implementation date	September 2018
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Quality Code consulted			
Member of staff responsible	Director of Operations		