

STUDENT MANUAL

Te Kupenga Catholic Theological College

2025 Edition

Humanity in love with the Person and Gospel of Jesus Christ.

Welcome

On behalf of the staff at Te Kupenga – Catholic Theological College (CTC), I would like to extend a warm welcome to all students. I hope your time here is illuminating and challenging. I especially welcome our new students.

The Student Manual is in four major sections. The first section gives general information about staff members, dates student support, guidance and resources. The second section covers the relevant student policies and procedures. The third section contains application forms for your use when you require them. The fourth section deals with help in studying and writing, giving the relevant reference systems and other study guidelines.

You can find additional referencing material in the appendix.

May your studies be blessed!

Dr John Evangelista

Section A: General Information, Student Guidance and Support

General Information

- [Staff](#)
- [Who to Contact for Specific Reasons](#)
- [Where to get help – Level 7](#)
- [Our Programmes](#)
- [Study Options](#)
- [Timetables / Calendars](#)
- [Our Course Units](#)
- [Scholarships](#)
- [Religious Sponsored International Students](#)
- [Academic Advisory Board](#)
- [Application Process](#)
 - [Certificate / Diploma](#)
 - [Degree / Graduate Diploma](#)
 - [All Returning](#)

- [Micro-credentials](#)
- [Safeguarding](#)
- [Certified Supporting Documents](#)
- [Fees](#)
- [Loans and Allowances](#)
- [Recognition of Prior Learning](#)
- [Student Complaint Process](#)

Student Guidance and Support

- [How to Study](#)
- [How to Study by Distance](#)
- [Emergency Response Procedure – Main Campus](#)
- [Māori and Pasifika Student Services](#)
- [Student Support](#)
- [Orientation – Level 7](#)

Section B: Policies and Procedures

- [CTC Student Entry Policy](#)
- [CTC Privacy Statement](#)
- [CTC Scholarship Policy and Procedures](#)
- [CTC Student Cross Crediting, Credit Transfers, and Recognition of Prior Experience Policy](#)
- [Te Kupenga Safeguarding Policy \(applies to students\)](#)
- [Te Kupenga Health, Safety & Wellbeing Policy \(applies to students\)](#)
- [CTC Withdrawal and Refunds Policy](#)
- [CTC Graduation Policy](#)
- [CTC Academic Integrity Policy and Procedures](#)
- [CTC Student Pastoral Care Policy](#)
- [CTC Student Behaviour and Personal Conduct Policy and Procedures](#)
- [CTC Student Complaints, Grievances and Appeals Policy & Procedures](#)

- [CTC Student Feedback Policy](#)
- [CTC International Students Policy](#)
- [CTC Practical and Work Experience Policy](#)
- For those undertaking The University of Notre Dame Australia (UNDA) degree or paper, [UNDA policies](#) also apply.

Section C: Forms \ Learning Management System (LMS)

- [Level 5 and 6 Assignment Cover Sheet](#)
- [Level 7 UNDA Cover Sheet](#)
- [Canvas LMS \(Level 5 and 6\)](#)
- [Blackboard LMS \(Level 7\)](#)
- [Change Form – use if you have changed your choice since enrolling](#)
- [Level 5 and 6 Student Course Evaluation Form – printable](#)
- [Level 5 and 6 Student Course Evaluation Form – online](#)
- [Level 7 Student Course Evaluation Form – online](#)
- [Application for Withdrawal for Study](#)

Section D: Study Guidelines

- [Level 5 and 6 Reference guidelines](#)
- [Getting your head around assignments for Level 7 \(UNDA\)](#)
- [Find out about graded assessment tasks Level 7](#)
- [Student Writing Guidelines](#)
- [Chicago Manual of Style Online](#)
- [Essay Template with coversheet, layout and bibliography formatting](#)

Appendices

- [NZQF Level Descriptors](#) – what you can expect at each level of an award