



# 2017

## College of Transfiguration, NPC

Registered as a Non Profit Company (NPC) in terms of the Companies Act 2008, Registration No 2006/000074/08. Provisionally registered with the Department of Higher Education and Training until 31 December 2018 as a private higher education institute under the Higher Education Act 1997 Registration Certificate No. 2013/HE08/002

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## **GENERAL**

# Vision and Mission Statement

Tagline (proposed):

*transforming church and the world for the love of Christ*

Other suggestions:

“choose life...”

“life in all its fullness”

## Vision

*The College of Transfiguration Grahamstown seeks to become a premier residential centre for theological education and for the training of Anglican clergy in Africa, with a worldwide reputation for academic excellence.*

## Mission

The College undertakes the work of God in faithfulness to Christ’s redeeming love and in the mission of God for salvation and grace -

by empowering staff and students to become creators and facilitators of communities of faith for the healing of the world, contributors to social change and social cohesion, and enablers of a truly transforming humanity;

by preparing men and women for the church’s ministry, seeking to discern God’s will, empowered by the Holy Spirit, and by the transformation of lives and the structures of society according to God’s holy will;

by advancing a method of theological reflection that is interdisciplinary, contextual and critical, anchored in the Anglican tradition and ethos, catholic in spirituality, evangelical<sup>1</sup> in teaching and praxis, and ecumenical in outlook, for the renewal of the church;

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<sup>1</sup> The meaning here is “evangelisation” as used in Catholic theology and in Liberation Theology in Latin America. For example note, the expansive meaning adopted by the World Council of Churches in its Statement of San Antonio, Conference on World Mission and Evangelism 1989: ***An Invitation to Encounter: Reflections on the Encounter*** – “In this ecumenical context we encountered a new integrity for evangelism. Sharing the good news of God in Jesus Christ changes both the bearer of that message and the one who receives it. God is the Evangelist! Again and again God claims and changes those whose lives are turned towards God. Evangelism cannot be

by proudly taking its position at the heart of the life, and mission of the church, more specifically the Anglican Church of Southern Africa (ACSA), and as an agent for the proclamation of the gospel in the world; and

by growing a discipleship of quality - priestly ministry from an African world-view and context, that is critical and creative, informed and transforming, as well as a moral leadership for church and society.

## **Strategic Goals**

### **1. Facilities:**

- 1.1. This is our goal: to create and sustain an environment that is conducive to physical and spiritual well being of staff and students.
- 1.2. advance the development and renewal plan of the college through a fundraising campaign during the period 2012-2015.
- 1.3. improve the overall aesthetics and beauty of the buildings and grounds, the creation of sacred spaces, and nurture an atmosphere of relaxation.
- 1.4. advocate a healthy lifestyle through sport and recreational activities, and assure wholeness of life and spirituality by a balance of study and work, prayer and leisure.

### **2. Theological Education:**

- 2.1. This is our goal: To ensure that the College of Transfiguration is duly registered as a provider of higher education programmes in terms of the Higher Education Act 1997, as amended, and that the programmes and qualifications offered by the college are duly accredited:
- 2.2. by 2014 the college will be registered as a provider of higher education programmes and its courses, programmes and qualifications accredited;
- 2.3. an internal quality assurance, monitoring and evaluating unit is established such as to ensure the maintenance of academic standards benchmarked with Anglican theological colleges worldwide;
- 2.4. in keeping with its programmes, the college reserves the right to admit students of all forms of ministries and, in keeping with its ecumenical aspirations, students from other denominations may be welcomed;
- 2.5. to seek an affiliate status with Rhodes University Grahamstown and the recognition of COTT qualifications by other higher education institutions; and

- 2.6. commit to advancing the academic qualifications and competencies of all academic and technical/professional staff of the College, professionalise the human resources environment, including appropriate and competitive remuneration levels, terms and conditions of employment as well as performance management. This will ensure that staff flourish in their chosen fields through research and teaching.

### ***3. Clarify and Standardize the Purpose and Objectives of Ordination in the Anglican Church of Southern Africa***

- 3.1. This is our goal: To actively engage the Advisory Board on Theological Education and Ministerial Formation to ascertain, clarify and design the purpose and objectives of ordination in order to set a common standard of competency and attainment across the province;
- 3.2. in partnership with the church, determine the core components of what are the church's expectations of the college;
- 3.3. to present a report on this matter to the Council of the College for a policy debate and resolution with a view to a possible new Act VI – 'On Qualifications for Ordination' of the Constitution and Canons of the Anglican Church of Southern Africa.

### ***4. Finance and Governance***

- 4.1. This is our goal: To establish appropriate, accountable and responsible systems of finance and risk management, and the promotion of good governance.
- 4.2. to adhere to the KING CODE OF GOVERNANCE Principles;
- 4.3. to apply the Companies Act 2008, including the appointment of the college secretary/company secretary, and audit committee;
- 4.4. that the college should achieve financial viability and to become a going concern by 2015;

### ***5. Brand Awareness***

- 5.1. This is our goal: to establish The College of Transfiguration Grahamstown in the minds of the Anglican community through the quality of clergy trained through the College, and through influence in church and society by means of research, public proclamation and prophetic leadership; to establish the College of Transfiguration as a reputable brand in all the countries and languages represented in the Anglican Church of Southern Africa (ACSA) and in the Anglican Communion worldwide:

- 5.1.1. by establishing a vibrant association of alumni of the college and its predecessors;
- 5.1.2. by strengthening the relationships with dioceses, bishops and Diocesan officers responsible vocations and training for ministries;
- 5.1.3. by a programme of Bishops-in-residence, clergy reading and reflection weeks at the College, and by contributing to post-ordination clergy development programmes;
- 5.1.4. by establishing the college as a resource for study and reflection, Christian education and leadership programmes to the parishes, clergy and community.

## **Values**

Faithfulness (I Cor 4:1-2)

Justice (Micah 6:8, Romans 3:21)

Compassion (Mk 8: 2)

These values are to be lived and experienced within the College being a community of faith. The College seeks to show forth the spirit of Christ and in which, under God, equality and non-discrimination in terms of race, gender, disability, are not just affirmed but become a way of life, characterized by mutual respect, valuing difference, affirming diversity as a shared responsibility.



# Constitution

REPUBLIC OF SOUTH AFRICA

COMPANIES ACT, 2008

MEMORANDUM OF INCORPORATION OF

**COLLEGE OF TRANSFIGURATION NPC**

(the “College”)

REGISTRATION NUMBER OF COLLEGE

2006/000074/08

being its

CONSTITUTION

## **1. NAME AND PURPOSE**

College of Transfiguration NPC is a residential institution that, *inter alia*, trains and prepares women and men for ministry in the Anglican Church of Southern Africa.

## **2. OBJECTIVE**

The principal purpose of the College is to nurture, develop and educate women and men, and to enhance their spiritual formation as part of the process of discernment for the ordained ministry of the Anglican Church of Southern Africa, and to contribute to the human and spiritual development of the people of the Southern African states in which the Church has a presence.

## **3. LEGAL STATUS**

The College is duly incorporated as a non-profit company according to the Companies Act 2008, and is registered with the South African Revenue Service as public benefit organisation. The Memorandum of Incorporation of the College is binding on the College, and this Constitution seeks to give effect thereto. Its academic and financial years are calendar years.

## **4. DEFINITIONS**

In this Memorandum of Incorporation:

- 4.1 Reference to a section by number refers to the corresponding section of the Companies Act 2008, unless otherwise stated (expressly or impliedly).

- 4.2 Words that are defined in the Companies Act, 2008 bear the same meaning in this Memorandum as in that Act.
- 4.3 "The Act" means the Companies Act 2008.
- 4.4 "Council" means the board of directors of this company as defined in the section 1 of the Act.
- 4.5 "The Church" means the Anglican Church of Southern Africa.
- 4.6 "The College" means this company, namely, College of Transfiguration NPC, reg. no. 2006/000074/08.
- 4.7 "Director" means a member of the Council.
- 4.8 "Member" (in title case) means the Provincial Trusts Board of the Church, it being recorded that as at the date of adoption of this Memorandum the Church was the only Member of the College, but will include any additional person or entity should that come about.
- 4.9 "member" (in lower case) means a member of the Council, and is thus used interchangeably with "Director", or an employee of the College, as the context may require.
- 4.10 "Memorandum" and "Constitution" are used interchangeably and mean this Memorandum of Incorporation.
- 4.11 "PBO" means public benefit organisation, as set out in sections 10(1)(cN) and 30 of the Income Tax Act, 1962.

## **5. OBJECTS AND POWERS**

- 5.1 The objects of the College are as set out on the cover sheet and, except to the extent necessarily implied by the stated objects, the purposes and powers of the College are not subject to any restriction, limitation or qualification, as contemplated in section 19(1)(b)(ii) of the Act.
- 5.2 The College is not subject to any restriction contemplated in section 15(2)(b) or (c) of the Act.
- 5.3 The authority of the Council to make Rules for the College, as contemplated in sections 15(3) to (5), is not limited or restricted in any manner by this Memorandum. The Council must publish any Rules made in terms of sections 15(3) to (5) and any alterations to those Rules within 10 (ten) business days after being approved by the Council by delivering a copy of those Rules to each Director by electronic communication or by ordinary mail.
- 5.4 This Memorandum may be altered or amended only in the manner set out in sections 16, 17 of the Act, subject to the provisions of article 27 below. The Council must publish a notice of any alteration of this Memorandum, made in terms of section 17(1) of the Act, within 10 (ten) business days after being approved by the Council, by delivering a copy of those alterations to each Director and Member by electronic communication or by ordinary mail.
- 5.5 Upon dissolution of the College, its net assets must be distributed in the manner determined in accordance with item 1(4)(b) of Schedule 1 of the Act, read with the requirements of section 30 of the Income Tax Act if the College is a PBO at the time of dissolution and article 25 hereof.
- 5.6 The College is registered as a PBO in terms of section 10(1)(cN) read with section 30 and the Ninth Schedule of the Income Tax Act, as well as a PBO empowered to issue tax receipts in terms of section 18A. In order for the College to comply with

the requirements relevant to a PBO generally and to a PBO also registered in terms of section 18A of the Income Tax Act for the period while it is so registered, it is expressly provided that the College will comply with all the requirements of sections 10(1)(cN), 18A and 30 aforesaid and with all directions given to it by the Commissioner of the South African Revenue Service in this regard from time to time.

- 5.7 The sole or principal object of the College is to carry on one or more public benefit activities as defined in section 30(1) of the Income Tax Act, in a non-profit manner and with an altruistic or philanthropic intent.
- 5.8 No activity will directly or indirectly promote the economic self-interest of any fiduciary or employee of the organisation otherwise than by way of reasonable remuneration.
- 5.8 The funds of the public benefit organisation will be used solely for the objects for which it was established.
- 5.9 No funds will be distributed to any person (other than in the course of undertaking any public benefit activity)
- 5.10 The College will not be a party to, or does not knowingly permit, or has not knowingly permitted, itself to be used as part of any transaction, operation or scheme of which the sole or main purpose is reduction, postponement or avoidance of liability for any tax, duty or levy which, but for such transaction, operation or scheme, would have been or would have become payable by any person under the Income Tax Act or any other Act administered by the Commissioner.
- 5.11 No donation will be accepted which is revocable at instance of the donor for reasons other than a material failure to conform to the designated purposes and conditions of such donation, including any misrepresentation with regard to the tax deductibility thereof in terms of section 18A: Provided that a donor (other than a donor which is an approved PBO or an institution, board or body which is exempt for tax in terms of section 10(1)(cA)(i), which has as its sole or principal object the carrying on of any public benefit activity) may not impose any conditions which could enable such donor or connected person in relation to such donor to derive some direct or indirect benefit from the application of such donation.

- 5.12 To the extent that the Income Tax Act is amended so as to delete, change or add to any of the above requirements, then this clause and any relevant provision in this Memorandum shall be deemed to be altered to reflect such deletion, change or addition.
- 5.13 No remuneration will be paid to any employee, office bearer, member or other person which is excessive, having regard to what is generally considered reasonable in the sector and in relation to the service rendered and has not and will not economically benefit any person in a manner which is not consistent with its objects.
- 5.14 The income and property of the College, howsoever derived, shall be applied solely towards the promotion of its objects, provided that nothing herein contained shall prevent the payments as contemplated in item 1(3) of Schedule 1 of the Act.
- 5.15 No resources will be used, directly or indirectly, to support advance or oppose any political party.

## **MEMBERS**

- 6.1 At least three persons (or members), who accept fiduciary responsibility for College, will not be connected persons in relation to each other, and no single person directly or indirectly controls the decision making powers relating to the College.
- 6.2 The College shall maintain at its registered office a register of the Member (or Members) of the College as provided for in Section 50 of the Act. The Member (or Members) shall have access to the College records, which includes the register of Members, as provided for in Section 26 of the Act.
- 6.3 The Member (or Members) shall appoint the Directors referred to in article 7 as follows:

- 6.3.1 The initial appointment of the Directors after the substitution of the College's Articles of Association by this Memorandum shall be made by the Member/s in general meeting, on the happening of which the Directors in office prior to that happening who have not been so appointed shall be deemed to have resigned.
- 6.3.2 In making the appointments of Directors or removing them in terms of this Memorandum and the Act, and for so long as the Church is a Member, the Member or Members concerned shall act in this regard as instructed by the Church's Provincial Synod, or its Provincial Standing Committee ("PSC") in between Synods, or its Metropolitan, failing any instructions from its Synod or PSC or in cases of urgency when the Synod or PSC cannot act. These Directors shall hold office at the discretion of Provincial Synod or PSC, whichever shall be meeting at the time.

## **7. GOVERNANCE AND THE BOARD OF DIRECTORS:**

### **7.1 The Visitor and Chancellor of the College:**

The Archbishop of Cape Town and Metropolitan of the Anglican Church of Southern Africa shall be the Visitor and Chancellor of the College. In consultation with the Archbishop and Metropolitan, however, the two offices may be separated<sup>2</sup>.

### **7.2 The Council of the College serves as the Board of Directors of the Company**

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<sup>2</sup> Whenever the phrases "IN consultation with ..." and "AFTER consultation with..." appear in this document the meaning must be understood in its legal definition as defined in the attached judgment: "Likewise, where the law requires a functionary to act 'in consultation with' another functionary, this too means that there must be concurrence between the functionaries, unlike the situation where a statute requires a functionary to act 'after consultation with' another functionary, where this requires no more than that the ultimate decision must be taken in good faith, after consulting with and giving serious consideration to the views of the other functionary" ( per Murphy J in *Freedom under Law v National Director of Public Prosecutions et al* (Case No 26912/12, delivered 23 September 2013 at para. 152 quoting *MacDonald v Minister of Minerals and Energy 2007(5) SA 642 @ para. 18*).

### 7.3 Membership of Council:

- 7.3.1 There shall be a minimum of three (3) directors of the College of Transfiguration NPC, and they shall also serve as members of the Council of the College;
- 7.3.2 The Chairperson of Council is appointed by the Archbishop of Cape Town and Metropolitan of the Anglican Church of Southern Africa, and shall hold office at the discretion of the Archbishop. Besides a deliberative vote, the Chairperson may exercise a casting vote;
- 7.3.3 The Bishop of Grahamstown;
- 7.3.4 The Rector of the College;
- 7.3.5 Five persons who are communicant members of the Church, elected by the Church as provided for in articles 6.3.1 and 6.3.3, at least two of whom shall be serving Bishops of the Church nominated by the Synod of Bishops;
- 7.3.6 One person representing the Advisory Board on Theological Education and Ministerial Formation appointed by that Board;
- 7.3.7 The President of Convocation, or a duly elected representative;
- 7.3.8 One person nominated by the Synod of Bishops to serve as an ecumenical representative;



- 7.3.9 One member of staff elected by the academic staff of the College;
- 7.3.10 Two students elected by the Ordinands Body;
- 7.3.11 Not more than three (3) persons may be co-opted as full members of the Council by majority vote in order to bring the necessary skills and competences to the Council and to enhance representivity, e.g. gender, race and regional or language representation.
- 7.3.12 With the permission of the Chairperson of Council other members of staff may attend meetings of Council to make presentations, and may participate in the deliberations of Council, but may not vote.
- 7.3.13 All members of Council serve in their personal capacities in the exercise of their fiduciary responsibilities in the best interests of the College and the church.

7.4 The Secretary of Council:

The College Registrar serves as Secretary of Council

7.5 Terms of Office:

- 7.5.1 The Chairperson of Council shall serve for a term of four (4) years. He or she may be re-appointed for another term of four (4) years.
- 7.5.2 To ensure continuity, one of the members elected by the Church in terms of article 7.3.4 shall serve for three years, another for four years and another for five years. Members may be re-elected by the Church.

7.5.3 The member who represents the Advisory Board on Theological Education and Ministerial Formation may be elected for three years coinciding with the term of office of the Board.

7.5.4 The ecumenical representative may serve for a term of five years.

7.5.5 The staff and student representatives shall serve for one year.

7.5.6 Co-opted members may serve for a term of three years, which may be extended for one more term of three years.

7.6 Termination of Membership:

7.6.1 Any Director who fails to attend three consecutive meetings without apology will cease to be a member of Council, unless the Council by 75% vote at a quorate meeting agrees otherwise on good cause shown. Such member may be replaced by the body that elected him or her.

7.6.2 Should a member who represents the Synod of Bishops in terms of article 7.3.4 fail to attend three consecutive meetings of Council without apology, the Archbishop of Cape Town as Visitor and Chairperson of the Synod of Bishops will receive a report to that effect.

7.6.3 The office of a Director shall be vacated if the director:

- (a) without the consent of the Council, or without declaring interest in a matter, conducts business with the College without the knowledge or consent of the Council;

(b) and/or the estate of such director is declared insolvent; or

(c) is found to be a lunatic or becomes unsound of mind; or

(d) by notice in writing to the Council resigns his or her office; or

7.6.4 A Director who declares an interest in respect of any contract in which that Director is interested or any matter arising there out shall not vote in respect of such contract and, if the Director does so, that Director's vote will not be counted.

7.7 Vacancies:

Occasional vacancies in the Council appointed in terms of article 7.3.10 will be filled by resolution of Council, after consultation with the Synod of Bishops.

## **8. FUNCTIONS OF COUNCIL**

8.1 Council is responsible for the Governance of the College. Council appoints the Rector of the College in consultation with the Metropolitan and the Synod of Bishops, on appropriate terms and conditions of employment; ensures financial and management accountability; determines policy and approves College Regulations; reports to the Church's Provincial Standing Committee and to its Provincial Synod on all financial and governance matters pertaining to the College. More particularly Council is charged with the following functions:

8.1.1 to be the custodian of the brand of the College, the emblem and the colours of the College, and the protector of the image, reputation and integrity of the College;

- 8.1.2 to review the performance of the Rector and through her/him, of the academic staff of the College;
- 8.1.3 to receive and consider financial, management and operational reports;
- 8.1.4 to approve the budget, exercise controls and manage risks, appoint the external auditors, after consultation at the AGM, and approve the annual financial statements;
- 8.1.5 to set the tone for the maintenance of the Anglican ethos of the College; ensure an environment for spiritual conduct and practice; to create an environment conducive to academic study and ministerial formation, and to advance the mission of the church;
- 8.1.6 to approve the annual remuneration scales, allowances and bonuses for the Rector and staff;
- 8.1.7 to approve the academic programmes of the College, and award the diplomas and degrees for studies undertaken and completed in terms of the Regulations of the College;
- 8.1.8 to deal with all matters brought to it by the Church's Synod of Bishops, Provincial Standing Committee and Provincial Synod and, as need arises, and may refer any matters to such bodies of the Church as are charged with appropriate responsibility; and
- 8.1.9 ensure the financial viability of the College.

- 8.2 Council may delegate any or some of its responsibilities to any of the Committees of Council, except the appointment and dismissal of the Rector, which duty shall remain the sole prerogative of Council.

**9. ANNUAL GENERAL MEETING**

The Annual General Meeting of the Member or Members of the College and invites of the Council will be held at least once a year, not later than September, to consider the annual financial statements, and to receive reports from the Chairperson of Council and from the Rector about the activities of the College in the preceding year and to perform any other function required of Council by the Act.

**10. MEETINGS OF COUNCIL**

Council will hold at least two ordinary meetings a year, and may convene such extraordinary meetings as the Chairperson of Council may determine, or whenever any five members of Council, by petition, request such a meeting. In the event members of Council petition for an extraordinary meeting of Council, such petition must be addressed to the Chairperson and must disclose the intended agenda for such a meeting. Eight (8) voting members shall constitute a quorum.

**11. COMMITTEES OF COUNCIL**

Council will ordinarily constitute itself into the following committees:

- 11.1 *The Executive Committee of Council* is chaired by the Bishop of Grahamstown, and includes the Chairperson (ex officio), a member of Council who serves as the Financial Director, the Rector and four (4) members of Council. The *Executive Committee* meets at least twice a year to consider all matters referred to it by Council, and to make

preparations for the meetings of Council. The Executive Committee may also consider all matters of urgency brought to it by the Chairperson or by the Rector, subject to such matters being confirmed by Council at a subsequent meeting. Five (5) members shall form a quorum.

- 11.2 *The Finance and Audit Committee* is chaired by a member of Council and consists of the Chairperson, Financial Director, the Rector and 3 members of Council. It meets at least twice a year. The Finance and Audit Committee considers the financial reports, establishes and monitors risk management controls, prepares the annual budget and submits the annual financial statements to Council for approval. Three (3) members besides the Rector, shall form a quorum.
- 11.3 *The Human Resources and Management Committee* may be constituted by the members of the Finance Committee. It considers all personnel matters, approves remuneration, contracts of employment and recommendations for dismissal, promotions and other matters related to the staff at the College. It shall meet at least once a year.
- 11.4 *The Academic Board* is a joint Committee of Council and the academic management of the College. It is made up of all the academic staff of the College and two representatives from Council and two representatives of the students' body. Chaired by the Rector of the College, it shall meet at least once a year. The Academic Board considers all academic regulations of the College, monitors academic performance, recommends new programmes for approval by Council, undertakes quality assurance, and certifies the awards of the College, certificates, diplomas and degrees.

## **12. CONVOCATION**

- 12.1 There shall be established Convocation of the College. Membership of Convocation shall be open to all past and present members of staff, as well as any persons who successfully completed and were duly awarded the formal qualifications of the College.
- 12.2 Convocation meets at least once a year on a date nearest to the Feast of the Transfiguration.

- 12.3 Convocation elects a President and such other members of the Executive, as it might deem necessary to execute the functions of Convocation.
- 12.4 The College Registrar is the Secretary of Convocation.
- 12.5 The purpose of Convocation is to encourage members in their various callings, and to support the College in its Mission.

**13. PROPERTY**

Ownership of the immovable property and fixed assets of the College vests in the Church's Provincial Trusts' Board under the custodianship of the Council of the College for the purpose of the objectives set out in this Constitution. It is the responsibility of the College to maintain and keep the property in good order and condition.

**14. LOGO AND COAT OF ARMS**

The colours of the College, the logo and coat of arms are approved by the Council of the College, and are not to be appropriated for any purpose other than the advancement of the good name and reputation of the College.

**15. HONORARY AWARDS AND FELLOWSHIP**

The College may award special honours, awards and fellowships to deserving members of the College, including members of Convocation, and other persons who have made a contribution to church and society, and are considered to have made a contribution of excellence to the church, to theological education, and/or to the well-being of church and society.

## **16. MANAGEMENT**

16.1 The Rector of the College:

16.1.1 is the chief executive of the College entrusted with responsibility for the academic, financial and administrative management of the College. He or she reports to the Chairperson of Council.

16.1.2 shall be an ordained minister within the Anglican Communion, in good standing with the church, or of a church in full communion with the Anglican Communion.

16.1.3 shall appoint the academic, administrative and non-academic staff of the College, in accordance with the policies of the College and subject to approval by Council.

16.1.4 is responsible for the dismissal of academic, administrative and non-academic staff of the College after due process and, where appropriate, in consultation with the Metropolitan of the Church and the Synod of Bishops.

16.1.5 shall be admitted and collated as a Provincial Canon of the Church by virtue of his or her appointment.



16.1.6 is ordinarily appointed for a renewable period of seven years. Council may, after consultation with the Metropolitan of the Church and its Synod of Bishops, on good cause shown, suspend or dismiss the Rector after due process.

16.1.7 must give three months' notice of her/his intention to resign, or receive a notice of dismissal of three months. A shorter notice period may be considered by mutual agreement with Council.

## **17. GENERAL MEETINGS**

17.1 Subject to the provisions of Section 61(7) of the Act, the College shall hold General Meetings of Members to be known and described in the notices calling such meetings, as Annual General Meetings ("AGMs") of the College, as set out in article 9 above.

17.2 General Meetings of the Members, other than the AGM, may be held from time to time as and when necessary.

17.3 AGMs and other General Meetings shall be convened by the Directors in the manner laid down in Section 61(3) of the Act if one or more written and signed demands for such a meeting are delivered to the College; and

17.3.1 each such demand describes the specific purpose for which the meeting is proposed; and

- 17.3.2 in aggregate, demands for substantially the same purpose are made and signed by the holders, as of the earliest time specified in any of those demands, of at least 10% of the voting rights entitled to be exercised in relation to the matter proposed to be considered at the meeting.

## **18. NOTICE OF GENERAL MEETING**

- 18.1 An AGM and a meeting called for the passing of a Special Resolution shall be called not less than 21 (twenty-one) clear days' notice in writing and any other general meeting shall be called by not less than 14 (fourteen) clear days' notice in writing. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given, and shall:

18.1.1 specify the place, the day, and the hour of the meeting;

18.1.2 the general and specific purpose of the meeting;

18.1.3 include a copy of any proposed resolution of which the College has received notice, and which is to be considered at the meeting, and a notice of the percentage of voting rights that will be required for that resolution to be adopted;

18.1.4 include, in the case of an AGM, the financial statements (or a summarised form thereof with directions how to obtain a complete set);

18.1.5 include a reasonably prominent statement that:

- 18.1.5.1 a Member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend, participate in, and vote at the meeting in the place of the Member;
- 18.1.5.2 a proxy need not be a Member of the College; and
- 18.1.5.3 the participants at the meeting must provide satisfactory evidence of their identification and if voting as a proxy, their right to vote as such; and
- 18.1.6 be given in the manner hereinafter mentioned or in such other manner, if any, as may be prescribed by the College in general meeting, to such persons as are, under this Memorandum, entitled to receive such notices from the College provided that a meeting of the College shall, notwithstanding the fact that it is called by shorter notice than specified in this article, may proceed only if every person who is entitled to exercise voting rights in respect of any item on the meeting agenda:
  - 18.1.6.1 is present at the meeting; and
  - 18.1.6.2 votes to waive the required minimum notice of the meeting.
- 18.2 An immaterial defect in the manner of giving the notice, or the accidental omission to give notice of any meeting to any particular Member or Members, shall not invalidate any resolution passed at any such meeting.

## **19. PROCEEDINGS AT GENERAL MEETINGS**

- 19.1 Business that is transacted at a general meeting or AGM, shall be conducted by way of an ordinary or special resolution, as may be required for the matter in hand, with majorities of more than 50% (fifty percent) for ordinary resolutions and of 75% (seventy five percent) for special resolutions, in each case of the votes exercised in respect of the resolution.
- 19.2 Subject to the provisions of Section 65 of the Act, any two Members entitled to be present and vote at a meeting may submit a resolution to any general meeting, provided that not less than 10 (ten) days before the day appointed for the meeting, they shall have served upon the College a notice in writing signed by themselves, containing the proposed resolution and stating their intention to submit the same.
- 19.3 Upon receipt of any such notice as mentioned in the last preceding article, the Rector shall, in any case where the notice is received before the notice of the meeting is issued, include it in the notice of the meeting, and shall, in any other case, issue as quickly as possible to the Members notice that such resolution will be proposed.
- 19.4 No business shall be transacted at any general meeting unless a quorum of the Members is present at the time when the meeting proceeds to business. Save as herein otherwise provided, a majority of Members entitled to vote in person shall be a quorum.
- 19.5 If within half an hour from the time appointed for the holding of a general meeting, a quorum is not present, the meeting, shall stand adjourned to the same day in the next week at the same time and place, or at such other place as the chairperson shall appoint, and if, at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting, the members present shall be a quorum.

- 19.6 For the purposes of any general meeting or AGM the position of the secretary shall be filled by the Registrar or a person delegated by that officer, failing whom by a person chosen by the meeting.
- 19.7 The Chairperson of the Council shall preside as chairperson at every General Meeting of the College.
- 19.8 If there is no such chairperson or if at any meeting the Chairperson of the Council is not present within 15(fifteen) minutes after the appointed time for holding the same, the Members present shall choose someone of their number to be chairperson for that meeting.
- 19.9 The chairperson may, on a motion supported by Members entitled to exercise, in aggregate, a majority of the voting rights held by all of the Members who are present at the meeting at the time adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 10 (ten) days or more, notice of the adjourned meeting shall be given as soon as may be possible. Save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 19.10 At any general meeting and AGM, a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll has (before or after the declaration of the result of the show of hands) been demanded by a majority of Members present in person entitled to vote, or demanded by a Member or Members representing not less than one-tenth of the total number of Members having the right to vote at the meeting. Unless a poll is so demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book of the proceedings of the College shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that decision.

- 19.11 If a poll is duly demanded, it shall be taken in such manner as the chairperson directs, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 19.12 In the case of an equality of votes, whether on a show of hands or on a poll, the chairperson of the meeting shall be entitled to a second or casting vote.
- 19.13 A poll demanded shall be taken at such time as the chairperson of the meeting directs.
- 19.14 The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.

## **20. VOTES OF MEMBERS**

- 20.1 Each Member of the College shall be allocated 1(one) vote.
- 20.2 Unless the chairperson of the meeting otherwise directs, or unless a poll be demanded, all voting shall be on a show of hands of the Members or proxy holders, present in person and entitled to vote. Any Member or proxy holder may, either before or immediately after the declaration of the vote by the chairperson, demand a poll and in the event of a poll being demanded, such poll shall be taken in such manner and at such time and place as the chairperson may direct. A demand for a poll may be withdrawn.

- 20.3 Every resolution and every amendment of a resolution proposed for adoption at a general meeting or AGM shall be seconded at the meeting, and, if not so seconded, shall be deemed not to have been proposed.
- 20.4 An ordinary resolution (that is a resolution other than a special resolution) or the amendment of any ordinary resolution shall be carried on a simple majority of all the votes cast thereon, and an abstention shall not be counted as a vote for or against the resolution in question. In the case of an equality of votes for and against any resolution, the resolution shall be deemed to have been lost, unless the Chairperson exercises a casting vote.
- 20.5 For a special resolution to be adopted at a general meeting, it must be adopted by at least 75% of the Members who voted on the resolution, and is not required for a matter to be so determined except those matters set out in section 65(11) of the Act and elsewhere in this Memorandum.
- 20.6 Unless any Member present, in person or by proxy, at a general meeting or AGM shall, before the closure of the meeting, have objected to any declaration made by the chairperson of the meeting as to the result of any voting at the meeting, whether by a show of hands or by poll, or to the propriety or validity of the procedure at such meeting, such declaration by the chairperson shall be deemed to be a true and correct statement of the voting, and the meeting shall in all respects be deemed to have been properly and validly constituted and conducted, and an entry in the minutes to the effect that any motion has been carried out or lost, with or without record of the number of votes recorded in favour of or against such motion, shall be conclusive evidence of the vote so recorded if such entry confirms with the declaration made by the chairperson of the meeting as the result of any voting at the meeting.

**21. ACCOUNTS:**

21.1 The Council shall cause proper books of account to be kept with respect to:

21.1.1 all sums of money received and expended by the College and the manner in respect of which the receipt and expenditure takes place;

21.1.2 all sales and purchases of goods by the College; and

21.1.3 the assets and liabilities of the College.

21.2 The books of account shall be kept at the registered office of the College or at such other place or places as the Council thinks fit, and shall always be open to the inspection of the Council and a representative or representatives of the Church appointed by its Metropolitan, failing whom for any reason its Dean, for as long as it is a Member.

21.3 The Council shall, from time to time, cause to be prepared and to be laid before the College in general meeting profit and loss accounts, balance sheets and reports.

21.4 A copy of every annual financial statement (including every document required by law to be annexed thereto) which is to be laid before the College in general meeting, together with a copy of the Auditor's Report shall, not less than 7 (seven) days before the date of the AGM, be sent to all persons entitled to receive notices of general meetings of the College.



**22. BANKING**

All moneys, bills, and notes belonging to the College shall be paid to or deposited with the College's bankers to an account to be opened in the name of the College. The College's banking account shall be kept with such banker or bankers as the Council shall from time to time determine.

**23. AUDIT**

The College elects voluntarily to audit its annual financial statements as provided for in section 30(2)(iii)(mm) of the Act. For purposes of the audit of its annual financial statements, the College shall appoint an auditor and comply with the provisions of Part C of Chapter 3 of the Act. Save for the foregoing, the College does not elect, in terms of section 34(2) of the Act, to comply voluntarily with any of the other provisions of Chapter 3 of the Act.

## **24. NOTICES**

- 24.1 A notice may be given by the College to any Member, either personally or by sending it by email, fax or post to his or her address notified to the College.
- 24.2 Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice, and to have been effected at the expiration of 5 (five) days after the letter containing the same was posted. Notice by email or fax shall be deemed to have been delivered at the time of successful transmission.

## **25 OTHER PROFESSIONAL OFFICERS**

Save as specifically provided otherwise in this Memorandum, the Council shall, at all times, have the right to engage on behalf of the College, the services of accountants, auditors, attorneys, advocates, architects, engineers, estate managers, or any other professional person or firm.

## **26. DISPUTE RESOLUTION**

- 26.1 If any dispute arises out of or in connection with this Memorandum, or related thereto, whether directly or indirectly, including the enforcement of the provisions hereof, the Council may, in its sole discretion, refer such dispute for resolution by way of arbitration.
- 26.2 A dispute within the meaning of this clause exists once the Council notifies the relevant parties in writing of the nature of the dispute and requires the resolution of the dispute in terms of this clause.
- 26.3 Within 10 (ten) business days following such notification, the matter will be referred to arbitration as envisaged in the clauses below.
- 26.4 The arbitration will be held as an expedited arbitration in accordance with the then current rules for expedited arbitration of the Arbitration Foundation of Southern Africa ("AFSA") by 1 (one) arbitrator appointed by agreement between the Council and the relevant disputing party/ies. If the parties cannot agree on the arbitrator within 10 (ten) business days after the referral of the dispute to arbitration, the arbitrator shall be appointed by the Secretariat of AFSA.
- 26.5 The decision of the arbitrator shall be final and binding on all parties and there shall be no further right of appeal.
- 26.6 The provisions of this clause shall not preclude any party from access to an appropriate court of law for interim relief in respect of urgent matters pending finalisation of this dispute resolution process, or for judgment in the case of a liquidated indebtedness.
- 26.7 Any award which may be made by the arbitrator in accordance with the foregoing shall be:-

- 26.7.1 final and binding on the parties;
- 26.7.2 carried into effect by them ; and
- 26.7.3 capable of being made an Order of any Court of competent jurisdiction.

## **27. AMENDMENT OF THE CONSTITUTION:**

- 27.1 In consultation with the Synod of Bishops, the Provincial Standing Committee or Provincial Synod (whichever comes first), seating as the member (s) of the Company, Council may amend this Constitution, provided that a two-thirds majority is obtained.
- 27.2 A copy of all amendments to the constitution, trust deed, memorandum and articles of association, or other written instrument under which the College was established, will be submitted to the Commissioner for South African Revenue Service.

## **28. DISSOLUTION**

On dissolution of the College, the remaining assets must be transferred to-

- i) A public benefit organisation, which has been approved in terms of section 30 of the Income Tax Act No 58 of 1962.
- ii) Any institution, board or body which is exempt from payment of income tax in terms of section 10(1)(cA)(i) of the Income Tax Act No 58 of 1962, which has as its sole or principal object the carrying on of any public benefit activity; or

- iii) Any department of state or administration in national or provincial or local sphere of government of Republic, contemplated in section 10(1)(a) or (b) of the Income Tax Act No 58 of 1962.

**29. DOMICILIUM CITANDI ET EXECUTANDI:**

For the purpose of any legal proceedings, or the service of any legal processes, the address at which such can be served and received is *13 Worcester Street, Grahamstown 6139, Eastern Cape*, which is the official address and principal place of business of the College.

*(Adopted by resolution of the Council of the College of Transfiguration, in Grahamstown on 20 March 2013.)*

# College Covenant

Lord of all grace, and love, and truth;

I .....

an ordinand from the Diocese of .....

stand before you and my fellow sisters and brothers in the faith;

I acknowledge the privilege and the opportunity accorded to me by the church of God to attend the College of Transfiguration, NPC, for the purpose of advancing my theological studies, to grow in the knowledge and love of God, to deepen my faith, to develop my spirituality, to understand authority in the church in obedience and trust, and to grow in fellowship with one another in this community;

I accordingly make this solemn promise and undertaking here before God, and before my brothers and sisters in the faith:

- *I pledge that in love and obedience, I will honour and obey the nature of this community in all that I say and do;*
- *I will prayerfully abide by the rules of this College, and honour the way of life and Anglican ethos it seeks to nurture in us, through us and with us;*
- *That in truth and honesty I will critically engage with my studies, and seek to perform my work as is expected of me and according to my abilities;*
- *I will take every opportunity to learn, in worship and in prayer, in study and at work, to contribute positively to the life and witness of the College community, and to partner with my fellow ordinands, to support one another in our common pilgrimage of faith.*
- *I pledge not to disgrace this community be it via social media or immoral acts.*

This is the community-in-formation I am privileged to become a member of, and the institution whose reputation I shall at all times seek to preserve, to cherish, and to honour, and the church that I commit, under God, to serve.

Lord by your grace, inasmuch as you have called us to this blessed service, honour us with the will and purpose, to accomplish what we promise. So help me God.

# Vision and Mission

The Vision and Mission Statement of the College was approved by Council on 21 September 2011. The Vision states that The College of Transfiguration, NPC, seeks to:

*...become a premier residential centre for theological education and for the training of Anglican clergy in Africa, with a worldwide reputation for academic excellence.*

The emphasis on quality education, academic reputation and personal development are unmistakable.

That purpose is complemented by the other principles of the College set out in the Mission Statement:

- preparing women and men for the church's ministry, seeking to discern God's will, empowered by the Holy Spirit, and by the transformation of lives and the structures of society according to God's holy will;

and by

- growing a discipleship of quality priestly ministry, from an African world-view and context. A ministry that is critical and creative, informed and transforming, and thus contributes to a moral leadership for church and society.

The College therefore encourages in students a serious engagement with disciplined learning, a critical understanding of the faith, and a passionate commitment to the transformation of God's world. Accordingly we nurture an environment of critical enquiry, a rhythm of prayer and worship, of study and work, and of community building. We grow together as a community of faith, we value each other as persons created in the image of God, we correct each other's mistakes and we learn from them.

We are female and male, we are South Africans, Mozambicans, Basotho, Namibians Wherever our church is to be found, we have our brothers and sisters in the faith. We speak a variety of languages. We are representative of the various traditions of Anglicanism.

We are here to learn and to unlearn, to discover and to grow. We are ordinands, and lecturers, and support staff. We are spouses and children. We are all one community of faith.

Seeing itself as a microcosm of Southern African society the College of Transfiguration, NPC, aims to empower its learners and staff for the betterment and transformation of the church and society. Through offering contextual theological education, together with practical

opportunities for service in the local community and formational programmes the College of Transfiguration, NPC, hopes to equip its learners to be pastoral agents for change towards the promotion of a Christ-like way of life in the Southern African context.





*College of Transfiguration, NPC*

A provincial centre for the training of Anglican clergy

# Compassionate Policy

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*College of Transfiguration, NPC*

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## Compassionate Policy

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Approved by: Board of Directors Date: 21/09/2011

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<b>Effective Date:</b>	<b>08/03/2011</b>
<b>Review Date:</b>	<b>21/09/2018</b>

# Compassionate Policy

‘Jesus looked upon the crowds and had compassion’ (Mark 6:34). We are all called to emulate the compassion of Jesus in our daily encounters with those among whom we live, work and minister.

## Objectives:

1. To provide spiritual support and up-liftment for the members of the College community.
2. To be supportive physically and spiritually whenever a community member is ill.
3. To offer visible support during times bereavement and death.

## Compassionate Group

Each year there shall be established a small group of persons who will attend to the pastoral needs of the members of the college community in accordance with the points listed below. The establishment of this group will be the responsibility of the compassionate officer elected by the Ordinands’ Body.

### 1. Loss of a Family Member

- 1.1. The compassionate group will ensure that when a community member loses a family member such loss is announced in chapel
- 1.2. The compassionate group will arrange for community members to join with the bereaved member for a time of prayer in their residence.
- 1.3. The compassionate group will arrange that a sympathy card signed by members of the community is given to the bereaved member.
- 1.4. Applications for leave from friends of the bereaved will be dealt with in accordance with the normal procedures governing absences from the college.

### 2. Loss of a Member of the College Community

- 2.1. The compassionate group will liaise with the chaplain and sacristan to arrange a memorial service in the chapel.
- 2.2. The compassionate group will identify a member of the community who will give a eulogy at the memorial service.
- 2.3. The compassionate group will arrange for a card signed by members of the community to be sent to the family of the deceased.

2.4. Applications for attending the funeral of the deceased will be dealt with in accordance with the normal procedures that govern absences from the college.

3. Serious Illness of an Immediate Family Member

3.1. Leave of absence will be granted to members of the college community whose father, mother, brother or sister is seriously ill in accordance with the normal procedures that govern absences from the College, taking into due consideration issues of culture and distance.

3.2. Where it is not an immediate family member who is ill, leave of absence is granted at the discretion of the academic staff in the light of the supporting reasons given by the affected member of the college community.

4. A Community Member is Ill

4.1. The compassionate group will ensure that the illness of any community member is announced in chapel.

4.2. The compassionate group will arrange for pastoral visits to the member at his/her place of residence.

4.3. If a member of the community is admitted to hospital the compassionate group will arrange pastoral visits and arrange for Holy Communion to be taken to him/her.

In order to encourage us to share our petitions, thanksgivings and praises the compassionate group will ensure that a prayer book is made available in the prayer corner of the chapel. All members of the community are invited to record their petitions, thanksgivings and praises in this book and those leading services in the chapel are encouraged to use it in preparing their prayers.



## *College of Transfiguration, NPC*

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# **Disability Policy**

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This draft policy will be put before Council on the 21<sup>st</sup> September 2017.

Management and operations currently base their practice on this policy.

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<b>Effective Date:</b>	
<b>Review Date:</b>	

# Policy on Students with Disabilities

## Introduction

The College of Transfiguration fully endorses the United Nations Convention on the Rights of Persons with Disabilities which was signed and ratified into South African law in June 2007. The UN Convention recognises that disability is an evolving concept and that disability results from the interaction between persons with impairments and attitudinal and environmental barriers that hinders their full and effective participation in society on an equal basis with others.

## Definitions and explanations

1. Students with disabilities: students that are registered at the College of the Transfiguration who have been medically verified as having a long term physical, mental, intellectual or sensory impairment and/or chronic condition which in the interaction with various barriers may hinder their full and effective participation in their access to learning or to other College activities and/or experiences.
2. Reasonable accommodation: necessary and appropriate modification or adjustment to a course, programme, service, or activity that enables a registered student with a disability to obtain equal access without imposing a disproportionate or undue hardship on the College.
3. Undue hardship: an accommodating action with respect to reasonable accommodation that places significant difficulty or expense on the operation of the College. Undue hardship would be unduly costly, expensive, substantial, or disruptive accommodation(s) which would fundamentally alter the nature or operation of the institution to the detriment of the College.
4. Barriers: policies, actions, behaviour, practices, procedures and institutional strategies which adversely impact students with disabilities.
  - a. Attitudinal barriers include values inconsistent with the principles of this policy such as ignorance, prejudicial attitudes and false perceptions about disability and disabled persons resulting in discriminatory behaviour.
  - b. Intuitional barriers caused by policies, procedures, guidelines and practices which deprive students with disabilities of access to studying and/or other opportunities.
  - c. Environmental barriers caused by physical and structural aspects of the built environment which have the effect of unfairly making facilities and amenities inaccessible, unfair exclusion or unequal rights to use, enjoy and benefit from them.

## Policy

1. The College upholds the principle of equity and does not discriminate on the basis of race, tribe, nationality, class, gender or disability and aims to create a positive and safe environment that promotes acceptance of diversity.

### Confidentiality and Disclosure

2. The College encourages voluntary disclosure of chronic illness or disability in order to provide suitable support.
3. The College does not impose any obligation on students to disclose their disability status.
4. The College will not be held liable for failure to comply with the provisions of this policy should the student chose not to disclose their disability status.
5. The College undertakes to protect the confidentiality of the information that has been disclosed and will take care to keep records of private information confidential. Disclosure will take place under specified conditions and with the consent of the student or when it impacts the health and safety of the student and others, and when reasonable accommodation is requested.
6. Medical proof or medical reports may be requested by the College from the student to verify any impairment, chronic illness, disability or condition.

### Admission

7. No student will be refused admission on the grounds of a disability alone. The College within current and future constraints commits itself to enabling as many students with disabilities as possible to register at this institution following the admissions policy.

### Teaching and Learning and Assessment

8. Students will be assessed on their abilities not their disabilities. Methods of teaching and assessment will be modified, wherever possible, to take account of the differences experienced by students with disabilities.
9. The College will attempt to make teaching methodologies and processes accessible to students with different types of disabilities.
10. Curriculum review and enhancement processes, course design and assessment design will take into account any barriers to learning or access that are reported by students with disabilities and will be adjusted where appropriate.
11. The College will ensure that a student with a disability can participate in the academic programme for which they have registered through the provision of reasonable accommodation measures, unless it causes the College undue hardship.

12. Facilities appropriate to the needs of students with disabilities will be made available during examinations and extra time will be allowed upon application and evaluation.
13. Special assessment arrangements will be available for students who, by reason of disability would otherwise be unfairly penalised. Special arrangements should be made to minimise any detrimental impact of the disability and should not otherwise advantage students.
14. All College information will be made available in an accessible format on request.

#### Access

15. The College recognises the necessity of proactively removing barriers to students with disabilities and will aim to establish, within its current and future constraints, a universal-access-design environment that benefits employees and students.
16. The College will evaluate/audit the environment and where necessary provide appropriate interventions in order to create an enabling environment.





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## **Food Committee Policy**

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## **Food Committee Policy**

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Approved by: Board of Directors Date: 21/09/2011

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<b>Effective Date:</b>	<b>01/01/2012</b>
<b>Review Date:</b>	<b>21/09/2018</b>

# Policy on the Food Committee

## Introduction

The Food Committee serves to provide a forum in which issues relating to the provision of food at the College of Transfiguration can be raised and, wherever possible, addressed. As such the Food Committee performs a key role in the day-to-day life of the College community, making it possible for positive and negative feedback relating to the menu, quality and quantity of food to reach the Catering Department in a timely and constructive manner.

## Constitution of the Food Committee

The Food Committee is constituted as follows:

1. One representative of the College Management
2. One representative of the Catering Department
3. The Kitchen Liaison Officer
4. Two representatives of the Ordinands' Body

With the exception of the position of the Kitchen Liaison Officer, care should be taken to elect/appoint **one** alternative representative of the College Management, Catering Department, and Ordinands' Body.

The total number of members shall be 5, though the meetings of the Food Committee may be opened to non-voting members where this is agreed upon by the 5 voting members in advance of the meeting.

The Kitchen Liaison Officer aside, all other members of the Food Committee are elected/appointed for the duration of one academic year. Serving members may be re-elected/appointed by the group they represent in subsequent years.

## Meetings

1. The Food Committee should meet *at least* twice per semester, but may meet more frequently where necessity demands or this proves to be desirable in order to further the aims of the Food Committee.
2. The Chairperson of the ORC will have the duty of calling the first meeting of the academic year, whether or not s/he is a member of the Food Committee.
3. The agenda of the first meeting in every academic year will include: (1) The election of a chairperson; (2) The election of a secretary; (3) The Correction and Adoption of the

minutes of the last Food Committee meeting of the previous academic year; and (4) A Review of the purpose of the Food Committee as set out in the current Policy on the Food Committee.

4. Agenda items shall be submitted to the secretary 7 days ahead of a scheduled meeting.
5. The agenda should be circulated by the secretary to all members *at least* four working days prior to the meeting.
6. In the event that the Rector and the Chairperson of the ORC are not members of the Food Committee, a copy of the agenda should be released to them *at least* two working days prior to the meeting.
7. The secretary will take minutes of all decisions reached in relation to the agenda items and any other competent business discussed at the meeting of the Food Committee.
8. The secretary will distribute copies of the minutes to all members of the Food Committee within *five* working days of the meeting.
9. In the event that the Rector and the Chairperson of the ORC are not members of the Food Committee, a copy of the minutes should be released to them within *seven* working days of the meeting.

## **Responsibilities**

1. Promote the understanding of healthy and nutritious eating among students, staff and visitors to the College.
2. Establish and maintain channels of communication facilitating the systematic collection of feedback relating to:
  - 2.1. The quality of food
  - 2.2. The quantity of food
  - 2.3. The variety and suitability of dishes provided for by the menu developed by the Catering Department
  - 2.4. Hygiene Standards
  - 2.5. Service Standards
  - 2.6. Special Dietary Requirements
3. Analyse feedback received through the channels established and maintained by the Food Committee.
4. Where possible within existing budgetary and staffing constraints, address issues arising from the analysis of feedback received from students, staff and visitors relating to points 1.a-f.
5. Report outstanding issues to the Rector and the management of the College in a timely and constructive manner.
6. Seek clarity on steps taken by the Rector and the management of the College to address outstanding issues relating to points 1.a-f.

7. Where issues have not been addressed, or where the Food Committee is not satisfied with the steps taken to address outstanding issues which have already been brought to the attention of the Rector and the management of the College, the Food Committee may chose to produce a short report for the Board/Council of the College of Transfiguration. The written report must be submitted to the Secretary of the College of Transfiguration not later than 30 days prior to the scheduled meeting of the Board/Council. The matter should also be brought to the attention of the Staff and Student Representatives who will attend the Board/Council meeting and will be responsible for raising it as part of the agenda of the Board/Council.
8. Point 6 notwithstanding, the Food Committee may choose to submit a short report to the Board/Council of the College of Transfiguration where there are no outstanding issues or where they are satisfied with the steps taken by the Rector and college management to address such outstanding issues. The written report must be submitted to the Secretary of the College of Transfiguration not later than 30 days prior to the scheduled meeting of the Board/Council. The matter should also be brought to the attention of the Staff and Student Representatives who will attend the Board/Council meeting and will be responsible for raising it as part of the agenda of the Board/Council.
9. In undertaking the responsibilities delineated above the Food Committee will take care not to enter into discussions concerning staffing matters, including the employment and working conditions of the catering staff, budgeting of meals, ordering of supplies, nor to set about the task of drafting menus.



*College of Transfiguration, NPC*

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## **HIV & AIDS Policy**

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## *College of Transfiguration, NPC*

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# **HIV & AIDS Policy**

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Approved by: Board of Directors Date: 21/09/2011

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<b>Effective Date:</b>	<b>08/03/2011</b>
<b>Review Date:</b>	<b>21/09/2018</b>

# Policy on HIV & AIDS

## Introduction

We the community of the College of Transfiguration, the Theological Seminary of the ACSA, see ourselves as a microcosm of society which is both infected and affected by HIV and AIDS. As part of the worldwide Anglican Communion, we pledge ourselves to build the capacity of all in this college community (i.e. the staff, the students and their respective families) to deal with the pandemic. As members of the Body of Christ we share the pain of all who live with HIV and its consequences. And as lay and ordained ministers in the ACSA who are confronted by the challenge of HIV and AIDS, we commit ourselves to maintaining the pastoral standards, values and practices adopted by the ACSA.

## Principles

Our mission is to

1. respect the dignity of all people.
2. safeguard the human rights of the infected and affected
3. nurture community through non-discrimination and the maintenance of confidentiality
4. improve the health and prolong the lives of those infected
5. promote stable relationships and Christian values conducive to the control of HIV infection
6. Ensure that the college community has access to appropriate information, education and communication programs.
7. Create an advocacy for an HIV and AIDS free society.

## Policy

### Rights & Responsibilities

1. No one in the college community shall have the right to segregate or discriminate against infected persons or their families.
2. Information surrounding a person's HIV status shall remain strictly confidential unless or until the individual concerned chooses to disclose it.
3. No-one may be coerced to disclose their status. Nonetheless the college policy encourages transparency for the sake of mutual protection and care.
4. The value of faithfulness to one sexual partner in a relationship of transparency should be inculcated as a protection of rights, among its many other values.



5. The college community members should have at all times of day and night access to such protective aids as rubber gloves etc in case of accidents.
6. It is expected that members of the community will take full responsibility for their sexual behaviour and will promote self-respect and the rights of others.
7. The college's admission policy will not exclude a student on the basis of a positive HIV status.
8. The college's employment policy will not exclude a candidate for a staff position on the basis of HIV status.
9. The college needs to develop a policy for staff, in the event of any chronic or disabling disease or condition that will also be applicable in the case of chronic AIDS-related conditions. This policy should include:
  - 9.1. Length of sick leave on full pay.
  - 9.2. Length of sick leave on other/ proportionate remuneration
  - 9.3. Cessation of duties, remuneration, and employment
  - 9.4. Provision for temporary employment to cover the position in the event of the above long-term absence.
  - 9.5. Early pension provision/disability provision

## **10. Education and empowerment**

11. The college curriculum should include HIV/AIDS education for all students. This should also be available to other members of the community - staff and families of students. This curriculum should include
12. Awareness
  - 12.1. HIV/AIDS awareness should be a priority at the College, covering awareness of
    - 12.1.1. Prevention
    - 12.1.2. Transmission
    - 12.1.3. Related symptoms
    - 12.1.4. Living positively
    - 12.1.5. And, encouraging knowing one's status
13. Ethos
  - 13.1. We acknowledge that sex is a gift from God and that we are accountable to one another for our sexual behaviour. We shall encourage and support loving, just and honest relationships.
14. How to create a safe and caring environment
  - 14.1. The fact that this is a communal responsibility

- 14.2. It is also a personal responsibility where personal behaviour, trustworthiness and disclosure are concerned.
- 14.3. That the scourge is as much a social and cultural challenge as it is a health problem.

## 15. Empowerment

16. This includes empowering the community to care and those infected and affected to live positively with HIV and or AIDS. This will be achieved by open discussions, sharing of stories and experiences, and training in the relevant counselling skills, and primary health care and personal health maintenance.

17. The empowerment should include learning in the light of scripture, how to address

- |       |             |        |             |
|-------|-------------|--------|-------------|
| 17.1. | fear        | 17.6.  | anger       |
| 17.2. | abandonment | 17.7.  | anxiety     |
| 17.3. | guilt       | 17.8.  | blame       |
| 17.4. | shame       | 17.9.  | affirmation |
| 17.5. | depression  | 17.10. | denial      |

18. We shall adhere to the country's legislation protecting the rights of those infected and affected by HIV and AIDS.

19. Practical opportunities for ministry

- 19.1. Students should be offered opportunities and encouraged to volunteer for ministry in centres and programs that exist, or developing such programs.

## 20. Support, counselling and testing

21. The college needs to identify and make known to all its members the local network for voluntary counselling and testing. If none exists in the local community, we need to appoint one or more of our number to motivate and initiate, in cooperation with other local community, groups and institutions, the provision of such a facility on at least an annual basis.

22. The college needs to develop an internal support system for students and staff infected and affected. While recognizing that individuals select for themselves in whom they confide, there should be an official channel of support, counselling and follow-up.



*College of Transfiguration, NPC*

A provincial centre for the training of Anglican clergy

# Quality Management Policy

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*College of Transfiguration, NPC*

A provincial centre for the training of Anglican clergy

## Quality Management Policy

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Approved by: Board of Directors Date: 21/09/2011

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<b>Effective Date:</b>	<b>01/01/2012</b>
<b>Review Date:</b>	<b>21/09/2018</b>

# **Policy on Quality Management**

## **Introduction**

The College of Transfiguration is committed to providing a Higher Education environment in which students are formed, informed and transformed so that in carrying out their ministries they may be agents of transformation in both church and society in Southern Africa and beyond. In making this commitment the College recognises that its own policies and procedures, and not just the structures and systems of the Church or wider society require transformation. This recognition informs the College's commitment to Quality Management.

The College has long been committed to Quality Management, but as the context of Higher Education is being shaped and moulded by the implementation of the National Qualifications Framework and associated accreditation processes, it is evident that this commitment must be made tangible and examinable. This requires that a culture of quality, embracing the whole of the College's practices and procedures is created and sustained in a manner that promotes ongoing transformation and which provides assurance of quality to all of the College's stakeholders.

In order to create, sustain, and nurture a culture of quality among the community of the College of Transfiguration it is essential that various policies and procedures are developed.

## **Principles**

1. Policies and procedures should promote the creation, sustaining, and nurturing of a culture of quality.
2. Policies and procedures of the College of Transfiguration should be consistent with, and promote the realisation of the objectives contained in its mission statement.

## **Policy**

1. All policies and procedures are subject to the approval of the College Council.
2. Every effort should be made in the drafting of policies and procedures to ensure that the voices of relevant stakeholders are heard and that their concerns are addressed and incorporated.
3. As an institution of Higher Education it is essential that the policies and procedures of the College are student-centred.
4. Review periods for policies and procedures are 7 years, unless otherwise stated in the policy documents.

5. Where a specific review process is not stated in a policy document the process shall be as follows:
  - 5.1. Records relating to the policy and its implementation will be collected by a designated member of the Academic Staff and/or Management.
  - 5.2. A survey of relevant stakeholders will be undertaken to establish problem areas relating to the policy and its implementation, and to provide an opportunity for stakeholders to express ways in which the current policy and its implementation may be improved.
  - 5.3. The information gathered through processes (a) and (b) will be collated by a designated member of the Academic Staff and/or Management.
  - 5.4. The collated information will be made available to members of the Academic Staff and Management prior to the holding of a review meeting.
  - 5.5. A review meeting will be held. In addition to the Academic Staff and Management, those attending this review meeting may include representatives of relevant stakeholders (e.g. students, support staff, council members).
  - 5.6. The review meeting will decide on what changes must be made to the policy in question and how it should be implemented in future.
  - 5.7. A member of the Academic Staff and/or Management will be designated at the review meeting as being responsible for making the necessary changes to the policy and ensuring that it is submitted to the College Council for consideration.
6. A Quality Assurance Committee (QAC) will be established with the specific remit of ensuring that a culture of quality is created, sustained, and nurtured.
7. Notwithstanding the review period of a policy, the QAC may recommend the review and development of policies and procedures which are found to be unsatisfactory and/or necessary. In this event the review process set out under item (5) should be implemented within thirty days (30) of the receipt of the Quality Assurance Report.



*College of Transfiguration, NPC*

A provincial centre for the training of Anglican clergy

## **Transport Policy**

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*College of Transfiguration, NPC*

A provincial centre for the training of Anglican clergy

## Transport Policy

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Approved by: Board of Directors Date: 21/09/2011

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<b>Effective Date:</b>	<b>08/03/2011</b>
<b>Review Date:</b>	<b>21/09/2018</b>



# Policy on Transport

## Introduction

The College of Transfiguration owns two vehicles which are made available to its staff and students as part of the day-to-day life of the institution. Access to these vehicles is intended to enable the College's students and staff to fulfil the responsibilities associated, respectively, with their learning programmes and their job descriptions. This Transport Policy seeks to provide clear rules and guidelines for the management and use of these vehicles by both staff and students of the College.

## Principles

1. The use of the College vehicles is a privilege. Consequently all those who make use of these vehicles are encouraged to ensure that they are well maintained. This not only involves the reporting of mechanical faults but also the commitment to ensure that each vehicle is kept clean and tidy.
2. For the purposes of this Transport Policy the business of the College for which its vehicles may be used will consist of
  - 2.1. journeys directly necessitated by course requirements and/or participation in an outreach programme (students in general);
  - 2.2. journeys or errands required by the College Office (College Drivers);
  - 2.3. Fulfilment of responsibilities relating to employment by the College (Staff).
3. Wherever possible staff and students should endeavour to minimise the use of the College Vehicles, by planning journeys in advance and making use of other forms of transport where practicable.

## 4. Policy

5. Each year a member of staff will be appointed to supervise the use of all vehicles owned by the College. The appointment will be made by the Rector in consultation with the other members of the Management. The duties of the Transport Manager are set out in Annexure A.
6. Each year the Transport Manager, in consultation with the Academic Staff will select and appoint students to be College Drivers. These individuals play an important role in facilitating the smooth running of the College on a day-to-day basis. The duties of College Drivers are set out in Annexure B.

7. The College vehicles will be made available to students and staff for purposes which are deemed to be legitimate and reasonable in terms of the day-to-day business of the College at the discretion of the Transport Manager.
8. All use of the College vehicles must enjoy the prior approval of the Transport Manager.
9. Bookings for use of the College vehicles should be made at least twenty four (24) hours in advance. Use which has been booked in advance, and has been confirmed and authorised by the Transport Manager will receive precedence. Use which has not been booked in advance and authorised will only be undertaken, if at all, at a time designated by the Transport Manager.
10. The College shall provide a log-book for each of the College vehicles. It shall be the duty of each driver to ensure that s/he fills in the log-book at the beginning and end of each trip. The driver will spell out the purpose of his/her trip in the log-book. Any driver, staff or student, who fails to fill in the log-book will have to bear the cost of the trip at a rate determined by the Transport Manager in consultation with the Rector.
11. The College shall not be held responsible for traffic fines imposed as a direct result of negligence or carelessness on the part of the driver. In order to avoid petty fines such as those related to parking, the onus is on each driver to ensure that s/he gets the necessary petty cash from the Administrative Secretary before going out on College business.
12. Traffic fines that are purely mechanical or that are related to the licensing and insuring of the vehicles will be borne by the College.
13. In exceptional circumstances, and at the sole discretion of the Transport Manager, College vehicles may be made available to members of the College community for purposes unrelated to the business of the College provided that such usage does not and will not interfere with the day-to-day running of the College. The rules governing private usage are set out in Annexure C.
14. Use of the car in emergencies is subject to the approval of the Transport Manager (or in his/her absence the authorisation of the Rector or a member of the Academic Staff).

## **Annexure A**

### **Duties of the College of Transfiguration Transport Manager**

1. The primary function of the Transport Manager will be to ensure that the College Vehicles are well looked after by those designated as College drivers.
2. The Transport Manager will ensure that the vehicles are maintained in a good running condition.

3. The Transport Manager will liaise with the College Drivers to ensure that each vehicle has the fuel necessary to carry out the day-to-day business of the College. S/he will ensure that those using the car follow College procedures with regard to the purchasing of fuel for the vehicles.
4. In the event that any College vehicle is required for use on a longer journey, the Transport Manager will liaise with the Office Administrator and the driver to ensure that s/he has the requisite funds to meet the fuel costs of the envisaged journey.
5. The Transport Manager will ensure that each College vehicle is serviced at the appropriate intervals.
6. The Transport Manager will ensure that each vehicle is licensed and insured.
7. The Transport Manager will inspect the log-book for each vehicle at regular intervals.
8. The Transport Manager will liaise with the Administrative Secretary whenever a staff member or student is liable for their use of the College vehicles.
9. The Transport Manager will only confirm and authorise usage which coheres with the principles of this policy, and in doing so will seek to promote efficient use of the College vehicles.
10. The Transport Manager will report abuse of the vehicles in writing to the Rector within seven (7) days of its occurrence.

## **Annexure B**

### **Duties of College of Transfiguration Drivers**

1. Each College Driver will be given a roster indicating on which day(s) during the term s/he will be expected to offer his/her services as a driver. If s/he is unable to fulfil his/her duties on the specified dates, then s/he must make arrangements to swap duties with one of the other College Drivers and to communicate such with the Transport Manager.

2. On his/her designated day(s) of duty each College Driver will report to the Transport Manager at 8am, at which point s/he will be instructed with regard to daily errands and bookings which need to be fulfilled.
3. Before any journey the onus is on College Drivers to ensure that the vehicle to be used has:
  - 3.1. enough fuel;
  - 3.2. sufficient oil;
  - 3.3. enough water.
4. Where a vehicle requires fuel or oil the College Driver must liaise with the Transport Manager and an order form must be issued before the College Driver attempts to procure the fuel or oil.
5. College Drivers will complete the vehicle's log-book in full for each journey made.
6. When not using the College vehicles during the academic week (Monday-Friday) the driver on duty should return the keys to any of the vehicles to the Transport Manager. Where it is necessary to keep keys to College vehicles overnight these must be returned to the Transport Manager at 8am the following morning (Monday-Friday).
7. At the weekends the driver on duty is responsible for keeping the keys to the College vehicles and ensuring that all journeys related to the business of the College are carried out. To ensure that this happens s/he should consult with the Transport Manager on Friday afternoon before 1600.
8. Where the driver on weekend duty is unable to keep the keys to the College Vehicles until 8am on the Monday, s/he will give them to another College Driver who will be undertaking the weekend duties, and failing that to the Transport Manager. Under no circumstances should the keys to the vehicles be given to students or staff members who are not designated drivers.
9. Whenever a College Driver gives the keys to another designated driver, s/he should provide the name of such person to the Transport Manager at the time of the exchange.

10. If a College Driver uses College vehicles for private use without prior approval s/he will be charged a fee per kilometre travelled. This fee will be determined by the Transport Manager in consultation with the Rector.
11. College Drivers must ensure that the Transport Manager is informed of any mechanical problems relating to the College vehicles.
12. The College Drivers will be required to ensure that the College vehicles are kept clean and tidy inside and out.
13. College drivers are not taxi drivers and must not allow themselves to be treated as such. College drivers may only provide a lift to other members of the College community where such may be achieved whilst fulfilling a business journey according to the shortest possible route.
14. Under no circumstances should College Drivers offer lifts to hitch-hikers and under no circumstances should they have passengers who are in excess of the number the law allows for such a vehicle.
15. In the event of an accident during unauthorised use of the vehicle the driver will be responsible for meeting any insurance excess charges. In addition s/he will indemnify the College against any third party claims and will have no claim against the College for injury to him-/herself or his/her passengers.

## **Annexure C**

### **Private Use of College Vehicles**

1. Where a staff member or student of the College of Transfiguration is granted use of the vehicles for private purposes, the driver of the vehicle must be a designated driver in possession of a valid driver's license.
2. Private use will be charged at a rate determined by the Transport Manager in consultation with the Rector, reflecting both the kilometres travelled and the fuel used.

3. In the event of an accident during private or unauthorised use of the vehicle the driver will be responsible for meeting any insurance excess charges. In addition s/he will indemnify the College against any third party claims and will have no claim against the College for injury to him-/herself or his/her passengers.
4. The radius of all private use of College vehicles shall not exceed 130 kilometres from Grahamstown without the express and written permission of the Transport Manager and the Rector.



*College of Transfiguration, NPC*

A provincial centre for the training of Anglican clergy

# **Alfred Duthie Memorial Scholarship**

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*College of Transfiguration, NPC*

A provincial centre for the training of Anglican clergy

## **Alfred Duthie Memorial Scholarship**

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Approved by: Board of Directors Date: 12/04/2011

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<b>Effective Date:</b>	<b>12/04/2011</b>
<b>Review Date:</b>	<b>12/04/2018</b>



# Alfred Duthie Memorial Scholarship

## Introduction

The College of Transfiguration is a provincial centre for the training and education of men and women for ministry in the Anglican Church of Southern Africa. In line with its vision to grow a discipleship of quality priestly ministry from an African world-view and context, the College of Transfiguration invites eligible candidates to make application for the Alfred Duthie Memorial Scholarship.

## Policy

### 1. Eligibility

- 1.1. The scholarship will be awarded to applicants who are citizens of Angola, Lesotho, Mozambique, Namibia, South Africa, or Swaziland.
- 1.2. Applicants must be currently registered as a student of the College of Transfiguration.
- 1.3. Applicants must have completed at least one year of studies at the College of Transfiguration.
- 1.4. Applicants must be entering a second, third, or fourth year of study at the College of Transfiguration.
- 1.5. Applicants must be an Ordinand in a diocese belonging to the Anglican Church of Southern Africa.
- 1.6. Applicants must have a demonstrable record of academic excellence.

### 2. Value and Number of Scholarships

- 2.1. The value and number of the Alfred Duthie Memorial Scholarships will be determined by the Executive Committee on an annual basis, provided that the value shall not be less than 50% of the combined academic and residential fees to be charged per person in the year for which applications are made, and there be at least one partial scholarship per annum.

### 3. Supplementary Funds

- 3.1. The holder(s) of this scholarship may hold supplementary bursaries/grants/scholarships.

### 4. Period of Support

- 4.1. The scholarship will be awarded for one academic year. Holders of the scholarship may re-apply in subsequent years. The maximum period of support for any individual student shall be three years.

### 5. Application Procedure

- 5.1. In order to be considered for this scholarship candidates must submit the following documentation to the College of Transfiguration:
- 5.2. A letter from his/her diocesan bishop (or designated representative) supporting the candidate's continued registration with the College of Transfiguration and good standing as an Ordinand of the diocese;
- 5.3. Curriculum Vitae (CV) – no more than 4 pages;
- 5.4. A letter of reference from a current lecturer or supervisor. Such referee should be asked to comment on the following aspects of the candidates qualities:
- 5.5. Their past academic performance;
- 5.6. Their spiritual and moral character;
- 5.7. Their pastoral ability and experience.
- 5.8. Full academic transcripts of all qualifications obtained, together with a current transcript of results achieved in studies undertaken in the year of application.

#### **6. Required documentation should be submitted to:**

The Rector  
The College of Transfiguration  
PO Box 77  
Grahamstown  
6140

Tel: +27 (0)46 6223332  
Fax: +27 (0)46 622 3877  
Email: registrar@cott.co.za

#### **7. Terms and Conditions**

- 7.1. The award of an Alfred Duthie Memorial Scholarship does not remove the requirements placed on students and/or their sending authorities to adhere to the rules and processes set out in the College of Transfiguration's policies, including the Admissions and Fees policies. The award of the scholarship shall be revoked in instances where the recipient is found guilty of serious disciplinary offences.
- 7.2. The Alfred Duthie Memorial Scholarship is awarded for one academic year only; support for subsequent years will be subject to submission of a new application incorporating the following documentation:
- 7.3. A letter from his/her diocesan bishop confirming support for the candidate's continued registration with the College of Transfiguration and good standing as an Ordinand of the diocese;
- 7.4. A letter of reference from a current lecturer or supervisor. Such referee should be asked to comment on the following aspects of the candidates qualities as demonstrated in the current year of registration with the College of Transfiguration:
- 7.5. Their past academic performance;
- 7.6. Their spiritual and moral character;
- 7.7. Their pastoral ability and experience.

- 7.8. An up-to-date record of results achieved in the current year of study, and a transcript of results attained in previous years of study at the College of Transfiguration.
- 7.9. The Alfred Duthie Memorial Scholarship is awarded in partial or full payment of the combined academic and residential fees of the College of Transfiguration and does not provide for a living allowance, book allowance, medical allowance, or travel allowance.
- 7.10. On completion of his/her studies the candidate *will be expected* to return to his/her home country and diocese.

**8. Selection Criteria**

- 8.1. Award of this scholarship will be based on:
- 8.2. Academic performance of the candidate;
- 8.3. Spiritual and moral character of the candidate;
- 8.4. Candidate's pastoral ability and experience;
- 8.5. Standing with the candidate's diocese;
- 8.6. Standing with the College of Transfiguration.
- 8.7. Selection of the candidates for the Alfred Duthie Memorial Scholarship shall be undertaken by the Executive Committee or a body so delegated by the Executive Committee. The decision of such body shall be final and candidates shall enjoy not right of appeal. The successful applicant(s) will be informed by e-mail and official letter of acceptance. Candidates who have not received written notification within six weeks of the closing date must please contact the Administrative Office:

Tel: +27 (0)46 6223332

Fax: +27 (0)46 6223877

Email: registrar@cott.co.za

**9. Closing Date**

- 9.1. The closing date for the [YEAR] Academic year is [DATE].



*College of Transfiguration, NPC*

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## **Alfred Duthie Memorial Bursary**

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*College of Transfiguration, NPC*

A provincial centre for the training of Anglican clergy

## **Alfred Duthie Memorial Bursary**

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Approved by: Board of Directors Date: 12/04/2011

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<b>Effective Date:</b>	<b>12/04/2011</b>
<b>Review Date:</b>	<b>12/04/2018</b>

# Alfred Duthie Memorial Bursary

## Introduction

The College of Transfiguration is a provincial centre for the training and education of men and women for ministry in the Anglican Church of Southern Africa. In line with its vision to empower staff to become contributors to social change and social cohesion, the College of Transfigurations invites eligible candidates to make application for the Alfred Duthie Memorial Bursary. The Alfred Duthie Memorial Bursary seeks to assist employees of the College of Transfiguration with the educational costs of their children or of children for whom they are the legal guardian or caregiver.

### 10. Eligibility

1. Applicants must be in full-time employment with the College of Transfiguration at the time of the application and during the year for which the bursary is awarded.
2. Applicants must be either the parent, legal guardian, or caregiver of the students named in their application.
3. Students must be enrolled in pre-primary, primary, secondary or tertiary education.
4. Students enrolled in tertiary education must have completed less than three years and must be enrolled in an undergraduate programme.

### 5. Value and Number of Bursaries

An Alfred Duthie Memorial Bursary is intended to assist full-time employees of the College of Transfiguration with the payment of tuition fees. No applicant will be given support for more than four students in any single academic year. The value and number of the Alfred Duthie Memorial Bursary will be determined by the Executive Committee on an annual basis, with the proviso that where funds are made available to assist with stationary, textbooks, uniforms, school educational trips, or sports equipment, the amounts awarded will not exceed per student:

FETC/University: R2000

Private High/Ex-Model C: R1500

Public Secondary: R1000

Private/Public Primary: R800

Private/Public Pre-Primary: R400

Such awards will be made only after grants have been made for tuition fees and will be at the sole discretion of the Executive Committee.

The Alfred Duthie Memorial Bursary shall not dispense funds towards boarding/residential costs, or the costs of travelling to/from the educational institution.

#### **6. Supplementary Funds**

The holder(s) of this bursary may hold supplementary bursaries/grants/scholarships.

#### **7. Period of Support**

The bursary will be granted for one academic year. Holders of the bursary may re-apply in subsequent years through pre-primary, primary, and secondary education. The bursary shall be awarded for a maximum of three years for students enrolled in tertiary education, and shall not be enrolled in a postgraduate programme.

#### **8. Application Procedure:**

- 8.1. A completed application form;
- 8.2. A copy of the latest term exam report for each student;
- 8.3. Certified copy of birth certificate(s);
- 8.4. Where the applicant is not the parent of the student(s), certified documentation of legal guardianship or an affidavit stating that the applicant is the student(s) caregiver.
- 8.5. Certified copies of pay slips of both parents/legal-guardians/caregivers; If one of the parents/legal guardians/caregivers is unemployed, an affidavit stating the same must be attached.
- 8.6. Three-month bank statements of both parents/legal guardians/caregivers, where applicable.
- 8.7. Proof of enrolment/application for enrolment for each student, together with official notification of the tuition fees.
- 8.8. Further documentation relating to additional costs (stationary, textbooks, uniforms, school educational trips, or sports equipment)

#### **9. Required documentation should be submitted to:**

The Rector

Tel: +27 (0)46 6223332

The College of Transfiguration

Fax: +27 (0)46 622 3877

PO Box 77

Email: rector@cott.co.za

Grahamstown, 6140

#### **10. Terms and Conditions**

- 10.1. The award of an Alfred Duthie Memorial Bursary is made at the sole discretion of the Executive Committee or its delegated representative. Applicants shall enjoy no right of appeal.

- 10.2. The award of the bursary shall be revoked in instances where the applicant is found guilty of serious disciplinary offences by the College of Transfiguration, and in instances where a student included in the application is withdrawn from schooling.
- 10.3. The Alfred Duthie Memorial Bursary is awarded for one academic year only; support for subsequent years will be subject to submission of a new application incorporating the following documentation wherein the students remain the same:
- 10.3.1. A completed application form;
  - 10.3.2. A copy of the latest term exam report for each student;
  - 10.3.3. Certified copies of pay slips of both parents/legal-guardians/caregivers; If one of the parents/legal guardians/caregivers is unemployed, an affidavit stating the same must be attached.
  - 10.3.4. Three-month bank statements of both parents/legal guardians/caregivers, where applicable.
  - 10.3.5. Proof of enrolment/application for enrolment for each student, together with official notification of the tuition fees.
  - 10.3.6. Further documentation relating to additional costs (stationary, textbooks, uniforms, school educational trips, or sports equipment)
11. The Alfred Duthie Memorial Bursary is awarded in partial or full payment of the tuition fees detailed in the application. Grants towards stationary, textbooks, uniforms, school educational trips, or sports equipment are made at the sole discretion of the Executive Committee or its delegated representative. No awards shall be given or used for boarding/residential or travelling costs.
- 12. Selection Criteria**
- 12.1. Award of this scholarship will be based on:
- 12.1.1. Employment History
  - 12.1.2. Type and level of Schooling
  - 12.1.3. Grade/Year of Study
  - 12.1.4. Relationship to student(s)
  - 12.1.5. Household Income
13. Grants of the Alfred Duthie Memorial Bursary shall be undertaken by the Executive Committee or a body so delegated by the Executive Committee. The decision of such body shall be final and candidates shall enjoy no right of appeal. Applicants will be advised of the success of their application by e-mail and official letter of notice.
- 14. Closing Date**
- 14.1. The closing date for the [YEAR] Academic year is [DATE].



## **ACADEMIC & FORMATION**



*College of Transfiguration, NPC*

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# **Admissions Policy**

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*College of Transfiguration, NPC*

A provincial centre for the training of Anglican clergy

## **Admission Requirements Policy**

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Approved by: Board of Directors Date: 08/03/2011

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<b>Effective Date:</b>	<b>08/03/2011</b>
<b>Review Date:</b>	<b>08/03/2018</b>

# Policy on Admission Requirements

## Introduction

Since the College of Transfiguration is an institution of higher learning of the Anglican Church of Southern Africa, its thrust and ethos is mainly Anglican. This however does not exclude those from other denominations as long as they are prepared to find space in this ethos. In view of the principles and objectives of the NQF, The College of Transfiguration seeks to facilitate the education of its graduates so that they may be able to contribute to the social, cultural, economic, and political development of South Africa and also participate in the global economy and knowledge society<sup>3</sup>. In ensuring that the students are grounded towards transformation, the College of Transfiguration also seeks to be compatible with international qualifications frameworks in order to ensure international recognition and comparability of standards<sup>4</sup>. Given this basis the College of Transfiguration does not discriminate on the basis of race, tribe, nationality, class, gender or disability in the admission of its students. The College is concerned with equity and so takes the option of uplifting those who have been disadvantaged such as women and people of colour.

## Principles

1. Given the relationship which exists between the Anglican Church of Southern Africa and the College, the admission of students has to be done on the basis of consultation and negotiation between these two entities.
2. Students who come to the College of Transfiguration are usually sent to the College from their respective dioceses, and so there is a need for standards to be agreed upon by the College and the Provincial Church.
3. For purposes of students being 'translatable' and being acceptable to minister in this province and in the wider world, the academic standards of the institution have to be maintained and accepted internationally.
4. The College takes an option to uplift those currently or previously disadvantaged educationally, socially, financially and politically, to access higher education, and make a meaningful contribution to the development of South Africa.

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<sup>3</sup> Higher Education Qualifications Framework

<sup>4</sup> Higher Education Qualifications Framework

## Policy

1. Prospective students who are candidates for ordination will be expected to have gone through a period of discernment for a period ranging between 1-3 years, and to have undergone screening by a local diocesan or provincial selection committee.
2. Prospective students without a recommendation from a diocesan bishop must demonstrate in their application a willingness to accept the Christian Anglican ethos of the College. Admission of such candidates requires the approval of the Rector.
3. For those prospective students who are married, admission will be granted to those, who in addition to meeting points 1 or 2, will have shown an ability to maintain integrity of family life, especially in cases where the student's family is not able to relocate to the college. This will be shown by the concerned student's conduct, which should show that s/he is married and is expected to respect fidelity in marriage.
4. Students registering with the College of Transfiguration may not be registered at one and the same time with another educational institution.
5. To register for a Diploma programme prospective students require one of the following:
  - 5.1. Matriculation exemption.
  - 5.2. To be 23-39 years of age and have matriculation without exemption.
  - 5.3. A National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognised NSC 20-credit subjects, or the equivalent in the country in which they undertook their schooling.
  - 5.4. One year successful post-matriculation education at an institution registered by the Department of Education (or the equivalent statutory body in the country in which their education has been undertaken).
  - 5.5. To be 40 years or older and provide evidence of adequate literacy and life experience.
  - 5.6. To have completed a Higher or Advanced Certificate at an institution acceptable to the College.
  - 5.7. To have demonstrated his/her capacity to benefit from the Diploma programme through a process of Recognition of Prior Learning (RPL).
6. To register for a Bachelor's programme prospective students require one of the following:
  - 6.1. Matriculation exemption.
  - 6.2. To be 23-39 years of age and have matriculation without exemption.
  - 6.3. A National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 4 (Adequate Achievement, 50-59%) or better in four recognised NSC 20-credit subjects appearing on the designated subject list, or the equivalent in the country in which they undertook their schooling.

- 6.4. One year successful post-matriculation education at an institution registered by the Department of Education (or the equivalent statutory body in the country in which their education has been undertaken).
- 6.5. To be 40 years or older and provide evidence of adequate literacy and life experience.
- 6.6. To have completed a Higher, Advanced Certificate, or Diploma at an institution acceptable to the College.
- 6.7. To have demonstrated his/her capacity to benefit from the Diploma programme through a process of Recognition of Prior Learning (RPL).
- 7. Students admitted to College should be able to read, comprehend and write in English as provided for in the College Application Form.
- 8. Certified proof of one of the above requirements should accompany the application form, together with a certified copy of the student's Identification Document or valid Passport.



*College of Transfiguration, NPC*

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# **Recognition of Prior Learning and Credit Accumulation Policy**

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*College of Transfiguration, NPC*

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# **Recognition of Prior Learning and Credit Accumulation Policy**

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Approved by: Board of Directors Date: 08/03/2011

Reviewed by: Academic Board: 20/01/2016

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<b>Effective Date:</b>	<b>08/03/2011</b>
<b>Review Date:</b>	<b>08/03/2018</b>



# **Policy on Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)**

## **Introduction**

The *College of Transfiguration, NPC*, is an educational institution that provides an environment in which students are formed, informed and transformed so that, in exercising their ministries they may become agents of transformation in both church and society in Southern Africa and beyond. The staff and students of this institution, contribute to the formation of a community which is diverse in age, experience, culture, gender and language. In keeping with the institution's Vision and Mission Statement, as well as the overall objectives of the NQF, as outlined in Section 5 of the NQF Act 67 of 2008 (amended 7 December 2010), the College is committed to be flexible in offering access for students to enter and succeed in higher education and to redress past injustices in education and training. The policy is also designed to recognise that many students seek admission to the College after years of participation in various leadership positions in the Church. The College wishes to facilitate learning and to open opportunities for applicants to advance their theological competence. The College Policy on the *Recognition of Prior Learning (RPL)* and *Credit Accumulation & Transfer (CAT)* is aligned to this understanding and to these commitments.

## **Recognition of Prior Learning (RPL)**

### **Principle**

1. The principles of the College policy on RPL are informed by the following description of RPL found in the final report by the Department of Higher Education and Training ministerial task team for the Recognition of Prior Learning
2. Recognition of Prior Learning (RPL) means the principles and processes through which the prior knowledge and/or skills of a person are made visible and are assessed for the purposes of certification, alternative access and admission, and further learning and development. As a principle, RPL endorses the value of giving recognition to knowledge and skills that have been acquired outside a formal learning programme. As a process, RPL

consists of a range of educational and training activities and services through which the principle of RPL is applied and learners are supported in different contexts as they go through the RPL process. These activities and services include the provision of RPL-related information; advising, coaching, and administration services; alternative access programmes; integrated curriculum design; and a variety of formative and summative assessment practices. (Department: Higher Education and Training, Republic of South Africa, 2013)

3. Further, the College recognizes prior learning based on the level and extent of a student or applicant's acquired knowledge and skills. Prior learning is measured against one or other specified prescribed learning outcomes as set out in the College Qualification Documents.

## Policy

1. The College allows application for RPL for the following purposes:
  - 1.1. **Access:** To provide an alternative access route into a programme of learning for those who do not meet the formal entry requirements for admission as set out in the registered and accredited programme's Qualification Documents.
  - 1.2. **Advanced Standing:** Where a person possesses a given qualification that exceeds the admission requirements as set out in the programme's Qualification Documents.
  - 1.3. **Placement of Students:** To assist in the placement of students into appropriate programmes through a variety of formative and summative assessment practices resulting in a portfolio of evidence or examination against prescribed learning outcomes as set out in the registered and accredited programme's Qualification Documents.
2. In regard to purpose 1.1., only 10% of any given year's cohort will be granted access through the process of RPL.
3. The RPL process is designed to make prior learning explicit through assessment and/or other methods that engage the knowledge, skills and values which have been acquired previously by the applicant. The RPL process includes: evidence, facilitation, assessment, support, advice and report writing.
4. The assessment is undertaken by a RPL committee comprised of administrators and evaluators as well as appointed assessors.

5. A fee is applicable for all students applying for RPL. This fee is in addition to those charged for admission to, and registration for, a programme of study at the College. The applicable fees are set out in the fees schedule determined by the Finance Committee on an annual basis.
6. It is the responsibility of the applicant to:
  - 6.1. Apply for RPL in accordance with the date stipulated for RPL applications
  - 6.2. Provide the RPL committee with any requested documentation
  - 6.3. Pay the applicable fees
  - 6.4. To complete and send the assessments and/or portfolio of evidence to the Dean of Studies in accordance with the stipulated time frames and requirements.
7. No application for RPL will be processed if:
  - 7.1. The application form is not completed in full.
  - 7.2. The application does not have all the required documentation.
  - 7.3. Proof of payment of the application fee is not supplied.
8. The College commits itself to:
  - 8.1. Supply an information handbook and other documents such as the Policy on Assessment, Policy on Recognition of Prior Learning and the Qualifications Manuals to the applicant
  - 8.2. Design assessments that are fair, reliable, valid and fit for purpose aligned with The College of Transfiguration's Policy on Assessment
  - 8.3. Appoint an assessor or assessors where necessary
  - 8.4. Undertake the assessment timeously.
  - 8.5. Provide the applicant with adequate support
  - 8.6. Inform the applicant of decisions made regarding their application

## **Procedure**

1. All applicants who wish to be admitted under RPL must submit their applications by 1 June the year before their intended admission to the College.

2. Once a portfolio of evidence, or other designed examination, has been assessed and evaluated, a decision is made as to the applicant's prior learning competence by the RPL Committee. The decision is reported to the Academic Board.
3. The decision is thereafter officially conveyed to the applicant. The applicant can make use of the appeals process in accordance with the College's *Policy on Assessment* should this be deemed necessary.
4. Once the evaluation has been finalized and the decision has been made, and if the applicant is successful, the applicant's student record and/or registration form will be updated in accord with those of all other students on the programme.

## **Credit Accumulation and Transfer (CAT)**

### **Principles**

Credit Accumulation & Transfer (CAT) is the process of recognizing credits towards a College of Transfiguration, NPC, qualification on the basis of courses passed at registered and accredited institutions or between different qualifications offered at the College. A credit is equated to 10 notional hours of learning. Credits are granted to courses where there is equivalency with existing College of Transfiguration, NPC, courses. Equivalency is decided based on the qualification type and purpose, the course outcomes, NQF levels, and credits of the relevant courses at both institutions or between qualifications.

The following principles underlie the College policy on CAT:

1. Access for success:

Through CAT students are afforded mobility and access to programmes other than those they originally registered for. Credit accumulation and transfer will include the identification of gaps in knowledge and/or skills and arrangements will be made to close these gaps through supplementary work to promote success.

2. Articulation by design

The accredited programmes at the College were designed to include possibilities for credit transfer from other accredited and registered institutions as well as to promote easy transfer to other institutions or programmes registered on the National Qualifications Framework (NQF).

### 3. Comparison based on credible methods.

Each programme is compared based on credible methods guided by the relevant NQF level descriptors.

### 4. Supplementarity.

Where there are differences in prerequisites, the rigour of the curriculum, or the topics covered, the CAT applicant will be required to do supplementary work before credits are awarded. Supplementary work will be determined by the assessment policy of the College.

### 5. Transparency

The College is committed to making the process of CAT valid, fair, reliable and transparent. To this end the CAT process will be made publicly available and drawn to the attention of applicants prior to enrolment.

## **Policy**

1. The College, allows application for CAT for the following purposes:
  - 1.1. Vertical, horizontal or diagonal relocation of credits towards a qualification or part-qualification on the same or different level, between different programmes within The College of Transfiguration, NPC and between equivalent or cognate accredited programmes registered on the NQF at other registered institutions.
2. Applicants must be registered as a student at The College of Transfiguration, NPC, or be a student admitted to the College prior to the registration of courses.
3. CAT is decided by the Dean of Studies .
4. A maximum of 50% of credits of a completed qualification may be transferred, with the provision that no more than 50% of the credits required for this complete qualification have been transferred from another complete or incomplete qualification.
5. Credits for an incomplete qualification gained in a cognate programme may be recognized as meeting part of the requirement for a qualification offered by the College. A maximum of 50% of credits towards the College qualification can be transferred.
6. A minimum of a 50% year mark must have been obtained in the course for which credits were attained for credits to be transferred.

7. Students who wish to progress between qualifications must have obtained an average of a 65% year mark in order to transfer credits to a qualification at a higher NQF level and must have obtained an average of a 50% year mark in order to transfer credits to a qualification at an equivalent NQF level. The 50/50 rule applies.
8. There is no fee required for CAT.
9. It is the responsibility of the applicant to:
  - 9.1. Apply for CAT in accordance with the date stipulated for CAT applications.
  - 9.2. To supply a certified copy of all necessary transcripts.
  - 9.3. To supply Course Descriptions, including Specific Outcomes, Credit Values and the NQF level, of the courses from their previous institutions of learning.
10. No application for CAT will be processed if:
  - 10.1. The applicant does not meet the minimum entry requirements for the qualification as set out in the Qualification booklets.
  - 10.2. The application does not have all the required documentation. Including certified copies of transcripts from the accredited and registered institution.
  - 10.3. The applicant does not supply Course Descriptions from the accredited and registered institution's qualification manuals or other information booklets.
11. The College of Transfiguration commits to:
  - 11.1 Transfer credits, where appropriate and discerned as equivalent, to students registered at The College of Transfiguration, NPC
  - 11.2. Discern whether credits are equivalent timeously
  - 11.3. Give feedback to the applicant
  - 11.4. Adjust the student's registration form and/or student record according to the decision.



## *College of Transfiguration, NPC*

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# **Fees Policy**

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## *College of Transfiguration, NPC*

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# Fees Policy

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Approved by: Board of Directors Date: 21/09/2011

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<b>Effective Date:</b>	<b>21/09/2011</b>
<b>Review Date:</b>	<b>21/09/2018</b>



# Policy on Fees

## Introduction

The College of Transfiguration defines its mission as geared towards equipping “its students to be pastoral agents for change towards the promotion of a Christ like way of life in the Southern African context”<sup>5</sup>. In order for the College to provide the students with essential skills to pursue the goals as set out in the Mission Statement of the College, it is essential that the College puts in place a mechanism of ensuring that its operations are not grounded to a halt. The fees paid on behalf of the students are determined by the category of each student. These students consist of those who take residence at the College as well as those who are part-time and simply attend lectures.

## Principles

1. Since the College depends on the fees for its everyday operations, the College will take all the necessary steps to ensure that fees for each student are paid in full before the academic year commences or in four instalments throughout the year.
2. The College reserves the right to offer bursaries to those dioceses which cannot afford fees for their students and this is intended to ensure that no student forfeits the right to study as a direct result of lack of funding.

## Policy

1. It is the prerogative of the College Council to pass a resolution on the fees to be charged in any given academic year, whether for students who are full-time or part time, residential or non-residential.
2. The Council reserves the right to negotiate with parties which have contracted with the College (e.g. Dioceses, Funders, and Students) any surcharges to the fees detailed in the Fees Schedule and the Fee Agreement Form should the circumstances of the College so require it.
3. The Rector of the College shall communicate such Council resolutions on fees in writing to applicants or registered students and/or the funders of such students, together with copies of the Fees Schedule and Fee Agreement Form.
4. Liability for fees commences once a complete application has been submitted and the student has been accepted. Such application includes the Fee Agreement form, without

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<sup>5</sup> College of Transfiguration, NPC Mission Statement

which no student will be issued with an acceptance letter. In any discussions or negotiations about fees, the College will assume that a student and his/her funder have made themselves aware of the Fees as detailed in the relevant Fees Schedule.

5. Ignorance of fees payable will not be accepted as grounds for non-payment of fees.
6. Applications from non-residential students will only confirmed upon receipt of an application fee. Such fee will be the equivalent of 20% of the applicable tuition fees.
7. Where no payment has been received by the end of the first semester in relation to a student's fees the College reserves the right to advise the defaulting diocese, funding body, or private individual in writing that the student will be withdrawn from the College and that the debt will be handed over to lawyers for collection. The College will not issue certification of any kind for such a student whilst his/her fees remain unpaid.
8. Where at the end of an academic year a portion of student fees remains outstanding, or a student is otherwise in arrears (e.g. fines, photocopy charges) the College reserves the right to:
  - 8.1. Retain the student's results until all outstanding fees are paid in full.
  - 8.2. Refuse the student's admission to a subsequent year of study until all outstanding fees are paid in full.
9. In order to assist those students whose dioceses cannot afford the fees charged by the College, the members of the faculty shall, where possible, release funding from the College Bursary or award a scholarship for the benefit of such students.
10. The Rector in consultation with the rest of the members of the faculty shall decide which of the various bursaries to be awarded to students.
11. In cases where a student benefits from a scholarship or bursary from a source other than the College itself, it remains the responsibility of the student and his/her sending authority to ensure that payments are made timeously and in accordance with the College's regulations.
12. A fee of R200 will be charged for application received after the closing date.
13. If a student's application, residential or non-residential, is cancelled between 1<sup>st</sup> November and 15<sup>th</sup> December a cancellation fee of R500 will be charged.
14. If a residential student's application is cancelled in January and before the commencement of Orientation week, or s/he fails to arrive for Orientation week a cancellation fee of R3000 will be charged.
15. In the event that subsequent to arrival, a residential student has to withdraw through no fault of his/her own the diocese, funding body, or private individual responsible shall be charged as follows:
16. A full quarterly instalment for withdrawal in the first half of the first semester.

17. Pro Rata according to the length of his/her stay in the College for withdrawal in the second half of the first semester or later. Where this results in a refund, payment will be made directly to the funder responsible for the fees.
18. If a residential student is excluded on disciplinary grounds s/he and his/her funder shall be liable for the full fees for the semester in which the exclusion occurred, that is, the equivalent of 50% of the full residential fee for the year.
19. In the case of a non-residential student, failure to present him/herself for orientation week will result in a cancellation fee of 20% of the applicable tuition fees being charged.
20. In the event that a non-residential student cancels his/her registration subsequent to the beginning of classes, such student and/or his/her funder will be liable to pay:
21. A total of forty percent (40%) of the annual fee per course undertaken for withdrawal in the first semester.
22. A total of seventy five percent (75%) of the annual fee per course undertaken for withdrawal after the first semester.
23. If a non-residential student is excluded on disciplinary ground s/he and his/her funder shall be liable for the full annual fee per course registered.
24. In order to ensure that fees are paid, the Office Administrator and Administrative Secretary shall take the following measures:
  - 24.1. Invoice all dioceses, funding bodies, private individuals in accordance with the requirements of the Policy on Financial Management.
  - 24.2. Keep a fees register for all registered students.
  - 24.3. Apply administrative charges for non-payment in accordance with the Fee Schedule.



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## **Assessment Policy**

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## **Assessment Policy**

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Approved by: Academic Board: 29/11/2016

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<b>Effective Date:</b>	<b>13/02/2017</b>
<b>Review Date:</b>	<b>20/09/2023</b>

# Policy on Assessment

## Introduction

As a private Higher Education provider the College of Transfiguration, NPC engages in the assessment of its students. Assessment is a fundamental aspect of learning. It not only measures the progress of students towards the desired learning outcomes of the educational process, but also provides a means for developing their knowledge, skills, and values so that they may become competent in those learning outcomes. In addition, assessment can be used as a tool for evaluating the facilitation of learning. Given this understanding of assessment it is vital that the College of Transfiguration sets in place policy and procedures for the assessment of learning, since assessment is an essential tool for enabling the formation and transformation of students.

## Principles

1. As an integral part of the teaching, learning, and curriculum development process, assessment should be used not only to measure but also to develop applied competence.
2. Since the results of assessment are used by a wide-range of stakeholders it is essential that assessment processes are transparent and assessors are accountable.
3. All assessment processes should be fair, valid, reliable, and practicable.

## Definitions and explanations

5. Formative assessment: a range of formal, non-formal and informal ongoing assessment procedures used to focus on teaching and learning activities to improve student learning, or which are required for the purpose of building a year mark. Formative assessment tests what the student knows or does not know and helps in the provision of whatever support is needed.
6. Summative assessment: assessment conducted at the end of sections of learning, at the end of a whole learning programme, or at any point in the learning programme, to evaluate learning related to a particular qualification, part-qualification, or professional designation. Summative assessment tests what the student *does* know and is used to evaluate their knowledge, learning and competence.
7. Internal assessment: Internal assessments are assessments that are moderated by the lecturer or lecturers teaching the course.
8. External assessment: External assessments are moderated by external moderators.

## Policy

17. Learning programmes should employ both formative and summative forms of assessment.
18. A minimum of 40% the marks must be externally moderated. This makes up the external component. The rest of the marks which are internally moderated make up the internal component.
19. Students are required to achieve a minimum of 40% in both internal and external components with a pass mark in total of 50% or above in order to pass a course.
20. In keeping with the purpose of formative assessments, supplementary assessments for the internal component can be set at the lecturer's discretion.
21. One supplementary assessment for summative assessments shall be offered. The subminimum is 40%.
22. A fee for supplementary assessments will be set annually by the Finance Committee.
23. Supplementary assessments for the summative component should be undertaken prior to registration. Where possible supplementary assessments should be done remotely and not require the return of the student to the College. Where return to the College is unavoidable students must arrange their own accommodation and food.
24. A supplementary mark replaces the previous mark.
25. All final year students will be allowed a supplementary assessment in the case of a last outstanding credit. In the case, however, where such a supplementary examination will not qualify for the degree or diploma a subminimum of 40% must be obtained to qualify for a supplementary examination.

26. A grading scale in the C band is used in the case of summative supplementary assessments.

Percentage	50-59%	60-69%	70-74%	75-100%
Scale	-	57%	58%	59%
Grade	C	C	C	C

27. All academic staff members must be provided with training in the use and development of assessment procedures.
28. Academic staff members must ensure that each procedure they employ to assess learning is valid in terms of the outcomes it is intended to assess.
29. Assessment criteria must be clearly communicated to students.
30. All students should be provided with feedback detailing the extent to which they have fulfilled the assessment criteria.
31. Different styles of assessment should be employed in order to accommodate the variety of learning styles present among the students.
32. Wherever possible academic staff should employ internal moderation in order to maintain and promote consistency in assessment between assessors. Moderation should be an informing principle rather than a voluntary act.
33. The annual appraisal of academic staff should include a review of their assessment procedures. This review will be prepared by the Dean of Studies and specifically consider whether the assessment was fair, valid, reliable, and practicable.
18. Records of assessments must be kept by all academic staff members and a copy of such must be provided to the Dean of Studies to be filed securely and confidentially for a minimum of three (3) years. These records should include:
- 18.1. Details of the assessment and the assessment criteria
  - 18.2. The results of the assessment,
  - 18.3. Hard/scanned copies of the materials assessed - for internally assessed course work, such copies must represent a minimum of three students



who reflect the lowest, average and highest achievements; for externally assessed summative assessments all original submissions must be kept.

- 18.4. Reflections of the assessor with regard to the appropriateness of the chosen method of assessment.
19. Procedures for the external moderation of assessment in each learning programme should be established to ensure that the quality of the internal assessment processes in respect of the standards of the NQF and the implementation of these standards in other Higher Education institutions within South Africa is adhered to. These procedures should include systems for evaluating the effectiveness of the external moderation itself (see Policy on External Moderation).
20. Written/Typed submissions should be handed in at the Administrative Office of the College by 1200 hours on the due date unless otherwise specified by lecturer concerned. The College Receptionist will stamp the date and time of submission on each assignment received.
21. In the event that students submit assessments after the date and time set for submission, the assessor will deduct 5 percentage points per day (24 hrs). If the assessment is more than 7 days late the assessor is entitled to refuse to assess it.
22. No supplementary or replacement assignment will be offered in the event that an assignment fails due to being submitted 7 days or more after the due date. However, in the case of a first offence where submission was made less than 7 days after the due date, a student will be granted an opportunity to undertake a supplementary or replacement assignment subject to the carrying forward of the penalty imposed for late submission. For example if a student is penalized 10 percentage points for being 2 days late, and consequently scores 45% they would have to score a minimum of 60% on the resubmission since the 10 percentage point penalty would still apply. Further late submissions would continue to be penalized by a 5 percentage point deduction per day (24 hrs).
23. Applications for an extension of the due date must be made in writing to the lecturer concerned before the due date for submission. The application should state why the due date cannot be met and what steps the student will take to ensure that there is no repetition of the problem. It should not be assumed that a request for an extension is automatically granted. The extension is only granted when the lecturer concerned has advised the student accordingly. Except in

exceptional circumstances the submission deadline may only be extended by 7 days.

24. The results of all internally moderated assessments must be returned to students within two weeks of submission. Where an assessor is unable to fulfil this requirement due to extenuating circumstances (e.g. illness) s/he must inform the Dean of Studies who will inform the students accordingly.
25. The Registrar and/or the Dean of Studies is responsible for making available the results of externally moderated assessments available to students on request. The internal moderator will make themselves available should there be a query.
26. Student appeals must be made within seven (7) days of the assessment being returned to her or him. Such an appeal must be directed to the College Registrar who will then, in consultation with the Dean of Studies determine the most appropriate course of action to attend to the matter. In a case where an appeal involves the Dean of Studies in her or his role as lecturer, the Dean of Studies will recuse his or herself and be replaced by the Rector of the College. Where appropriate the Dean of Studies may choose to request external moderation. If the student is still unsatisfied she or he may appeal to the relevant ETQA under which the College of Transfiguration falls.
27. Plagiarism is regarded in a very serious light and penalties may be as severe as the failure of a course or expulsion from the College. The College Policy on Plagiarism should be consulted for detailed information regarding College procedures and principles in regard to instances of Plagiarism.
28. The College requirements for due performance is applicable for all courses. The requirements for due performance is:
  - Students must attend 90% of all classes.
  - Students must undertake the work of the course.\*Attendance at all classes will be monitored.
29. In the case of a student requiring a leave of absence on compassionate or other valid grounds a Leave of Absence (LOA) form must be completed. The LOA form must be supported by relevant documentation, and returned to the Dean of Studies within 5 days. The Dean of Studies will then inform the student whether a LOA has been granted. Failure to submit an LOA application may result in the loss of the student's DP.

30. Special dispensation can be awarded by the Dean of Studies and the Registrar for absence due to extended illness or other valid grounds. In these special cases the attendance at classes may be reduced to 80% attendance. LOA in no case excuses students from undertaking+ the work of a course. In all cases the work required of the course and assessment tasks must be completed in order to receive a DP. Appeals can be directed to the Rector.
31. A student not receiving notification of having met the due requirements will not be permitted to undertake, or be permitted to sit for, summative assessments such as examinations.
32. Students will be informed in writing 7 days before the summative assessment (for instance an examination) is due to be undertaken if they have lost their DP.
33. If a student is prevented, through sickness or good cause, from writing an examination or any other work that contributes to his or her final year mark, the student must apply for an Aegrotat, providing relevant supporting documentation including medical certificates, to the Registrar for consideration by the Academic Board. The application is to be accompanied by the payment of the Aegrotat application fee.
34. To the extent that attendance at Chapel is a necessary part of learning and formation, residential students, who are in the Anglican ordination stream, are also required to attend Chapel as prescribed.



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## Plagiarism Policy

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## Plagiarism Policy

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Approved by: Academic Board      Date: 20/01/2016

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<b>Effective Date:</b>	<b>20/01/2016</b>
<b>Review Date:</b>	<b>20/01/2023</b>

# **Policy on Plagiarism**

## **Introduction**

As a private Higher Education provider the College of Transfiguration, NPC engages in the assessment of its students. Many of the assessments set by the College require academic writing in the form of, for instance, essays, reports, projects and worksheets. These assessments typically use and build upon the writing, information, ideas and research of others. Such use is acceptable provided that the sources used are clearly acknowledged. Plagiarism is the taking and using of other people's ideas, writings, works or inventions as if they were one's own. Plagiarism is academic theft.

## **Principles**

1. Sanction against plagiarism seeks to promote academic integrity and honesty.
2. Plagiarism is regarded in a very serious light in academia, universally and serious penalties are meted against those who commit it.
3. Through this policy, the College, in recognition of the fact that many students entering Higher Education are not familiar with academic conventions, pursues a developmental approach by initiating and demonstrating to students the academic practices of referencing, the importance of writing in one's own words and what constitutes plagiarism, as well as the penalties relating to plagiarism.

## **Procedure**

1. First case minor infringements of plagiarism dealt with by the course lecturer.
2. First case major offences and minor repeat instances are referred to the Dean of Studies.
3. Major repeat instances are referred to the Disciplinary Committee by the Dean of Studies.

## **Policy**

1. Students are required to include a Declaration of Integrity with each submission. Marks will be withheld until the declaration is signed and is attached to or accompanies the submission. See Appendix A
2. You are guilty of plagiarism if you submit any work or assessment as your own which,

either in part or as a whole:

- 2.1. is copied from an essay or other assessment written by another student;
  - 2.2. is copied from a document from a website;
  - 2.3. is copied from a published or an unpublished article or book chapter;
  - 2.4. has been written for you by someone else;
  - 2.5. is a direct quotation which has not been placed in inverted commas or has not been indented to show that it is someone else's words without citing the original source;
  - 2.6. is someone else's ideas summarised or paraphrased without citing the original source;
  - 2.7. does not originate with you and you have not acknowledged the original source.
3. The College of Transfiguration, NPC, acknowledges that students may wish to record lectures and/or other formal teaching sessions (such as seminars and tutorial classes), in order to aid them in their learning. The College of Transfiguration, NPC, also recognises that this may involve an infringement of the ownership of the intellectual property of lecturers and facilitators of programmes and courses. These offences will be disciplined in the same manner as Category C plagiarism offences as found in the Plagiarism Policy and penalties will be imposed according to that Category of offences. Refer to the Policy on Recording for the procedures related to recording of audio or visual material at the College.
4. Refer to the table below for the suggested penalties for plagiarism offences.

<b>Plagiarism Penalties across programmes</b>		
	<b>1<sup>st</sup> Year Suggested Penalties</b>	<b>Subsequent years Suggested Penalties</b>
<b>First Offences across a programme of study</b>		
<b>Category A</b>	<b>Dealt with by course lecturer</b>	
Unacknowledged copying		
≤ 15% of the text	Mark penalty up to 40% Provision for acquiring the competence through exercises to be given. Counselling and warned. A repeat assessment can be written.	A mark penalty of up to 0%. A repeat assessment can be written. Academic exercises and warning are given.
<b>Category B</b>	<b>Dealt with by Dean of Studies</b>	
≤ 20% of the text	A mark of 0% will be given for the assessment.	0% for the assessment. An alternative

	Academic exercises on referencing given. A repeat assessment can be written. Counselling and warned.	assessment can be written. Counselling and warned.
75 to 100% plagiarised	0% for the assessment. An alternative assessment can be written. Academic exercises on referencing given. Counselling and warned.	0% for the assessment. An alternative assessment can be written. Counselling and warned.
Extensive use of copied words without quotation marks but giving a reference	Range: From mark penalty to an alternative assessment written to an alternative assessment written for less marks. Counselling and warned.	Range: From mark penalty to an alternative assessment written to an alternative assessment written for less marks. Counselling and warned.
<b>Syndication</b>		
Worked together on same material without proof of collusion.	An alternative assessment is written. Counselling and warned.	Range: An alternative assessment can be written for lesser marks. Minimum deduction of at least 20% suggested. Counselling and warned.
Same material knowingly reproduced	Range: From an alternative assessment can be written for lesser marks up to 0%. Counselling and warned.	From an alternative assessment can be written for lesser marks. Minimum deduction of at least 20% suggested. Counselling and warned..
Copying from another student without that student's knowledge	0% An alternative assessment is written. Counselling and warned.	0% An alternative assessment is written for less marks. Minimum deduction of at least 20% suggested. Counselling and warned.
<b>Second Offences</b>	<b>Dealt with by Dean of Studies</b>	
Second minor offence $\leq$ 20% of the text	0% for assessment. An alternative assessment written for less marks.	0% for assessment. No alternative assessment.
<b>Category C</b>	<b>Dealt with by the Dean of Studies or the Disciplinary Committee</b>	



Extensive second offence plagiarism (25% to less than half)	0% for assessment. No alternative assessment.	Range: From 0% No alternative assessment to the event of plagiarism being included in the student's formation report and included in the student's record.
Extensive second offence plagiarism (half or more)	Range: From 0% No alternative assessment, to a retrospective review of the student's assessments on all courses for which the student is currently registered where all instances of plagiarism will be given 0%. Can include the event of plagiarism being included in the student's formation report and put on the student's record.	0% No alternative assessment, as well as a retrospective review of the student's assessments on all courses for which the student is currently registered where all instances of plagiarism will be given 0%.  Range: Can include the event of plagiarism being included in the student's formation report and put on the student's record to expulsion from the College.
Syndication and/or copying from another student's work without permission.	Range: From 0% No alternative assessment, to a retrospective review of the student's assessments on all courses for which the student is currently registered where all instances of plagiarism will be given 0%. Can include the event of plagiarism being included in the student's formation report and put on the student's record.	0% No alternative assessment, as well as a retrospective review of the student's assessments on all courses for which the student is currently registered where all instances of plagiarism will be given 0%.  Range: Can include the event of plagiarism being included in the student's formation report and put on the student's record to expulsion from the College.
<b>Repeat or Subsequent Offences:</b> Repeated offences of plagiarism, after interventions and training will be considered in a serious light and will be dealt with according to the		

disciplinary policy, potentially leading to exclusion.

In the event where a student's supplementary assignment is suspected to be plagiarized a student can be called in to do an oral assessment with the Dean of Studies, a lecturer and an appointed assessor.

Appendix A – Declaration of Integrity.

DECLARATION OF INTEGRITY WITH REGARD TO PLAGIARISM

This declaration must be signed and included with each individual and group submission. Students who are submitting electronic assignments are to print, sign, scan and include this declaration with their submission.

1. I know that plagiarism means taking and using the ideas, writings, works or inventions of another as if they were one's own. I know that plagiarism not only includes verbatim copying, but also the extensive use of another person's ideas without proper acknowledgement (which includes the proper use of quotation marks). I know that plagiarism covers this sort of use of material found in textual sources and from the Internet.
2. I acknowledge and understand that plagiarism is wrong.
3. I acknowledge that copying someone else's assignment, or part of it, is wrong, and that submitting identical work to others constitutes a form of plagiarism.
4. I understand that my research must be accurately referenced. I have followed the rules and conventions concerning referencing, citation and the use of quotations as set out in the Academic Handbook.
5. I have not allowed, nor will I in the future allow, anyone to copy my work with the intention of passing it off as their own work.
6. This assignment is my own work, or my group's own unique group assignment.

Name..... Student #.....

Signed .....



*College of Transfiguration, NPC*

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## **Recording Policy**

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## *College of Transfiguration, NPC*

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# Recording Policy

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Approved by: Academic Board      Date: 20/01/2016

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<b>Effective Date:</b>	<b>01/02/2016</b>
<b>Review Date:</b>	<b>20/09/2023</b>

# Policy on Recording

## Introduction

The College of Transfiguration, NPC, acknowledges that students may wish to record lectures and/or other formal teaching sessions (such as seminars and tutorial classes), in order to aid them in their learning. Recordings include visual, audio, photographic or any other type of recording. The College also recognises that this may involve an infringement of the ownership of the intellectual property of lecturers and facilitators of programmes and courses.

In order both to assist the students and to protect the lecturers/facilitators, the following procedures are to be followed:

## Policy

1. On disability-related grounds, a student may apply to the Dean of Studies for permission to record lectures, seminars, and other formal teaching sessions. The Dean of Studies must consult the relevant lecturer/facilitator, who together with the Registrar will make a decision, which will be relayed to the student concerned in writing.
2. Other students may request permission to record any formal teaching sessions. All such requests should be made in writing, prior to the lecture course or its equivalent, to the relevant lecturer/facilitator. In this case, permission for the filming and/or recording of lectures, seminars, or any academic presentations may be granted or refused at the sole discretion of the lecturer and/or facilitator concerned. Students may only record lectures where permission has been granted in writing by the lecturer and/or facilitator of the course, prior to the start of the lecture course or its equivalent, and aural and/or video recordings of lectures may not be made by students unless this consent has been given.
3. Where permission has been granted, recordings of lectures or other formal teaching sessions may be made only for the personal and private use of the student.
4. Students may not:
  - 4.1. Pass such recordings on, or send such recordings to, any other person (except for the purposes of transcription, in which case they can be passed on to one person only);
  - 4.2. Publish such recordings in any form (this includes, but is not limited to, the internet, hard copy publication, and transcription). This will be considered a plagiarism offence.
  - 4.3. Record lectures or other formal teaching sessions where voice or visual recordings have been provided by the College/course lecturer and/or facilitator. This will be considered a plagiarism offence.
  - 4.4. Students may not store recordings of lectures after they exit their programme of study. Students may only store recordings for the duration of their programme of study in the

relevant courses for which permission has been granted. Once students have completed the programme of study in that particular course, students must destroy all recordings of lectures or other formal teaching sessions.

5. These offences will be disciplined in the same manner as Category C plagiarism offences as found in the Plagiarism Policy and penalties will be imposed according to that Category of offences.



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## **External Moderation Policy**

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*College of Transfiguration, NPC*

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## External Moderation Policy

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Approved by: Board of Directors Date: 21/09/2011

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<b>Effective Date:</b>	<b>08/03/2011</b>
<b>Review Date:</b>	<b>21/09/2018</b>

# Policy on External Moderation

## Introduction

The following guidelines for External Examiners have been developed by the College of Transfiguration. They are based on the SAQA Guidelines on Quality Assurance. The aim is to provide a framework within which all Examiners Must operate in order to comply with the College's desire to produce leaders who will be agents of change in their communities.

## Policy

### 1. Purpose and Role of The External Examiner

- 1.1. The main purpose of the External Examiner is to assist the College in discharging its responsibility for the quality and standards of the education it provides and the awards it offers by;
- 1.2. Assisting in the comparison of academic standards across higher education awards;
- 1.3. Verifying that standards are appropriate for the particular award for which the external examiner takes responsibility;
- 1.4. Ensuring that the assessment process is fair and fairly operated in the marking, grading and classification of student performance, in line with SAQA Criteria and Guidelines for Assessment of NQF Registered Unit Standards and Qualifications
- 1.5. Providing externality of opinion and objective advice in cases which are difficult to resolve.

### 2. Appointment of External Examiners

- 2.1. Ordinarily, before any formal action transpires, a lecturer teaching a particular subject/course/module contacts an expert in the field of the same, to find out if s/he will be prepared to be an external moderator of that subject/course/module. If the person agrees to carry out such a responsibility, the name contact address, telephone and email address of that person is forwarded to the Dean of Studies who will write a formal letter of invitation and appointment to him or her to be an External Examiner of the College of Transfiguration.
- 2.2. External Examiners need to be people who are qualified to do that job, at least holding an Honours/Masters Degree in a relevant discipline.

### 3. Participation in Assessment Procedures

- 3.1. *Approval of Draft Summative Assignments/Examination Papers*

- 3.1.1. All draft summative assignments/examination papers are sent to the External Examiner for approval within agreed deadlines. In some circumstances it may be appropriate to seek the views of the External Examiner on work set, for e.g. projects etc. In some cases the External examiners may be expected to set some questions or complete papers. In some subjects it may be essential for model answers to be prepared and scrutinised.

### *3.2. Assessment of Assignments/Examination Scripts*

- 3.2.1. The External Examiner has to assess 50% of the total number of scripts per class.
- 3.2.2. The External Examiner must see a sample of scripts from the top, middle and the bottom.
- 3.2.3. The External Examiner should act as a moderator of the decisions of internal examiners. Student work should be marked in the first instance by internal examiners and all of it should be made available to the external examiner for moderation. The External Examiner should be asked to review the following;
  - 3.2.3.1. Fail Marks
  - 3.2.3.2. First class marks/ distinction marks
  - 3.2.3.3. Sample of work from both lower and upper class divisions
  - 3.2.3.4. Borderline marks and whether boundaries between classifications are set appropriately
- 3.3. The External Examiner may act as an adjudicator where there are disagreements between the internal Examiners, although internal examiners should try to agree marks where this has been agreed by the external Examiner.

### *4. Assessment of Projects and other work*

- 4.1. The External Examiner has the right to see any work that contributes to the assessment and the qualification. All scripts assessed internally as first class or as failures in the learning programme will therefore be part of the 50% which the External Examiner shall assess.
- 4.2. The External Examiner may also comment and advise on matters of course curriculum, balance and structure, in so far as these are revealed by the assessment process.
- 4.3. If an Internal or External Examiner considers that a candidate has engaged in an improper assessment practice, such as plagiarism or another form of cheating, the examiner should, as soon as possible, report the circumstances to the Dean of Studies who should consult the College Policy on Plagiarism and act on such a student.

## **6. Written Reports**

- 6.1. External Examiners are required to write a comprehensive report at the end of moderating examination papers and examination scripts respectively. The examination scripts report needs to highlight;
- 6.2. Recommendations to the internal examiner
- 6.3. Where possible actions should be taken by the internal examiner.
- 6.4. A clear explanation where marks may have been increased or reduced.
- 6.5. Payment of fees to the External Examiners is conditional on receipt of written reports at the end of every moderation. In this regard External Examiners are encouraged to submit their written reports within the agreed deadlines specified in their letter of invitation.
- 6.6. External Examiners should be free to make any comments they wish, including observations on teaching, course structure and realisation of outcomes, content as well as assessment procedures.
- 6.7. External Examiners' Reports should be sent to the Dean of Studies whose responsibility it is to see that they are considered and action taken by the lecturer concerned.
- 6.8. External Examiners' reports are made available for discussion within the faculty.
- 6.9. An additional separate and confidential report may be sent to the Dean of Studies if an external examiner exceptionally considers this to be appropriate.
- 6.10. External Examiners should receive Feed Back from the Dean of Studies of any actions undertaken as a result of their reporting.

## **7. Fees**

- 7.1. The Faculty will from time to time determine the fee payable to each external examiner. Once the reports have been received these fees must be paid promptly and the Dean of Studies should ensure that this has been done.



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## **Curriculum Design Policy**

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## **Curriculum Design Policy**

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Approved by: Board of Directors Date: 21/09/2011

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<b>Effective Date:</b>	<b>08/03/2011</b>
<b>Review Date:</b>	<b>21/09/2018</b>

# Policy on Curriculum Design

## Introduction

As a provider of education that seeks to form, inform and transform its students, the College of Transfiguration operates in a context shaped by local, national and international factors. In such a context curriculum is understood to refer to more than the syllabus. Indeed, when analysed curriculum involves standards setting, programme development and delivery, as well as quality assurance. Curriculum involves not only the planning process and the facilitation of learning by trained staff, but also the experience of those who participate in the learning process.

In the context of South Africa curriculum development is informed by the continuing need for systemic change. The College of Transfiguration is committed to promoting the transformation of its students in order that they in turn may be agents of change in South Africa and beyond. Given this commitment the College of Transfiguration considers it imperative that curriculum development and review is undertaken in accordance with the principles and objectives of the National Qualifications Framework (NQF). Moreover, since the mission of the College of Transfiguration is not limited to South Africa, it is essential that curriculum development be undertaken in a manner that is informed not only by the local and national contexts, but also by the international context. In particular it is necessary that the needs of individuals, communities and societies within each of these contexts be taken into consideration in the process of curriculum development.

## Principles

1. The curriculum and learning programmes developed by the College of Transfiguration should be informed by and promote the mission of this institution to form, inform, and transform its students in order that they may be agents of transformation in both church and society in Southern Africa and beyond.
2. The development of the curriculum, learning programmes, and individual courses or modules should be directed by clearly stated learning outcomes relating to the knowledge, skills, and values that will enable students to develop into agents of change in church and society.
3. The learning outcomes of the curriculum, learning programmes, and individual courses or modules should be constructively aligned.
4. Development of the curriculum, learning programmes, and individual courses or modules ought to involve consultation. Such consultation should include, wherever possible, all key stakeholders, particularly the ACSA as represented by the Advisory Board on Theological Education.

5. The curriculum, learning programmes, and individual courses or modules should be reviewed at regular intervals in order to facilitate the continuing improvement of teaching and learning.

## Policy

1. A curriculum development and review meeting will be held on an annual basis. The agenda for this meeting will be to examine the aims and learning outcomes of the curriculum with regard to the mission of the College of Transfiguration and the NQF. A statement of the overall aims and learning outcomes of the College of Transfiguration will be formulated at this meeting.
2. On an annual basis individual staff members will be expected to review the courses for which they are responsible. This review will be conducted on the basis of the staff member's personal reflections and analysis, and the course evaluation questionnaires completed by those students who participated in the course. A report should be drafted and submitted to the Dean of Studies. This report should include the findings of the review and the staff member's recommendations for the future development of the course.
3. Every three years the College of Transfiguration should undertake a comprehensive review of its curriculum and its learning programmes. This review will involve the collating of student feedback (present and past) regarding the curriculum and individual courses/modules, consultation with primary stakeholders (e.g. representative of the clergy and laity of the ACSA), the reports of the internal quality control committee and, where possible, academics from other institutions. The outcomes of this review and its recommendations for future curriculum development and course design should be made available to all interested parties in the form of a report.
4. Curriculum development and course design should be undertaken with due consideration to the available resources. E.g. the resources of the College of Transfiguration including its finances, buildings, library, and its staff.
5. The development of the curriculum and design of learning programmes and individual courses/modules should be informed by the needs and nature of the students. In particular, such development should not impede access to tertiary education; rather it ought to accommodate students from diverse linguistic, cultural and religious backgrounds.
6. Learning Programmes will be developed by the academic staff as a whole. Specific meetings for this purpose will be arranged as appropriate. The minutes of these meetings will be recorded, and particular staff members will be tasked with following up on the recommendations of such meetings.



7. Individual courses/modules designed and developed by the College of Transfiguration should meet the registration and accreditation requirements of SAQA, CHE, and the DOE. The design and development process must be documented (see Annexure A). Such documentation should be submitted to the Dean of Studies. The Dean of Studies will circulate the proposed course, or module to the rest of the staff. The adoption of the proposed course or module may then be made at a weekly meeting of the academic staff. If the decision is taken to adopt the proposed course or module a staff member will be tasked with following the necessary procedures relating to matters of registration and accreditation.

## Annexure A

### THE COLLEGE OF TRANSFIGURATION PLANNING & DESIGNING A COURSE/MODULE

#### SECTION A

Where the course/module is based on a Unit Standard (US) generated by a national SGB, for example the SGB Christian Theology & Ministry, a story board (see below) must be completed. Wherever possible the academic staff will meet in consultation to discuss the completion of at least the key questions and key learning foci columns for each of the specific outcomes contained in the US.

Following this consultation one or two staff members will be tasked to complete the story board.

#### Story Board

Unit Title							
Specific Outcomes	Key Questions	Key Learning Foci	Related Learning Foci	Resources & Learning Strategies	Critical Cross Field Outcomes	Assessment	Hours

#### SECTION B

Once the story board is completed, or, if you are not working from a US generated by a national SGB, the following checklist should be completed<sup>6</sup>:

##### 1. Who is the course for?

- what are the purposes of the course, for whom is it being offered? Why is it being offered?
- needs and nature of the students: prior learning, culture, language etc

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<sup>6</sup> Checklist taken and adapted from Colin Evans, "How to Plan and Design a Course: Checklist and Workbook," [www.bbk.ac.uk/asd/crsdesg.html](http://www.bbk.ac.uk/asd/crsdesg.html), November 1999

**2. What is the curriculum context?**

- What place does this course occupy in the curriculum? How does this course fit into the learning programme? Is it a core course? An optional course? Does it lay foundations for other courses?
- Does it rely on previous learning?
- Who else is involved in developing the course/facilitating the course? Who has overall responsibility? What arrangements for collaborating, monitoring and handing-over have been set up?

**3. What is the institutional context?**

- What weight does the course carry in terms of the overall qualification?
- Is it compulsory or optional?
- How does it relate to the mission of the institution?

**4. What are the conditions and restraints?**

- What are the minimum and maximum student numbers?
- How many hours (contact, assessment, study) are available weekly and over the whole course?
- How much time can the facilitator give to the course (contact time and assessment) each week and over the whole course?
- What length of time can a class be? How often can it be?
- Where can the class take place? What facilities exist in this location?
- Do the students require certain equipment?
- What are the prerequisites for this course?

**5. What are the learning outcomes?**

- What will students be able to do after the course that they could not do before the course?
- Under what conditions and to what standard will they be able to do this?
- What do students have to be able to do in order to be competent in the main outcomes?

**6. What methods of teaching will be employed?**

- How will you facilitate learning?
- How will you promote deep learning?
- How much factual knowledge do the students need?
- What skills must they acquire before they can begin to solve problems, apply knowledge, ask their own questions and in general practise the discipline?

- How will you ensure that teaching methods are aligned with the learning outcomes for the course?

**7. How will the course be assessed?**

- How will you ensure that methods of assessment are appropriate for measuring competence in terms of the learning outcomes for the course?
- Who else will be assessing?
- Will there be internal moderation of assessment planning and/or marking?
- How much of the assessment will be formative and how much summative?
- How much of the assessment will be formal and how much will be course work?
- What arrangements exist to protect against plagiarism?
- What arrangements exist to aid you in enforcing submission deadlines and dealing with requests for extensions?
- Are you clear regarding your criteria and standards?

**8. What is the content/subject matter relating to this course?**

- What knowledge of the subject is it essential for the student to know? What is it desirable for the student to know? What is expendable? Answers should bear in mind the constraints and restraints listed under 4, the learning outcomes, and the limitations of the students as human beings.
- How might these things be ordered? What is the best way of ordering these things?
- Will you start with the most exciting, the logically first, the most general, the easiest, the hardest?
- What demands will be peculiar to the first session?
- Is there illustrative material you could make use of?
- Have you respected the basic stages?
  - Teach something (exposition, explanation, demonstration, links with things already known)
  - Offer opportunities for clarification and exemplification
  - Allow practise, exploration and challenge
  - Check and test understanding

**9. What support will be offered?**

- What course documentation will be required?
- Will you provide student handouts?
- What books are available?
- Are you available outside of class time? How and when?

#### 10. How will feedback be generated and recorded?

- Will you employ free-writing at the end of classes?
- How will you record informal feedback gained from talking to students and watching them in class?
- Will you ask colleagues to conduct peer reviews?
- Will questionnaires be used?

#### 11. Plan to produce the course

- When do you plan to produce the materials (teaching, learning, assessing) required for the course? Before the course begins? During the course?

Where the course/module is not being developed on the basis of a Unit Standard generated by the SGB Christian Theology & Ministry, or any other national SGB, but is rather being generated from first principles by staff of the College of Transfiguration, research must be conducted to ensure the international comparability of the course/module.

### SECTION C

Having completed the checklist it is time to work out a course outline for the duration of the course. This outline should indicate the focus of classes in each week of the course and state the learning outcomes appropriate to this focus.

E.g.

Week	Focus/Activity	Addressing Outcome
1	Introduce the course; provide students with course documentation; explore students' understandings of the Bible	SO 1; CCFO 3

### SECTION D

At this stage an institution specific course description should be written. This description should not simply repeat the US. Therefore it is imperative that the preceding considerations of the curricular and institutional contexts inform the process of drafting the course description.<sup>7</sup> Moreover, this course description is intended for the students and should be written with this purpose in mind. The course description should include:

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<sup>7</sup> See further "A Brief Guide to Writing a Course Description," Rhodes University Academic Development Centre

1. Purpose statement
2. NQF level
3. Credits
4. Learning assumed to be in place
5. Specific Outcomes
6. Assessment Criteria
7. Critical Cross-Field Outcomes
8. Assessment Process

**The Story Board, Course Outline, and Course Description should be submitted to the Dean of Studies in accordance with the Policy on Curriculum Development and Course Design.**



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## **Evaluation of Teaching & Courses Policy**

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## Evaluation of Teaching & Courses Policy

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Approved by: Board of Directors Date: 21/09/2011

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<b>Effective Date:</b>	<b>08/03/2011</b>
<b>Review Date:</b>	<b>21/09/2018</b>



# **Policy on Evaluation of Teaching & Courses**

## **Introduction**

The College seeks in terms of its mission statement to offer contextual theological education and formational programmes, together with practical opportunities for service in the local community. It is desirable to maintain good quality teaching and to ensure that the courses offered meet the aims of the mission statement. In addition it is required in terms of the legislation pertaining to the provision of education that quality of educators and the courses they offer be evaluated from time to time by students, educators, peers and external evaluators.

## **Principles**

1. The College seeks to ensure evaluation is undertaken by different stakeholders, namely students, peers and by external assessors.
2. Evaluation by students is an essential way to obtain immediate feedback on the quality of teaching, including content of course material and assessment of student performance.
3. Peer assessment of educators provides educators with the suggestions and support of other professionals.
4. It is required by the legislation governing the provision of education that external assessors also evaluate the quality of teaching.

## **Policy**

1. Assessment by students:
  - 1.1. There shall be biannual assessment questionnaires completed by students in the subjects/course/modules they take in which the students are requested to evaluate both the quality of teaching provided and the content and assessment of the subject/course/module.
  - 1.2. In the case of year-long courses, the first assessment shall take place at the end of the first semester and shall evaluate the teaching being offered and the second assessment shall take place at the end of the course and shall assess the teaching offered. In the case of modules which run for one semester only, the first assessment shall take place half-way through the semester and the second at the end of the semester
  - 1.3. Where a course is co-facilitated, a questionnaire evaluating teaching should be distributed when one

- 1.4. the results of the questionnaires are be collated and the Dean of Studies will keep a copy of such results on the relevant subject/course/ module file. A second copy of the same will be given to the Administrative secretary and will be filed in the academic staff member's service history.
2. Assessment of academic staff by the Rector:
  - 2.1. An annual appraisal of each member of the teaching staff shall be conducted by the Rector who will consider, inter alia, the evaluations completed by students.
  - 2.2. The Rector shall request the Dean of Studies to furnish him/her with an annual report with regard to each academic staff member's fulfilment of the quality management systems of the College which ensure delivery of high quality learning.
  - 2.3. The Rector shall request each member of the academic staff shall present in writing an evaluation of her/his own performance
  - 2.4. A copy of the appraisal shall be filed in the academic staff member's service history.
3. Assessment of academic staff in the probationary or final year of their contract (see also Policy on Staff Assessment & Discipline:
  - 3.1. A team of assessors appointed by the College will conduct an appraisal to ensure that the standard of the institution's learning programme(s) is maintained. This appraisal will take place towards the end of the first semester of the academic year, and if deemed necessary an additional appraisal may be held in second semester of the same academic year.
  - 3.2. The assessment team will consider the evidence provided by the assessment questionnaires completed by the students in the relevant classes.
  - 3.3. The Dean of Studies will provide a report with regard to the Academic Staff member's fulfilment/non-fulfilment of the requirements of the Quality Management Systems the College has put in place to ensure the consistent delivery of a high quality learning programme. (Where the Academic Staff member currently holds the position of Dean of Studies this duty will be fulfilled by the Rector).
  - 3.4. The Rector will provide a report with regard to the Academic Staff member's fulfilment/non-fulfilment of his/her administrative duties.
  - 3.5. The Academic Staff member will provide the assessment team with a teaching portfolio comprising of course administration (planning, assessment records, reflection, course outlines) and teaching material.
  - 3.6. The assessment team will observe the Academic Staff member in a teaching situation on no less than two occasions.
  - 3.7. Where records of appraisals and student evaluations are available the assessment team will consider such evidence.

- 3.8. The assessment team will investigate and evaluate the quality of the working relationships between the person being appraised and the other members of the College staff.
- 3.9. The Academic Staff member will be expected to present his/her evaluation of his/her own performance on a standard appraisal sheet prior to his/her appraisal by the assessment team.
- 3.10. The results of the appraisal will be made available to the relevant Academic Staff member and the Rector. A record will be made of the outcome of the appraisal (e.g. termination of employment, extension of probation, renewal of probationary period, renewal of tenure, recommendations for further professional development) and this will be kept in the relevant file in the College office. Where it is necessary (e.g. where these results have implications for the teaching of certain courses in the future) to make certain of the results available to other members of the Academic Staff (e.g. the Dean of Studies), this should be done with the utmost discretion. In no circumstances should details of the appraisal be revealed that are irrelevant to the future involvement of the Academic Staff member in the learning programmes of the College of Transfiguration.
4. Shortcomings in teaching, course/module content or assessment of the course/module uncovered in any of the assessments envisaged above shall be dealt with as follows:
  - 4.1. The Dean of Studies and the staff member involved shall meet to consider the shortcomings highlighted and they shall establish a means of dealing with these issues. (In the event that the staff member involved is the Dean of Studies, the Rector shall fulfil the role of the Dean of Studies as described)
  - 4.2. They shall also devise a programme for on-going monitoring and mentoring of the staff member concerned.



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# Experiential Learning Policy

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## **Experiential Learning Policy**

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Approved by: Board of Directors Date: 21/09/2011

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# Policy on Experiential Learning

## Introduction

With one of the fundamental components in the College of Transfiguration Mission Statement being to facilitate and encourage students to embark on their personal journeys towards ministerial formation as they continue to discern their vocations<sup>8</sup>, the College takes a serious view towards every aspect that helps to bring such a process to fruition. According to the principles and objectives of the NQF, The College of Transfiguration, being primarily a **vocational** institution, its focus is to develop its students to have a focused knowledge and skill in Christian Theology<sup>9</sup>. Such knowledge comes about through both theoretical and practical involvement. Experiential learning will enable the students to gain an authentic experience of what happens in the world and so help in equipping them to be agents of change and transformation in society. On the same understanding the College Mission Statement also makes it clear that one of its aims is “... to empower its students and staff for the betterment and transformation of the Church and society. Through offering contextual theological education, together with practical opportunities for service in the local community and formational programmes the College of Transfiguration hopes to equip its students to be pastoral agents for change...”<sup>10</sup> It is in this context that students are given opportunities to participate in the life of the local community in the form of outreach programmes and other experiential learning processes. Once students become part of the local community and offer their service therein they can be able to become real agents of transformation and change in the church and society<sup>11</sup>. This exposure will also enable the students to have skills that are internationally recognised.

## Principles

The process of equipping individuals for ministry in the church and service to the society requires students to acquire skills which they will be able to use after their time in learning institutions. Given this situation experiential learning at the College of Transfiguration is based on the following principles.

1. Experiential learning, particularly through the College’s outreach programmes, is perceived as a critical component in the process of ministerial formation and therefore should be taken seriously by both students and teaching staff.

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<sup>8</sup> The College of Transfiguration, NPC Mission Statement

<sup>9</sup> Higher Education Qualifications Framework

<sup>10</sup> The College of Transfiguration, NPC Mission Statement

<sup>11</sup> The College of Transfiguration, NPC Mission Statement

2. The involvement of student in experiential learning in the community calls for self motivation in order to ensure that the experience is successful, fulfilling and rewarding.
3. The college needs to undertake to provide sufficient resources to enable experiential learning in the local community.

## Policy

These principles have been used to develop points of the policy listed below. Since this is a critical component in the formation of students it becomes clear that;

1. Lecturers will seek to identify, establish, facilitate, and monitor experiential learning opportunities appropriate to the specific outcomes of the courses for which they are responsible, and to integrate these into the teaching and learning experience of the course as a whole.
2. In addition to experiential learning which forms an integral part of the courses students are pursuing, all students shall be involved in at least ONE outreach programme each year of their stay in the college.
3. The Director of the College outreach programme shall liaise with the responsible people in the local community and organize places where students will be involved in their outreach program each year.
4. There shall be identified a link person from the outreach place by the Outreach Director, who will work hand in hand with the Director of the College Outreach programme so as to supervise the students.
5. Every student shall be asked to maintain a diary in which they record everything which s/he does. This diary shall be accessible to the Director of the College Outreach, who may ask to have access to it at least three times per year.
6. At the end of each semester, the responsible link person in any given place where students will be attached shall be asked to generate a report, to the Director of the College Outreach Programme. Such reports shall be used in situations of student discipline, as well as evaluations of teaching and learning.
7. Each student should have an exposure to different situations in their outreach involvement during the time when they are in college (i.e. if a student is in college for two years they should have an experience of two different situations).
8. The Director of the College Outreach programme shall monitor the smooth running of the programmes and ensure that where there are problems, they are attended to in good time.
9. After each year of participation in each outreach place, each student is expected to write a report to the Director of Outreach Programmes of the College.

10. The College programme must provide sufficient time for students to be involved in experiential learning, and where possible should provide other resources (e.g. vehicles).
11. Since students go out as ambassadors of the College, it is expected that they behave in accordance with the College Covenant whilst involved in experiential learning as is expected of them always, and if there are any reported incidents of misdemeanour, the concerned student will be disciplined according to the College Code of Conduct.





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## **Exchange Programme Policy**

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## Exchange Programme Policy

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# **Policy on Exchange Programmes**

## **Introduction**

As part of its mission to form, inform and transform students, the College has exchange programmes with St Joseph's Seminary in KwaZulu-Natal, Cuddesdon College in Oxford, St John's College in Auckland New Zealand and St Mark's College in Tanzania. Students are selected annually to attend these colleges, who in return are invited to send students from their institutions to the College of Transfiguration. The students who participate in the programme benefit by being exposed to academic learning and formation in a different international or (in the case of St Joseph's) denominational setting. The College benefits by learning from students who bring their different experiences and insights to our community. The exchange programmes being offered are listed in Annexure A.

## **Principles**

1. Students who are selected for the exchanges are viewed as ambassadors for the College and are required to behave as such. Ambassadors are expected to promote the values and ethos of the College as set out in the mission statement and code of conduct.
2. Students who take up these exchanges are also expected to complete their full academic programme at the College and therefore need to demonstrate a reasonable academic competence as well as the ability to work without supervision.

## **Policy**

1. Each year before Easter the Rector shall call, in writing, for applications for the various exchanges on offer.
2. Students who wish to apply shall do so in writing, by the date set in the notice, with a full motivation for their application
3. A selection panel consisting of all the academic staff and two ordinands' representatives (chosen by the OB) shall meet to consider the applications. If deemed necessary they shall short-list and interview applicants.
4. The selection committee shall advise all applicants as to whether or not they have been successful.
5. A record shall be kept of the proceedings.
6. The member of the academic staff tasked with facilitating the exchange programmes shall assist the students selected with travel arrangements and briefing and de-briefing before and after the period of exchange.

## Annexure A

### **The College of Transfiguration Exchange Programmes**

Ripon College, Cuddesdon, Oxford

Contact person:

Rules of each exchange:

The exchange takes place from the opening of the January term until Easter each year. One student is sent from each college.

The sending college is responsible for booking and paying the costs of travel

The host college will provide board and lodging and free tuition.

St Johns College, Auckland, New Zealand

Contact person:

Rules of each exchange:

The exchange takes place from the opening of the January term until the close of the term in June/July each year. One student is sent from each college

The sending college is responsible for booking and paying the costs of travel

The host college will provide board and lodging and free tuition.

St Marks College, Tanzania

Contact person:

Rules of each exchange:

The exchange takes place from the

One student is sent from each college

The sending college is responsible for booking and paying the costs of travel

The host college will provide board and lodging and free tuition.

St Joseph's Seminary, Cedara, KwaZulu-Natal.

Contact person:

Rules of each exchange:

The exchange takes place in the case of students from St Joseph's, from the opening of the term in January for 3 weeks and in the case of students from College, for three weeks from the opening of the St Joseph's term in August.

Two students are sent from each college

The sending college is responsible for booking and paying the costs of travel

The host college will provide board and lodging and free tuition.



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# Formation Policy

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# Formation Policy

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# Policy on Formation

## Introduction

The College offers not only academic education, but also aims to help form students spiritually and psychologically in order to assist them to:

1. Become prophetic participants in the transformation of church and society as envisaged in College's mission statement.
2. Become self-aware
3. Reflect upon their own and their corporate life
4. Develop the capacity to act in accordance with the Christian values they espouse

Formation occurs through common daily worship, the formation group programme, interviews with members of the academic staff and support from counsellors.

## Principles

1. In the process of formation it is often important and valuable to have someone who will walk alongside and provide direction and/or counselling on an ongoing or short term basis.
2. Each student is part of the College community and as such s/he plays a significant role in promoting the formation of other members of the community.
3. It is recognised that the academic staff cannot provide all aspects of formation and that other members of the wider Grahamstown community possess skills in counselling and spiritual direction.
4. The Formation programme is designed to assist students to take responsibility for life-long self-development

## Policy

1. Students are expected to attend all meditation times, participate in chapel services and participate in leading worship when asked to do so in order to develop a prayerful community. The College chaplain shall offer feedback on the leading of chapel worship to facilitate learning and development.
2. Students are expected to attend and participate in the weekly meeting of the Formation Group to which they are assigned along with members of the academic staff and other students. Each formation group shall, in a way deemed best for it, participate in an overall plan of issues to be considered by the group. The Formation group is designed to provide mutual support and to assist its members to become more deeply concerned for one



another and give students the opportunity to discuss and practice issues pertinent to their formation.

3. According to its means and the need of the community the College will hire a psychologist on a part-time basis to offer students emotional support, and assist any student who wishes to obtain the services of a spiritual director or psychological counsellor.
4. The academic staff will make themselves available for pastoral counselling of students and their families.
5. All students shall participate in Personal Growth sessions designed to help them develop their self-awareness and learn to grow into citizens of the Kingdom of God amidst the issues of our contemporary world.
6. As the College has means it will provide opportunities for students to go on retreat throughout their time at the College to encourage them in the spiritual disciplines and to enable them to grow holistically.
7. Throughout the academic year a variety of workshops will be employed to assist students to engage with topics pertinent to their formation.
8. Each student shall meet once every half semester with a member of the academic staff to review that student's academic and spiritual formation, and to discuss any matters of concern to the student. A written report on each student's development shall be prepared each year. Such report shall first be made available to the student for comment and thereafter to that Student's bishop or, where there is no bishop, to the person or body responsible for overseeing the student's training.



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## **Student Support Policy**

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# **Student Support Policy**

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# **Policy on Student Support**

## **Introduction**

Support is a vital ingredient of community life. The College of Transfiguration seeks to provide a setting in which Christ's new community is fostered. Such a goal is not achievable without recognising the needs of community members and offering the support necessary to meet these needs. Students studying at the College of Transfiguration face many challenges. These challenges include, but are not limited to, the academic sphere, since the diverse residential environment of the community of the College provides challenges related to language, culture and tradition, and spirituality. As a place of formation the College of Transfiguration brings students face-to-face with themselves and this is perhaps the greatest challenge of all.

Being situated in the Republic of South Africa the College of Transfiguration operates in a context still scarred by the past, a context in need of transformation. This desire for transformation is in keeping with the mission of the College as it seeks to provide an environment in which students are formed, informed and transformed so that in carrying out their ministries they may be agents of transformation in both church and society in Southern Africa and beyond. It is only appropriate then that, in its policy on student support, the College of Transfiguration should strive to meet the criteria of the NQF which is itself aimed at the transformation of South Africa.

From an international perspective student support is essential as the College of Transfiguration seeks to equip and empower students to be agents of transformation beyond the borders of the Republic of South Africa. Without providing adequate support for students it is impossible to meet this goal. In this goal the College is not only committed to meeting the standards of best practice in the educational sector, but more importantly it seeks to meet the standards of Christ's love.

## **Principles**

1. Students are in the first place, human beings. As such the support offered by the College should not be limited to, but extend beyond, the academic arena.
2. The contribution of students to the life of the College community is vital and their participation in all aspects of community life should be encouraged.
3. Recognising that ministerial and personal formation is a process and not a destination, the College is committed to enabling students to continue their journeys in other environments and institutions.

4. In line with its stated mission the College of Transfiguration will seek to enable students from disadvantaged backgrounds to undertake formal education that will encourage their ministerial formation.

## Policy

1. Students entering studies at the College of Transfiguration will be accepted in accordance with the institution's Admission's Policy.
2. Formation groups consisting of both students and staff will meet regularly throughout the academic year in order to provide an environment in which each member's growth may be fostered and through which supportive relationships can be built. See further the Policy on Formation of Students.
3. Formal debriefing sessions will be available to groups involved in outreach in the local community in order that they may reflect upon and process their experiences.
4. According to its means, the expertise available among the academic staff and the need of the community, the College will on occasion hire the services of a psychologist to offer students emotional support, and assist any student who wishes to obtain the services of a spiritual director or psychological counsellor.
5. The academic staff will make themselves available for pastoral counselling of students and their families. Students and their families can seek such pastoral care as and when it is required.
6. Whilst the College itself cannot provide the finances, it will do all in its power to facilitate longer term individual psychological support where this is identified as necessary to the psychological and emotional well-being of one of its students.
7. Personal development programmes will form part of the learning programme for all students registered at the College.
8. A basic study skills programme will be offered to all students registering with the College.
9. With respect to individual courses lecturers are available to offer further assistance to all students on either a one-to-one or group basis. In addition, when suitable candidates are available peer tutoring may be employed to offer further academic support.
10. The sports facilities and equipment belonging to the College will be made available to all students. Additionally, students may make use of the sports facilities at Rhodes University in accordance with its policies.
11. Students will have access to and be able to borrow books from the College library throughout the academic year. Their use of this facility will be assisted by the College librarian. In accordance with the policies of Rhodes University students registered at the College also have access to that university's main library.

12. Twenty four hour access to computing facilities for all students will be provided by the College. The College will seek to provide a basic introduction to the use of these facilities at the beginning of each academic year.
13. The development of each student will be monitored through regular meetings throughout the academic year with a staff advisor. Through these meetings students will be able to gain feedback concerning their progress and request further help or advice.
14. The students (i.e. the Ordinands' Body or OB), in accordance with their own policies and procedures will elect a representative council on an annual basis (i.e. the Ordinands' Representative Council or ORC). Through these bodies students are encouraged to take an active role in the life of the community, and to make their voice heard in the meetings of the College Council and the annual planning meeting.
15. Where the requisite funds are available the College will offer bursaries to enable those who are at an economical disadvantage to pursue their formational journeys at the College. Applications for such bursaries should be submitted in writing to the Rector by the 31<sup>st</sup> October in the year preceding that in which the prospective student hopes to register with the College. The Rector will decide this matter in consultation with the academic staff.
16. In the event that sufficient funds are available the College shall endeavour to assist students with the payment of school fees for their accompanying children. Applications for such help should be made to the Rector in writing by 20<sup>th</sup> November of the year preceding the beginning of the school year for which the assistance is requested. The Rector will decide in consultation with the rest of the academic staff, whether or not to grant such applications.



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## **Research Policy**

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# Research Policy

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# Policy on Research

## Introduction

A spirit of inquiry has prevailed through much of the history of the Christian Church, although, at times, this spirit of inquiry has been quenched by dogmatic concerns. From the earliest days of the Church, Christians have sought to understand and live out the gospel message in their socio-historical environments. As the mind and the spirit have been applied to perplexing issues relating to God, humanity and creation, the Christian tradition has grown and developed. This growth and development continues today.

The mission of the College of Transfiguration involves promoting the continued growth and development of individuals and communities, and particularly the community of Christ revealed to the world through his body, the Church. It is consequently important for the life of the College community to be marked by a spirit of inquiry. This spirit of inquiry enables both facilitators and students to explore how to both hear and enact the gospel in ever changing contexts, so that they might be and become agents of transformation in South Africa and beyond.

Through the promotion of this spirit of inquiry, the College of Transfiguration hopes to contribute to the development and social transformation of the South African context by investigating the needs and priorities of this context from a theological perspective, and by enabling others to meet the needs and priorities thus identified.

As a Private Higher Education provider the College of Transfiguration recognises the importance placed upon research in this sector, both nationally and internationally. Nevertheless, it does so within the parameters of its own mission to enable and empower its students to be pastoral agents for change towards the promotion of a Christ like way of life in the Southern African context.

## Principles

- 1 Research will be undertaken to promote the mission of the College, particularly as such research informs the development and delivery of the curriculum.
- 2 The College will encourage its academic staff members to conduct personal research that will promote the contextualisation of the Christian gospel in South African, African, and global contexts, to the betterment and transformation of the church and society.

## Policy

1. Each week academic staff members will have one day free from classes in order to facilitate and enable them to conduct research.
2. Where explicit funding is required to support the research activity of academic staff members applications can be made in terms of the Policy on Staff Development, and/or the Policy on Conference Attendance. If the need falls outside the remit of these policies, the staff member concerned may make an application to the College Council for the funding required. The application should state clearly the need for the requested funding and how the proposed research will benefit the College, the Anglican Church of Southern Africa, and/or society in general. The College Council's decision with regards to this application is final.
3. The academic staff are to explore all avenues available for making their research available to interested parties in academia, the Church, and society in general.
4. The research activity of the academic staff will be appraised on a yearly basis in accordance with the Policy on Assessment of Staff Performance.
5. The academic staff of the College will work to promote a spirit of critical inquiry among the students enrolled at the College, and where specific research is to be undertaken by a student (undergraduate or postgraduate) this shall involve regular supervision by one of the academic staff who has expertise in the chosen area of research.
6. The academic staff of the College will endeavour to facilitate the participation of members of the College community in the research culture of Higher Education in South Africa. See further Annexure A.

## **Annexure A**

### **Transfiguration Research Forum**

It is important for Higher Education providers to provide a space in which research can be presented, not only by their own staff and students, but also by staff and students from other institutions. The Transfiguration Research Forum (TRF) is aimed at addressing this area with regard to the provision of the College of Transfiguration.

The TRF aims to:

1. Promote the sharing of research between providers of theological education in Southern Africa
2. Encourage student participation in research that is undertaken from a theological perspective
3. Address issues of social and theological significance that have arisen and are arising in the Southern African context

In order to meet these aims it is proposed that:

1. The TRF take place four times a year, that is, once in every half-semester.
2. The TRF tackle one well defined area of research a year from a variety of disciplinary perspectives (e.g. Ethics, Systematic Theology, Biblical Studies, and Church History etc).
3. The area of research for any given year should be determined at the Annual Planning Meeting for that year and in consultation with the students of the College.
4. The TRF provide a space for the presentation of research papers by the staff and students of the College of Transfiguration.
5. The TRF enable the sharing of research between Higher Education Institutions by inviting papers from staff and students from other institutions
6. The TRF develop discussion between staff and students as active participants in the process of research

The following format for the TRF is proposed:

1. One or two research papers will be presented. These papers should be between 20 and 30 minutes in length, and may be offered by staff and/or students of the College of Transfiguration, or by invited guests. Where a paper is of a longer length it should be distributed beforehand and only summarised at the TRF.
2. Participants in the TRF will be able to ask questions at the end of each presentation. 15 minutes of questions will be allowed for each paper.
3. A further 60 minutes will be allocated for further discussion of the research topic and the issues raised by the papers presented.



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## **Reporting Policy**

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## Reporting Policy

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# Policy on Reporting

## Introduction

An important part of one's formation at the College of Transfiguration is working through the challenges that living and studying at the college presents. The dislocation that students experience being separated from their normal surroundings and living in a closely knit mixed cultural community are designed to present social challenges. The academic studies and chapel worship will also make students reassess the understanding that they have of their faith. In many cases students will require the assistance of fellow students and staff members in meeting the challenges presented by life at the college.

Because it is not always obvious when students are having difficulties in coping with the challenges of college life, the onus is on the student to communicate his or her problems to the staff and fellow students so that assistance may be forthcoming. However students often fail to do this because they are uncertain as to the maintenance of confidentiality surrounding their problem. A particular concern amongst students are reports finding their way back to their home diocese and particularly to the bishops.

We are aware that the staff of the college are under an obligation to report to the bishops at least once a year on the progress of their students attending the college. However, reports to Bishops at the home diocese, both official and unofficial, can adversely affect a student's time at the college and his or her future vocation as a priest. In the worst case these reports can result in a student being withdrawn from the college or with the bishop refusing to ordain the student upon completion of his or her studies. If this is not the case adverse reporting may result in the student being "labelled" and that label may prove impossible to "shake off during the student's future vocation as an ordained minister.

It is therefore important that the college presents a safe environment where the student can wrestle with these challenges safe in the knowledge that confidentiality will be maintained and that reports that may adversely affect the students future vocation do not find their way back to his or her diocese, without his or her knowledge. With this in mind we therefore make the following suggestions in order to give some structure to the process by which reports are sent from the College to the bishops in the home diocese.

## Policy

1. Each year students will be formally interviewed twice by members of the academic staff, one interview taking place in the first semester and the other taking place in the second-half of the second semester.
2. The first interview may be conducted one-to-one or with a minimum of two members of the academic staff present. The report from this interview will be circulated internally among the academic staff and shall be placed in the student's file.
3. The second and/or final interview of the year shall be conducted in the presence of a minimum of two members of the academic staff. In the case of students who are leaving the College this final interview will be conducted by the full academic staff, including the Rector. The report from these interviews will be distributed to the relevant bishops in accordance with the provisions set out below.

4. The final interview must have at least two staff members present. The leaver's final interview will be conducted by the full academic staff body including the rector.
5. All reports to the bishops regarding students attending The College of Transfiguration are to be sent via the Rector of the college. (This applies to all members of the college community)
6. These reports are to be in writing and the student is to have a copy of the report five (5) working days prior to the report being sent.
7. The student will then have a maximum of five (5) days in which to report his or her dissatisfaction with the report. This is to be done in writing to the Rector of the College.
8. If the student lodges his or her dissatisfaction with the report, it will be withheld until the Rector has met with the student to discuss the report.
9. If no agreement has been reached during the discussions the student will be given a further period not exceeding five (5) days in which to present a written counter to the report. This will be attached to the report before it is sent to the Bishop. This process will allow students to be fully aware of the information being sent to their Bishops about them. It also affords students an opportunity to present their views to the bishop concurrent with the Bishops receiving a report, which in the student's opinion contains information of an unsatisfactory nature.
10. The challenges presented by the college environment may cause certain students to behave in ways that are inappropriate with that student's future vocation as a minister. If a student becomes aware of such behaviour in a fellow student and thinks that it is important that his Bishop be made aware of it, then he or she should report it to the Rector. Failing that the student should follow the same procedure as for the resolution of student-student conflict
11. If the staff of the college have to address a student's inappropriate behaviour the following procedure is recommended.
12. A member of staff shall interview the student with another member of staff present. The student may also have a representative from the college community present at the interviews if he or she so wishes.
13. During the interview:
  - 13.1. The student shall be made aware of the nature of his or her behaviour and what specifically is inappropriate about that behaviour.
  - 13.2. More appropriate methods of expression should be explored with the student.
14. The student should be encouraged to adopt the more appropriate methods of expression and, if necessary, assistance to do so offered to him or her.
15. The date of the interview and those present shall be recorded (the contents of the interview shall remain confidential).
16. A review period shall be negotiated and a further interview arranged to review the student's progress.
17. In the event of a student concern being raised about the treatment of a student, who has been interviewed by the staff with regard to his or her behaviour, the staff shall make available to the O.B. a memorandum setting out;
18. The dates upon which interviews were conducted.
19. Those present at the interviews.
20. Any decisions regarding action to be taken on the part of the staff or student that are pertinent to showing that due process has been followed
21. Under no circumstances shall details of the contents of those interviews or the inappropriate behaviour of the student be disclosed.

22. If a student wishes to make a report to his Bishop regarding the college it is only appropriate that the same courtesy be extended to the staff of the college as is extended to the students. Therefore a copy of all reports from students to Bishops regarding the college (or summaries of the main points of discussion in the case of verbal reports) should be submitted to the rector. This does not in any way effect the right of the student to free access to his Bishop and constructive criticism about the college is encouraged. However making copies of such reports available to the Rector does make the Rector aware of criticisms levelled against the college and affords him an opportunity to address them prior to his receiving enquiries about them from the Bishops.



**STUDENTS**



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## **Guest Policy**

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## **Guest Policy**

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# Policy on Guests

## Introduction

The College of Transfiguration as defined by its Mission Statement is an educational institution where men and women are “formed, informed, and transformed”. Since all those who take up residence here come from specific communities to which they remain attached through ties of consanguinity or otherwise, it can be expected that persons from such specific communities would visit some members of the College community and stay here for a while. In order to ensure that the presence of such visitors does not in any way interfere with the tenor of this institution the following guidelines should be adhered to by those who have taken residence at the College of Transfiguration.

## Policy

1. No student may host or expect the College to host his/her visitor more than a week in any given visit. The interim period between visits by the same person should not be less than one calendar month. This guideline does not apply to married members of the student community whose spouses or children might visit them.
2. It is the duty of any student who expects a visitor or some visitors to consult with all the Estates Manager at least fourteen (14) days in advance.
3. The cost of boarding and lodging should be paid upfront and the tariff for this may be obtained from the office.
4. Those who come and stay here should conduct themselves in such a fashion that their presence does not undermine the fundamental principles of the institution.
5. The College rule with regard to the presence of women in the male hostel or men in the women hostel should be strictly adhered to. No man may be present in the women’s hostel after 2200 and before 0800. No woman may be present in the men’s hostel after 2200 and before 0800.
6. Under no circumstances should any College property be sublet for personal gain and in the case where this guideline is contravened, the Rector or any staff member so deputized by him/her reserve the right to cause to be evicted from the College property both the illegal lessor and the illegal lessee.
7. These guidelines shall be reviewed from time to time.



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# **Student Meal Entitlements Policy**

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## **Policy on Student Meal Entitlements**

1. All single students, resident at the college, shall be entitled to three meals a day during academic year, excluding periods of vacation.
2. Married students living with their spouses in the college apartments shall be entitled to breakfast and lunch from the college kitchen Monday to Friday during the academic year, excluding periods of vacation.
3. Any married student wishing to eat any other meal over and above those of which they are entitled may do so upon advance payment of the appropriate fee as shall be determined by the administration from year to year.
4. A student who would normally be entitled to a lunch but who is going to be absent from the college for the day is entitled to a packed lunch provided he or she organizes the same with the K.L.O. at least twenty four (24) hours in advance.
5. If for any reason a student is going to miss a meal to which he or she is entitled it is important for that student to report his or her intention to the K.L.O. so that excess food is not prepared giving rise to unnecessary wastage in the kitchen.
6. Certain non-R.S.A students who remain at the college during holiday periods and students who have been asked, by the staff, to remain at the college may be entitled, at the staff's discretion to take meals at the kitchen. In the event of the kitchen being closed those students, at the staff's discretion, may be entitled to a daily food allowance (note food allowances will only be paid when the kitchen is closed and only to students who qualify).



*College of Transfiguration, NPC*

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## **Student Disciplinary Policy**

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## **Student Disciplinary Policy**

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Approved by: Board of Directors Date: 21/09/2011

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<b>Effective Date:</b>	<b>08/03/2011</b>
<b>Review Date:</b>	<b>21/09/2018</b>

# Policy on Student Discipline

## Introduction

The primary objective of the Disciplinary Code is to ensure that conduct or actions which are *contra bonos mores* are dealt with in a manner and fashion that do not either compromise or undermine the integrity of the College as an institution that prepares men and women for the ordained ministry in God's Church. The Disciplinary Code of the College is not a substitute for the pastoral thrust of the College.

## Policy

### Procedures to be followed in lodging a complaint:

1. The offended party [hereafter referred to as the complainant] must write in triplicate his/her complaint not later than seven (7) days after the alleged offence has been committed.
2. The letter of complaint must spell out the nature of the offence as well as the implicated person(s) [hereafter referred to as the defendant(s)].
3. The complainant shall retain one copy of his/her complaint and submit two copies thereof to the Rector or to any academic staff member in the absence of the Rector.
4. Within seven (7) days the Rector shall send one copy of the complaint to the defendant[s] with a stipulation that it is within his/her/their right to respond in writing, within three (3) working days, to the allegation.
5. After three (3) days have expired, with or without a written response from the defendant[s], the Rector or his/her substitute shall institute a Board of Assessors [hereafter referred to as the Board] consisting of two staff members, provided that none of the staff members is implicated, and one student elected by the whole body of students to be a member of the Board. The student body shall also cause to be elected an alternate so as to avoid a situation where owing to unforeseen circumstances the student representative cannot attend a meeting of the Board.

### Duties of the Board of Assessors

1. The members of the Board shall be informed by the Rector in writing about the date and the venue of the meeting of the Board.

2. On the appointed day of the meeting of the Board, all members thereof shall be sworn into secrecy.
3. Any member who declines to be sworn into secrecy shall forfeit his/her right to be a member of the Board.
4. After an oath has been taken, the Rector or his/her substitute shall make available to all the members of the Board all the correspondence relating to the allegation/accusation.
5. It shall be the duty of the Board to assess whether there is/are any substantial ground(s) to proceed with the Disciplinary hearing.
6. The decision to proceed with the Disciplinary hearing shall be by majority vote.
7. If in the opinion of the Board the matter does not warrant a Disciplinary hearing, the Board shall decide on the procedure to be followed in dealing with the matter.
8. The role of the Board shall cease once the members have decided either way about the matter.

### **The Disciplinary Hearing**

1. The Disciplinary hearing shall not take place later than fourteen (14) days after the meeting of the Board. The rule of secrecy shall also apply.
2. The Disciplinary Committee shall consist of:
  1. One (1) Council member who shall preside over the hearing.
  2. The Rector or his/her substitute whose duty shall be to furnish the Committee with (i) the nature of the complaint and (ii) the recommendation of the Board to proceed with the hearing.
  3. One (1) staff member who shall record the proceedings.
  4. A student representative who shall have been elected by the whole body of students, other than the one who shall be a member of the Board.
  5. The president of the Committee shall have a casting vote.

## **The Disciplinary procedure**

1. On the day of the disciplinary hearing both the complainant and the defendant shall be summoned to attend the hearing chamber after the Committee has spent some time together discussing the procedure.
2. The president of the Committee shall call upon the complainant first and ask him/her to present his/her case.
3. Once he/she has presented his/her case any member of the Committee shall be given a chance to ask the complainant any question relating to the complaint.
4. The complainant shall be given the right to give the names of all those who might be called to give evidence.
5. At the end of the question time the complainant shall be asked to remain in the chamber.
6. The defendant shall then be asked if he/she admits the allegations made by the complainant against him/her.
7. If the defendant admits his/her fault he/she shall be asked to explain his/her actions.
8. The parties shall then be asked to recuse themselves and the Committee shall, in the absence of the parties, consider the merits/demerits of the case and pronounce upon it.
9. In the event of the defendant refuting the allegations levelled against him/her, he/she shall be called upon to provide the Committee with the names of his/her witnesses.
10. The defendant shall be afforded an opportunity to question the complainant.
11. The members of the Committee shall then be given some time to question the defendant.
12. If it is the considered view of the Committee that some witnesses should be called in, these shall be invited, one by one, and any member of the Committee shall reserve a right to question any of the witnesses.
13. Once each witness has given his/her evidence and responded to the question[s] put to him/her, he/she shall be advised to leave the chamber.

14. At the end of the hearing the defendant and the complainant shall be required to leave the chamber and the Committee shall, in the absence of both parties, consider the verdict.
15. Whatever the decision of the Committee, it shall be communicated to both parties in writing within three (3) days after the hearing.
16. Both the complainant(s) and the defendant(s) reserve the right to appeal against the findings of the Disciplinary Committee. The appeal shall be forwarded to the Chairperson of Council not later than seven (7) days after the issuance of the verdict.



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## **Complaints Policy**

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## Complaints Policy

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Approved by: Board of Directors Date: 21/09/2011

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<b>Effective Date:</b>	<b>08/03/2011</b>
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# **Policy on Complaints**

## **Introduction**

Communication is a vital aspect of community life, though it often becomes difficult when grievances are concerned. In order to promote and maintain an environment in which its students may be formed, informed, and transformed and so be better enabled to act as agents of transformation in Church and Society, it is essential that the College of Transfiguration provide its students with a clear complaints procedure through which their concerns may be brought to the attention of staff and management for consideration and resolution as speedily and as close to the point of origin as possible.

## **Definition**

A complaint may be any form of real or imagined dissatisfaction or feeling of injustice with regard to a student's experience in the College (excluding disciplinary matters, issues concerning food, and appeals relating to assessment) which he/she brings to the attention of the staff and/or management.

## **Principles**

1. The operation of the complaints procedure shall be just and fair. No student shall be victimised or discriminated against for using the procedure.
2. Staff members shall handle and resolve complaints empathetically, effectively and professionally in a timeous fashion.
3. The complaints procedure shall not be used to address dissatisfaction arising from disciplinary matters, for defending or appealing against disciplinary action, for addressing issues relating to food (see the Food Committee Policy), or appeals against marks awarded (see the Assessment Policy).
4. A student/group of students is entitled to representation by a member of the ORC at all stages of the complaints procedure.



## **Policy**

### **STAGE 1**

1. A student must raise the complaint verbally with the staff member concerned or with this staff member's immediate supervisor at a convenient time.
2. Every attempt should be made by the parties concerned to resolve the situation amicably and fairly.
3. In the event that the matter is reported to the immediate supervisor, he or she will investigate the complaint and offer opinions and suggestions to endeavour to resolve the complaint within two (2) working days of the complaint being made.

### **STAGE 2**

4. If the student is not satisfied at the end of stage one (1), he or she must lodge a written complaint with the Rector within five (5) working days of the original verbal complaint.
5. The Rector will investigate and gather evidence, and will seek to resolve the complaint amicably and fairly.
6. The Rector will, within three (3) working days, provide written feedback to the student regarding his or her findings and recommendations for resolving the complaint.
7. The Rector's findings and decision shall be final.

### **Group Grievances**

8. Where a complaint is shared by a group of students, at most two (2) of them should be appointed to discuss the complaint at the various stages.



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## **Student-Student Conflict Policy**

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## **Student-Student Conflict Policy**

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Approved by: Board of Directors Date: 21/09/2011

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# Policy on Student – Student Conflict

When a conflict occurs between students and the unaided efforts of the two students proved ineffective in resolving that conflict then:

1. The year representative is to be called to act as mediator between the two students in order to facilitate a resolution to that conflict (the year rep. is to be the rep. of the other student (not the one aggrieved), or a rep. who is mutually acceptable).
2. If the mediation of the year representative fails to resolve the conflict then the year representative shall refer the issue to the Ordinands' Representative Council.
3. The Council shall decide whether:
  - 3.1. Further mediation should be attempted on the part of the O.R.C
  - 3.2. The matter should be tabled for consideration by the Ordinands' Body
  - 3.3. The matter should be referred to the college staff for resolution
4. If no resolution is achieved through the above procedures the matter will be referred to the college staff by the Ordinands' Body Chairperson or appointed representative of the Chair Person.

This policy should in no ways be interpreted as precluding or superseding the complaint procedures set out in the Policy on Student Discipline. The College staff will not entertain conflicts between students which have not been dealt with in accordance with the Policy on Student-Student Conflict, except where a student submits a complaint in accordance with the Policy on Student Discipline.



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## **Conditions of Occupation Policy**

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## Conditions of Occupation Policy

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Approved by: Board of Directors Date: 21/09/2011

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# Policy on Conditions of Occupation

## Introduction

It is a privilege to be allowed to study at the College of Transfiguration and to use its resources. However, with this privilege comes the responsibility of stewardship which includes taking care of the resources entrusted to each of us. These resources include the living areas assigned to each student. By accepting the keys to the living area assigned to her or him, each student agrees to take care of the living area and to abide by the rules which follow.

## Policy

1. Each student shall be responsible for cleaning and care of the room or apartment allocated to her/him.
2. No pets may be kept by students or members of their families in either College rooms or apartments.
3. The College shall not be responsible for the loss of or damage to private property belonging to a student brought onto College premises
4. **Conditions pertaining to students who attend College without their families**

### **4.1. Rights of occupation**

- 4.1.1. Students who attend College without their families shall be entitled to one single room allocated in the sole discretion of the College staff. The room may be occupied during term time only and shall be vacated for the mid-year holidays (June-July) and on the last day of the academic year. Under no circumstances shall students be entitled to continue to occupy their rooms during the mid-year break (June-July) or after the last day of the academic year, and all property belonging to the student shall be removed from the room when the student is not in occupation thereof. These conditions apply to students housed in the main building, Charton House and any other single accommodation provided by the College. Any private property left behind in a student's room may be removed by the College staff who shall not be responsible for safe custody of such property.
- 4.1.2. Because the College premises are used for conferences during the long vacation and all rooms are required for this purpose, no student may leave any of his/ her possessions in storage at the College.
- 4.1.3. Within 2 days of taking occupation of a room a student shall provide the housekeeper with a list of any damage to the College property in the room. In the

absence of the provision of such a list the room shall be deemed to have been handed over in good order and the student shall be responsible for any subsequent damage to College property in that room.

**5. Key and damage deposit**

5.1. Before being handed keys to a room each student shall be required to provide a deposit, as determined on an annual basis by the Estates Department. This deposit shall be returned to the student concerned on her/his last day at College provided that the keys are returned to the College and the housekeeper has confirmed that all College property in the room has been left in good order and condition. In the event that the room is not in a good condition, any College property is missing or the keys are not returned, the deposit shall be forfeited.

**6. Conditions pertaining to students who attend College with their families**

**6.1. Rights of occupation**

6.1.1. Students who attend College with their families shall be entitled to an apartment allocated in the sole discretion of the College staff. The room may be occupied for the duration of the student's stay at the College and shall be vacated by not later than 10 December in the last year of the student's stay at College. Any private property left behind in a student's apartment thereafter may be removed by the College staff who shall not be responsible for safe custody of such property.

6.1.2. Within 2 days of taking occupation of an apartment a student shall provide the housekeeper with a list of any damage to the College property in the apartment. In the absence of the provision of such a list the apartment shall be deemed to have been handed over in good order and the student shall be responsible for any subsequent damage to College property in that apartment.

6.1.3. The apartment allocated may only be occupied by the student and approved members of his / her family and occasional guests. Under no circumstances may a student sub-let or allow other people to occupy the allocated apartment.

**6.2. Key and damage deposit**

6.2.1. Before being handed keys to an apartment each student shall be required to provide a deposit, as determined on an annual basis by the Estates Department. This deposit shall be returned to the student concerned on her/his last day at College provided that the keys are returned to the College and the housekeeper has confirmed that all College property in the apartment has been left in good order and condition. In the event that the apartment is not in a good condition, any College property is missing or the keys are not returned, the deposit shall be forfeited.





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# **The Constitution of the Ordinands' Body of the College of Transfiguration**

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# **The Constitution of the Ordinands' Body of the College of Transfiguration**

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Approved by: Rector Date: 21/09/2011

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# **The Constitution of the Ordinand's Body of the College of Transfiguration**

## **Preamble**

We, the ordinands Body (O.B.) of the College of Transfiguration of the Church of the Province of Southern Africa (C.P.S.A.) acknowledge our belief in One God, Father, Son and Holy Spirit, whom we claim as absolute and ultimate Deliverer and Liberator over our lives. To God is our absolute allegiance from whom comes the commission to train people for service, pastoral ministry and care, and discernment of God's will at different times, places and diverse situations.

## **Ordinands Representative Council**

The body herein referred to as the 'Council' shall refer to the Ordinands Representative Council (O.R.C.). Further more it is not to be confused with the 'College Council' which is a separately constituted body.

## **Ordinands Body**

The body herein referred to as the 'Ordinands Body' (O.B.) shall refer to all students registered with the College of Transfiguration and shall include full-time students, part-time students, students resident at the college but studying at other institutions and visiting exchange students.

## **The College**

The institution herein referred to as 'the College' shall refer to the College of Transfiguration (C.P.S.A.).

### **1. AIMS**

- 1.1. To ensure proper, equal and democratic representation of all members of the Ordinands Body.
- 1.2. To demonstrate that though we come from different socio-political, gender, racial, cultural and sexual orientation backgrounds, we are completely one in Christ and equal in our calling in the ordained ministry before God and in relation to one another.
- 1.3. To demonstrate in all our actions and relationships with each other that we reject racism, sexism, hetosexism and all forms of discrimination and prejudices.
- 1.4. To chance the Spirit of reconciliation be promoters of peace and harmony within the College community.

### **2. Functions of the council**

- 2.1. Subject to the constitution, by laws. Standing Orders and Rules of the College, the powers of the Council shall be:

- 2.2. To recognise and accept that the positions of office bearers which are held, are positions of servanthood, where the needs and interests of the others are to be put before own needs and interest.
- 2.3. To act as intermediary between the Ordinands Body. The staff of the College and the College Council.
- 2.4. To hold meetings between the staff and the Ordinands Body when necessary.
- 2.5. To act as liaison committee to both the Ordinands and the staff.
- 2.6. To represent the Ordinands Body in matters of common interest and conduct negotiations on behalf of the Ordinands body with the right, after discussion with the Staff to approach the College Council.
- 2.7. To publish such publications as it deems necessary.
- 2.8. To deal with the monies of the Council in such a manner as may from time to time be decided.
- 2.9. To enact any by-laws from time to time for the improved implementation of its functions.
- 2.10. To appoint such sub-committees as it shall deem necessary.
- 2.11. To attend to the worship, social, academic and recreational needs of the Ordinands as represented within the Ordinands Body.
- 2.12. To ensure the election of two Ordinands representatives to the College Council.
- 2.13. To be involved in the appointment of the academic Staff through the College Council Ordinands representatives.
- 2.14. To summon and conduct the Annual General Meeting of the Ordinands Body at the end of the third term.
- 2.15. To summon and conduct a Special Meeting if one-fifth of the Ordinands Body request them to do so.
- 2.16. To ensure that the Ordinands Body meets at least twice per academic term.
- 2.17. To keep an inventory of all properties and assets, which in turn shall be kept in the safety of the College administrative office, at the end of each academic year.
- 2.18. To ensure that the constitution is adhered to.
- 2.19. To ensure that the Ordinands Body is represented by two of its members in the discussion and appointment of Staff appointed portfolio.

### **3. Composition of the Council**

- 3.1. The Council shall consist of eight members: a chairperson, a vice chairperson, a secretary, a treasurer, one representative from second year, one from third year and two from first year, (this shall refer to the resident at College not the academic year)
- 3.2. To chairperson, acting with the approval of the Council, may co-opt any person to the council for a maximum term of sixty days to handle a particular task.
- 3.3. All duly elected members of the Ordinands Representative Council shall have the right to vote at all meetings of the Council Co-opted members also have the right to vote.
- 3.4. All elected members of the Council shall hold office for a period of one year from the date of the annual election which shall be at the Annual General Meeting.

#### **4. Powers and duties of the office-bearers. (Portfolios).**

##### **4.1. The chairperson.**

- 4.1.1. The chairperson shall be responsible for coordinating and ensuring of the efficient running of the Council.
- 4.1.2. The chairperson shall be responsible for the calling and convening meetings of Council, which shall take place at least three times per academic term and whenever necessary.
- 4.1.3. The chairperson shall ensure that the AGM, takes place at the end of the third term, and that the constitutional meeting takes place at the end of the first term.
- 4.1.4. The chairperson shall be responsible for the calling of the Ordinands' Body meeting which shall take place twice per academic term
- 4.1.5. The chairperson shall usually chair the Ordinands Body meetings, but may ask anybody to chair on his/her behalf.
- 4.1.6. The chairperson shall summon and conduct an Ordinands Body meeting prior to any negotiations, discussions or meetings with the staff. The objective of such meeting would be to receive a mandate from the Ordinands' Body, ensuring proper and effective representation.
- 4.1.7. The chairperson's term shall run from the first day of the fourth term till the last day of the third term the following year.
- 4.1.8. The Chairperson shall be responsible for delegating duties to the appropriate Council members.

##### **4.2. The Vice-Chairperson**

- 4.2.1. The Vice chairperson shall assist the chairperson and undertake the tasks which the chairperson is unable to fulfil.
- 4.2.2. In the absence of the chairperson from the College, the vice-chairperson shall automatically assume all the duties, powers and functions of the chairperson until the chairperson returns, The vice-chairperson shall then give a full report of the actions undertaken by the vice-chairperson on behalf of the chairperson to the chairperson.
- 4.2.3. The vice-chairperson shall have first right to be requested to chair a meeting. On declining, the chairperson shall then make a request to anybody else.
- 4.2.4. The vice-chairperson shall coordinate all Ordinands Body elected portfolios.

##### **4.3. The Secretary**

- 4.3.1. The secretary shall take minutes of all Council and Ordinands Body meetings, forwarding a typed copy to all council members, and keeping a copy on file.
- 4.3.2. The secretary shall inform all Council members personally of the meeting of the Council, as well as pasting a notice of any Ordinands Body meeting on the General Notice Board at least twenty four hours prior to any such meeting.
- 4.3.3. The secretary shall be responsible for posting notices of the Agenda of any meetings of the Ordinands Body.

4.3.4. The secretary shall keep a copy of all documents belonging to the council, and a list of assets of the Ordinands Body, both shall be made available to any Ordinands Body member upon request.

4.3.5. The secretary shall ascertain the dates of Staff meetings at which council members are required or invited to be present.

4.3.6. To be well versed in the constitution as to correct any contravention of the constitution.

4.3.7. To undertake any secretarial work required by the Ordinands Body and the Council.

#### **4.4. Year Representatives**

4.4.1. The year Representatives shall liaise between their respective years on any matters, Ordinands related or otherwise.

4.4.2. The year Representatives may at times call a meeting of members of their years should they deem it necessary.

4.4.3. The year Representatives shall report matters of unresolved conflict to the chairperson for further action after other channels have been exhausted.

4.4.4. The Year Representatives shall perform particular task as delegated by the chairperson.

### **5. Procedure**

#### **5.1. Quorum**

5.1.1. A Quorum at all council meetings and Ordinands Body shall be two thirds of members. Apologies shall be included in the Quorum.

5.1.2. Staff members shall not be present in any meeting, save by invitation or request only. The Staff members shall not be included in the quorum nor shall they have any voting rights.

5.1.3. Failing a quorum, the meeting shall be postponed.

#### **5.2. Voting**

5.2.1. Voting shall occur in all motions and proposals by showing of hands. The Common Room Steward shall count the show of hands of both "For" of "Against" and "Abstentions".

5.2.2. Voting shall occur on all elections by secret ballot.

5.2.3. All members of the Ordinands Body shall have only One (1) vote per motion, proposal and election of a candidate.

5.2.4. Ordinary matters, elections, motions and proposal shall be decided by a majority vote of the Quorum.

5.2.5. Amendments to the Constitution shall be decided by a majority of two thirds of the Quorum. Failing the two-thirds majority, the proposed amendment shall fall away.

5.2.6. Only elected and co-opted members of the Council may vote at the council meetings while all members of the Ordinands Body may vote at Ordinands Body meetings. In both cases, the chairperson shall have an additional deciding vote in the case of a deadlock.

5.2.7. Allowance shall be made for voting by proxy by members of the Ordinands Body, upon presentation of a written apology.

#### **5.3. Debate**

5.3.1. Debate shall occur under the guidance of the Chair of the meeting.

5.3.2. When Staff required or invited to be present, they shall have

observer and speaking rights only.

5.3.3. Debate shall be orderly and formal, speaking through the Chair at all times.

5.3.4. The Chairperson shall have a right to exclude any member or observers from any meeting of the Council or Ordinands Body for unruly behavior.

5.3.5. Normal rules of debate are to be adhered to.

#### **5.4. Elections**

5.4.1. The Council shall initiate and arbitrate the election of a new Ordinands Representative Council and other portfolios, no later than one year after their election.

5.4.2. The election of the second and third year portfolios shall take place at the Annual General Meeting. The election of first year portfolios shall take place at the first Ordinands Body meeting of the year.

5.4.3. The Council portfolios and other Ordinands Body elected offices, shall be elected in a democratic manner.

5.4.4. All ordinands registered at the College at the time of election in question shall be illegible for nominations.

5.4.5. A person may not hold the same portfolio on the Ordinands Representative Council for more than two years.

5.4.6. Nominees for the Year Representatives must be in that year which they represent.

5.4.7. Every member of the Ordinands Body shall be entitled to vote for every office and portfolio.

5.4.8. All independent electoral commission, consisting of two people, appointed by the Staff and ORC, shall preside over the elections at the AGM, which shall include counting the votes.

5.4.9. Nominations must be allowed to take place for fourteen days prior to the elections, and all nominations shall be second. Prospective nominations shall be accepted by the nominee, and nominations shall close five minutes prior to the commencement of the AGM

#### **7. Portfolios**

5.5. The council shall ensure that the following offices are elected at the AGM, and shall be held by second and third year ordinands. Chairperson, Vice Chairperson, Secretary, Second and third year representatives, Kitchen Liaison Officer, Communications officer, Assistant Sacristan, Sports and recreation officer, Commemoration officer and Guest host.

5.6. The council shall ensure that the following offices and portfolios are elected at the first Ordinands Body meeting of the year. Two first year representatives, Assistant Kitchen liaison officer, Assistant communications officer, Three Block representatives for the main block and one representative each for St. Barnabas, St Peters and Russel House, Common Room Steward, Succentor, assistant sports officer and Compassionate Officer.

5.7. The Council shall ensure that the following Staff appointed portfolios are announced prior to nominations, Sacristan, Precentor, Senior Driver, Two assistant Drivers, Library Officer, Assistant Library Officer, Friends of the College Coordinator, Computer Room Officer and College Journal Editor.

- 5.8. The portfolio holders shall recognise and accept that the portfolio positions which Ordinands hold, are position of servant hood, where the needs and interest of others are to be put before their own needs and interest.
- 5.9. The second and third year portfolio office-bearers shall hold office from the first day of the fourth term until the last day of the third term the following year. The First year office-bearer shall hold office from the date of election at the first Ordinands Body meeting of the year till the last day of that same year.
- 5.10. In the fourth term of each year, the previous office-bearer shall act only in an Advisory capacity to the newly elected office-bearers. The previous office-bearers shall have no power or duties in the fourth term, save that of advising the newly elected office-bearers.
- 5.11. The duties and the powers of the portfolio office-bearers shall be as prescribed by Staff.

#### **6. Resignations.**

- 6.1. Any resignation under whatever portfolio and committee, subject to whatever circumstances, must be submitted through correspondence to the Ordinands Representative Council for discussion, after which the O.R.C. will communicate such a resignation to the Ordinands Body and subsequently to the Staff.
- 6.2. Nomination will be called at the same Ordinands Body meeting and the vacant position filled under the same condition of election at the AGM.

#### **7. Vote of "No Confidence"**

- 7.1. If ordinands in elected position of office prove themselves incapable of fulfilling the required duties of the position they hold, or if the Ordinands Body feels they have abused the positions of power and authority, they may be voted out of office.
- 7.2. This shall require vote by three quarter's majority.
- 7.3. The proposer of the Vote of "No Confidence" does not need to nominate a replacement.
- 7.4. If the three-quarters majority vote is not achieved, proposal of "No Confidence" shall fall away.
- 7.5. The vacant position shall be filled under the same conditions of election as at the AGM.
- 7.6. Staff shall be informed of the Ordinands Body's vote of "No Confidence" by the Council.

#### **8. Changes to the Constitution**

- 8.1. A Special General Meeting shall be held toward the end of each first term to make alterations to the constitution.
- 8.2. One fifth of the OB may approach the Ordinands Council in order to call a Special General Meeting with the purpose of amending the constitution at any time of the year.
- 8.3. The secretary shall give a seven days notice of such a meeting in writing on the General Notice Board.
- 8.4. All proposed amendments shall be published on the General Notice Board at least forty-eight hours prior to the Special General Meeting to



allow for objections from the Ordinands Body.

- 8.5. All proposed amendments to the said constitution shall require a two thirds majority vote which shall be done in a formal meeting, chaired by the Rector or an appointee of the Rector. Failing the achievement of this two thirds majority, the proposed amendment shall fall away.

## **9. Acknowledgement of the Constitution**

- 9.1. The constitution shall be acknowledged by the Chairperson and the Secretary by the appending of their signatures to the said constitution at the AGM of their election.

