

Queen's Theological College



Student Handbook

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WELCOME TO QUEEN'S THEOLOGICAL COLLEGE!

1. INTRODUCTION

Welcome to Queen's Theological College! We are pleased that you have chosen to be a student here. This student handbook was developed in an attempt to help ease the transition from your previous life to being a student at QTC. It contains the academic regulations of the College and University, as well as information about College student life.

There are many resources and traditions at QTC that aren't necessarily obvious when you first walk into Theological Hall. We hope that this handbook will help you to find the resources you need as well as help you to better understand the life and work of our college. If you have questions that aren't answered in this handbook please, PLEASE ask either a faculty member, staff person, or an upper year student. Only by working together and through open communication will we be able to build a healthy community through your time at QTC.



2. Values and Codes of Conduct

2.1 Essential Values

At Queen's Theological College, the following fundamental values have been affirmed:

- Integrity in our words and actions.
- Freedom of inquiry and expression.
- Respect for the worth of all persons.
- Justice in relationships among people.
- Openness to diversity in faith and outlook.

2.2 Queen's University Code of Conduct

All students are required to adhere to the University's Code of Conduct. They should also bear in mind that compliance with this code implies non-participation in disturbances, such as a street party, which have been formally prohibited by the Senate, adherence to the laws governing the possession and/or consumption of alcoholic beverages, and generally maintaining the reputation of the University.

Initial responsibility for the enforcement of the Code rests with the Alma Mater Society, Inc. for undergraduate students, and with the Society of Graduate and Professional Students for graduate students, on behalf of the Senate. Students who violate the Code are brought before the AMS or SGPS Judicial Committees.

Jurisdiction in cases involving non-academic discipline in an academic setting, and academic dishonesty, rests with the relevant Faculty or School. Any recommendations for expulsion or suspension must be forwarded to the Senate for approval.

In general terms, acceptable conduct does not infringe the rights of other members of the University community and conforms to the regulations of the University and its subordinate jurisdictions and to the law of the land. Hence it must be emphasized that the University's system of non-academic discipline should not be regarded as a substitute for the civil or criminal law but rather as a complementary system that may be derived naturally from our existence as a clearly distinguishable community of interest.

The following conduct is unacceptable and constitutes an offence within the University community:

- A violation of published rules and regulations of the University or of any authorized rule-making body within the University.
- Failure to comply with the directions of officials of the University acting within the scope of their authority.
- Theft, vandalism, and willful or negligent damage to the property of Queen's or of a member of the University community, of the AMS, SGPS, or of any other University organization.
- Assault of any nature.

- Discrimination or harassment, based, among other grounds, on race, religion, gender, handicap, ethnicity, national origin or sexual orientation.
- All forms of academic dishonesty such as plagiarism, cheating, furnishing false information to the University, forgery, misuse of university documents.
- A violation of the rights of any member of the University community.

NOTE Any reprisal, or expressed or implied threat of reprisal, for making and pursuing a complaint under any procedure authorized by the University is deemed to be an offence against the University Code of Conduct.

2.3 Computer Code of Ethics

The information below is an extract of the Senate's policy on use of computers. Students are responsible for making themselves fully aware of the complete policy, which is available at the following web address: <http://www.queensu.ca/secretariat/senate/policies/codes.html>.

Users are ultimately responsible for any and all use of their computing accounts. Consequently, users should:

- Maintain secure passwords for all accounts assigned to them.
- Take precautions against others obtaining unauthorized access to their computing resources. This obligation applies particularly to users who are responsible for confidential information.
- Not willingly divulge passwords and other access control information for their personal accounts to any other person.

Users must:

- Not use or attempt to use computing facilities or accounts to which they have not been granted explicit access by an appropriate system administrator.
- Use computing facilities and services only for the purposes for which they were authorized.
- Respect all copyrights and licenses associated with university computing facilities.
- Not attempt to interfere with the normal operation of a shared system.
- Not attempt to encroach on others' use of computing facilities or to deprive others of resources.
- Not attempt to subvert the restrictions associated with their computing accounts.
- Not use computing facilities to send obscene, vulgar or harassing messages.
- Not attempt unauthorized access to computing installations outside of Queen's using Queen's computers or communications facilities.

Alleged violations of the Code shall be dealt with as outlined in the document *Procedures for Cases of Computer Abuse*. Individuals or groups who feel that there has been a violation of the Code are directed to the document *Procedures for Lodging a Complaint of Computer Abuse*. Questions about computer access and use should be directed to the ITS Help Desk. Phone: 613-533-6666; website: http://www.its.queensu.ca/itsc/index_fr.php

2.4 Conflict of Interest

Fairness or objectivity may be compromised if academic evaluation is conducted, even in part, by someone to whom there is a close personal tie (for example, family member, partner in an amorous relationship, or housemate). Where such a tie does exist between student and instructor, the parties involved have the responsibility to declare a potential conflict of interest, normally to the Department Head or Principal, who may assist, without prejudice, in arranging evaluation by alternative means. For the purposes of this regulation, instructors are understood to include professors and lecturers, tutors, markers, teaching assistants, and supervisors.

2.5 Ministry and Sexual Ethics

Queen's Theological College requires all M.Div. and B.Th. students to participate in educational components in the curriculum that explore issues of power, boundaries, and sexual ethics in ministry. This exploration will include the discussion and examination of denominational documents from a student's own tradition that address these issues. [For example, United Church students would discuss the policy of The United Church of Canada found in the document *Sexual Abuse (Sexual Harassment, Pastoral Sexual Misconduct, Sexual Assault) and Child Abuse*.] These educational components are included in THEO 507, "The Church as Caring Community", and THEO 508, "Leadership in the Church".

2.6 Harassment and Discrimination Policy

QTC follows the terms of the Harassment/Discrimination Policy set out by Queen's University provided on the web site <http://www.queensu.ca/secretariat/senate/policies/harass/index.html>. Queen's University will not tolerate harassment or discrimination based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or handicap. If you feel that you have been harassed or discriminated against it is important that you talk to one of the University Harassment Advisors.

If you want more information on this policy or want a confidential and supportive environment to talk about an incident you were involved in contact **Queen's Human Rights Office at 533-6886**. For your information, the UCC policy is appended. It is applicable to all UCC ministry personnel and candidates. However, the Queen's University policy is the one that will be used in the college context.

2.7 Inclusive Language

The students and faculty at QTC come from a wide variety of backgrounds. Our social histories, economic situations, gender, sexual orientations, races and ages are very diverse. QTC wishes to respect and uphold all of its members' life histories and current situations. Accordingly, the college has adopted a policy whereby all faculty and students are asked to use inclusive language in their presentations (both oral and written). Inclusive language does not mean that you cannot use either male or female imagery for God; rather, it means that presentations should include both female and male imagery for God. It does not mean, for example, that either the rich or the poor are excluded, but rather that both are included. There is often much discussion about what

inclusive language is and whether the inclusive language policy is appropriate or not. As you are preparing your written and oral presentations, please remember that the policy was adopted in an attempt to include the whole people of God. It is not intended to exclude.

If inclusive language is a concept that is new to you or you have concerns please talk to either your faculty advisor or the Head of Theological Studies.

2.8 Privacy Protection

Queen's University is committed to the protection of the privacy of those who work and study here, therefore student numbers and files are confidential. It is university policy not to release personal information without consent except in the case of compelling circumstances affecting the health or safety of an individual. For full reviewing of this policy see Queen's University Senate on the web site at: <http://info.queensu.ca>.

3. Academic Regulations and Procedures

Information on program requirements can be found in the QTC calendar, "Programs of Study" or on the QTC website at www.queenstheologicalcollege.ca.

3.1 College Location Requirements

Because of the importance of a comprehensive community of learning, the M.Div./B.Th./M.T.S. degrees cannot be viewed simply as an accumulation of course credits or of individual independent work. In order to ensure an appropriate educational community, at least one year of full-time academic study or its equivalent (a minimum of 3.0 full credits over two semesters) shall be completed at the College and no more than one-sixth of the total credits required for a degree may be earned through distance education courses. These regulations are in accordance with the standards of the Association of Theological Schools.

3.2 Time Allowed for Completion of Programs

The course work for M.Div., MTS and B.Th. degree programs must normally be completed within ten years. Free standing course credits (i.e., those not applied to a degree) become stale dated after ten years.

3.3 Transfer Credits

In keeping with the policy of Queen's University, students must do half plus one of the total number of courses required for a degree at Queen's (ie., 8.0 credits for the M.Div., 5.5 credits for the M.T.S.).

Queen's University subscribes to the following General Policy on the Transfer of Course Credits, as adopted by the Council of Ontario Universities.

Acceptance of transfer credits among Ontario universities shall be based on the recognition that, while learning experience may differ in a variety of ways, their substance may be essentially equivalent in terms of their content and rigour. Insofar as possible, acceptance of transfer should allow for the maximum recognition of previous learning experiences in university-level courses.

Subject to: 1) admission, and 2) degree, grade and program requirements, any courses offered for credit by one Ontario university shall be accepted for credit by another Ontario university when there is an essential equivalency in course content.

From Theological Schools

Students transferring from institutions recognized by Queen's University and/or The Association of Theological Schools will normally receive transfer course credit for theological courses completed which are comparable to those required at QTC. All transferring students should seek an evaluation from the Head of Theological Studies.

From other Faculties

Increasingly students enter Theology programs with previous work in Religious Studies. If any Arts course is judged by the Head of Theological Studies to be equivalent to a course at Queen's Theological College, an equivalency will be granted. This equivalency does not shorten course requirements for Theology, but rather permits the student to substitute an elective for a prescribed course.

3.4 Reading Course Policy

Directed reading courses generally are not approved for areas of study already covered by regular courses. The availability of faculty members to supervise reading courses is limited and cannot be presumed. Faculty supervision for a reading course must be negotiated with the faculty advisor and the Head of Theological Studies, and it is subject to faculty availability in any given year. Students may not exceed two reading courses (0.5 x 2) in the course of their program.

3.5 Language Policy

English Language Competency

Applicants whose first language is not English are required to achieve a score of at least 580 (paper-based test) or 237 (computer-based test) on the Test of English as a Foreign Language (TOEFL).

Normally examinations and assignments are to be submitted in English, except where Faculty Board has approved an alternative practice or where a special agreement has been entered into between an instructor and a student, with the approval of a Department Head, for submission of work in a language other than English.

3.6 Course Load

The normal load per year is five full credits (5.0). Those who wish to be registered as "full-time" must take at least three full (3.0) credits in the regular session. Permission from one's faculty advisor is required to take more than five full courses. Students appointed to pastoral charges normally have a course load restriction of 3.0 full credits in the regular session. To exceed this, a formal request must be forwarded to the Committee on Theological Studies.

3.7 Change of Course Procedure

Students wishing to make changes after registration are required to make the change on the Queen's Computerized Access and Registration Database – QCARD. QCARD can be accessed from all computing sites on campus. Where permission of the instructor is required, students should apply to the individual instructor. Further information is available from the Main Office.

3.8 Examinations and Marking

Sessional examinations are held annually in December and April. Final assessment of students is based both on course work and on examinations. Marking is by percentage grades:

- A = 80-100 percent
- B = 65-79 percent
- C = 50-64 percent
- F = 0-49 percent

Other academic entries that may be assigned by an instructor are:

- IN = Incomplete
- IP = In Progress
- CR = Credit
- AG = Aegrotat Grade
- AU = Audit Only

Further explanation of these entries can be provided by the Head of Theological Studies or by consulting the Academic Regulations for the Faculty of Arts and Science, Queen's University.

Exceptions: *In the case of biblical languages, students may elect to be marked on a pass-fail basis. Supervised Practice of Ministry courses are marked on a pass-fail basis.*

3.9 Submitting Assignments

Unless previously arranged with the instructor, all assignments must be submitted to your professor on the date assigned. Some instructors allow students to submit their term papers by mail as long as the package is post-marked with sufficient time to arrive by the due date. If you hope to submit an assignment by mail, make sure that you speak to your instructor to ensure he or she will accept assignments in this manner. If your professor will not, you must make alternative arrangements to get the assignment in on time.

QTC does not allow students to submit assignments by fax. Check with your instructor to see if it is possible to send your assignment by attached electronic file.

3.10 Incomplete Courses

Students who are unable to complete course work by the assigned course due date, because of illness or extenuating personal circumstances beyond their control, may petition the instructor for an incomplete mark (IN). It is at the instructor's discretion to assign an interim mark and accept work submitted after the due date. In other words, the request is not automatically granted. Students must complete and submit a "Request for Incomplete Grade" form available in the Main Office. The notation (IN) will be added only with the approval of the instructor who shall indicate the last acceptable date for the receipt of late work. If the work is not completed by this date, the notation (IN) will be erased from the transcript and the interim mark will stand as the final mark. All work for incomplete courses must be finished by the last day of the term succeeding the term in which the course was taken, or the interim mark will automatically stand as the final mark.



3.11 Academic Dishonesty

All forms of academic dishonesty are considered serious offences and a student who commits such an offence runs the risk of a range of sanctions including a failure in the course or a requirement to withdraw from the College.

Academic dishonesty includes plagiarism as well as any other deliberate attempt to gain advantage. Dishonest practices include fabrication of data, cheating, or uttering by a student of false statements relating to academic work. Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own. Any work cited, whether as a direct quotation or paraphrased, must be acknowledged in a footnote or in-text note.

Plagiarism should be distinguished from cooperation and collaboration. Often, students may be permitted or expected to work on assignments collectively, and to present the results either collectively or separately. This is not a problem so long as it is clearly understood whose work is being presented by way of formal acknowledgement or by footnoting.

The following are some examples of academic dishonesty. As it is not possible to cover every circumstance of academic dishonesty or plagiarism, this list should be considered as a guide.

Examinations and Tests

- Impersonating someone in an examination or test.
- Copying from another student, or making information available to another student.
- Submitting a take-home examination written, in whole or in part, by someone else.
- Failing to obey or comply with examination regulations or instructions of a proctor.

Essays, Assignments and Research Reports

- Submitting an essay written in whole or in part by someone else as one's own.
- Preparing an essay or assignment for submission by another student.
- Copying an essay or assignment, or knowingly allowing one's essay or assignment to be copied by someone else for the purpose of plagiarism.
- Using direct quotations or large sections of paraphrased material without acknowledgement.
- Buying or selling of term papers or assignments and submitting them as one's own for the purpose of plagiarism.
- Submitting the same piece of work in more than one course without the permission of the instructor(s).
- Unauthorized removal from the library, or deliberate concealment of, library materials.

Official Documents

- Altering transcripts or other official documents relating to student records.
- Misrepresenting one's credentials.
- Creating or altering letters of reference.
- Altering transcripts or other official documents relating to student records.
- Misrepresenting one's credentials.

Individual instructors or academic units will normally point out areas of specific concern not covered above. Students are encouraged to consult instructors regarding procedures and use of materials if in doubt about how they may relate to academic dishonesty.

PROCEDURES FOR DEALING WITH CASES OF ACADEMIC DISHONESTY

(Procedures and forms related to Academic Dishonesty can be obtained from the main office.)

1. Where cases of academic dishonesty within a course are suspected, the ***instructor*** must advise the ***student*** in writing of the suspected academic dishonesty, set out the evidence on which the allegation is based, note the possible penalties, give the ***student*** the opportunity to respond, and advise the ***student*** of the right to have representation for any response made to the allegation of academic dishonesty. (On matters of procedure and representation, the Grievance Advisors of Queen's University are available for consultation and assistance.) After considering the available evidence, the ***instructor*** must inform the ***student*** in writing of the decision, the penalty, if any, that will be imposed, and if a penalty is imposed, of the opportunity to appeal the decision to the Head of Theological Studies. In a finding of academic dishonesty, the ***instructor*** may assign other work or a low mark as is judged necessary.
2. If the matter is more serious than the penalties an instructor may impose would satisfy, the case shall be referred to the ***Head of Theological Studies*** who may assign a failure in the course (even if the deadline for withdrawing without failure has not passed). The ***instructor*** must inform the ***student*** in writing if the allegation of academic dishonesty is referred to the Head of Theological Studies. In the event of a referral to the ***Head***, the ***student*** must be advised by the ***Head*** in writing of the suspected academic dishonesty, the evidence on which the allegation is based, the possible penalties and be given the opportunity to respond. The ***student*** must also be advised of the right to have representation for any response made to the allegation of academic dishonesty. The ***student*** and ***instructor*** must be notified, in writing, of any hearing of the case, invited to appear at the hearing, and advised of the right to have representation at the hearing. After considering the available evidence, the ***Head*** must inform the ***student*** and the ***instructor*** in writing of the decision, the penalty (if any) that will be imposed, and, if a penalty is imposed, of the opportunity to appeal the decision to the ***Committee on Theological Studies***.
3. If the matter is more serious than the penalties the Head of Theological Studies may impose would satisfy, the case shall be referred directly to the ***Committee on Theological Studies***. The ***Committee on Theological Studies*** may impose such sanctions as it considers appropriate, such as failure in the course or forfeiture of the year, and may recommend to the ***Faculty Board*** that the student be required to withdraw from the program or the College. The ***Head of Theological Studies*** must inform the ***student*** in writing if the allegation of academic dishonesty is referred to the ***Committee on Theological Studies***. In the event of a referral to the ***Committee on Theological Studies***, the ***student*** must be advised in writing by the ***Principal*** of the suspected academic dishonesty, the evidence on which the allegation is based, the possible penalties, and be

given the opportunity to respond. The *student* must also be advised of the right to have representation for any response made to the allegation of academic dishonesty. The *student* and *instructor* must be notified, in writing, of any hearing of the case, invited to appear at the hearing, and advised of the right to have representation at the hearing. After the *Committee on Theological Studies* has considered the available evidence, the *Principal* must inform the *student* and the *instructor* in writing of the Committee's decision, and the penalty, if any, that will be imposed or in the case of withdrawal, the Committee's recommendation to the *Faculty Board*. The decision of the *Committee on Theological Studies* is final subject to point 5 below.

4. Where cases of academic dishonesty other than those within a course are suspected, the *Principal* may initiate the process through the *Committee on Theological Studies*. The *Principal* must notify the *student* of the suspected academic dishonesty, the evidence on which the allegation is based, the possible penalties, and of the opportunity to respond. The *student* must also be advised of the right to have representation for any response made to the allegation of academic dishonesty. The *student* must be notified in writing of any hearing of the case, invited to appear at the hearing, and advised of the right to have representation at the hearing. After the Committee has considered the available evidence, the *Head of Theological Studies* must inform the *student*, in writing, of the Committee's decision, and the penalty (if any) that will be imposed, or, in the case of withdrawal, the Committee's recommendation to the Faculty Board. The *Committee on Theological Studies* may impose such sanctions as it considers appropriate such as forfeiture of the year, and may recommend to the Faculty Board that the student be required to withdraw from the program or from the College. The decision of the Committee on Theological Studies is final subject to point 5 below.
5. If, having completed the foregoing procedures for appeal within the College, the *student* believes that he/she has a grievance on other than academic grounds, the *student* may set in motion the system for handling grievances as recorded in Queen's University's Senate Statement on Grievance, Discipline and Related Matters, (obtainable from the Senate Office). Attention is drawn to clause 24b iii of that Statement, which excludes academic decisions from the jurisdiction of the Grievance Board.

3.12 Senate Policy on Student Access to Final Examination Papers

Definitions

Final examination paper means the final examination question paper in a course and the graded answer paper written by the student which, by Senate policy, must be retained for a period of 12 months.

Appeal refers to the procedure by which any student may formally contest a final grade in accordance with the established appeal procedure of the Faculty or School offering the course.

Informal Access

Instructors may informally review the final examination paper with a student who requests it and are encouraged to do so. However access may not be granted before the final marks are released.

Formal Access

As a part of the process of appeal, and on request, the student will obtain access by a method determined by the Department or School. This may be either supervised access to, or a copy of, the final examination paper as well as all other material submitted by, but not returned to, the student and for which a mark has been assigned.

3.13 Academic Probation and Requirement to Withdraw

Automatic Withdrawal

A student who has failed the equivalent of three or more full courses in any year or the equivalent of a total of four full courses during his/her M.Div./B.Th. program will automatically be required to withdraw. A student who has failed the equivalent of two or more full courses in any year, or the equivalent of a total of three full courses during his/her M.T.S. program will automatically be required to withdraw.

Requirement to Withdraw

A student who has attempted the equivalent of four or more full courses (4.0) and whose average academic performance is less than 65 per cent will be placed on probation for a specific number of course registrations as determined by the Committee on Theological Studies. By the end of the probationary period the student's overall average must have been raised to at least 65 percent, or the student will be required to withdraw permanently. Under exceptional circumstances a student who at the end of the period has not raised his/her average to 65 per cent may be permitted to take a further reduced load for an additional; probationary period in order to try to raise his/her average to 65 per cent. By the end of this additional probationary period the student's overall average must have been raised to at least 65 percent, or the student will be required to withdraw permanently. A student on probation may also be required to seek remedial help in some area related to his/her academic work.

Voluntary Withdrawal

Students may withdraw voluntarily, without academic penalty, prior to deadlines listed in Sessional Dates. Students wishing to return after having withdrawn completely should notify the Head of Theological Studies no later than 15 August of the year in which they intend to return. Students who withdraw prior to achieving academic credits must re-apply for re-admission.

3.14 Academic Grievances

While we hope that your time at QTC goes smoothly, the reality is that sometimes there are conflicts between students and faculty. The first step, as in any conflict, is to try and discuss the situation with the faculty member involved. If this is unsuccessful or if you are uncomfortable

speaking directly with the faculty member, you should bring your concern(s) to the attention of your faculty advisor, who may direct you to the Head of Theological Studies.

Appeal of Requirement to Withdraw

Students may appeal to the Faculty Board to have the requirement to withdraw waived or rescinded. Appeals must be in writing, and must be received by the Principal of the College not later than two months after the requirement to withdraw has been imposed. Further appeals to the Faculty Board of the requirement to withdraw permanently will not be entertained until a period of three years has elapsed.

Review and Appeal of Grades

A student who wishes to question an interim or final grade must request an informal review with the instructor concerned. The instructor will give a reconsidered decision, normally within two weeks.

If the student is not satisfied with the decision, a written appeal for reconsideration may be submitted to the Head of Theological Studies.

The written appeal request must reach the Head of Theological Studies within two months of the end of the term concerned and must be accompanied by a fee of \$25. This fee will be refunded to the student if, as a result, a failing mark is raised to a pass or if a pass is raised by least five marks or to a higher letter grade.

The reconsideration shall be conducted by two examiners appointed by the Head of Theological Studies; one examiner shall be the original examiner, if possible. It shall involve a rereading of some or all graded material for the course. It shall be the responsibility of the student to preserve all such graded material and to submit a file of these documents with the application.

3.15 Attendance and Course Work

Students are expected to be present at all classes, field experiences, required workshops, tutorials, tests and examinations in their courses and to submit the required course work at the prescribed times. For purposes of evaluation, assignments must be submitted in legible form. In some courses attendance will be part of the means of assessment of the course.

3.16 Illness and Prolonged Absence

Students who claim illness or have other reasons for missing classes, field experiences, tutorials, tests or examinations are responsible for making suitable arrangements with the instructors concerned as soon as they are able. If there is a significant effect on attendance or academic performance, students are responsible for providing appropriate documentation to the Head of Theological Studies as soon as possible.

3.17 Registration and Preregistration

Your initial registration as a New Theology student, is a paper registration and takes place at the Orientation day which is the Thursday before classes begin in September.

Preregistration is required for returning students and the process is completed through Queen's University QCARD system. Information on **REGISTRATION and PREREGISTRATION** can be found at the following websites: www.queensu.ca/registrar/regguide/blue_book.pdf or <http://www.queensu.ca/registrar/Preregistration/index.html> (Theology students follow the instructions for Arts and Science Students).

Some information you need to know when looking at the web site is that the students at QTC are members of the Society of Graduate and Professional Students (SGPS). QTC students' tuition is calculated using per-course fees rather than per-term fees. For the purpose of tuition, QTC students are assessed tuition fees on the undergraduate Arts and Science fee scale, **NOT** the graduate student fee scale. Although this information may not mean anything to you now, as you read through this web site it will help clarify many questions that may arise.

3.18 Student Cards

First year students will receive their student cards after their registration papers are processed on Orientation day (the Thursday before classes begin in September).

Returning students must CONFIRM on QCARD before having their student card validated for the current year. Various campus validation sites are listed in the BLUE BOOK (available online at www.queensu.ca/registrar/bluebook)

Replacement Photo I.D. Cards may be obtained at a cost of \$20. Locations and dates for this are listed in the BLUE BOOK.

3.19 Senate Policy for Accepting and Maintaining Student Names

As the University is committed to the integrity of its student records, each student is required to provide either on the application for admission or on the personal data forms required for registration, their complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

3.20 Police Records Check

Students registering in any one of THEO 501, 502, 601, 655, 656, 657, 701*, 702*, 855, 856, 857, 858 or 859 are required to obtain a Police Records Check. You will need to sign a "Release/Consent form" which you will receive prior to registration. Please enclose this release/consent form with the official police records that you obtain, and bring or mail them to the College. The official document will then be returned to you.

3.21 Research Ethics Review Board Policy

Research involving human subjects must be approved by the Departmental Research Ethics Review Board. For information on the policy on research involving human subjects, see the website which is found at <http://www.queensu.ca/secretariat/senate/REBoct99.html>

3.22 Guidelines for MDiv/MTS Theses, Essays and Reports

These guidelines can be found as an appendix at the end of this handbook.

3.23 CPE Courses

In partnership with Kingston General Hospital, QTC offers courses for credit in Clinical Pastoral Education (CPE). These courses may be counted as part of a student's degree requirements. Please see the QTC Calendar for course descriptions and program requirements. The courses may be offered either as 11 week intensives in the summer (May to July), or as fall/winter courses (September to April).

Students who wish to take a CPE course must complete a CPE application, available from the main office or on the QTC website. Applications are due in the main office by January 30 for the summer course or April 30 for the fall/winter. The courses are not always offered in both terms every year, so please consult the QTC timetable.

4.0 FINANCIAL ASSISTANCE

Information and counsel on financial assistance is provided by the Director of Finance, Administration and Development, Heather Cooke. Students are invited to contact her if they have any questions or concerns. Her office is room 206, Theological Hall, her phone number is 613-533-2108 and her email is heather@post.queensu.ca.

There are many sources of financial assistance available to students in Theological Studies after they have reached the limits of their own resources. All agencies providing aid, including the College, will require that other sources of income have been accessed, and expect an honest disclosure of personal financial information. In view of this, it is a good idea to prepare in advance a financial statement and a realistic budget.

Any request for assistance from the College requires the completion of the “**Application for Bursary Assistance**” available from the Main Office, or on the QTC web site. Returning students must complete and return this form to the Director, Finance, Administration and Development **no later than September 20**. New students are required to submit the form by May 15. Exceptions are made for 1st year students applying after May 15th and they will be considered in the fall round, due on September 20.

The information provided on the Application for Financial Assistance is strictly confidential. It is seen only by the Financial Aid Committee (Principal, Head of Theological Studies, and the Director, Finance, Administration and Development).

4.1 Fees

QTC Tuition fees are listed in the calendar, on the College website, and on the Queen's University Registrar's Office website <http://www.queensu.ca/registrar/>. Fees are due by the deadlines posted, after which date late charges and monthly service charges may be applied. Students who have fees owing in their accounts may not be permitted to register in subsequent terms.

Faculty activity fees are assessed for each student. To view these fees, please see the Queen's University "Blue Book", available on the web at <http://www.queensu.ca/registrar/bluebook/index2005.html>. Students may choose to "opt out" of some of these fees. For a list of the fees in this category, consult the "Blue Book".

All students may view their fee accounts through QCARD.

4.2 Queen's Theological College Scholarships and Bursaries

Information on entrance scholarships and bursaries can be found in the calendar, page 16-17.

Graduating Students Bursary

Those in their final year of a Master of Divinity program who are candidates for ordination in The United Church of Canada are eligible for bursary assistance from the Orloff Roy Flindall and Orla Vivian Flindall Bursary Fund. Investment income from the fund is divided equally based on the number of courses in which students are registered.

General Bursaries

Financial aid is available to all students registered in degree programs at Queen's Theological College. Priority will be given to students in need over those with assets. Normally such assistance is understood to be awarded for expenses incurred while studying at Queen's Theological College. Debts incurred prior to this period cannot be covered by student aid. Applicants are expected to supply on the "Application for Bursary Assistance" a detailed budget for themselves and their families for the academic year, showing anticipated resources and expenses. The Financial Aid Committee will annually update and post information on application processes for external bursary funds or scholarships.

Work Bursaries

The College has some remunerated work to offer. These modest contracts will be awarded through the office of the Director, Finance, Administration and Development. Contact the office for more details. The College also offers research assistantships in the area of New Testament studies to students in either the M.Div. or M.T.S. program. Please contact Dr. Richard Aschough directly for details or an application.

4.3 Queen's University Bursaries and Loans

Students of Queen's Theological College are also eligible for financial assistance from Queen's University. There are different types of assistance offered through the Student Awards Office. For more information, see the Student Awards website (www.queensu.ca/registrar/awards) or contact the office, located in Room 101, Richardson Hall, by phone at 613-533-2216 or by email at awards@post.queensu.ca.

4.4 Government Sponsored Financial Assistance Programs

There are several kinds of financial assistance programs offered by different levels of government. Information on these programs can also be found on the Student Awards website noted above.

4.5 Church Sponsored Bursaries and Scholarships

Most conferences, presbyteries, and local congregations are willing to support their candidates for the ministry. Requesting financial support is a sign of trust, and the giving and receiving nurtures community. One should not be afraid to ask. A number of church-related bodies offer bursaries and scholarships. The Financial Aid Committee will annually update and post information on application processes for external bursary funds or scholarships. The following are the most commonly known.

The St. George's United Church Bursary. Bursaries starting at \$500 are awarded to candidates for the ministry in The United Church of Canada "to assist them in completing their educational qualifications for ordination and the pastoral ministry". Financial needs of the candidates as well as their ability and promise are given consideration. The application must reach the Secretary, St. George's United Church Bursary Fund Committee, 35 Lytton Boulevard, Toronto, Ontario M4R 1L2, by October 31.

The Gladys Margaret McCord Memorial Scholarship for candidates for ministry from the Bay of Quinte Conference. Apply to the Conference Secretary, Bay of Quinte Conference Office, 18 Mill Street, Box 700, Frankford, ON K0K 2C0 (613-398-1051 or toll free 1-888-759-2444). The amounts are in the order of a several hundred dollars.

The Beatrice Joyce Bursary is awarded to a second- or third-year UCC theological student from the Eastern Ontario area who can demonstrate sufficient financial need. Up to a maximum of four students may apply from the College, by October 31. Criteria and application forms are available from the Director, Finance, Administration and Development. The recipient must be able to conduct services for the Selby Pastoral Charge on a Sunday in February or March. Applicants must be recommended by the Financial Aid Committee of the College. This bursary is valued at a minimum of \$1,000.

St. Paul's United Church, Perth, Bursaries. St. Paul's United Church in Perth, Ontario offers two bursaries, each valued in the range of \$500 or higher, awarded annually. These are "The Student Outreach Fund" which is to be applied for in the Fall term (September application date),

and the “Robert L. Thornbury Memorial Theological Bursary Fund”, which is to be awarded in the Winter term (January application date). Both funds offer financial support to candidates for the ministry in The United Church of Canada, who upon ordination will remain in active ministry with The United Church of Canada for a minimum of five years. For more information, see the Director (F.A.D.).

4.6 Other Bursaries

The Masonic Foundation of Ontario bursaries are designed to assist full-time students who are permanent residents of Ontario and who are experiencing a financial emergency during the final term of a two- or three-year program, or during the final term of the third or fourth year of a four-year program which will prevent the completion of the program. No connection to the Masonic Order is required. Applicants must be recommended by the Financial Aid committee. The value in the range of \$500-\$800.

Mr. and Mrs. Ong Hoo Hong Theological Fund will provide a bursary of up to \$7,000 per year to be awarded to an international student in a post-graduate degree program. Preference will be given to applicants from Asia. Applicants must be recommended and their application forms approved by the Admissions Committee.

The Order of Eastern Star Bursary is available to all students in theology who can demonstrate need for it. Up to two candidates may apply annually, and must be recommended by the Financial Aid Committee of the College. The value is approximately \$600.

4.7 Student Charges and Donships

Student charges: Students may be employed part-time by churches within a commuting distance of the College. These pastoral charges are found within the Kingston, Belleville, Renfrew and Seaway Valley Presbyteries. If the College is contacted, then we are able to suggest students for consideration. Although the positions are a financial help to students who can take them, they usually require that the student stretch his/her academic load over four years to compensate for the work required on the charge. The persons to contact for possible openings in this area, besides the Field Education Director at the College, are the Convenors of the Pastoral Relations Committees of the Presbyteries named above.

Residence Don/Coordinator Dons are individuals or couples (even with children) who live in undergraduate residences and act as leaders, organizers, listeners and advisors to students in their building, in exchange for room and board. It calls for a “caring, cooperative, energetic person”, such as a theological student and his/her spouse will often be. With the approval of the Director of Field Education the position may qualify as a placement for THEO 601, “Supervised Practice of Institutional/Community Ministry”. Deadline for submission is the 24th of January. Contact

the Director of Residences, Victoria Hall, Queen's University, Kingston, Ontario K7L 3N8 (613-533-6790 or reslife@post.queensu.ca) and students who have been dons before.

4.8 Annual Prizes and Scholarships

Annual Prizes, Awards and Scholarships are awarded upon recommendation from Theological Studies Committee and Faculty Board at the end of each academic year.

First Year

- The Rev. H.J. Miller Scholarship: highest standing. Value: \$600.
- The Sarah McLelland Waddell, Urquhart Kay Gray, and Rankin No.2 Prizes: second highest standing. Value: \$500.
- The Spence and Tawse Scholarships: third highest standing. Value: \$300.
- The Class of 1961 Prize: Hebrew Scriptures. Value \$100.
- The MacKinnon Brothers' Prize; New Testament. Value \$175.
- The James Gordon Brown Prize; Historical and Theological Studies. Value: \$400.
- The Scott Prize; Systematic Theology. Value: \$125.
- The John D. B. Walton Prize, Greek. Value \$350.

Upper Years

- The Alice Pierce Waddington Scholarship: highest standing. Value: \$600.
- The Anderson, Rankin No. 1, Buchan Prizes; second highest standing. Value: \$500.
- The Toronto and Glass Memorial Prizes; third highest standing. Value: \$300.
- The Kent Prize; Hebrew Scriptures; highest standing. Value: \$200.
- The Richard Bonsteel Prize; Hebrew Scriptures; second highest standing. Value: \$150.
- The W.G. Wylie Memorial Prize; New Testament; highest standing. Value: \$150.
- The Kirk Prize; New Testament; second highest standing. Value: \$100.
- The Frazer Smith Scholarship; Historical and Theological Studies; highest standing. Value: \$230.
- The Rev. C. Lawrence Brown Memorial Prize; Historical and Theological Studies; second highest standing. Value: \$150.
- The J.R. Watts Memorial Prize; Practical Theology. Value: \$150.
- The A.D. Matheson Prize; excellence over course of study in Theology. Value: \$800.
- The Rev. Dr. George A. and Elizabeth Brown Scholarship; greatest progress over the years of study. Value: \$400.
- The Shaw Prize; Systematic Theology. Value: \$200.
- The Dan G. Gaynor Memorial Prize; Practical Theology; graduating student. Value: \$150.
- The Rev. Dr. H. Welsford Cliff Memorial Prize; Scripture Reading; graduating student. Value: \$80.

General

- Thomas & Alice Miller Memorial Prize. Value: \$100.
- The Canadian Bible Society Prize; Scripture Reading. Value: Loose-leaf Testament.

- The World Missions Prize; Pluralism. Value: \$80.
- The Rev. N.P. Topping Prize in Hebrew Exegesis. Value: \$50.
- The Patterson Prize; Evangelism. Value: \$100.
- The R.K.N. McLean Scholarship; Drama and Artistry. Value: \$480.
- The C.H. Dawes Memorial Award; Music in Liturgy. Value: \$490.
- The D. Rumball and W. Pinkney Prize; Christian Mission. Value: \$100.
- The J.F. Malcolm Award; Rural Ministry. Value: \$275.
- The Hallett Llewellyn Ecumenism and Mission Award; Ecumenism. Value: \$150.

Final Year Awards

- **The Heeney, Waddell, Leitch Scholarship** Awarded to a student in the final year in Theology, or to an alumnus/alumna of the College within five years after graduation, to facilitate an additional full year of study in a university or college approved by the Faculty. Applicant must be a recipient of or a candidate for the M.Div. or M.T.S. who has attained an overall average of not less than 80 per cent during their years of study in Theology. Funds are released upon admission to a program of study. More details of the terms of the award are available from the Director, Finance, Administration and Development. Value: \$4,000.
- **The Mylks Postgraduate Fellowship Award** Awarded annually to a graduating student in the M.Div. or M.T.S. program who has attained the highest overall average in his/her program (and not less than 80 per cent), to facilitate two additional years of full-time or part-time study. The recipient must undertake the program of study within five years from the date of the award, must receive approval of the program from the Faculty, and must furnish a report upon its completion. Value: \$8,000 for full-time study; \$4,000 for part-time study.

5.0 LIFE AT QUEEN'S THEOLOGICAL COLLEGE

5.1 Orientation

Orientation is usually a one-day event scheduled after the Labour Day long weekend. Although orientation is optional, QTC encourages all students (yes, even returning students!) to attend. A schedule is mailed in late summer. Orientation provides an excellent opportunity for students to get to know one another and start to form friendships before the stresses and hectic schedules of the school year kick in. It also gives you an opportunity to find the classrooms where your classes are held. If you know where the classrooms are ahead of time, it allows you those few extra precious moments of sleep - something you will probably wish you had more of by the end of the year!

5.2 Advisory Groups

Before your arrival at QTC, you will be assigned to a faculty member who will help you to choose your academic schedule and guide you through the sometimes-confusing curriculum requirements. Usually, your faculty advisor will remain the same for the duration of your stay at

QTC, unless he/she goes on academic leave. Your faculty advisor plus all the students assigned to her or him make up the Advisory Group. Your Advisory Group will meet at the beginning of the year to ensure everyone's schedule is in order and to answer any questions that you may have. Depending on your faculty advisor and the wishes of your group, the Advisory Group may meet once or twice more through out the year. Every Advisory Group is also responsible for planning and leading a Tuesday worship service in the fall semester.

If you encounter any academic problems or personal problems that could affect your academic performance, you should talk to your faculty advisor so that he or she knows what is happening and will be able to support you as much as possible. If your faculty advisor is in a conflict of interest (i.e., there is conflict between you and your advisor in one of your advisor's classes), you can talk to the Head of Theological Studies or the Principal of the College.

5.3 Queen's Theological Student Society

All students at QTC are members of Queen's Theological Student Society (QTSS). QTSS is the student group that helps to plan and facilitate student life at QTC. It is also one of the organizations that represents the students of QTC to faculty of QTC and the University as a whole.

The QTSS has an elected "core group". This group consists of a convenor (or co-convenors), secretary, treasurer and a class representative from each year. Representatives to some of the other committees in the college sit in on the core meetings and all students are welcome to attend.

5.4 Society of Graduate and Professional Students

As members of the Society of Graduate and Professional Students (SGPS) Queen's Theological students are welcome to attend any and all of the Orientation activities of the SGPS. Attending these activities is a good way to get connected to the wider University and to build friendships outside of Queen's Theological College. Although the people at QTC are great people, there will be times when you want to talk about something other than THEOLOGY. It is important to build support networks both within AND outside of QTC. SGPS orientation activities are a good way to start to build relationships outside of QTC.

5.5 Committees of QTSS

QTSS has several Standing Committees. Every student is asked to be on at least one of these committees. **The Worship Committee** is responsible for the organization, facilitation and promotion of the chapel and communion services; it encourages awareness of the variety of the liturgical expression at the College, and helps foster an ecumenical spirit. **The Social Committee** is responsible for planning various social activities throughout the year. They usually plan a Christmas party and the year-end banquet. **The Common Room Committee** ensures that the common room is stocked with supplies such as coffee, pop, and juice, which are

available to you at cost. **The Liaison Committee** helps the QTC community reach out to its members who have either just graduated or are away from the community in the current year due to internship. **The Orientation Committee**, assembled by the College Administration, plans the orientation day that precedes the start of the fall term. **The Outreach/Campus Relations Committee** seeks to reach out and be involved in the life of Queen's, Kingston, and the world, to increase awareness of the role of the faith communities in the world, and to respond to issues facing the Queen's community and the wider world.

5.6 Committees of QTC

Several bodies are part of the governance structure of the college. Queen's Theological Student Society sends representatives to many of these bodies. Student representatives have full voice and vote. The following is a brief description of the more common committees:

- **Committee on Theological Studies (CTS)** - QTSS sends two representatives to this faculty committee. The Committee on Theological Studies (CTS) is responsible for the day to day academic running of the college. Among many other things, this committee deals with academic petitions, grievances, curriculum and program matters. The CTS reports to the Faculty Board.
- **Faculty Board** - The Faculty Board is comprised of faculty, staff and student representatives from Religious Studies (1) and Theological Studies (1). The Faculty Board is responsible for all the educational endeavours of the College. QTSS sends one representative to the Faculty Board.
- **Board of Management** - The Board of Management is responsible for the Governance of the college, which include such things as the financial viability, approval of appointments, tenure, promotion, policy setting, and the general well being of the College. In many ways, it is the ultimate decision making body of QTC. QTSS elects one representative to sit as a full member on the board.
- **Field Education Advisory Committee(F.E.A.C.)**- This committee gives support to the Field Education Director and advises about the Field Education program. The F.E.A.C. has one QTSS representative and the committee reports to the CTS.
- **Admissions Committee** – This committee is comprised of the Principal, the Head of Theological Studies, the Admissions Officer, and one student, in his or her last year of study, elected by QTSS. Jointly they make decisions on all applications for degree programs at the College.

Occasionally a special request is made for a student to serve on a Faculty Search Committee or Renewal, Tenure, and Promotion Committee. These requests come from the Faculty Board.

5.7 Worship

Queen's Theological College gathers for worship each Tuesday from 11:30am – 12:30pm. This service is usually led by faculty and students and tries to reflect the diversity of the student body and the Kingston community. The diversity of the worshipping community may include people

with physical limitations; a variety of social backgrounds; diverse sexual orientations, as well as different theological perspectives and denominational traditions. QTC wants to respect the life experience of the people worshipping each week. Accordingly, we also try to use inclusive language and images in the worship services. QTC’s policy on inclusive language and a brief explanation of inclusive language is discussed in the section entitled “Inclusive Language”.

Each student in the college is assigned to an Advisory Group over the course of the year. Each advisory group plans a worship service once per term. In planning the service, creativity and variety in worship is encouraged. Music is provided by the QTC organist, or student led musical groups.

This worship service often includes the celebration of communion, or the Eucharist. There are several items that you may need to use for your worship service. Here is a list of where some of those articles are usually located in the college:

Worship Resource	Location
Chalice/Communion Cups	Cupboard behind the communion table
Patén for Bread	Cupboard behind the communion table
Key for Cupboard behind the communion Table	Main Office
Wine/Grape Juice	Fridge in Staff Room
Grape Juice	Fridge in Staff Room
Candles	Cupboard behind the communion table

The worship service is usually held in the Morgan Memorial Chapel; however, all of God’s creation is a sanctuary and worship services are not restricted to the chapel. If your Advisory Group chooses an alternative worship space, please give consideration to the accessibility of that space. Our worship services are open to the entire Kingston community and as such it is important to remember that there are people with different needs for physical accessibility.

The QTC Worship Committee is comprised of students and faculty. The committee is responsible for ensuring there are worship leaders for weekly chapel and coordinates guest speakers. The Worship Committee offers an excellent opportunity for students to engage in all aspects of planning and leading worship.

Students are encouraged to make use of the chapel as a place of retreat whenever they feel the need. The one limitation to this is that a few courses may, if appropriate, use the chapel as their “classroom.” The schedule of such classes should be posted beside the chapel door. The Morgan Memorial Chapel is also rented out to the wider community for other services. ***Please check with the front office if you want to use the chapel outside of regular worship times to avoid a scheduling conflict.***

In addition to the above worship service, students can also gather at various times during the week for informal prayer and reflection on-campus. A number of faith traditions and denominations are represented by local congregations within walking distance of campus in

which students may participate in the life of a local religious community.

5.8 Chaplaincy and Spiritual Advisors

QTC makes available spiritual advisors to its students. In addition to the chapel and the regularly scheduled worship services, informal voluntary prayer and fellowship groups, students are free to contact these advisors directly and arrange times to meet at the College during regular hours. The journey through theological study is very challenging and sometimes it invites you to question the theological and spiritual assumptions on which your faith has been based. The spiritual advisors are here to listen and reflect with you during these times. They are also here to listen if you just need someone to talk and reflect with. The spiritual advisors listed in the Calendar, are introduced at the beginning of the term, and their contact numbers are included in your orientation information. The Queen's University Chaplain, the Rev Brian Yealland, is also available by contacting 533-2186.

5.9 Student Lounge

The student lounge, located on the fourth floor of Theological Hall, is shared with students in Religious Studies. It is a good place to sit and chat with other students and is used by many to eat their "brown bag" lunches. The student lounge is not only a gathering spot for theology and religious studies students, but also others whose classes are held in Theological Hall. The Common Room Committee tries to keep coffee, juice, pop and various other goodies available to the students at non-inflated prices. The method of payment will be announced after the term begins in the fall.

5.10 Reading Room

The Reading Room is located on the third floor in the west wing of Theological Hall. It is intended to be a quiet place for students to work. Carrels and computers are available for students to use. The room is locked at 4:30pm each day, but students who wish to use the room in evening hours can sign out a key in the Main Office. Occasionally the room can be used for meetings – bookings are made in the Main Office.

5.11 Communication

Email

Every student at Queen's University is entitled to an Internet account (QLINK). After your registration has been processed, you may set up your Internet account by using QCARD. Instructions are posted next to the first-floor computers on the east wall of Stauffer Library. You can also access the internet at any public or semi-public computing site on the campus. If you have any problems, the computer support office in Stauffer Library is there to help. If you are not very familiar with the Internet it is a good idea to sign up for (free) Internet introduction classes in September and October in Stauffer Library. Since the College uses email as an official means of communication, you need to set up your account as soon as possible.

Since every Queen's University student has access to an email account (QLINK), the College assumes you will check your email regularly (at least weekly) for messages. Important messages about academic programs, job opportunities and College life are posted on a student list serve. For information on how to get your email password and account, see the section on "Internet Accounts" (2.15).

Student Listserve

Student email addresses are collected by the main office receptionist and put on a listserv for sending out general notices to students throughout the academic year.

Student Mailboxes

Student mailboxes are located on the left-hand side of the entrance to the Main Office. Be sure to check your mail regularly as this is another primary means of communication (i.e. notices of meetings, notes from faculty members, returned papers, etc.)

Announcements

Each Tuesday, before the chapel service, there are usually several announcements about events affecting the life and work of the college or about events in the wider Kingston community that may be of interest to those in attendance.

Blackboard

Just outside of the Student Lounge, there is a blackboard where students and faculty occasionally post notices of upcoming events.

Bulletin Boards

Notices posted on bulletin boards in Theological Hall (except for the Bulletin Board in the Student Lounge) require authorization from the main office secretary (Room 211).

5.12 Carrels and Lockers

There are some study carrels and lockers available at the college. To reserve a locker, sign up at the main office and place your lock on the locker. Putting your name on a piece of masking tape and attaching it to the door of your locker helps other students to know which locker is yours. Some study carrels are located in the Reading Room on the third floor. These are for general use by all students taking classes within the College. Since the College is a public facility, and, unfortunately, theft of personal items has occurred, you are advised not to leave any valuables on these carrels. Study carrels are also available in the Queen's University Stauffer Library and students are encouraged to make use of these. You may want to consider sharing carrels with other students, especially commuting students, so that more students have access to the carrels within the Theological College. Occasionally the Reading Room will be booked for large events, workshops or meetings, so you may have to temporarily re-locate to another study area.

5.13 Annual Conference

In the fall term, usually in the week following Thanksgiving, classes are replaced by the

College's Annual Conference, consisting of special lectures and workshops. One of the highlights of the academic year, this is a time of gathering of alumni, friends of the College and current students. All students are expected to participate.

5.14 Reading Week

Two study breaks are scheduled during the academic year. In the fall term, Reading Week is the thirteenth week of term, the week after the end of classes. In the winter term, Reading week is the seventh week of term. No classes or College committee meetings are scheduled during these two breaks.

5.15 Course Evaluation

Each class with 10 or more students is evaluated using the **USAT (University Survey of Student Assessment of Teaching)** system. It is designed to allow students to give faculty feedback on their teaching without the fear of negative repercussions. It is also designed to be a resource for students as they choose their classes. A copy of all previous USAT results for classes taught by each faculty member is available from QTSS.

If you would like to see this information, ask the convenor of QTSS and she or he will be able to direct you to it. USAT results are also forwarded to the Head of Theological Studies and the Principal for assisting in faculty reviews.

5.16 QTC Web Site

Please check regularly the QTC Web Site for calendar information, updates on courses, continuing education events, special lecture series, etc. The address is: <http://www.queentheologicalcollege.ca> and look at the link for "Students", for information specifically for you.

5.17 Computing Sites

There is a semi-public COMPUTER SITE situated in the basement of Theological Hall (Drama Dept) for the use of all Queen's Students, as well as in the Reading Room. You can access QLINK at this site. For a complete list of computer sites on campus, please see the ITS Website: <http://www.its.queensu.ca/sites/>

5.18 Audio-Visual Equipment

The following audio visual equipment is available: TV/VCR; Tape/CD/radio for playing and recording; video camera; overhead projector; slide projector; screen . This must be booked ahead through the main office. Priority is given to faculty bookings and continuing education events for teaching purposes, and equipment is to be made available for classroom use in Theological Hall.

5.19 Information for Candidates for Ministry in the UCC

Regulations governing the acceptance of candidates for the ministry, their supervision, training and ordination are set down in The Manual (sections 20-30, 720-732). Further information may be obtained from the Education and Students Committee of one's Presbytery, a Conference Office or the College.

The Testamur

The Testamur of Queen's Theological College is an ecclesiastical document awarded to United Church of Canada candidates who have completed the required course of study for either ordained ministry or diaconal ministry in The United Church of Canada.

Reports to Education and Students Committees

If you are a candidate for ministry in The United Church of Canada, the college is required to submit yearly reports on your progress and suitability for ministry. These reports are sent to your presbytery Education and Students Committee (E&S Committee). This report will be reviewed with you before it is sent. You will be asked to sign the report to indicate that you have seen it. Your signature does not necessarily mean that you agree with the report. Your E&S committee also needs a copy of your transcripts to accompany the report. To be able to send a copy of your transcripts, the College needs you to sign the clause in the report authorizing the college to send your transcript.

The yearly report is written by your faculty advisor on the basis of discussions among faculty. It is normally written and reviewed with you sometime between the end of March and the middle of April. Make sure that you do not leave Kingston for the summer before you have seen and signed this report. Your continued status as a candidate for ministry may be jeopardized if you do.

Internship Requirements for Ordination in The United Church of Canada

Requirements for candidates for ordination in The United Church of Canada include the fulfillment of an internship for eight consecutive months. This internship normally occurs after two years of theological studies (minimum of the equivalent of 9.0 full courses) and may begin September 1 or January 1. The United Church requires that a student complete the equivalent of at least 3.0 courses following the successful completion of an internship.

A student should consult with the Chair of his/her Education and Students committee or with the College's Field Education Director in order to determine the date by which he or she must be a candidate in relation to applying for an internship.

There are three basic types of internships: pastoral charge internships; alternative internships; and student supply internships.

There is flexibility for alternative internships which may include ministry in educational centers, outreach ministries, institutions, or Clinical Pastoral Education/Supervised Pastoral Education. At least fifty percent of an alternative internship must be in a United Church Pastoral Charge.

All internships are matched and/or approved at the Annual Meeting of Conference Internship Committees. Funding is usually handled jointly by The United Church of Canada and the internship placement.

Details about the internship program are contained in a booklet entitled “Learning in Community” available from the Director of Field Education or the Secretary, Education and Ministry Vocations, The United Church of Canada.

NOTE Normally, while serving on an internship, a student may not take courses for credit towards a degree.



6.0 LIFE AT QUEEN’S UNIVERSITY

6.1 Important Publications

There are a few publications that are available from Queen’s University that will make your stay at QTC easier.

The first one is called **What’s When**. What’s When is a day book that is developed by the Alma Mater Society (Queen’s undergraduate student society). It contains the dates of many important events and it lists some important resources available on the Queen’s campus. It is available from the Bookstore (just north of Theological Hall) and from the Gift shop in the John Deutsch University Centre (north-east corner of Division St. and Union St. across from the Stauffer Library).

Welcome Back is available in front of the Jock Harty Arena from the trailer that looks like a radio. Welcome Back is full of great coupons as well as some good articles on surviving in Kingston.

The third publication that is a must have for survival at Queen’s is called **Who’s Where**. This book lists every resource that is available on Queen’s campus. It also contains the home phone numbers and addresses of all the students and the work numbers of all faculty and staff at Queen’s. Like What’s When, Who’s Where is published by the Alma Mater Society. It is usually available by the middle of October from the information kiosk in the John Deutsch

University Ctr (JDUC). You need to have your student card with you when you pick up **Who's Where**.

6.2 Library Facilities

All QTC students have access to the Queen's University Library system. To borrow books you must have your Queen's University Student Card. The main library is Stauffer Library. It is located on the north-west corner of University and Union. Douglas Library, on the south-east corner, houses special collections. For further information on Queen's libraries, please see their website at <http://library.queensu.ca/>.

QTC students are accorded graduate privileges and thus are able to borrow books for one term (i.e., if you borrow a book in the fall term, you don't need to return it until January 15).

Of course, out of common courtesy, it is requested that you return books as soon as you are finished with them. The number of books used by theological students is limited and holding onto books long after you are finished with them makes it harder for other students to finish their assignments.

Many instructors put books and/or articles needed for their class "on reserve" at Stauffer Library. The reserve section is at the main desk on the first floor. Some may also put course material for photocopying on file at the Publishing and Copying Centre located in the basement of the John Deutsch University Centre.

For the convenience of students and staff, a small selection of reference books, magazines and lectionary resources are housed in the reading room on the 3rd floor of Theological Hall. Student theses are stored in room 414.

Each fall, QTC will arrange for an orientation to the Queen's University Libraries. This provides you with an essential introduction to Stauffer Library and library research skills.

6.3 Photocopying

There are several places on campus where you can do photocopying. To photocopy in **Stauffer Library**, you need to purchase a copy card from the dispensing machine on the south wall of the first floor of the library.

There is a photocopier available at **The Grey House** (51 Queen's Crescent - beside Victoria Hall). If you plan on doing a lot of photocopying or you hate carrying around change, you may set up a pre-paid account. To do so drop by the office on the first floor of The Grey House during posted office hours.

Photocopying is also available at the **Publishing and Copying Centre (P&CC)** in the John Deutsch University Centre (JDUC). Rates vary depending on the number of copies and the time of day you do the copying, but it is usually the cheapest place for volume copying. P&CC has

both self-serve copiers and they-serve copying.

6.4 Kingston Transit Bus Pass

Included in full-time student fees is the price of a Kingston Transit Bus pass. This pass is valid on all Kingston Transit buses from September until the end of April. Your student ID card doubles as your transit card.

6.5 Walk Home Service

The AMS and SGPS jointly run a program called “Walk Home.” The Walk Home service is available to all University students to help get them home safely. If you are walking home alone after dark please call Walk Home and ask them to escort you. Two Walk Home staff (usually one male and one female) will meet you in whatever building you are in and escort you to either your car or your home. Please contact Walk Home (533-2662) for any restrictions they may have.

6.6 Campus Security

Campus Security is available for reporting thefts, suspicious behaviour, etc. (533-6111). If there is a security issue in Theological Hall, please notify also the Director of Finance, Administration and Development.

6.7 Blue Lights

The Blue Lights spread out around Queen’s campus are there for your safety. If you are walking around the campus and feel uncomfortable for any reason press the red button on the Blue Light post. Campus Security will instantly know your location and will send Security officers out to you immediately. If you are being chased, hit the red button on each Blue Light you pass so that Campus Security can track your movements and get help to you as soon as possible. The Blue Lights can also be used if you or someone you come across needs immediate medical assistance (i.e. an ambulance).

6.8 Student Health, Counselling and Disability Service

These three services are all under one roof at 146 Stuart Street in the LaSalle Building.

Student Health has medical doctors, psychiatrists, psychologists and social workers on staff. Most services offered there are covered either by your provincial health plan or the SGPS Health Insurance. To book an appointment, phone 533-2506. Please note: You must be referred to psychiatry by a medical doctor.

Student Counselling provides assistance to students in their academic, career and personal

development during their time at university. To book an appointment, phone 533-2506.

Student Disability provides a range of services to students with disabilities, including: special exam and registration arrangements, notetakers, assistance with adaptive technology, learning support, counselling, referral services, library aids for print material, and liaison with faculty and staff. They can be reached by phoning 533-6467.

6.9 The Writing Centre

The Writing Centre is located at 140 Stuart Street (the front of QTC faces Stuart Street). At the Writing Centre, you can discuss your current writing assignments during free one-to-one tutorials with a professional tutor - for appointments or information, phone 533-6315. The writer's hotline gives advice about grammar and usage - 533-6294.

6.10 Sports and Recreation Facilities

Queen's University's main recreation facility is the Physical Education Centre (PEC) located beside the JDUC on Union Street. All students have access to the PEC by showing their student card. There is a swimming pool, a running track, weight room, and a cardiovascular room. Locker, towel and clothing services are available for a small fee. If you are interested in using the facilities, be sure to drop by the PEC to pick up their brochures on facility hours and on the Instructional Sport Classes they offer. PEC offers many interesting classes such as rowing, spring board diving, martial arts, etc.

6.11 Queen's University Residences

QTC students are not eligible to stay in the undergraduate University Residences. Most theological students who stay in residence stay in either the Graduate Residence, Harkness Hall, or in Trotter House or Jean Royce Hall. Students living in the residences are not required to sign up for the residence meal plan. In other words, you are free to cook (or buy) your own meals. However, you should know that cooking facilities in the residences are somewhat limited. They are adequate, but limited.

Over the years, many QTC students have worked in the Queen's University Residences as either Dons or Residence Co-ordinators. If this interests you contact the Office of the Director of Residences for more information (phone 533-6790 or write to: Office of the Director of Residences, C110 Victoria Hall, Queen's University, Kingston, ON K7L 3N6). Applications for both positions are usually due in the fall prior to the school year during which you wish to work (eg. for 2006/07, applications are to be submitted in October/November 2005). Applications are available from the Residence Life Office in Victoria Hall, or on their website <https://housing.queensu.ca/residence/>.

There are 260 one and two bedroom apartments available in An Clachan, a graduate student apartment complex located near West campus. A further 123 one-bedroom apartments (for childless married couples and single students only) are available in the John Orr Tower on the

West campus. These are University owned and managed rental apartments. Access to the main campus is by public bus service. Each university apartment is unfurnished but supplied with kitchen appliances and window coverings. Phone 533-2501, or check the Queen's University Website (www.queensu.ca) for information.

6.12 Other Accommodations

If you are not planning on staying in residence, Queen's University offers you some hints and help on finding off campus accommodations. If you have access to the Internet, take a look at Queen's Accommodation Listing Service: <http://info.queensu.ca/dsao/housing/alist1.htm>). This page has links to pages that will give valuable tips on finding a home, as well as a link to the Accommodation Listing maintained by Queen's University. The Accommodation Listing is usually up-to-date and is a very good place to start looking for an apartment or house in Kingston. (Web address: <http://www.notes.queensu.ca/alsweb.nsf>).

6.13 Campus Parking

Parking on the main campus of Queen's University is VERY limited; except for visitors in the underground garage, no one may park without a parking permit. Application forms for parking permits can be obtained from the Parking Office at Room 292, Rideau Building (533-2552.) There is a fee for such permits.

Queen's Parking Services offer a free parking and shuttle service between West Campus and Main Campus. There are no restrictions as to who is eligible to ride the shuttle service.

General info about the shuttle bus is at: www.queensu.ca/pps/parking/shuttle.html

The schedule is at: www.queensu.ca/pps/parking/busched.html

The map of the route is at:
www.queensu.ca/pps/parking/shuttle.jpg

Free parking is available on West Campus gravel parking lots located by Richardson Stadium. It is a 20 minute walk from West Campus to Main Campus.

Visitors to Queen's can park at hourly or daily rates in the underground parking garage. Enter from Stuart Street opposite Lower University Avenue.

Vehicles which are parked on campus in violation of the regulations are subject to City of Kingston parking fines.

6.14 Child Care

Parents wishing child care in Kingston should contact child care centres several months in advance of the date needed. Information about child care centres is available from the Child Care Resource Centre, 380 Bagot St, Kingston, ON K7K 3B9 (613-533-4915).

A joint initiative of the Dean of Student Affairs and Human Resources of Queen's University has produced (June 1997) a "**Child Care Guide**" for student parents. This resource guide provides a wide range of information about child care facilities, financial assistance, and other

resources in the Kingston area. It is an excellent resource guide and a valuable tool as you seek appropriate child care for your child(ren). A few copies are available in the main office, Theological Hall, or through the Dean of Student Affairs Office or Human Resources, Richardson Hall, Queen's University.

6.15 Queen's University Senate

The College is constitutionally entitled to no less than three representatives on the Queen's University Senate. By tradition, one of these is a theological student named by the QTSS. The Senate meets monthly during the academic year.

Once again, thank-you for choosing to be a student at **Queen's Theological College**. If you have any comments or suggestions for additions to this handbook please give them to the Head of Theological Studies.

