Sia'atoutai Theological College

NAFUALU

2021

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Photo: Kolotapu 2018.

FOREWORD

Mālō e lelei – Welcome in the name of the Father, the Son, and the Holy Spirit!

Sia'atoutai Theological College was established on the 14th August 1948 and named, *Sia'atoutai*, by Her Late Majesty Queen Salote Tupou III. *Sia'atoutai* describes the fisherman's skilled knits in making nets that befits the desired catch of fish. Thus, STC is seen as an institute for preparing of men/women to 'catch' people for God, and also for the Church (Free Wesleyan Church of Tonga). On top of that, the College also aims at training servants to provide sustenance and enrichment for the lives of those who are coming to receive Jesus Christ as their Lord and Saviour.

Prior to the establishment of Sia'atoutaiin 1948, the Church's Ministerial Training has already a Motto believed to be coined by Rev'd Dr. Harold Wood as '*Ke Kalaisi'ia mo Kelese'ia'*. Eventually, Rev'd K. D. Groove, the first principal of Sia'atoutai Theological College chose to remain with the same Motto but with his addition of "*'Oku tau Langa ki 'Itaniti*". This was not an easy transition, as some preferred the original while others went with the new version. To mark the 25th Anniversary of Siaatoutai in 1973, it was agreed to combine the two and the Motto officially became "*Ke Kalaisi'ia mo Kelesi'ia 'Etau Langa ki 'Intaniti*" (Through Christ and Grace we build to Eternity!" Such mandate has kept the College going for

now 68 years. Yearly themes of the College are formulated around this understanding of the Motto.

The College has always been the center for the spiritual formation and theological training for both the lay and ordained ministry of the Free Wesleyan Church of Tonga. There are five academic programs in the College. The first four are pure academic biblical and theological study programs. They are the **Certificate in Theology and Pastoral Ministry**, which is taught and examined in the Tongan vernacular; **Diploma in Theology** and **Bachelor of Divinity**, which are taught and examined in English; and the **Women's Program** which requires the participation of all students' wives and is taught and examined in Tongan as well. The fifth is the **Ministerial Formation and Training Program** designed for training of probationary ministers.

Sia'atoutai's Certificate program covers four theological disciplines, namely Biblical Studies, Theology and Ethics, Church History and Pastoralia, and is thus recognized by the SPATS (South Pacific Association of Theological Studies) as an advanced Certificate program. Our BD program has proven to provide a solid foundation for further studies and is thus being recognized by academic institutions in the Pacific and abroad.

Our community life operates in a circuit structure of eight villages. An ordained faculty member heads each village and assisted by an appointed student as village steward. They administer village lives and activities under the direction of the administration.

Malo 'aupito

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Rev'd Dr. Tevita Koloa'ia Havea

2021 CALENDAR

Date	Events
27th Jan	Departmental Preparatory Meeting
28th-29th Jan	Faculty Preparatory Meeting
02th Feb	College Academic Year Starts – opening service Principal Revd. Dr. Tevita Koloa'ia Havea & the Principal's roll call
03th - 5th Feb	Orientation Week – John & Charles Wesley 300 Hall
05th Feb	Course Registration & payment of school fees College Holy Communion
7th Feb	Opening Sunday Service and induction of new workers – President Revd. Dr. 'Ahio
8th Feb	First Semester Classes Begins
14th Feb	Sunday service – Dean of Study Rev. Dr. Taliai Niumeitolu
17th Feb	Ash Wednesday
18th Feb	Board of Study Meeting (1:00pm) STC Committee Meeting (7:30pm)
21st Feb	Sunday Service – Rev'd Tu'i'afitu
25th Feb	Conference Committee Meeting
28th Feb	Sunday Service – Rev'd 'Alifeleti 'Atiola (TCT Principal)
7th Mar	Sunday Service – Rev'd Taniela Manu (STC Committee Chairperson)
14th March	Sunday Service – Rev'd Taufa Filiai
21st March	Sunday Service – Hon. Poasi Tei
26th Mar	Mid-semester break
27th Mar	Polopolo Toutu'u
29th Mar	Holy Week Begins
30th & 31st Mar	Quarterly Meeting
01st April	Maundy Thursday-offer good service to society
02th April	Good Friday
04th April	Easter Sunday – Rev'd Taniela Veamatahau
05th April	Easter Monday
06th April	Mid-semester Resume
11th April	Sunday Service – Rev'd Falematapule Lomu (PEV)
13th &14th April	District Annual Meeting (Faka-Vahefonua Tt.)
18th April	Sunday Service – Hon. Vatau Hui
25th April	ANZAC Day
26th April	ANZAC Day Holiday

02nd May	FakaMe Children's White Sunday
9th May	Mother's Sunday Dr. 'Ana M. Taufe'ulungaki
13th May	Ha'ele Hake Service – Rev'd Sioeli Sipaisi
16th May	Father's Sunday – Lord Vaea
21st May	Semester Classes End
23rd May	Pentecost Sunday – Rev'd Tu'inauvai 'Asaeli
24th-28th May	Reading week
30th May	Trinitarian Sunday – Rev'd Dr. Sioeli K. Vaipulu
31st May - 4th June	First Semester Final Exams week
4th June	Emancipation Day
06th June	Sunday Service – Rev'd Dr. Paula O. Latu
13th June	Sunday Service – Rev'd Viliami Tu'akoi
19th June	Final submission of students thesis/projects
20th June	Sunday Service – Rev'd Fili Fai'esea Lilo (PAK)
21st June	Uike Konifelenisi hono 96
27th June	Sapate Konifelenisi
28th June	Graduation/General Conference 'Eua
04th July	Official Birthday of HM King Tupou VI
05th July	First semester ends
17th July	Second semester begins
14th August	73rd Anniversary Sia'atoutai Theological College
22nd August	Sapate Sia'atoutai
03rd Sept	Mid-semester break
11th Sept	Mid-Semester break resumes
17th Sept	Birthday of HRH Crown Prince
3rd Oct	Katoanga Tukumo'ui - Annual bazaar Donations
4th Nov	Constitutional Day
1st-5th Nov	Reading Week
08th-12th Nov	Semester 2 Final Exam Week
26th Nov	End of school year Prize Giving

History of the College

Principals of the College	
Names	Date/ Years
Rev. Ken Grove	1948-1951
Rev. Ron Woodgate	1951-1960
Rev. Paul Trigge	1961-1968
Rev. Sione 'Amanaki Havea	1968-1971
Rev. Sione Lepa To'a	1971-1980
Rev. Lopeti Taufa	1980-1984
Rev. Dr. Salesi Tu'a'ofa'eiki Havea	1985-1995
Rev. Dr. Adrian Burton	1995-2000
Rev. Dr. 'Ahio	2000-2005
Rev. Dr. Tevita Tonga Mohenoa Puloka	2005-2010
Rev. Dr. Siotame Havea	2010-2015
Rev. Dr. Tevita Koloa'ia Havea	2015-
Deputy Principals	
Rev. Dr. Siotame Havea	2000-2008
Rev. Dr. Heneli Taliai Niumeitolu	2010-
Head Tutors	
Rev. Samiuela Fonua	1948-1951
Rev. Siotame Sau Faupula	
Rev. 'Isikeli Hau'ofa	
Rev. Tevita Mone	1951-1960
Rev. Sione Lepa To'a	1961-1970
Rev. Dr. Viliami Huluholo Mo'ungaloa	
Rev. Vili Vailea Saulala	1970-1973
Rev. Tevita Vea	1974-1976
Rev. Tevita Tonga Mohenoa Puloka	1979
Rev. Dr. Samiuela Toa Finau	1980-1982
Rev. Taniela Palavi	1983
Rev. Siosaia Folau	1984
Rev. Dr. 'Ahio	1990-2000
Rev. Sione 'Amelali Vaha'i	2000-2002
Rev. Falematapule Lomu	2003-2007
Rev. Dr. Siotame Havea	2007-2008
Rev. Dr. Heneli Taliai Niumeitolu	2008-2010
Rev. Viliami Petelo	2010-2012

Rev. Koloti Ma'u	2012-2020
Rev. Visa Taufu'i	2020-

Statement of Purpose

Sia'atoutai Theological College (STC) functions as a Methodist Church of Tonga's (MCT) learning centered institution of quality theological and ministerial education. It offers graduate certificates and degrees that focus on ministerial and theological education, focusing in both the Christian and contextual traditions. The degrees are suited for students seeking formation and education as ministers, lay leaders, educators, counselors, activists, and scholars in primary and secondary Christian contexts.

Mission

The mission of STC is to train quality ministers of the Free Wesleyan Church of Tonga (FWC) at maximum student learning and contextual awareness, individual and communal development, high quality instruction and service, and Christian community enrichment.

Vision

To pursue the above mission, STC has adopted the following specific institutional purposes:

1. Provide certificate and degree programs consisting of theological and ministerial education core and elective courses that satisfy theological and practical requirements of the Church and its agents
2. Provide certificate and degree programs with courses that qualify students for employment in the church and beyond
3. Provide theological programs that advance student achievement in critical biblical and theological reflections and studies
4. Provide access points or pathways to higher studies in the Bible and Christian theology
5. Provide excellent academic and support services that responsive to changing situations in the church and its surroundings

6. Engage the church by ensuring public access to information and providing biblical and theological programs that address responsible citizenship, diversity, and improve the quality of life.
7. Collaborate with stakeholders and higher education institutions to provide additional graduate instruction.
8. Foster a critical and contextual-sensitive yet institutional environment that promotes the freedom of inquiry necessary for constructive learning and teaching

Institutional Objectives

STC expects its students to have:
1. Personal affirmation of their faith in God the Father, Son, and Spirit
2. Personal affirmation of their belief in Wesleyan tradition
3. Critical understanding of their faith
4. Constructive and transformative leadership skills in a changing world and context
5. Collaborative knowledge of church ministry and mission
6. Deliver quality awards that are sensitive to the changing social, political, economic, and environmental situations
7. Appreciate multiracial and multicultural context of the church

College Personnel

Management and Administration

Principal	Rev. Dr. Tevita Koloa'ia Havea	BA. TWU M Div Perkins School of Theology. SMU MTS Perkins School of Theology SMU PhD Sheffield University.
Dean of Studies	Rev. Dr. Heneli Taliai Niumeitolu	BSc. (USP) BD (STC) MTh (PTC) PhD (Edinburgh University)
Head Tutor	Rev. Visa Vakalala Taufu'i	BD (STC) MTh. (PTC) Grad. Cert. Ecumenism (Bossey)
Registrar	Rev. Dr. Paula Onoafe Latu	Dip Hort (Massey Uni) BD (STC) GCert Ecum (Bossey) MTh (PTC) MPhil (Massey Uni) PhD (Uni Of Canterbury)
Student Counsellor	Revd. Taufa Filiai	LTh. (MCD) BTh. (MCD.) Dip. Counselling
Dean of Ministerial Formation Kolotapu Seminary	Rev. Dr. Sioeli F. Vaipulu	BD (STC) MTh with Distinction (PTC) PhD (CSU)

Faculty Members and Academic Disciplines

Biblical Studies

Rev. Dr. Tevita Koloa'ia Havea (HOD) BA. TWU
M Div Perkins School of Theology. SMU
MTS Perkins School of Theologu SMU
PhD Sheffield University.
Taniela Veamatahau (**BD** (STC), **MTh** (MCD) (Old Testament)
Taatimoa Tafea (**BD** (STC). **MTh**. (Azusa Uni.)
Toutai Laulaupea'alu Siuta Dip. Ed.(TIOE), **BD**. (STC) **MTh.** (PTC), **MBA** (USP).
'Ulunga Sikaleti (**BD** (STC), **MTh** (PTC)
Timote Folau (**BSc**. (USP), **BD** (STC), **MTh. Cand**. (PTC).
Tevita 'Okusi (Tutor) (**BD** (STC).

Falematapule Lomu (part time) (**BD**. (PTC.) **MTh**. (PTC.) (Old Testament and Hebrew Language)
Senitimita 'Uhila (part time) (**BD**. (STC), **MTh**. (PTC)

Theology and Ethics

Dr. Sioeli F. Vaipulu (HoD) (BD (STC), MTh (PTC), PhD (CSU) (Systematic Theology and Ethics)
Sione Folaumoetu'i (BD (STC), MTh (PTC). (Theology & Ethics) Grad. Cert. Ecum. (Bossey)
Visa V. Taufu'i (BD (STC), MTh (PTC). (Theology & Ethics) Grad. Cert. Ecum. (Bossey)
Melelei Niumeitolu (BD (STC) Grad. Dip. Theo. (Laidlaw) MTh. Cand. (Otago).
Victoria Kavafolau (Tutor) (BD (STC), MTh. cand. (PTC).

History and Wesley Studies

Dr. Paula Onoafe Latu (HoD) (Dip Hort (Massey Uni) BD (STC) GCert Ecum (Bossey) MTh (PTC) MPhil (Massey Uni) PhD (Uni Of Canterbury)
Sioeli Sipaisi Vaiangina (BD (STC) MTh (PTC)
Tevita Tonga Mohenoa Taka (Tutor) (BD (STC), MTh. Cand. (PTC)

Practical Theology

Dr. Taliai Niumeitolu (HoD) (BSc (USP), BD (STC), MTh (PTC), PhD (Edinburgh University)
Mrs. Halamalu Fainga'a Ma'asi (BD (STC), MTh (PTC), MBA (USP)
'Aisea Vaomotou (Tutor) (BD (STC)

Women Studies

Mrs. 'Elaona Niumeitolu (HoD) (**BA** (Wellington)

Visiting Lecturers

Dr. 'Ana Maui Taufe'ulungaki (MCT)
Dr. Mapa Ha'ano Puloka. (MOH)

Staff on Study Leave

Maika Lutui (**BD** (STC), **MTh** (UOA), **MA cand.** (UOA)
Filimone Uili (**BD** (STC), **MTh** (MCD) (Old Testament), **PhD cand.** (Otago)
Christina Pomaama Liu (History & Wesley Studies) (**BD** (STC), **MA. Cand**. (ATS. Kentucky)

Library Staff/ ICT

Librarian	Timote Folau
Assistant	Soana Vaomotou
Assistant	Samiuela Latu
	Tu'ineau Latu
	Sione Fihaki
	'Amaka Fonohema
IT Engineer	Mosese Taufa
IT Programmer	Vacant

Business Manager & Treasurer

Treasurer	Sione Vao
Assistant	ZCO Tongatoutai
	'Ilaisa V. Pualiki
Internal auditor	Sione Vao

Office Administrator

Administrator	Huahulu Fe'ao
Assistant	'Ilaisane Va Fusimlohi

College Music

Choir Master	Lotu Siuhengalu
Assistant	'Ilaisaane Vā Fusimalohi
Pianist	'Amanaki Fifita

College Farm

Farmer Manager	Tūtone Ma'asi
Assistant	Vacant
Steward Tapuvao	Tolokena Huihui
Steward Tongamai	Tu'uta Fotu
Omeia (NZ)	Tevita 'Isoa
Labourers	

College Businesses

Business Manager	Vacant

Assistant	Vacant
Shopkeepers	Seini Huihui
	Kaloline Latu Siale
	Timote Vea
Mechanic	'Amanaki Faka'iloatu'u
Water Operator	Hokani Malolo
Gas Station	Moana Malakai
	Siosiua Leha
	Sione Lomu
	Hyata Kaho
	Fono Lalaki
	Afui Nusi
Carpentry Manager	'Osai Fe'ao
	Bruce Fonohema
	Wayne Vaa'i
	Penisimani Tupou
	Sione Blake
	Siotame Fangupo
	Luahea Tupe
Concrete	Sione Vehikite
Plumber	Tevita Filimoehala
	Fatafehi Tufui
Electrician	Folau Feimoefiafi
	Sione Fifita

PROGRAMS OF STUDY

Graduate Certificate in Theology and Pastoral Ministry (GCTPM)

Strategic Profile Statement

The purpose of this qualification is to provide the FWCT with people who are able to develop, evaluate and deliver programs that provide guidance and direction to support both individual and community spiritual development in a range of ministry and/or education contexts.

Graduates will benefit by having a qualification that recognizes their theoretical knowledge and skills in developing, evaluating and delivering such programs, thus enhancing their employment opportunities and/or ability to work in a voluntary capacity.

The course consists of 36 subjects with 28 core subjects and 8 electives. The course offers a foundation in Biblical Studies, Church History and Systematic Theology at a level appropriate to students with a prior undergraduate degree.

Graduates will be capable of working autonomously within established parameters and may have some responsibility for the management of learning and performance of others.

This program serves two major purposes:

1. Providing quality theological education to community of college dropouts in Tonga

2. Create a community of theology and Bible literacy in Tonga

Graduate Profile	
Level of Study	**Level 4**
Units	**36**
Duration	**3 Consecutive Years**
Language of Study	**Tongan**
Credit Points	**120**
Contact Hours	**10hrs x 120**

Graduate Profile Outcomes

At the completion of this course students should be able to:

1. Read and interpret the Bible according to the changing circumstances of Tonga
2. Demonstrate in-depth understanding of biblical and theological doctrines and principles
3. Read and talk about the Bible and God in a critical manner
4. Show basic skills in biblical and theological interpretation
5. Prepare and preach a biblical and theological sermon
6. Demonstrate critical judgment and moral decision making
7. Demonstrate pastoral strategies and plans
8. Critically and constructively engage the Bible and theology in everyday experiences

Eligibility

1. This program is open to all applicants of all level of qualification except for people with mental disability, contagious diseases, criminals, and those at the age younger than 17
2. Applications from people with serial criminal records will be at the approval of the Board of Studies

Tenure

1. This is a three (3) years residential program
2. An extension approval, based on special circumstances, must be sought, from the Board of Studies, only to a maximum of three (5) consecutive years of study
3. A Leave of Absence is only available for a year
4. The program of study expires after five (5) years of continuous incompletion omitting the year where a Leave of Absence would have been granted

Eligibility for the Award

1. Pass every required and elective course with minimum credit points of 7.5 (50%)
2. Satisfactorily complete all practical placements
3. Assessment for all the courses must comply with the College Assessment Policies

Graduate Certificate in Theology and Pastoral Ministry Curriculum

Year I
Semester I

BS101	Halakinikini ki he Tohitapu
TH101	Talateu 'o e Tokateline
TH102	Talateu ki he 'Efika Faka-Kalisitiane
CH101	Ako ki he Hisitolia
CH102	Hisitolia Siasi Kalisitiani: 1st -10 Century AD
PT101	Talateu ki he Tauhi Kakai

Semester II

BS202	Ko e Nima'i Puka 'a Mosese
BS204	Kosipeli mo e Tohi Ngaue
TH203	Tokāteline 'o e 'Otua
TH204	'Efika Faka-Fuakava Motu'a
PT202	Ko e Ako Faka-Kalisitiane
CH204	Hisitolia mo e Tokateline Faka-Uesiliana

Year II
Semester I

BS105	Ngaahi Tohi Hisitolia
BS106	Ngaahi Ta'anga Palofita
BS107	Ngaahi 'Ipiseli
TH105	Tokateline 'o Kalaisi
TH106	'Efika Faka-Fuakava Fo'ou
CH105	Histolia Fakalelei Lotu: Senituli 11-18th
PT103	'Evangelio

Semester II

BS208	Talateu ki he Vete Tohitapu
BS209	Ngaahi Tohi Ta'anga mo e Poto
TH207	Tokateline 'o e Tangata
TH208	'Efika Faka-Kalisitiane mo e ngaahi Faingata'a 'o e 'Aho
CH207	Hisitolia 'o e Lotu Uesiliana 'i Tonga, 19th - 20th cent.
PT204	Tala mo e Founga 'o e Malanga

Year III
Semester I

BS110	Ngaahi Tohi Tatala Pulonga
TH109	Tokateline 'o e Siasi

Elective 1	Fakapapau'i 'i he Lesisita
Elective 2	Fakapapau'i 'i he Lesisita
Elective 3	Fakapapau'i 'i he Lesisita
Elective 4	Fakapapau'i 'i he Lesisita
Semester II	
TH210	Teolosia mo e Efika 'o e Potungaue Faka-Faifekau
Elective 5	Fakapapau'i 'i he Lesisita
Elective 6	Fakapapau'i 'i he Lesisita
Elective 7	Fakapapau'i 'i he Lesisita
Elective 8	Fakapapau'i 'i he Lesisita

Certificate in Theology and Pastoral Ministry Elective Courses

Biblical Studies	
BS109	Vete: Nima'i Puka 'a Mosese
BS110	Vete: Palofita
BS211	Vete: Tohi Ta'anga
BS212	Vete: Kosipeli
BS213	Vete: 'Ipiseli
Study of Theology and Ethics	
TH211	Teolosia mo e Tukufakaholo
TH112	'Efika Faka-Kalisitiane mo e Tekinolosia 'o e Mo'ui
TH113	'Efika 'o e Holongā Faka-Setuata
TH214	'Efika mo e Famili
TH216	'Efika mo e 'Atakai Fakaenatula
TH117	'Efika mo e Konisitutone 'o e Pule'anga Tonga
History[1] and Wesley study[2]	
CH109	Tala-tukufakaholo Ngaue Misinale Tonga Pasifiki.
CH110	Tala-tukufakaholo Siasi Kalisitiani Tahi Moana
CH211	Tala-Tukufakaholo mo e *Hisitolia* Tohi
CH212	Fa'unga Uesiliana & Mavahevahe 'i Tonga mo Muli
CH213	Kau Fefine Tonga 'I he Tala-Tukufakaholo

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[1] This English term "History" is being translated to Tongan as Tala-Tukufakaholo (TTF), thus wherever TTF appears, it thus means history and carries that definition in its wider sense.

[2] This department will be known as Department of HISTORY AND WESLEY study. Codes of some electives had been changed to accommodate the needs. Those electives have been removed from the list and slotted into the main compulsory course to be taught as part of the teaching.

CH214	Tala-tukufakaholo 'o e Liliu Tohi Tapu.
CH 215	Ngaahi Lotu Kehe

CERTIFICATE IN THEOLOGY AND PASTORAL MINISTRY WITH HONOUR

This program is a one-year (1) degree program. It is an honorary component of the GCTPM program. It aims at recognizing students with outstanding achievements and extending students' capacity and skills in researching and writing.

Eligibility

1. Applicants must complete every course in the first two years of GCTPM program at the minimum credit points of 11.25 (75%)
2. Entry shall be determined at the end of the first semester of the second year of study.

Eligibility for the Award

Candidates to this award must achieve an overall grade of B+ from all the courses in the program of study plus a minimum grade B in a research thesis.

The Diploma in Theology

Strategic Purpose Statement

STC Diploma of Theology provides an essential component of training for ministry in the church and offers students the opportunity to deepen their understanding of the Bible and theology.

The purpose of this qualification is to provide the FWCT with people who able to evaluate and deliver ministry programs within their specialized area(s), and lead a wide range of Christian operations.

This qualification is stranded in order to recognize the specific knowledge and skills required in a variety of occupations and contexts in Christian contexts, wider affiliated sectors, and in not-for-profit organizations.

Graduates will benefit by having a qualification which recognizes their broad understanding of theology and biblical foundations, evaluation, strategic thinking, and practical Christian leadership skills; enhancing their employment opportunities and/or ability to work in a voluntary capacity.

The course consists of 16 subjects (240 credit points) with 8 core subjects and 8 electives. The course offers a foundation in Biblical Studies, Church History and Systematic Theology at a level appropriate to students with a prior undergraduate degree.

The qualification focuses on the application of the principles of theology, biblical foundations and ministry in a community of practice through the delivery of programs; and is targeted at individuals who are ready to positions of ministerial leadership in a variety of roles.

Graduate Profile	
Level of Study	6
Units	16
Duration	2 Consecutive Years
Language of Study	English
Credit Points	240
Contact Hours	10hrs x 240

Graduate Profile Outcome

Graduates will be able to:

- Evaluate and apply broad understanding of theology and biblical foundations to defined contexts based on contextual interpretation and theological appropriation
- Evaluate a ministry program based on strategies that integrate personal and community faith journeys, and the social, cultural and other contextual considerations of defined mission
- Execute strategic practical biblical, theological, and ministerial knowledge and skills
- Accommodate and value multicultural perspectives
- Critically responsive to social and practical situations

Qualification Pathways

1. **Education Pathway**

   This qualification may lead to entry into Bachelor level degree or equivalent.

2. **Employment Pathway**

   Graduates will have the skills and knowledge to work in specialized administrative and leadership positions in a variety of occupations in Christian church and communities, Bible and theological schools, pastors, and ordained ministers at the church.

Eligibility

1. All FWCT probationary ministers aimed at ordination are required to attend and complete this program.
2. Applicants must pass the Pacific Secondary Senior Certificate (PSSC) or an equivalent (or higher) qualification. This does not apply to probationary ministers candidates.
3. Applicants with a Certificate in Theology and Pastoral Ministry with Honours need the recommendation of the Faculty Meeting and the approval of the Board of Studies.

Tenure

1. This is a two (2) years residential program.

2. An extension, based on special circumstances, approval must be sought from the Board of Studies, only to a maximum of three (3) consecutive years of study.
3. A Leave of Absence is only available for a year.
4. The program of study expires after 4 years of continuous incompletion omitting the year where a Leave of Absence would have been granted.

Eligibility for the Award

1. All candidates must pass all the courses (16) with a minimum credit score of 7.5 (50%)
2. All assessment tasks must comply with the Assessment Policies of the College
3. Failure from Diploma in Theology program qualifies a candidate to no more or less than a Diploma in Theology Incomplete award.

Diploma in Theology Curriculum

Year I
Semester I

BS611	Study of the New Testament*
TH611	Introduction to Christian Theology*
HS611	History of the Church Fathers*
PT611	Sociology of Religion
PT612	Human Development

Semester II

BS622	Reading the Bible Creatively*
TH622	Introduction to Christian Ethics*
TH623	Doctrine of God*
PT623	Christian Pastoral Principles*
PT624	Church and Society

Year II
Semester I

	4 Electives from Practical Theology

Semester II

BS624	4 Electives each from all disciplines

Diploma in Theology Course Descriptions

Biblical Studies: Requirement Courses

BS611 Exploring the Bible

This unit is designed to develop the student's knowledge and understanding of biblical history and literature in relation to the social and cultural context of ancient Israel and the early church, its variety of genres and key biblical and theological themes

BS622 Interpreting the Bible in Tonga

This unit is designed to enable students to critically explore and apply various tools and methods of interpretation. It will also engage students in a transformative manner of interpreting Scriptures.

BS624 Gospel, Power, and Identity

This unit is designed to enable students to explore the relationship of social location and identity to ideologies of oppression in the gospel.

BS613 Torah, Covenant, Promise & Land

This unit is designed to explore and analyse the biblical and theological nature of covenant, promise, and land in the books of the Torah through a close reading of selected passages with attention paid to the history of their interpretation and application.

Studies of Theology and Ethics

TH611 Doing Theology in/from Tonga

This course is designed to allow students to explore and understand the landscape, field, and development of theological studies in history and in Tonga. It enables students to do critical theological thinking and reflection on public and contextual issues pertaining to the Tongan context.

TH622 Grounding Christian Ethics in Tonga

This course is designed to enable students to explore the history and theories of ethics in relation to the essence of Christian ethic. It allows students to critically evaluate biblical and theological moral principles against a Tongan moral perspective and religious context.

TH623 God, Humanity in/and Creation
This course is designed to explore the being and nature of the triune God, facilitate with biblical overview of the person and ministry of the Triune God in creation and providence, and articulate the problem of evil and sin with particular focus on issues related to the relationship of human and creation.

TH614 Faiths in Public Space
This course is designed to enable students to explore and critically evaluate how theology is understood and could serve the needs of those outside the academic spaces. It also engages students on critical analysis and dialogue with other faiths.

History and Wesley Studies
HS611 Wesleyans in Tonga: First 200 Years
This course is designed to enable students to explore and evaluate the historical development of Wesleyan faith in Tonga. It equips students with facts of history.

HS736 Tongan Wesleyan Divisions: Pathway towards Ecumenism.
This course surveys the development of the Tongan Wesleyan divisions n Tonga and abroad. It facilitates students with facts about divisions as it began from apostolic era, and the way in which, it developed to present Tongan Wesleyans. Pathways for ecumenism are studied from John 17.20,21 to see possible pastoral solutions.

Studies in Practical Theology
PT611 Sociology of Religion
This course is designed to enable students exploring and analyzing the social nature of religion. It facilitates students with analytical qualitative skills in social studies.

PT612 Human Development
This course is designed to allow student to explore and acquire in-depth knowledge and critical reflection on physical and mental development of humanity

PT623 Introducing Practical Theology
This course is designed to enable students explore and evaluate the historical, biblical and theological foundations of pastoral care and counseling

PT615 Christian Education: Theories and Practice
This course is designed to enable students to explore and evaluate theories and practical components of Christian education in the local church (FWCT)

PT624 Church and Society
This course will provide students with a framework for engaging the community. Students will learn principles and strategies for church and individual community involvement and development.

PT616 The Church in a Culture of Technology
(Course description is needed from HOD of department concerns).

PT617 Mission Evangelism and Culture of Post-colonialism
This course is designed to allow students to explore and evaluate the nature of evangelism in postcolonial thinking

The Bachelor of Divinity

Strategic Purpose Statement

The purpose of this qualification is to provide the Free Wesleyan Church of Tonga and their agencies with people who are able to operate as creative senior administrators and leaders.

The qualification is stranded in order to recognize the specific area of knowledge and skills required in a variety of roles and contexts ranging from the administration of parish, teaching and researching religious education themes to holders of other roles of responsibility in theological schools as defined in the Free Wesleyan Church of Tonga Constitution 2005 (*Tohi Konisitutone Siasi Uesiliana Tau'ataina 'o Tonga 2005*) and the TNQAB & TQF Policies 2009, Part 2 'Qualification Characteristics'.

Graduates will benefit by having a qualification that recognizes their advanced evaluation, research, leadership, administration and strategic management skills and knowledge; enhancing their employment opportunities, and/or ability work in a voluntary capacity in the church and their agencies.

The course consists of 32 subjects with 24 core subjects and 8 electives. The course offers a foundation study in the disciplines of Biblical Studies, Church History, Systematic Theology and Ethics and Pastoral Ministerial Studies. This level of study is appropriate for students with prior undergraduate degree.

Target Groups

This qualification is targeted at individuals who are ready for positions of managerial and senior leadership positions in a variety of roles. This qualification also targets those who seek further theological studies at postgraduate level; or for current practitioners, such as teachers or Religious Education, who want to upskill a particular area of Christian ministry.

Graduates will be able to apply in-depth theological and biblical study skills and knowledge to advice managerial and strategic decisions, is responsible for leadership and may supervise others.

Graduate Profile	
Level of Study	**7**
Units	32
Duration	4 Consecutive Years
Language of Study	English
Credit Points	480
Contact Hours	10hrs x 480

Graduate Profile Outcomes

Graduates will be able to:

1. Analyze and apply an in-depth understanding of theology and biblical foundation in operational or research contexts
2. Evaluate, review and respond to the pastoral, specialized and ethical responsibilities required of defined church ministry settings
3. Apply management or administrative capability and leadership in a Christian ministry environment to make strategic decisions in a specified context
4. Critically reflect on personal faith journey and professional development to refine own practice.

Graduates with Biblical Studies strand will also be able to:

1. Research and critically evaluate the application of diverse biblical disciplines, methods and textual analysis to inform and develop a Christian community

Graduates with the Theological Studies strand will also be able to:

1. Research and collate information on theological and relational topics as they apply to Tonga's unique cultural communities, service organizations and society at large.
2. Critically evaluate strategies that contribute to effective management and leadership in specified contexts.

Graduates with Pastoral Studies strand will also be able to:

1. Integrate information of specific groups and apply skills to the specific role of pastor to critically analyze performance
2. Identify opportunities that contribute to effective spiritual worship and pastoral care practices

Graduates with the Historical Studies strand will also be able to:

1. Able to understand the colonial situation of historiography in Tonga. Research and collate facts of history on theological and relational topic as they situate them in the Tongan Tapu cultural logic worldview, communal interactions, *kainga* organizations in society at large.
2. Critically evaluate strategies that contribute to effective management and leadership in specified contexts.

Qualification Pathways

1. **Education Pathway**

   This qualification may lead to entry in higher postgraduate Diploma and Masters in Theology
2. **Employment Pathway**

   Graduates will have the skills and knowledge to work in senior administrative and leadership positions as managers in a variety of occupations in Christian church and communities, Bible and theological schools, pastors, and ordained ministers at the church.

Eligibility

1. Applicants must have a minimum qualification of Tonga National Form Seven Certificate
2. Must prove themselves competent in both speaking and writing English as a Second Language
3. Hold an academic degree or diploma from a recognized institution
4. Have passed the Sia'atoutai Diploma in Theology (with all courses at 55% or more) or equivalent award from an institution accredited by SPATS or equivalent body
5. Have qualifications judged by the Board of Studies to be equivalent to one of the above

Tenure

1. This is a four (4) years residential program
2. An extension approval, based on special circumstances, must be sought, from the Board of Studies, only to a maximum of six (6) consecutive years
3. A Leave of Absence is available only for one (1) academic year.
4. This program of study expires in 6 years of incompletion omitting the year where a Leave of Absence would have been granted

Eligibility for the Award

1. All candidates must pass every course (32 in all) at a minimum credit point of 8.25 (55%)
2. Must achieve a minimum of D grade from his or her written research thesis (equivalent of 90 credit points).
3. All assessment tasks must comply with the Assessment Policies of the College
4. Failure in the program with a minimum of 120 overall credit points qualifies to a Diploma in Theology Level 5

Bachelor of Divinity Curriculum

Year I
Semester I

BS711	Exploring the Bible
BS712	Greek Grammar I
BS713	Hebrew Grammar I
TH711	Doing Theology in/from Tonga
HS711	Study of History
PT711	Human Development
Study Skills 1	Structure Essays and Documentation

Semester II

BS724	Greek Grammar II
BS725	Hebrew Grammar II
TH722	Grounding Christian Ethics in Tonga
HS722	Christianity and Empire: 1-10th Century
PT722	Introduction to Practical Theology
PT723	Sociology of Religion
Study Skills II	Book Summary and Book Review

Year II
Semester I

BS716	Torah: Covenant, Promise & Land
TH713	God, Humanity, and Creation
TH714	The Bible and Decision Making in Tonga
HS713	Christianity and Reformation: 11-18th century.
PT713	Mission, Evangelism, and Empire
Study Skills III	Literature Review: Structure and Components (Elements)

Semester II

BS727	Prophets: Protests, Justice and Hope
BS728	Gospels: Power and Identity
TH725	Faiths in Public Space
HS724	Wesleyans in Tonga: First 200 Years
PT724	Homiletics: Theory and Practice
Study Skills IV	Literature Review: Quoting and Paraphrasing

Year III
Semester I

TH716	Wesleyan Theology in the 21st Century
TH717	Tongan Eco-Theology
PT725	Christian Education
BS, HS, PT, TH	Elective 1
BS, HS, PT, TH	Elective 2
BS, HS, PT, TH	Elective 3
Study Skills V	Literature Review: Critique and Appropriation

Semester II

PT3-207	Pastoral Counselling
HS726	Methodist History and Theology
TH728	Bioethics
BS, HS, PT, TH	Elective 4
BS, HS, PT, TH	Elective 5
BS, HS, PT, TH	Elective 6
Study Skills VI	Thesis Proposal Seminar

Year IV
Semester I

HS 725	Methodist Polity
All Disciplines	Elective 7
Study Skills VII	Thesis Seminars

Semester II

CM4-208	Crisis Ministry
BS, HS, PT, TH	Elective 8
Study Skills	Thesis Finale

BACHELOR OF DIVINITY WITH HONOURS PROGRAM

Academic Requirements

To qualify for the award of the Bachelor of Divinity with Honours, the student must fulfill all requirements, as follows:

Tenure

Candidates shall be admitted provisionally for six (6) months to ensure his or her competency and capability to do the advance level of study. Unsatisfactory attitude and performance may result in denying his or her candidacy relegating to normal BD program. If it happens that the candidate cannot complete the program for some reasons within the normal four years, he/she may apply for a leave of absence no more than two consecutive years. Failing to complete the program during the given years would result in the termination of his candidacy and should he or she needs to continue pursuing the program must start from the beginning of the course.

Thesis

All candidates must show originality and creativity in researching and writing on a particular topic within area of interest. This task must involve producing and submitting a thesis at the length of 80 to 100 pages (twice the size of a research project). No candidate is allowed to conduct research unless a **statement of research intent** and a **full thesis proposal** are both submitted and approved.

Coursework

All qualified candidates are expected to complete all course works in their fourth year, together with the thesis.

This program is a one-year (1) degree program. It is an honorary component of the BD program. It aims at recognizing students with outstanding achievements in BD program. It also aims at extending students' capacity and skills in researching and writing.

Eligibility

Applicants must complete every course in the first three years of Bachelor of Divinity program at minimum credit points of 11.25 ($\cong$75%). This standard cannot be compromised whatsoever.

Eligibility for the Award

1. Candidates to this award must achieve a minimum overall credit point of 11.25 (75%)
2. A minimum grade B+ in his written thesis

Bachelor of Divinity Course Descriptions

Biblical Studies

BS711 Exploring the Bible
This unit is designed to develop the student's knowledge and understanding of biblical history and literature in relation to the social and cultural context of ancient Israel and the early church, its variety of genres and key biblical and theological themes

BS712 Greek Grammar I
This course is designed to enable students to learn the basics of Greek grammar and syntax and be acquainted with basic Greek noun and verb paradigms. Provides the skills for reading and translating the Greek New Testament and the basis for developing exegetical competence.

BS 713 Hebrew Grammar I
This unit is designed to familiarize students with the basics of biblical Hebrew.

BS724 Greek Grammar II
This unit picks up where Greek I finishes and enable students to analyse the deep structure of the New Testament Greek

BS725 Hebrew Grammar II
This unit is designed to enable students to recognize, understand and analyze biblical Hebrew grammar

BS716 Torah: Covenant, Promise & Land
This unit is designed to explore and analyse the biblical and theological nature of covenant, promise, and land in the books of the Torah through a close reading of selected passages with attention paid to the history of their interpretation and application.

BS727 Prophets: Protest, Justice and Hope
(a course description is required from HOD of department concerns).

BS728 Gospels: Power & Identity
This unit is designed to enable students to explore the relationship of social location and identity to ideologies of oppression in the gospel.

BS739 Writings: Migration, Exclusion & Embrace
This unit is designed to enable students to explore the social and historical structure of the *Ketuvim* and to critically articulate how that structure portraits images of migration, exclusivism, and embrace.

BS740 Epistles: Community & Discipleship
This course is designed to enable students to explore and analyse the Pauline models of community and discipleship and their relationships in the Epistles

BS741 Reading Scriptures in Tonga
This unit is designed to expose the missionary blind spots of mainline hermeneutical and exegetical practices in order to name and develop local approaches and methods of reading Scriptures in Tonga.

BS742 Interpreting the Bible
(a course description is required from HOD of department concerns).

BS743 Gospel and Culture
This course is designed to enable students to explore and evaluate different modes of cultural interactions between the gospel and its cultural context.

Studies of Theology and Ethics
TH711 Doing Theology in/from Tonga TH732 Theology Across Borders
This course is designed to allow students to explore and understand the landscape, field, and development of theological studies in history and in Tonga. It enables students to do critical theological thinking and reflection on public and contextual issues pertaining to the Tongan context.

TH712 Grounding Ethics in Tonga
This course is designed to enable students to explore the history and theories of ethics in relation to the essence of Christian ethic. It allows students to critically evaluate biblical and theological moral principles against a Tongan moral perspective and religious context.

TH713 God, Humanity in/and Creation
This course is designed to explore the being and nature of the triune God, facilitate with biblical overview of the person and ministry of the Triune God in creation and providence, and articulate the problem of evil and sin with particular focus on issues related to the relationship of human and creation.

TH714 The Bible and Decision Making in Tonga
(a course description is required from HOD of department concerns).

TH725 Faiths in the Public Space
This course is designed to enable students to explore and critically evaluate how theology is understood and could serve the needs of those outside the academic spaces. It also engages students on critical analysis and dialogue with other faiths.

TH716 Wesleyan Theologies in the 21st Century
This course is designed to enable students to explore the landscape of the 21st century Wesleyan theology and to critically evaluate Wesley's understanding of Christian Perfection and personal holiness from a postmodern perspective

TH717 Tongan Eco-theology
This course is designed enable the student to develop personal and social awareness and critical responses to "nature" and to problems arising from the human-nature interaction. It also allows the student to review and reflect upon established theological approaches towards Climate change.

TH728 Bioethics
This course is designed to provide students with an in-depth introduction of bioethical thinking and surrounding ethical issues. It also enables students to evaluate those issues from a Tongan theological perspective.

Electives
TH740 Theology, Media, and Technology
This course surveys the field of media ecology, as well as identifying the workings of media in relation to culture. The goals and values, organization, and potential for constructing reality will be discussed with reference to the local church or other Christian ministry. Emphasis will be placed on the interpretation of specific examples of media and the manner in which those examples shape one's view of reality.

TH741 Gender, Personality and Art
This course is designed to train students to explore and appreciate cultural impacts on human personality and to review and evaluate biblical and theological streamline approaches.

TH742 Theology Across Borders
This course enables students to explore and evaluate important trends in theology today, particularly ones that go beyond cultural and religious borders.

History and Wesley Study
HS711 Study of History
This course introduces students to basics of History in the framework of Sia-'a-Toutai – preparing fishers to make disciples for Jesus. It prepares students with a research oriented basis taking biblical view of history – the Hebrews, Greek and Tongan re-generational historiographic development in the colonial educational context and globalized world.

HS722 Christianity and Empire: 1-10th century.
This course is designed to enable students to explore, examine, and analyze the facts of history relating the development of Christian Church and the empire richness of the early Christian tradition and the prevalence of power during the first and ten centuries.

HS 713 Christianity and Reformation: 11-18th century.
This course introduces students to basic facts of history from Medieval period through enlightenment and industrialization, and through to the age of Reformation. It asks the question: Why reform?

HS 724 Wesleyans in Tonga: First 200 Years
This course is designed to alter the views of the students to explore facts of history relating primarily to Tongan people in the context of development of Wesleyan faith in the colonized society of Tonga.

HS 726 Methodist History and Theology
This course explores the history and theology of Methodism in its original forms and its application to various churches of Methodism in Tonga.

HS 725 Methodist Polity

The structural formation of the Methodist Church in Tonga (MCT) is re-viewed in the context of its original Constitutional (form-essence)[3] motif and theological orientation of "Practical Divinity"[4] with particular reflection to the work of God in a Tongan local church. The course equips the students with an understanding of the structural principles of the organization, taking the Holy Spirit as causative fire that ignites a spiritual fire within students, with expectation of training quality leaders to serve in the MCT.

Electives

HS735 World Major Religions

This course is designed to enable students to critically explore and evaluate varieties of world religious movements in Tonga; the mainline and sectarian movements, their origins, doctrinal and missional developments.

HS 736 Wesleyan Theology and Ethics

The course is designed to provide an overview of the doctrine of the Wesleyan theology and ethics in context to the indigenous Tongan beliefs system and ethos. This course is currently taught at Kolotapu to probationary ministers.

HS 737 Tongan Missionary and workers in Oceania

This course surveys the work of the Tongan missionaries and their wives in Oceania, Australia included. What did the Tongan contribute to the Missio-Dei in the region?

HS 738 Tongan Bible Translations

Facts about how the Bible was translated by missionaries to Tongan and the significant differences in the two translations commonly known as the west and Moulton's translation.

HS 740. Christianity in Oceania

The course coach the students on an educational walk to explore, examine, and analyze, the facts of history relating Christianity to Pacific people's beliefs and

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[3] Siasi Uesiliana Tau'ataina 'o Tonga, *Ko E Akonaki, Konisitutone Mo E Ngaahi Lao 'a E Siasi Uesiliana Tau'ataina 'O Tonga: Ko E Paaki Hono Nima.* (Nuku'alofa: Fale Pulusi 'o e Pule'anga Tonga 2005). 12.

[4] Colin. W Williams, *John Wesley's Theology Today: A Study of the Wesleyan Tradition in the Light of Current Theological Dialogue* (Nashville Abingdon Press 1984).; Richard P. Heitzenrater, *Wesley and the People Called Methodists* (Nashville: Abingdon Press 1995).

culture, to see how it had developed and continue over a period of Two hundred years.

HS 739 Tongan Wesleyan Divisions and Pathway towards Ecumenism.
This course traces Tongan Wesleyans divisions and divisional attitudes and behaviors. It looks deeply into how personal differences emanated in the Book of Act and have successively replicated in Tongan Wesleyans in Tonga and overseas. It looks at pathways towards ecumenism.

HS 741 Orality and History
This course will lead a discussion among students upon How Orality had been the main source of history for Tongan people. It looks also to the validity of documentation and it's impact on the worldview of Tongan people. Why orality is insignificant? Why documentation is reliable? Any avenue for amalgamation of the two?

HS742 Women in History of Tonga
Only in Tonga women were elevated to high status in social Tapu system, political leadership and King and religious ministers in Wesleyan tradition. This course is the department response to MCT Conference 2018 theme: "Holy Spirit renew the gifts of God for women."

Practical Theology
PT711 Human Development
This course is designed to allow student to explore and acquire in-depth knowledge and critical reflection on physical and mental development of humanity.

PT722 Introduction to Practical Theology
This course is designed to enable students explore and evaluate the historical, biblical and theological foundations of pastoral care and counseling.

PT713 Mission, Evangelism & Empire
This course is designed to allow students to explore and evaluate the nature of evangelism in postcolonial thinking.

PT724 Homiletics: Theory & Practice

This course is designed to enable students to explore and evaluate theories and practice of Bible reading and preaching.

PT725 Christian Education: Theories & Practice
This course is designed to enable students to explore and evaluate theories and practical components of Christian education in the local church (FWCT).

Electives
PT735 Dynamics of Ministry: Children, Youth & Elderly
The study of Dynamics Ministry on Children, Youth and Elderly allow student to develop skills in serving God people. Students learn various principles and aspects of Ministry to the Children, Youth and Elderly in the church and the community. Also students must be equipped to be a responsive Christian.

PT736 Church and Society
This course will provide students with a framework for engaging the community. Students will learn principles and strategies for church and individual community involvement and development.

PT738 Ministry Today
This course is designed to enable students to explore and map the nature and forms of contemporary church ministry

The following courses require course descriptions.
PT739 Globalization and Mission
PT740 The Church in a Culture of Technology
PT741 Ministry to Street Children
PT742 Refugees, Conflicts and Humanitarian Responses.

Course Fees

All students are required to pay course fees at the beginning of each semester. Failure to pay fees will result in students facing restrictions from classes or termination of studies. Students may not be graduated unless all course fees are paid in full. Tuition fees are as follows:

Courses	As per Semester	As per Year
Women's Program	Free	N/A
Certificate	$75.00	$150
Certificate with Honour	$75.00	$150
Diploma in Theology	$175.00	$350
Bachelor of Divinity	$225.00	$450.00
Bachelor of Divinity with Honour	$225.00	$450.00
All Part Time Courses	$40.00 Per Course	

Departments and Disciplines

Department of Biblical Studies

Profile Outcome Statement:
Biblical Studies Department (BS) commits to ensure:

1. Quality and critical reading and interpretation of Scripture
2. Contextual and cultural analysis of biblical texts
3. Creative engagement of biblical tools and languages
4. Constructive appropriation of scriptural meaning and truths

Department of Theological Studies

Profile outcome Statement:
Theology Department commits to enrich:

1. Quality theological and doctrinal awareness
2. Critical identification of Christian faith
3. Constructive analysis of basic doctrines and teaching
4. Critical evaluation of theological traditions and discourses
5. Contextual and cultural interpretation of theological discourses

Department of History and Wesley Studies

Profile Outcome Statement
The Department of Historical Studies commits to enhance:

1. Quality knowledge and understanding of history

2. Critical analysis of historical materials, sources and facts
3. Constructive collaborations of historical information
4. Critical evaluation of historical facts
5. Creative integration of historical materials to contemporary pastoral strategies

Department of Pastoral Studies

Profile Outcome Statement:

Pastoral Studies Department commits to facilitating:

1. Strategic application of theological convictions
2. Constructive integration of biblical and theological materials to practical leadership
3. Critical evaluation of pastoral issues
4. Appropriate cultural methods of evangelism and leadership

Department of Women Studies

Profile Outcome Statement:

Women Studies determines to engage women in:

1. Critical reading of Scriptures
2. Creative analysis of theological materials
3. Critical evaluation of domestic roles
4. Constructive integration of biblical and theological materials to roles of women in ministry

Women Studies COURSE LIST

1st Year:

WSF 4.1 = Spiritual Formation
WCS 4.1= Counseling
WDT4.1= Discipleship Training
WHC 4.1= Health Care
WAT4.1= *Akotapu*
WOT 4.1=Introduction to the Old Testament
WFA 4.1=Flower Arrangement

2ⁿᵈ Year:

WSF 4.2 = Spiritual Formation
WCS 4.2 = Counseling
WDT4.2 = Discipleship Training
WWB 4.2 = Women in the Bible
WHC 4.2 = *Tauhi'api* – Domestic Management
WNT4.2 = Introduction to the New Testament
WFA 4.2= Flower Arrangement

3ʳᵈ Year:

WSF 4.3 = Spiritual Formation
WCS 4.3 = Counseling
WFN 4.3 = Food and Nutrition
WMM 4.3 = Management
WWB 4.3 = Women in the Bible
WVT4.3 = *Vete Tohitapu*
WFA 4.3 = Flower Arrangement

Department of Library and Information Services

Profile Outcome Statement:

The primary purpose of the STC library is to serve the will of God through providing all essential materials and services necessary for theological research and studies in the Sia'atoutai community. Its tasks include:

1. Providing a safe, respective and secure environment for reading, researching, and studying.
2. Providing updating reading materials and literatures including books, periodicals, media, and software programs.
3. Providing supporting services for students who needs photocopying and printing.
4. Ensuring maximum learning materials available for learning.
5. Ensuring equal access to all materials available.
6. Providing an innovative and a user-friendly environment for the community.

Policy and Regulations

Policy Statement

a) **The College**
   I. Sia'atoutai Theological College is an institution of the Free Wesleyan Church of Tonga (MCT).
   II. Established in 1948 under the Constitution of the MCT
   III. Aims at:
      a. Preparing men and women for ordained ministry as demanded by the MCT
      b. Enhancing quality theological education in Tonga and beyond
   IV. Forming ministerial and spiritual environment for ministry formation

b) **Commitment:** Sia'atoutai Theological College is committed to ensure
   i) High quality achievements in theological teaching and learning
   ii) Safety and secure environment of teaching and studying
   iii) Sufficient financial and physical support for theological education
   iv) Ongoing development of quality and quantity learning materials and resources

Policy Framework

   i) Provides essential theological and ministerial training
   ii) Confers quality awards appropriate for demands of ordained ministry
   iii) Engages high qualified people to theological education
   iv) Admits people with appropriate qualifications and experiences
   v) Develop high quality accreditation recognition from local, regional, and international qualification authorities
   vi) Maintain competent physical and academic environment for teaching and study
   vii) Ensure Security and Safety environment for study and worship

Regulations and Policies Target People

   i) All trainees and officials of the College
   ii) Residents and visitors of the College
   iii) Any person(s) who could happen to be in the College at any time for any activity therein.

Operation Authority

i) These regulations and policies are written down under the authority of the Sia'atoutai Committee and the Board of Studies (pro FWC Conference)

ii) Its purpose is to maintain a peaceful and orderly College community

Governance Policy

Sia'atoutai Committee

STC functions under the leadership and direction of the Sia'atoutai Committee – a committee legitimated by the MCT's General Conference. The task of this committee is well defined in the FWC Constitution Part 7/3/F. Part of this task involves responsibilities that start from selecting of students and courses to be taught in the college to financial and daily operations of the college. The well being of the college community relies on the wisdom of this committee.

The Committee meets no less than once in four months in compliance with the constitutional mandate. However, the normal practice has to be on every second Wednesday of each month. It is through the wisdom of the meeting that the Committee ensures from time to time, proper functioning of the college and in accordance to its statement of purpose.

The members of the Committee are being mandated in the Constitution (See FWC Constitution Edition 1995, Part7/3/F/1) with additional members named annually by the Church Conference. Members of the committee must be representatives of different sectors of the Church including the Principal and the Head Tutor of STC, representatives from the STC Ex-Students Body.

Members of the Committee:

1. Members of the committee are decided annually by the FWCT Annual Conference
2. Members are representatives of various departments of the Church that include:
   (1) Schools
   (2) Management

(3) Finance
(4) Education
(5) Local Congregations
(6) STC Student Body
(7) College Management
(8) College Academics

3. STC operates under the governance and control of the Sia'atoutai Committee and its Board of Studies where whom vested the authority of the FWC Conference and Constitution

The Role of the Sia'atoutai Committee includes

a) Ensure achievement of college's objectives
b) Ensure implementation of quality theological education in the College
c) Check and resolve on quality process and improvements
d) Receive and comment on student's academic records and performance
e) Receive and comment on probationary ministers' performance
f) Receive and comment on candidates to ministry
g) Authorize faculty developments
h) Review College faculty members and staffs
i) Receive and decide on academic applications and admissions
j) Receive and decide on new appointments made in the College
k) Receive and resolve on all complains from College officials and students
l) Review College policies and guidelines from time to time
m) Authorize strategic developments and projects
n) Approve and report College matters to the General Conference

Board of Studies

I. Oversee all academic developments in the College
II. Ensure quality theological and ministerial education
III. Advise the Sia'atoutai Committee on matters relating to:
   a. Academic quality process and improvements
   b. Students' academic results and performance
   c. Faculty members' quality performance
IV. Faculty Review process
V. Ensure achievement of academic objectives

Administration and Management

   I. The College management is an appointment of the MCT General Conference
  II. The Principal carries the sole authority in managing and directing STC operations and objectives
 III. The Principal acts on a Management Team (MT) base governance model endorsed by the Sia'atoutai Committee.
 IV. The Management Team includes:
      1) Principal
      2) Dean of Studies
      3) Head Tutor
      4) Registrar*
      5) Dean of Ministerial Formation

Authority

  a) MT assumes its authority from the Sia'atoutai Committee and Board of Studies
  b) MT acts under the jurisdiction of the Principal of the College
  c) MT aims at:
      1. Providing a quality process of governance and administration in the College
      2. Ensuring quality theological and ministerial leadership
      3. Ensuring a student friendly and FWCT environment of study

Responsibility

  (a) All appointments to the Management Team are ones of the General Conference of the MCT which is held annually
  (b) The Management Team acts under the jurisdiction of the Principal of the College
  (c) The **Principal** is responsible for:
    (i) Chairing the Management Meeting
    (ii) Implementing
      1. Quality leadership and governance in the College Community
      2. Strategic management policies and regulations
      3. Quality assurance processes for all College programs

4. Timely managing and organizing skills in the College

(iii) Ensuring:

1. Internal assurance of quality process and improvements of all performances in the College

(iv) Directing and Managing financial affairs of the College

1. Implementing strategic and secure financial plans and decision makings
2. Exploring and establishing new financial avenues and resources

(v) Implementing of all meetings' resolutions concerning the College

(vi) Advising the General Conference on things deemed relevant for the development and progression of quality theological and ministerial education in the College

1. Show creative and constructive academic plans
2. Recruiting quality performance and open-minded faculty personnel
3. Recruiting quality performance students
4. Ensuring stability of theological disciplines
5. Identify strengths and weaknesses of the College through implementation of quality assessment processes and improvements

(vii) Provide the Sia'atoutai Committee with strategic advise on decisions made on matters relating to:

1. Termination of membership to both students and staffs of the College
2. Removal of any member of the STC community from the College
3. Faculty and Staff members' appraisal performances

(viii) Allocating of Staffs' accommodation

(ix) Establishing an innovative plan for Staff developments and sabbaticals

(x) Preparing and performing the Annual Report of the College to the Conference

(d) **Dean of Studies** is responsible for:

(i) Chairing the Faculty Meeting

(ii) Directing and Monitoring all academic affairs in the College

1. Establishing creative platforms and guidelines for quality theological education
2. Implementing strategic plans for quality process and improvements
3. Setting academic guidelines for teaching and learning methods

(iii) Advising Management on matters relating to the development of academic programs

1. Creating innovative academic platforms for teaching and learning processes
2. Ensuring achievements of academic objectives
3. Reviewing and reporting all academic developments in the College to Management

(iv) Implementing Management resolutions concerning quality processes and improvements

(e) The **Head Tutor** is responsible for:
   (i) Chairing the community meeting
   (ii) Overseeing the extra-curriculum activities in the College
   (iii) Monitoring community worships and services
   (iv) Counseling and pastoring members of the Community
   (v) Ensuring stability and continuity in the college community
   (vi) Ensuring the security and safety of the community members
   (vii) Allocating of students' accommodation
   (viii) Keeping the Roll Calls of students

(f) Dean of Ministerial Formation
   (i) Keeping and monitoring records of probationary ministers
   (ii) Monitoring progression and developments of probationary.
   (iii) Managing assessment tasks of probationary ministers:
      1. Preaching and Sermon
      2. Gardening
      3. Recording
   (iv) Provide essential information necessary for quality improvement and strategic development of the program
   (v) Ensure high quality achievements
   (vi) Recommending quality assurance strategies for the program
   (vii) Coordinating program of studies

Office Administration

a) **Admission**
   i) Procedure
      (1) Application

(2) Interested applicant must complete an application form

(i) Due Date

All application forms must be received in the College no later than the 30th of September of the year preceding the intended year of entry.

(ii) Application Forms

All application forms can be obtained from the college office or downloaded from the college website (www.siaatoutai.to)

(iii) Publishing

Successful candidates will be contacted through electronic emails or letters outlining the conditions of enrolment and acceptance. Names will also be published on the College website and on the *Ko e Tohi Fanongonongo* of November of the same year.

(iv) Application Fee

A non-refundable application fee of $20.00 is required for each application.

(v) Admission with Standing

Definition: Admission with standing allows those applicants who carry no eligibility of any program of study to enroll in a program under certain circumstances.

1. It is at the discretion of the Board of Studies to grant this opportunity or otherwise.
2. Factors taken into consideration in the decision include: age, academic background, nature of employment, and likelihood of success.
3. Applicants may or may not be required to pass a test as a prerequisite for admission with standing.

(vi) Termination of Study

Unsatisfactory performance in academic programs may result in either termination of studies or faces enrolment in a lower program of study.

(vii) Leave of Absence

1. Students may apply for a suspension of their studies for a maximum period of one academic year
2. Students who absent from the program exceeding three weeks are encouraged to apply as well
3. Application must be addressed to the Academic Dean
   a. Providing essential reasons

      b.   Duration of suspension sought

      c.   Supporting documents

4.   It is at the discretion of the Board of Studies to accept or deny any application

<div align="center">(viii)   Incomplete Application</div>

1.   Incomplete applications will not be considered, and late application will be considered for the next academic year.

IT Center

   i)   Staffs Support
   ii)   Staff Appointments
   iii) Staff Sabbaticals
   iv) Quality Process Committee
          (1) Quality Assessment Benchmarks
          (2) Quality Assurance Committee
          (3) Quality Improvement Committee

ǁ   The Registrar

a)   Records

   i)   Provide quality student service in the area of registration and academic records and ensure confidentiality and accuracy of student's records.

   ii)   To demonstrate the College's commitment to thoughtful treatment of its students, past, present through timeliness and accuracy of the transcripting system.

   iii) To maintain record with accurate statistics, marks analysis, class rosters, grades, certifications and other reports, keeping also an eye on any relevant academic policies.

   iv) Produce student's transcripts at the end of each academic year.

   v)   Manage and monitor quality recording system and method.

b)   Classrooms

   i)   Provide classes and examinations schedules, best condition of classrooms for students learning environment, and to meet the needs of quality instructions.

   ii)   Provide teacher's evaluation process by students.

c)   Sister schools

i) Recommend sister relationship with another school of the same mission.

lll Academic Policies

a) Courses

i) All courses to be offered in Sia'atoutai Theological College need the approval of the Academic Administration and the Board of Studies.

ii) No College official has the liberty to teach or assess a course not being approved by the Board of Studies

b) Course Pass/Fail Option

i) You can file for the pass/fail option through WISER at any time after your initial registration until the deadline.

ii) If you receive a grade of "F," it will count as a failure and against your cumulative average.

iii) If you successfully complete the course, you will earn a grade of "P" and the course will be counted toward your graduation requirements, but it will not affect your cumulative grade point average.

iv) Undergraduate students may take one course each semester on a pass/fail basis, up to a maximum of eight. (Mandatory pass/fail courses do not count toward this limit.)

v) You cannot cancel a pass/fail choice after the deadline.

b) Repeating a Course. The policy is as follows:

i) You may repeat any course regardless of the grade you earned in the course with the exception of courses taught in sequential order

ii) You may not repeat a course if it is the pre-requisite for a more advanced course you have already taken and passed. No exceptions to this rule.

iii) You may repeat a course only once.

iv) You may choose to exercise the option of repeating courses only four times in your undergraduate career.

v) If you choose to repeat a course, only the second grade will be counted toward your grade point average and you will only receive graduation credit for the second course

vi) The course repeated must be identical to the first course taken (same department, course number and title)

c) Course Incomplete Grade Policy (INC)

i) The grade INC is appearing in a transcript only where a portion of the assigned or required assessment tasks has not been completed due to serious situations like severe illness, funeral, or scholarly reasons at the request of the lecturer.

ii) If your record is such that you would fail the course regardless of your missing work, you will fail.

iii) Permission of respective lecturer must be obtained prior to any chance to remedy the situation of INC grade.

iv) If receiving the grade of INC, one is allowed to complete the course within no more than a year timeline.

v) The new grade must be submitted to the Registrar before the end of the following semester.

vi) Courses with INC grades must all be converted to the grade of 'F' after failing to complete assessment tasks by the deadline.

vii) The incomplete contract will require the following signatures:
   (1) Student
   (2) Lecturer
   (3) Proof of receipt from the respective department.

viii) The signed incomplete contract will be distributed to:
   (1) Student –copy
   (2) Lecturer – copy
   (3) Concerning Department -copy
   (4) Office of the Registrar – original

ix) Grade processing will be done by the Office of the Registrar upon receipt of the signed incomplete contract.

x) Similar to the change of grade process, only faculty and authorized department staff may deliver incomplete contracts to the Office of Registrar.

d) Class Attendance
   i) Attendance and participation in regularly schedule class meetings are fundamental parts of the learning process and key factors in academic success.

   ii) Students are responsible for adhering to course attendance policies, just as they are responsible for completing course assignments.

   iii) Attendance policies should be clearly stated in each course syllabus, including whether any portion of a student's grade is based on attendance and/or class participation.

iv) Lecturers reserve the right to adjust grades due to unexcused absences, provided they state this clearly in the course syllabus.

v) Students who have extended absences from class, whether excused or unexcused, should talk with their lecturer to discuss whether successful completion of the course is possible.

vi) While the College has no institutional attendance policy, it does excuse absences in the cases described below. Excused absences include:

    (1) Religious observances

        (a) Any student can excuse himself or herself due to religious functions or activities required by the Church or College

    (2) Civil Reason

        (a) Jury duty, military obligations or other governmental obligations.

    (3) Health Reasons

        (a) Students may be asked to provide appropriate documentation from their health care providers, within the limits of the health care provider's policy.

        (b) Absences due to pregnancy or related conditions shall be excused for as long as the student's doctor deems the absences medically necessary.

        (c) Illness or injury to the student; death, injury or serious illness of an immediate family member.

        (d) Students may be asked to provide appropriate documentation from their health care providers, within the limits of the health care providers' policies, or other appropriate offices. Students should notify lecturers as soon as possible in the event of this type of absence.

        (e) In the event of an emergency (automobile accident, for example), students may be asked to provide appropriate documentation and should notify instructors as soon as possible. It is expected that these events will be rare.

vii) Instructors are under no obligation to allow students to make up work for unexcused absences.

viii) In cases where unusual circumstances cause a student to miss a significant amount of class time for reasons beyond the student's control, the student should confer with the Dean of Studies who will determine the best course of action.

ix) In general, students who miss a significant portion of class meetings, whether due to excused absences or unexcused absences, are advised to re-sit the course in the next available session.

x) Students should note that failure to attend class does not constitute withdrawal. Lecturers should assign the letter grade of "F" to students who do not drop or withdraw from a course by the published deadlines.

xi) Students who have questions about attendance policies should consult first with the lecturer, and then, if necessary, with the Management Team through the Dean of Studies.

e) Course Codes

i) The College course code consists of four (4) components, hereafter named in their proceeding order:

(1) Department code (in letters)

(2) Semester Number (in numbers 1, 2)

(3) Level of Study (in number 5, 6, 7)

Letter System	Discipline
BS	Biblical Studies
TH	Theology and Ethics
CH	History and Wesley study
PT	Practical Theology
WS	Women's Program

IV GRADE POINT SYSTEM

The grade awarded for each course is based on either an end-of-semester examination and/or coursework. The standards for each course and the allocation of marks are set by lecturer/tutor concerned.

The College has a GPA system which is used at the end of the semester (a) to determine the eligibility of students to continue their studies and (b) to determine the eligibility of students at the Certificate level to undertake Certificate with Honours course. The same is used for the Diploma program to undertake the BD courses. Below are the numerical equivalence of letter grades used in calculating GPA.

Percent	Grade	Grade point	Classification

90+	A+	5.0	Distinction
85+	A	4.5	Outstanding
80+	A-	4.0	Excellent
75+	B+	3.5	Very Good
70+	B	3.0	Work of Merit
65+	B-	2.5	Good
60+	C+	2.0	Above Average
55+	C	1.5	Average
50+	C-	1.0	Satisfactory
40+	D	0.5	Fail
40 Below	F	0	Fail
Others (are ignored in calculation of GPA)			
S	Satisfactory		
U	Unsatisfactory		
INC	Incomplete		
AUD	Audit		
CP	Compassionate Pass		

A) ACADEMIC MISCONDUCT

i) Plagiarism
   (1) Plagiarism includes use of intellectual material produced by another person without acknowledging its source.
   (2) Students found practicing plagiarism must be reported to the Dean of Studies and the Faculty Meeting.
   (3) At the initial incident the student must receive disciplinary judgment at the discretion of the Dean of Studies.
   (4) Subsequent practice must result in cancellation of registration to respective course(s).

ii) Academic Cheating
   (1) Cheating includes fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.
   (2) All forms of academic cheating is subjected to cancellation of registration in respective courses.

    (3) Doing an assessed work on behalf of another student is a serious academic offence and must face cancellation of registrations to all who are being involved.

    (4) Using same academic piece of work to acquire credits in two different units is a form of cheating and is not allowed in the college, and must face cancellation of registration to all courses there involved.

iii) False Information and Representation and Fabrication or Alteration of Information

    (1) Furnishing false information, failing to identify oneself honestly, fabricating or altering information and presenting it as legitimate, or providing false or misleading information to an instructor or any other College official in an academic context is intolerant in the college.

    (2) Students or staff member found guilty on the charge must face removal from the college

iv) Theft or Damage of Intellectual Property

    (1) Sabotaging or stealing another person's work, improper access to or electronically interfering with the property of another person or the College, or obtaining a copy of an exam or assignment prior to its approved release is unacceptable in the College

    (2) Students and staff found guilty on the charge must face disciplinary action determined by the Dean of Studies.

v) Alteration of College or Institution Documents

    (1) Forgery of an instructor's signature, submitting an altered transcript of grades to or from another institution or employer, putting one's name on another individual's work, or falsely altering a previously graded exam or assignment are forms of academic dishonesty.

    (2) Students and staffs found guilty of the charge must face removal from the College

vi) Disturbances in the Classroom or Library

    (1) STC does not encourage disturbances in a classroom or library that serve to create an unfair academic advantage for oneself or disadvantage for another member of the academic community

    (2) Liable Students and staffs must face removal from the premise.

vii) All students are required to be under the academic supervision nominated faculty member.
   (1) Assignment of duties is recommended by the College Registrar and approved by the Dean of Studies/ Deputy Principal.

viii) It is a requirement that all students must attend all College activities. This include:
   (1) Sunday worships
   (2) Morning Devotions (Assembly)
   (3) *Final Year Students' Sermon*
   (4) Choir practices
   (5) Village meetings
   (6) Gardening
   (7) Other activities decided by the management team from time to time

B) ASSESSMENT POLICY

   i) All arrangements for the assessment of every unit shall be the responsibility of the teacher of that course, guided by various statements of purpose and policies in this Handbook.
   ii) All assessment must be at a level appropriate to the program of study.
      (1) For the Diploma in Theology and Bachelor of Divinity Program all assessed work must be in English.
      (2) The assessment method for each course is to be reported to the Board of Studies for approval.
      (3) Such methods may include written examination, term papers, seminars, other assessed works, or a combination of all of these.

   iii) Assessment Level
      (1) STC assessment aims at:
      (2) Obtaining formal information about the existing level of learning of the learner in a particular topic or unit. This form of assessment is called Formative Assessment.
         (i) Obtaining adequate information about the progressiveness of individual learner. This form of assessment is known as Progressive Assessment.
         (ii) Obtaining information on the overall academic performance of the learner on a particular unit. This form of assessment is called Summative Assessment.

(3) All Formative Assessment must come in the beginning of each academic unit. It is not intended to be part of the course results.

(4) Progressive Assessment can be realized in course works during the course. Results must be included in the overall results of the learner.

(5) Summative Assessment can be an end of semester exam or presentation.

All assessments must comply with the Assessment Level Table below:

Certificate in Theology and Pastoral Ministry	
Year 1	1500 words
Year 2	2000 words
Year 3	2500 words
Certificate (Hons)	8000 – 10000 words
Diploma in Theology	
Year 1	2000 words
Year 2	2500 words
Year 3	3000 words
Bachelor of Divinity	
Year 1	2500 words
Year 2	3000 words
Year 3	3500 words
Research Project	22000-25000 words
BD Honours' Thesis	30000-35000 words

c) **Cross-Crediting of Courses**

   i) The Board of studies, upon recommendation from the Faculty, may allow cross crediting of courses of other similar institutions as STC. The process of cross crediting will be considered according to these regulations:

   (1) The course to be cross-credited must:

   (a) Carry a similar or equivalent title and content with the one offered at STC.

   (b) Be of an institution that carries the accreditation of SPATS or any equivalent academic authorities.

   (c) Course(s) sat and passed in a year exceeding that of ten years behind should not be eligible for cross crediting. Both of the above conditions applied.

(d) A substantial portion of the syllabus of the course to be cross credited must be sought from the student(s) under concerned to ensure fulfillment of section A, B, and C.

(e) The passing grade of the course must comply with STC's Passing Grade Policy, which is 50% for Certificate and Diploma, 55% for Bachelor of Divinity, and 75% GPA for Bachelor of Divinity with Honours

(f) Course(s) to be cross credited must have been conducted in English if the approval is sought inside the STC Diploma in Theology and Bachelor of Divinity programs

(g) Cross-crediting to the Certificate program shall be at the discretion of the Board of Studies, on the recommendation of the Faculty Meeting

(h) Where a claim of cross-credit for a course fails proofs, the student(s) must prove himself by sitting a STC Standardized Examination. The examination must be piece(s) of assessment from disciplines respective to cross-credit courses.

(i) The results may or may not be decisive in this matter pending the Faculty's recommendation.

d) **Thesis and Research Project**
   i) Definitions:

     (1) A **thesis** is a quality research work that aims at demonstrating research skills. It shows evidence that the candidate is capable of work independently towards an original contribution of knowledge on a particular topic.

     (2) Skills: All these must demonstrate:
       (a) Original idea(s)
       (b) Creative and critical thinking
       (c) Constructive approaches to theological and pastoral issues
       (d) Contextual orientation
       (e) Multicultural awareness
       (f) Good grasps of scholarly materials
       (g) Balance views and arguments

     (3) Dimension and Lengths of Thesis
       (a) STC thesis must have a maximum of 25,000 words (65 pages) and minimum of 22,000 words (55 pages)

     (b) This include all documentations:

        i. All STC theses must:

           1. Have proper footnotes and bibliographies of references

           2. Documented on a regular and consistent method of documentation.

  ii) A **research project** should exhibit the same research qualities as a thesis. The difference is one of quantity (not quality); research project is shorter than a thesis, and the amount of time given to research is also restricted to half a year.

e) Conditions of Eligibility

  i) All BD candidates must:
    (1) Write a thesis
    (2) Have no or less than 4 units incomplete

  ii) All candidates for Certificate in Theology and Pastoral Ministry with Honours must:
    (1) Write a research project
    (2) Have no or less than 4 units incomplete

f) Deferral or Withholding of Degree

  i) An academic degree may be deferred when disciplinary proceedings are pending or when a student's full compliance with disciplinary sanctions is pending, or withheld when academic dishonesty or fraud affected the acquisition of the student's degree

g) Records Hold

  i) A hold may be placed on transcripts and/or diploma(s) or other records as a sanction and/or until a student satisfies the terms and conditions of any sanction imposed.

  ii) Conditions of sanctions include but not limited to overdue payment of:
    (1) School Fees
    (2) Overdue/ Unaccounted for Library Books
    (3) Electric/ Telephone bills
    (4) Damaged property bills
    (5) College Shops Credit Account bills

h) Revocation of Awarding of Degree

i) Subject to the consensus of the Board of Studies, any academic degree can be revoked if being discovered been obtained by fraud or other academic dishonesty.

ii) Such revocation is subject to review on appeal by the Principal.

i) **Area of Research Interest**
   i) It is the full responsibility of the candidate to choose an area of research interest.
   ii) A candidate may or may not seek the advice of the lecturers in his/her choice
   iii) It is advisable that the candidate should write on area of study where he/she been found with competency at the first two years of study

j) **Project/Thesis Proposal**
   i) The research proposal is the culmination of some months of thought and research.
   ii) All proposals should demonstrate the followings:
      (1) A feasible topic on a relevant area of study
      (2) Problem Statement
      (3) Thesis Statement
      (4) Importance of the Problem
      (5) Method of Research
      (6) Method of Argument
      (7) Tentative book review of relevant literatures
      (8) Feasible structure of argument
      (9) Tentative bibliography
      (10) Tentative Timetable
      (11) Readable form of English/ Tongan Language

k) **Supervisor(s)**
   i) It is the responsibility of the College to allocate at least two supervisors to each researcher
   ii) The principle supervisor must be from the discipline of research
      (1) His/her tasks include:
         (a) Monitor the process of research
         (b) Ensuring good research structure and organization of materials
         (c) Ensure balance and good shape arguments
         (d) Guide the writer to relevant materials
         (e) Assist the writer in creative and constructive thinking

(f) Report the progression of the writer to the Faculty and then to the Board of Studies

iii) The secondary supervisor can be an expert in research from an area relevant to the research

    (1) His/her tasks include:

        (a) Assisting the writer in editing

        (b) Maintaining the momentum of the work

        (c) Ensure good timeframe for the work

        (d) Assisting the writer on research materials

iv) You do not have the liberty to select your own supervisor, although preference can be considered.

v) The appointment of supervisor is the task of the Dean of Studies in consultation with the Faculty Meeting.

l) **Progress Reports**

i) All students who pursue research project/thesis works are required to submit a Progressive Report to the Faculty Meeting once every month of studies.

ii) The report must show the state of development and progression of the research.

iii) A writer who fails to submit a report may subject to disciplinary measures. The Dean of Studies shall determine these disciplinary measures.

m) **Submission Procedures**

1. All BD projects and BD (Honor) thesis should be submitted according to these Procedures:

    a. All projects or theses must seek the principle supervisor's signature of approval prior to submission.

    b. A letter of approval from the principle supervisor must be submitted together with three copies of the project or thesis to the Dean of Studies

    c. The Dean shall check the work against the policies before recommend the work to the Principal

    d. The principal rests with the final word to allow or not to allow the work to proceed to the readers.

    e. A thesis or project must not be withheld because of overdue payments to be made by the writer.

    f. At reception of grades from examiners the candidate must ensure that all comments and corrections assigned to the paper

        go into the Library copy of the project or thesis. A letter of approval from the Head Librarian in that case must be received before the candidate is qualified for graduation.

    g. In occasion that the examiners demand substantial correction, the supervisor must report to the Department Meeting all correctional work done on demand before the project or thesis seeks the approval of the Dean of Studies and the Principal.

    h. In occasion that the result from examiners demand rewriting of the project or thesis the candidate must submit, on the advice of the principle supervisor, an application form for an extra year of enrolment. It is with the wisdom of the Faculty Meeting that this application be granted or denied.

n) **Nomination of Readers**

    (1) There must be two examiners for each paper. One of them must be an examiner from a qualified institution oversees. The other can be a qualified internal examiner either within the college or from any qualified academic institution in the country.

    (2) The Dean of Studies carries the sole responsibility of nominating examiners for papers. He may or may not seek the advice of Heads of Departments.

o) **Due Date for Theses and Research Projects**

    i) All writers must know that all theses and projects must be submitted on the last Friday of September of every year.

    ii) Both the Tongan and the English Research Projects and Theses are to be submitted at the same time.

p) **Unit and Credit Points Policy:**

    i) This policy deals with the standardized number of credit points for units and the student workload involved in units.

    ii) Definitions:

        (1) In this policy and any associated procedures, a teaching period is a scheduled duration, within an academic year, in which a unit of study is offered and includes approved non-teaching study breaks, pre-examination study breaks and examination periods

        (2) The College means Sia'atoutai Theological College.

    iii) **Policy statement**

        (1) The College assigns a credit point value to each unit of study.

        (2) 1 Credit point values 10 hours of learning and teaching.

(3) The standard credit point value of a unit is fifteen points (15 credit points)

(4) A fifteen-point unit must be able to be completed within a teaching period

(5) Thesis and research project units are required to have a credit point value of six points.

(6) The credit point value of all units must be a multiple of 15 points.

(7) To offer a unit with a credit point value greater than fifteen points, other than a unit referred to in (#iv) faculties must seek the approval of the Dean of Studies

(8) The Dean of Studies will not approve a request to offer a unit with a credit point value greater than fifteen points, other than a unit referred to in (#4), unless the unit can be completed within a semester or trimester.

(9) The credit point value of a unit must be clearly stated in the relevant College handbooks.

(10) The standard full-time load for a semester is 6 units (90 credit points)

q) **Student workload represented by units**

i) A unit with a standard fifteen-credit point value represents 150 hours of student workload, including contact hours, personal study time and examinations.

ii) Faculties must ensure that the student workload represented by their units complies with (#2.1).

iii) Thesis, dissertation and research project units with credit point values greater than six points

iv) The results for parts of units referred to in (#3.1) are recorded as IP (In Progress) Assessment except for the final part, for which the result is the overall result for the unit

r) **Conversion and Translating Marks into Credit Points**

i) 1 Credit Point (CP) = 20/3 marks

ii) Formula

$$CP = \frac{number\ of\ marks\ \times\ 3}{20}$$

iii) Translating CP into marks

$$Number\ of\ Marks = \frac{(CP \times 20)}{3}$$

iv) All Credit points must be round up to two decimal points

V Awards and Prizes

a) All academic awards and prizes are privileges of students with high academic achievements. That being said does not mean, however, that the Faculty Meeting has no right to eliminate a name from prize winners if he or she is judged with outstanding immoralities and unethical manners deemed detrimental to the reputation and dignity of the College.

b) Naming of prize winners is a task of the Faculty Meeting towards the end of all academic years. This task has to be in corresponding with the academic records of the College in the concerned years.

c) **Prizes include:**

i) Community Merit Prize shall be awarded to the out-going Head Steward and Village Stewards. Again, it is to the discretion of the Faculty Meeting to award Community Merit Prizes to any other member of the community depending on the amount of contribution that a particular person has put into the life of the community.

ii) Most Progressive Student Prize is a prize given in recognition of learner's effort to make an improvement in his or her academic performance during the academic year.

   (1) This prize must be given to the student who makes the most progressive difference between the two semesters' overall percentages.

iii) Subject Prizes are awarded in recognition of the academic performances of students in every single subject.

   (1) Prizes are awarded to final year students only except those of the Greek and Hebrew subjects

iv) Top of Year Prize is awarded to the person who has achieved the highest overall grade point average for each academic year and in each program of study with the exception of those students in the final year B.D.

v) **Merit Academic Prize is awarded to the**
  (1) First runner-up student. The overall percentage and grade points should be calculated from the results received from the four years of study.

  (2) In case that the overall percentage and grade points of this student fails to make the 55% pass GPA this prize must not be awarded.

vi) **Dux of the College and Academic Excellence Prize shall be named**
  (1) From the final year BD students of each academic year group.

  (2) That person should carry the highest overall grade point average of the four years program of study.

  (3) The final grade of projects and theses must be considered if only they are available. Repeating students shall not be eligible for this award.

VI Faculty

a) All faculty members are requested to provide proper and appropriate academic supervision of student's work both on and off the campus

b) Record keeping is more than just being a useful ordering of things. It is required of all faculties as proper academic and professional information policy matter which the administration may from time to time require access and other uses.

c) All private/personal meeting between faculty and students of opposite sex must be held in official places with easy public access.

d) **Teaching staff credentialing:**

  i) Our Accreditation registry requires Master's degree for teaching in Diploma and Bachelor degree programs. Therefore,

  ii) it is advised that no lower level of expertise than the aforementioned level could teach in the Diploma and the degree level.

VII Rights to Appeal

a) All students have rights to complaint and appeal in situation of dissatisfaction and disagreement.

b) Structure of Appeal: Following is the structure through which an appeal or complaint could follow.

i) **Village Stewards**

    (1) Each village has a Village Steward whose role is to assist the Village Minister (who is normally a faculty member) in the task of caring and counseling of the village. The concerning student must first consult his or her village steward in all cases that picked to his or her concern. The Village Steward may or may not be able to settle the case at the first place.

ii) **Village Ministers**

    (1) In case that the concerning student is not satisfied or would like to take his case to a higher level of authority he or she must inform the Village Minister. The Village Minister has the power to investigate the case for a proper judgment.

iii) **Head Tutor**

    (1) The student can seek private appointments with the Head Tutor for advise

    (2) The Head Tutor is the chairperson in this meeting

    (3) He carries the authority to counsel and advice on matters relating to the case.

    (4) He has the right to receive information from other bodies relating to the case in a meeting called under his jurisdiction.

    (5) Matters relating to moral misconducts and community affairs have to go through this channel. Matters that cannot be settled at this level shall seek the intelligence and opinion of the Faculty Meeting via the Head Tutor.

iv) **Management**

    (1) Where there is no satisfaction found in above authorities, you may seek the ruling of the Management

        (a) You in a form of an appeal letter writes to the Management detailing the nature, date and time, involved personnel, etc., of the issue

        (b) The Management in response:

            (i) Call the person appealing for interview

            (ii) Conduct full investigation of the issue

    (iii) Response to the issue no later than a week or two depending on the nature of the issue

    (iv) In cases relating to community life the Management decision is final

    (v) In case relating to academic matters the Board of Studies and the Sia'atoutai Committee

(c) All final decisions made on any matters relating to the college and students are under the jurisdiction of the Board of Studies and the Sia'atoutai Committee.

VIII Community Policies

a) Threats to Health and Safety/Disruptive or Illegal Activity
   i) Threats to Health and Safety

   ii) In cases involving behaviour that is wilfully disruptive or presents a threat to the health or safety of others, emergency suspension or pursuant of the Tonga Government Law may be invoked in addition to or instead of the initiation of conduct action.

b) **Disruptive and Illegal Activity**

   i) Illicit Drugs

     (1) Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in Government of Tonga Law and regulations is forbidden.

     (2) Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, College policy or campus regulations is discouraged in the campus

     (3) Students and Staffs found with any of the above charges are subjected to suspension of enrolments

   ii) **Destructive Devices**
     (1) Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.
     (2) Weapons

      (a) Possession, use, storage or manufacture of a firearm or other weapon is prohibited inside the campus

  iii) **Domestic Violence**
      (1) Assaults of any form is not tolerant inside the campus
      (2) Domestic violence of all forms is not tolerant in the campus
      (3) Retaliation in forms of violence is not tolerant in the campus
      (4) A person charged with the above actions must face disciplinary action from the Management Team

c) **Sexual, Racial, and Other Forms of Harassment**
  i) Sexual, racial, and other forms of harassment, defined as follows:
      (1) Harassment is defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to College programs or activities
      (2) That the person is effectively denied equal access to the College resources and opportunities on the basis of the person's race, colour, national or ethnic origin, alienage, sex, religion, age, gender identity, physical or mental disability, or perceived membership in any of these classifications.
  ii) All forms of harassments are subjected to disciplinary action by the Management Team
      (1) Actions range from physical detention to suspension of enrolment depending on the nature of harassment committed.

d) **Physical Abuse**
  i) Physical abuse including but not limited to rape, sexual assault, sex offenses, and other physical assault; threats of violence; or other conduct that threatens the health or safety of any person.
  ii) Committing physical abuse must result in termination of enrolment

e) **Housing**
  i) The College provides housing for all students
  ii) All housing are property of the College and must be secured and kept clean at all times
  iii) It is the responsibility of the student to
      (1) Ensure that the property is well looked after
      (2) Avoid any activities that may damage the property
      (3) Report to the Management any damaged property
      (4) Seek approval from Management for personal renovation and maintenance

f) **Electronic Resources**
   i) Theft or abuse of College computers and other College electronic resources such as computer and electronic communications facilities, systems, and services must face removal and ban from the premise for no less than a Semester
   ii) Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services; or copyright infringement (for example, the illegal file-sharing of copyrighted materials).

IX Student Policies
   1. Local Students
      a. Health Insurance
      b. Police Record
   2. International Students
      a. Visa Status
      b. Health Cover Insurance
      c. Police Record
      d. English Proficiency Benchmarks
      e. Accommodation Fees

   ii. **Community Policies**
      1. Worship
      2. Outdoors Activities
      3. Village Life
      4. Personal Development Activities
      5. Staff and Students Relationship

"Ke Kalaisi'ia mo Kelesi'ia 'Etau Langa mei Taimi ki 'Itaniti"

Ko ho tau tu'utu'unia Fakalotu ia ki he 2020!