

BETHLEHEM TERTIARY INSTITUTE



STUDENT HANDBOOK

2022

Contents - Nga Kiko

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*Disclaimer: All information in the Student Handbook is correct at time of printing (February 2021) but may be subject to change without notice.
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GREAT = Stands for our desire to be constantly pushing back boundaries, challenging ourselves and our students to be world class educators.

GREAT HEARTS & MINDS

MINDS = BTI values academic excellence as a tangible and measurable result of learning and a key to 'whole person' education that goes hand in hand with character development.

♡ HEARTS = Stands for the idea that character is a key attribute to build and develop on the journey of learning and training the 'whole person'.

+ = the plus sign acknowledges the themes of building, growing and adding layers of different skill and ability through education.



Welcome - Maioha

From the Executive Leadership Team (ELT)

Kia ora

We are so pleased you have joined the BTI learning community and we sincerely hope that this will be a very special time in your life.

Those of you who have enrolled in the School of Teacher Education, we know that the first 1,000 days in the lives of our tamariki are the most important. You have enrolled because you have a big heart for shaping children's minds, a dream for getting the best out of young learners, a commitment to being gracious, secure and teachable, an awareness of Jesus as the Master Teacher. Last year in 2021, all our teacher education courses have been rewritten to best meet the needs of today's learners but they will remain unapologetically Christ-centred. You are shaping the next generation of New Zealanders.

For those of you who have enrolled in the School of Social Practice, in a world still reeling from Covid-19, we know that there will be increased demand for those who can journey with others and advocate for them. You are called to love mercy, walk humbly and seek justice. You will dive deep into your own experiences of life, be equipped with tools and frameworks to help others, engage biculturally, and have significant hands-on experience to prepare you for your profession.

If you have enrolled in the Level 4 Certificate in Career and Study Preparation, this programme will give you the practical tools you need to be best equipped for study. This back-to-basics, six-month course will give you confidence, teach you skills, and develop your study habits so you can successfully continue in your academic and professional pathway.

And finally those in our post graduate programme, you have enrolled because you want to better integrate your faith and work in your profession and as a leader in your industry. You will learn from our top research-active staff, engage with other students across Aotearoa New Zealand, have your eyes opened to new and exciting ways to think about your values and how they inform your professional practice.

For over 17 years, BTI has been at the cutting edge of distance education. As a Category 1 provider, at the same level as universities, we remain at the top of our game. You can be assured of the highest quality of education, the best student experience, with top educators who have real-world practical experience in their professions. Coming to BTI to study is one of the best decisions you will ever make. We look forward to welcoming you to the BTI whānau.

Ma te Atua tātou e manaaki
Dr Andrew Butcher
CEO and Dean

Who we are - Tenei Matou

BTI is a charitable company owned by the [Christian Education Trust](#). The CET was established in 1986 with the vision of extending God's Kingdom by providing Christ-centred education for students of all age groups. As a Charitable trust, all profits are invested straight back into education.

OUR MISSION

To provide Christ-centred, biblically informed, professional preparation, development and research, for influential service.

OUR ETHOS

We believe that people teach, counsel and relate out of who they are. Because of that, we are interested in the growth of men and women, not only towards a professional goal, but towards reaching their God-given potential. Relationships are central to life at BTI as we work and grow together.

OUR HEART

We support people to grow holistically. Academically, we want to stretch students towards excellence so they are able to translate knowledge and skills into professional practice. Alongside this, we want to develop practitioners who are teachable, secure and gracious. We anticipate that patterns established at BTI such as work habits, relationships and spiritual perspectives will grow and develop in depth and richness over the years.

OUR PURPOSE

We offer a wide range of contexts, activities, ideas and methods in our courses so that this growth may take place. We want to help form professionals who are sought after for their personal and professional standing.

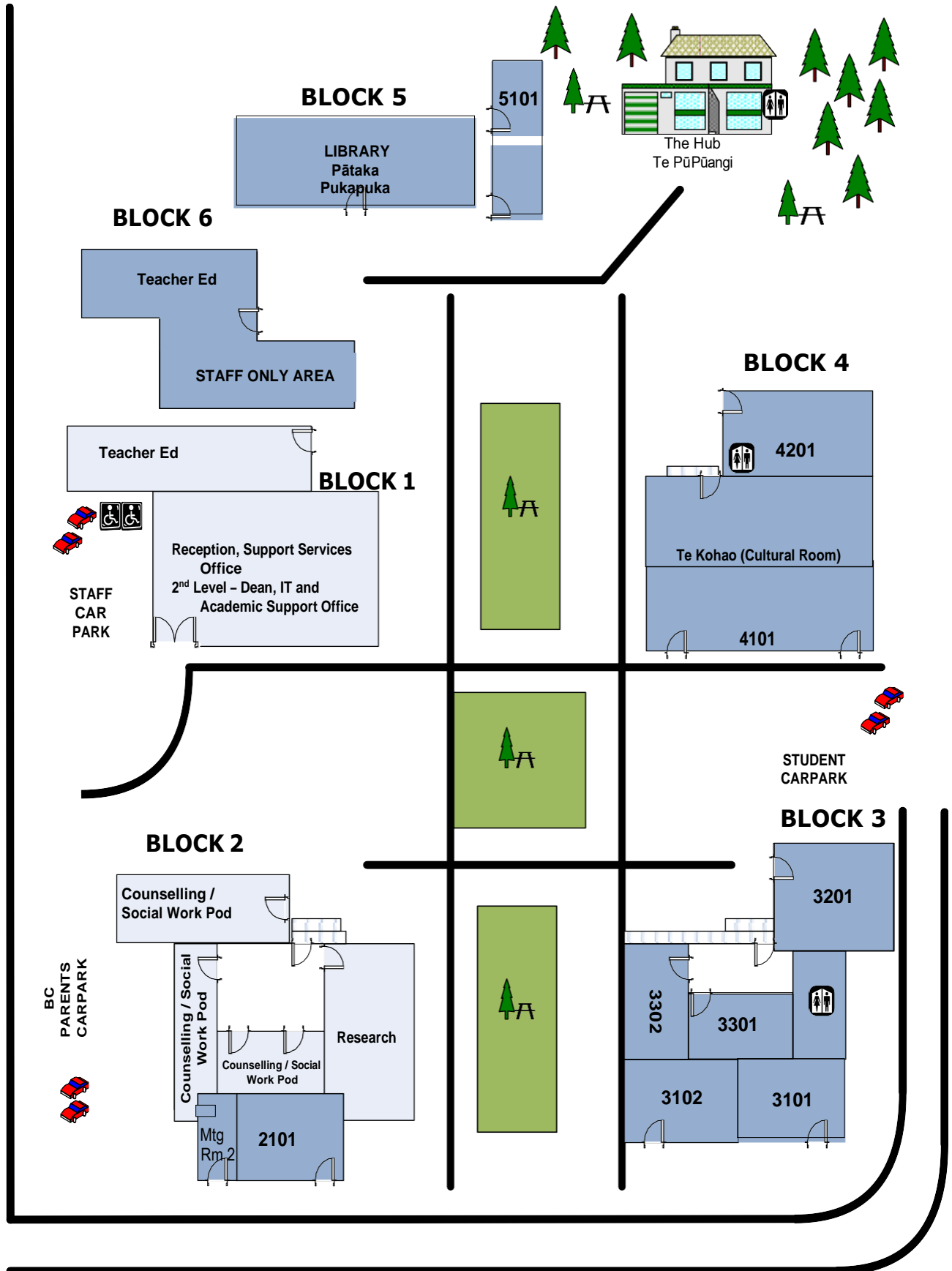
OUR VALUES

In terms of life and work, we value:

- A Biblical Christian Worldview as formational
- Personal and professional enquiry and integration
- A strengths-based learning and missional community
- Treaty-based relationships within Aotearoa New Zealand

Campus Map - Mahere Tunga

ELDER LANE





Staff Profiles

Executive Leadership Team

[Dr Andrew Butcher](#)

Te Taiurungi / Principal

[Dr James Arkwright](#)

Head of School of Social Practice

[Gayle Te Kani](#)

Head of School of Teacher Education

[Dr Vicki Turner](#)

Academic Dean



Support Services Team

[Jo Barnes](#)

Team Leader

Administrator: Postgraduate Programmes

[Chelsea Wilson](#)

Student Applications Advisor

[Jane Falconer](#)

Executive Assistant

[Jenny Woolley](#)

Receptionist

[Marcoline Schlechter](#)

Administrator: School of Social Practice

[Sue Hardgrave](#)

Administrator: School of Teacher Education and NZ Certificate in Study and Career Preparation

Finance Team

[Stevan Chand](#)

Accountant

[Karyn Lougher](#)

Assistant Accountant

Academic Support Services

[Dr Vicki Turner](#)

Academic Dean

[David Osman](#)

Librarian

[Lynn Nicholls](#)

Learning Advisor

[Johnny Wilson](#)

I.T. Systems Administrator

[Penny Merton](#)

Learning Advisor

[Greta Maslin](#)

Diverse Needs Coordinator

[Rhena Kulasingham](#)

Student Engagement Coordinator
International Students Coordinator

[Katherine Christensen](#)

Marketing and Communications Advisor



NZ Certificate in Study And Career Preparation

Penny Merton

Programme Lead
Educator

Lynn Nicholls

Educator

Sue Hardgrave

Administrator



Teacher Education

[Gayle Te Kani](#)

Head of School: School of Teacher Education
Senior Educator

[Sue Hardgrave](#)

Administrator

TEACHER EDUCATION STAFF - ECE

[Karyn Robertson](#)

Programme Leader – Early Childhood Education
Educator

[Denice Morgan](#)

Educator

[Jocelyn Flett](#)

Educator

[Greta Maslin](#)

Educator
Professional Experience Coordinator

TEACHER EDUCATION STAFF - PRIMARY

[Janette Blake](#)

Programme Leader - Primary
Educator

[Rachelle Hulbert](#)

Educator

[Sahra Swart](#)

Practicum Coordinator

[Sue Baker](#)

Educator

[Naomi Jones](#)

Educator

[Donna Reed](#)

Educator

[Dr. Marion Sanders](#)

Senior Educator

TEACHER EDUCATION STAFF – SECONDARY

Peter Maslin

Programme Leader – Secondary
Educator

Mary Opie

Professional Experience Placement Coordinator

Daniela Brown

Educator

Dr Lindsay Fish

Senior Educator

Angela Stensness

Educator

COHORT MENTORS

B Ed ECE (Year One) Karyn Robertson

B Ed ECE (Year Two) Jocelyn Flett

B Ed ECE (Year Three) Denice Morgan

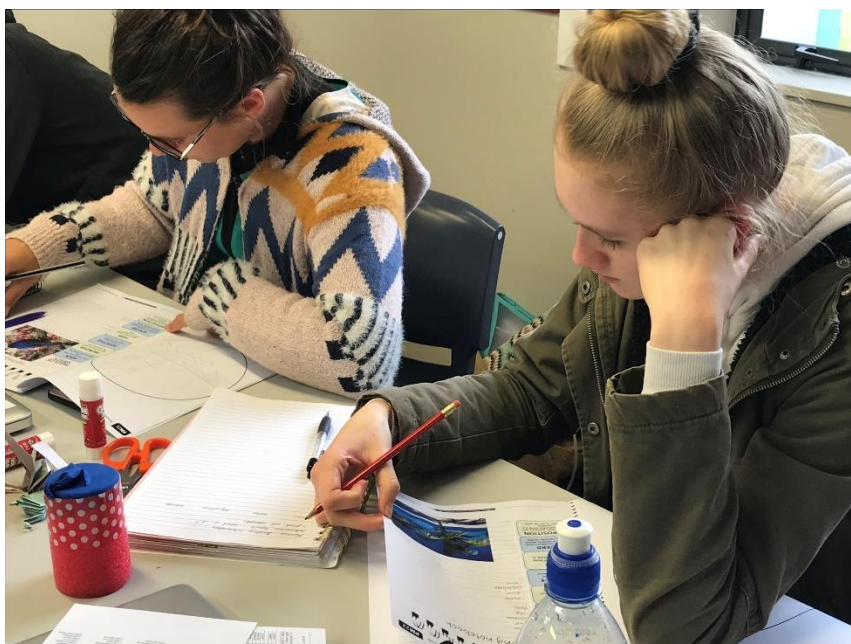
B Ed Primary (Year One) Naomi Jones

B Ed Primary (Year Two) Rachelle Hulbert

B Ed Primary (Year Three) Sue Baker

Graduate Diploma of Teaching (Secondary):

Peter Maslin, Daniela Brown, Dr Lindsay Fish, Mary Opie, Angela Stensness



School of Social Practice Staff

Dr James Arkwright

Head of School of Social Practice
Registered Counsellor (MNZAC)
Senior Educator / Kaihautū

Preetha Pratapsingh

PA to Head of School of Social Practice
Administrator: Counselling Practicum & Ngā Maunga Āwhina

Catherine Schuler

Registered Counsellor (MNZCCA)
Educator / Kaiako

Dr Nikki Kiyimba

Deputy Head of School (Academic)
Senior Educator / Kaihautū and Professional Lead: Postgraduate Studies
Chartered Consultant Clinical Psychologist

Dr Paul Hirini

Registered Clinical Psychologist
Senior Educator / Kaihautū

Dr Peter Bray

Professional Lead: Counselling (Academic)
Registered Counsellor (MNZAC)
Senior Educator / Kaihautū

Helen Leonard

Registered Counsellor (ACA / NBCC)
Educator / Kaiako and Quality Assurance Coordinator

Tauha Te Kani

Deputy Head of School (Māori)
Registered Social Worker (SWRB / ANZASW)
Educator / Kaiako

Karen Fransen

Professional Lead: Counselling (Students)
Registered Counsellor (MNZAC)
Educator / Kaiako

Katharina Boehm

Practicum Coordinator (Counselling) and Educator / Kaiako

Michelle Youngs

Registered Counsellor (MNZAC)
Educator / Kaiako

Phillip Larking

Professional Lead: Social Work (Students)
Registered Social Worker (SWRB)
Educator / Kaiako

Tatiana Morgan-Norris

Professional Lead: Social Work (Academic)
Registered Social Worker (SWRB/ANZASW)
Educator / Kaiako

Marcoline Schlechter

Programme Administrator

Lynda Coley

Registered Social Worker (SWRB)
Educator / Kaiako

Helen Troughton

Registered Social Worker (SWRB / ANZASW)
Educator / Kaiako

Nelly Choy

Registered Counsellor (MNZAC)
Senior Educator / Kaihautū

Rebekah Thomas

Registered Counsellor (NZAC)
Educator / Kaiako

Dr Simon Webb

Educator / Kaiako

NGĀ MAUNGA ĀWHINA (SOSP STUDENT SUPPORT)

Karen Fransen - Counselling Students (Facilitator)
Michelle Youngs - Counselling Students
Phillip Larking - Social Work Students
Tauha Te Kani - Tauira Māori me Pasifika

SCHOOL OF SOCIAL PRACTICE ROLES

Professional Lead: Counselling (Academic) - Dr Peter Bray
Professional Lead: Counselling (Students) - Karen Fransen
Professional Lead: Social Work (Academic) – Tatiana Morgan-Norris
Professional Lead: Social Work (Students) - Phillip Larking
Counselling Practicum Coordinator - Katharina Boehm

Master of Professional Practice & Leadership

[Dr Nikki Kiyimba](#)

Programme Lead

[Dr Alaster Gibson](#)

Senior Educator

[Dr James Arkwright](#)

Senior Educator

[Dr. Marion Sanders](#)

Senior Educator

[Dr Lindsay Fish](#)

Senior Educator

[Dr Simon Webb](#)

Educator

[Dr Peter Bray](#)

Senior Educator



BTI Board of Directors

Dr David Tweed

Chairman

Dr Jacqui Burne

Director

Dr Richard Thurlow

Director

Pastor Jonny Boom

Director

Pastor Rob Stacey

Director

Rev Simon McLeay

Director

Dr Andrea Hall

Director

OTHER STAFF YOU MAY SEE AROUND CAMPUS

Campus Maintenance

Don Ackland - **Property Manager**

Graeme Madsen – Property Maintenance

Andrew Richardson - Gardener

Student-Centred Learning

At BTI, we believe in the importance of student-centred learning which is both pedagogical and practical. It is a shift from the activity of teaching in the form of teachers' structuring and presentation of knowledge, to the process of learning, with a focus on learners' characteristics, experiences and efforts to make sense of what they encounter in educational settings (Barr & Tagg 1995).

Students need skills to continually adapt by acquiring new information and learning independent of instruction. Students are to be critical thinkers, problem-solvers and lifelong learners. In addition, they must be adept at communication, teamwork and self-assessment. BTI supports students in developing the skills to succeed in any environment.



Source: "The Statement of National Education and Learning Priorities (NELP) & Tertiary Education Strategy (TES)" (<https://www.education.govt.nz/assets/Documents/NELP-TES-documents/FULL-NELP-2020.pdf>)

2022 Key Dates and Withdrawals

Click here for [2022 Key Dates and Withdrawal Dates](#)



Withdrawals and Refund of Fees

1. Withdrawal **before** the start of the academic year as stated in the programme specific calendar
 - a. Students receive a full refund if withdrawal is more than 2 weeks before programme commencement.
 - b. If withdrawal is **less than** 2 weeks prior to programme commencement, students receive a refund **less** a 10% administration fee or \$500, whichever is the lesser. If fees have not been paid, the administration fee is still payable to BTI.
2. Withdrawal **after** the start of the academic year as stated in the programme specific calendar
 - a. If a student withdraws before the published withdrawal date (up to the end of the eighth day after the start date of each semester), and fees **have been paid**, a refund will be given less an administration fee of 10% or \$500.00, whichever is the lesser. If fees **have not been paid**, the 10% administration fee is still payable to BTI.
 - b. If an international student withdraws before the published withdrawal date (up until the end of the tenth working day after the start date of the programme), the student is entitled to receive a full refund less a deduction for costs incurred by up to a maximum of 25% of fees paid, provided BTI incurred costs to this amount and can justify these costs.
BTI will notify Immigration New Zealand Service if an international student withdraws or if a student's enrolment is terminated.
 - c. If a student **withdraws after** the published withdrawal date for the academic year of their programme, and fees have been paid:
 - i. there will be no refund-for full year or first semester courses.
 - ii. fees paid for second or subsequent semesters will be refunded less an administration fee of 10% or \$500.00, whichever is the lesser.
 - iii. if fees **have not been paid**, the full fee for that semester is still payable to BTI. In addition, the administration fee for the second or subsequent semester will also apply.

Specific dates for programmes and year groups will be published on BTI Online.

Administration Fees:

Fee	Description	Amount
Application fee (domestic students)	Non-refundable application fee	\$55
Application fee (international students)	Non-refundable application fee	\$310
Credit Recognition and Transfer (CRT) Administration Fee	Recognition of prior learning administration fee	\$110 \$80 for each course applied for
CRT BTI internal	Recognition of BTI prior learning (from one BTI programme to another BTI programme)	\$55 per course
Re-submit Fee	Where a re-sit or additional work is necessary to complete a course. Also charged where counselling practicums are not completed within the initial enrolment period for the course.	\$160 per course
Competency Test Re-sit	Where a re-sit or additional work is necessary to complete a competency test through the Learning Centre.	\$11 per test
Late registration	May be charged for processing any registration outside of the set registration days or deadlines.	\$55
Withdrawal	Withdrawal processing administration fee –charged at 10% of total fees or \$550, whichever is lesser	Lesser of 10% of fees or \$550
International Student Accommodation administration fee	Charged for the service of finding accommodation (international students only)	\$320
Programme alterations	One free programme alteration per student per year. Any additional programme change after course commences charged at \$55 per change	\$55 per change
BTI Transcript	Additional copies of your transcript Copies of BTI transcripts that are older than 3 years old	\$25 \$55
Replacement certificate	Replacement graduation certificate	\$90
Learning intentions	Copy of previous year's learning intentions	\$11 per course
Student ID Cards	ID cards are required for photocopying at BTI	\$22

**Fees are reviewed annually and are subject to change.*

Student Levy

COMPULSORY STUDENT SERVICES FEES (CSSF)

The Ministry of Education and the Tertiary Education Commission (TEC) mandates that we publish information relating to how BTI utilises the Student Levy (Compulsory Student Services Fee).

The Student Council is the consultation forum for the levy and is made up of class reps and staff representative. Decisions about the student levy are to be made jointly with BTI to determine the maximum fee that students will pay and the types of services that will be delivered within the permitted categories set by TEC. Students can talk directly with their class reps to make their views known on the levy.

The Student Levy is set at \$686.40 (GST inclusive) for each full-time onsite student in 2022. This can be broken down to \$5.72 per credit of enrolled courses. Offsite students pay a lesser amount.

Student Services Levy	Amount
Onsite students	\$5.72/ credit
Offsite students	\$4.29/credit

The Minister determines what categories of student services the CSSF can fund. To view the most recent BTI Student Services Fees income and expenditure, please click here:

[Student Services Report](#)

If you have suggestions on the types of services that should be delivered within the categories of student services, please see your Class Rep.

BTI Careers – Careers Advice and Guidance

BTI teaching and academic support staff are on hand to help with employment and career advice. We can help students and graduates with everything from CV preparation and interview skills through to putting candidates forward for employment opportunities.

Employment opportunities include practicum placements throughout programmes.

BTI's staff can advise and support students to make informed decisions about their career path and to improve their employability, such as helping with their choice of practicum placements.

Financial Support and Advice

BTI offers students information and advice to manage their money, including assistance with StudyLink issues and budgeting. In addition, BTI provides emergency financial assistance for students experiencing extreme financial hardship via a hardship committee.



StudyLink Loans and Allowances

StudyLink Application

0800 88 99 00

<https://www.studylink.govt.nz/>

For loans and allowances
For first time applications

START

Do you have a RealMe login

YES

You can start your Online Application at
<https://www.studylink.govt.nz/>

NO

Create a RealMe login on
<https://www.studylink.govt.nz/>

You will start with the "Eligibility test". Your answers will determine what you qualify for.

Gather your supporting documents

- All documents must be verified copies and are to be uploaded via <https://connect.co.nz/> using your RealMe login.
- Application will not be approved until StudyLink has received your supporting documents

You will receive a letter if your application has been approved or declined

You will receive:

- an email from StudyLink to confirm they have received your application
- a letter from StudyLink which will include forms to be completed

Continue with actual application and submit application once you are satisfied with your answers

Information you will need to complete your StudyLink application:

- StudyLink or Work and Income client number, if you have one
- Residency status (date you were granted residence class visa)
- Course start and end dates, study break periods, where you're studying
- Details of any tertiary study you took before 1999
- Your income details if you will be working while studying
- Where you will be living while studying
- IRD number and tax code
- Bank account details
- National Student Number (NSN), if you don't have this, you can update this later in MyStudyLink
- Contact details of an alternative contact person
- If you're under 24, parent's contact details and parent's incomes
- If you have a partner, start date of your relationship, your partner's income

Once you have access to MyStudyLink, you can:

- check application status
- what else we need from you
- if we've received documents you've sent us you can update your contact details, bank account, education provider, course start and end dates, student ID number

Your mail will be in MyStudyLink and you'll get a text or email to tell you that you have a new mail. If you don't want to get your mail online, you can change this setting in MyStudyLink

if your application has been approved, you can check how much you'll get and when your payments start.

For the most up to date information regarding student loans and allowances, please go to the StudyLink website www.studylink.govt.nz

Please remember that you will need to re-apply to StudyLink each year for your student loan!

Academic Information

Rongo Akoranga

Academic Regulations

General Academic Regulations - He whakaritenga mātauranga, are regulations that cover all aspects of being a student in any programme at BTI. The regulations cover issues relating to:

- Admission to programmes (includes Recognition of Credit Transfer and Prior Learning)
- Awarding qualifications (includes assessment, appeals, applying for impaired performance, remedying course failure)
- Studentship status (includes withdrawal and deferral)
- Fees
- Programme Information and Evaluation
- Delivery of programmes
- Programme Review

The complete General Academic Regulations (GAR) can be found on <https://bti.ac.nz/student-life/other/student-policies-regulations/>

Academic Support

If you have any questions regarding this, contact your Educator/Year Group Coordinator/Cohort Mentor (SoTE) or Ngā Maunga Āwhina (SoSP students). You can also contact the Academic Support Services.

Getting enough credits for your qualification

Please ensure that you check this - it's your responsibility to check. You will need to check that you will have the right number of credits needed for a degree, diploma or graduate diploma. Some quick calculations may save problems later!

Plagiarism

In academic and professional presentations, plagiarism is considered to be a serious ethical offence. It offends such Christian principles as honesty, integrity and respect for others. Plagiarism occurs when another person's published or unpublished work is used as if it were one's own. It involves (without clear acknowledgment) direct copying, quoting, paraphrasing of material or downloading from the internet, another person's ideas. Plagiarism includes copying from another student's assignments.

All assignment work at BTI needs to be your own work and you will be required to sign an assignment cover sheet certifying that the submitted work is your own. Each semester we randomly check assignments from each year group and programme for copying and pasting (plagiarism). Please see policy 'SA.19 - Plagiarism' on <https://bti.ac.nz/student-life/other/student-policies-regulations/policies/> for details on the seriousness of plagiarism and the consequences for breaching it.

Policies

There is a BTI policy for many aspects of staff and student life. Some of the key student policies can be found at the back of this handbook or on the BTI website <https://bti.ac.nz/student-life/other/student-policies-regulations/policies/>

Programme Regulations

Every programme has a set of regulations that clarify entry, content and completion of the qualifications. The complete Programme Regulations can be accessed on [BTI Online](#).

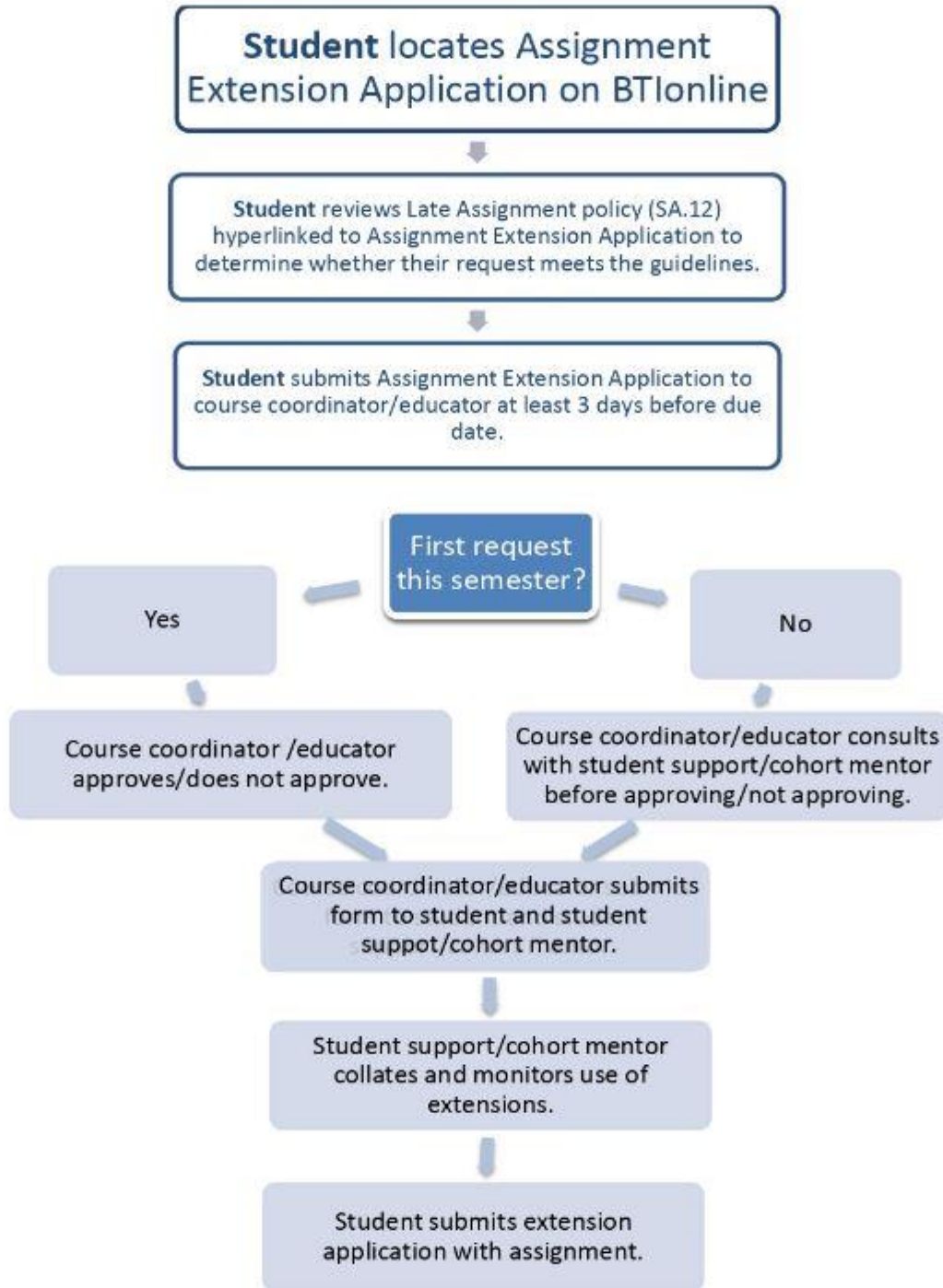
Textbooks

These required texts need to be purchased BEFORE the start of the semester in which they will be needed. The link for Books a Plenty in Tauranga can be found on [BTI Online](#) to purchase these texts. Check which courses are being taken in the coming semester and purchase the texts for these. You would have either received a letter with your enrolment information regarding the set texts required for your courses, or your course Educator will give you adequate notice of texts that are required prior to the start of your course.

There is also a Facebook page for students where you can buy second-hand textbooks:

BTI Textbook Marketplace at <https://www.facebook.com/groups/436587897320827/>

Assignment Extension Process



For full policy about Late Assignments: [Late Assignments \(SA.12\)](#)

Intensives

Counselling, Social Work, Grad Diploma Secondary and B Ed (ECE and Primary)

Intensives

All flexi students need to come to the BTI campus for at least two intensive visits each year. If you do not live locally, please arrange your own travel, accommodation and meals.

Please note that flexi timetables change semester by semester, so make sure you have the flexi timetable and THEN book your travel!

Please remember that you need to check that the papers you are enrolled in work on the timetable.

Attendance at intensives is compulsory. You cannot choose a course that presents a clash because you will miss the intensive. It is your responsibility to check this!

Food during intensives

All students will need to bring their own lunch and snacks when they come onsite for intensives, or purchase food from the snack/ drink machines on campus or local cafes.



Around Campus

Tūnga Huri Haere

Reception

Hours

Monday - Friday, 8.15am - 4.30pm

At the BTI Reception you will find help with things like:

- Printer/photocopier credits
- Buying binding and laminating supplies
- Proximity (after-hours access) cards. You will be required to pay a bond of \$40.

Phone (07) 562 2902 or 0508 Bethlehem

Email reception@bti.ac.nz

Website www.bti.ac.nz

Physical Address 24 Elder Lane, Bethlehem, TAURANGA, 3110

Postal Address Private Bag 12015, TAURANGA, 3143

Other Facilities

The Hub - Te Pū Pūangi

The Hub is located on campus and is a place where all students can connect between lectures and during lunchtimes. The Hub has a kitchen and lounge area where you can prepare and eat your lunch. BTI provides tea, coffee and whitener for students. If your preference is to have fresh milk or other drinks, please feel free to bring your own. There is a fridge available in the Hub for your use.

Please note: The Hub does not include cutlery. Students will need to bring their own cutlery if required.

Lost Property

If you have lost something, please check whether it has been found and handed in at Reception. Please note, at the end of each year, any lost property not collected will be given to charity - so please come and check!

Phone

There is a landline phone upstairs at The Hub if you need to make a phone call (local calls only). Dial '1' first to get an outside line.

Quiet room

Upstairs in the Hub, you will find the 'Quiet room'. This room is here for students who are feeling unwell and need somewhere to have a rest, or for those who just need some quiet time.

Security on Campus

Security for the entire Bethlehem Campus (BTI and Bethlehem College) is handled by Don Ackland (phone 579 1896) during office hours and after office hours by Nutech Security phone 578 8233.

Student Resources

Rauemi Ako

FOR COURSE WORK AND ASSIGNMENTS

Binding

The binder is located in the Library. You can purchase supplies for binding at Reception.

Binding costs

Binding coils	(6mm/8mm)	50c per coil
Clear covers		50c each
Black cardboard		50c per sheet

Equipment

You are able to borrow video cameras and a digital camera for offsite use for BTI related work. You can also book a DVD player and TV for use within the library. Please book these via the library.

Laminating

The laminator is located in the Computer Lab. Laminating sheets can be purchased from Reception.

Laminating costs

A4 Laminating sheets	80c per page
A3 Laminating sheets	\$1 per page

Copy Safe Pockets

Copy safe pockets	10c per pocket
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Photocopying & Printing

Printing & photocopy credits can be purchased at Reception (minimum \$5 at a time if paying by eftpos) and these can sometimes take up to 24 hours to be added to your account - so please plan ahead.

Costs

A4 Black and white	10c per page
A4 Colour	50c per page

NB - You will need a Student ID card if you wish to use the photocopier.

Proximity cards (for after-hours access)

Proximity cards are an option for those who would like to gain access to the library, computer lab and the Hub outside of working hours. The card will provide access to these areas between 7am and 10pm.

Proximity cards are available from reception and are issued annually. A \$40 bond is required prior to issue and is refundable when the card is returned to BTI reception at the end of each year.

Scanner

A scanner for student use is located in the Library.

Student ID card

As a BTI student, you can apply for a student card. This not only gives you an ID card for accessing nationwide student discounts, such as travel, cinema access etc, it allows you to use the BTI student photocopiers in the library.

Cards cannot be ordered or collected from BTI Reception, they must be ordered online. ID cards cost \$20.

[Order BTI Student ID Card](#)

Room Bookings

Any student wanting to book a classroom for coursework related activities or meetings must book this with Reception.

Student Support

Tautoko Tauira

Pastoral Care

At BTI we have a range of support services that are here to help you through any issues that may arise. We are here to walk with you on your journey as a student and our aim is to make your study here as enjoyable and fruitful as possible.

BTI operates an “open door” policy for all teaching and support staff.

Pastoral Care team

Members of the pastoral care team are available to talk and pray with students and staff who want to share concerns or worries.

NZ Certificate in Study and Carer Preparation

[Penny Merton](#)

Teacher Education (ECE/ Primary/Graduate Dip Secondary)

Please see your Cohort Mentor or Programme Coordinator.

School of Social Practice

Ngā Maunga Āwhina (Karen Fransen, Michelle Youngs, Tauha Te Kani, Phillip Larking)

Contact us here: ngamaungaawhina@bti.ac.nz or SOSPstudentsupport@bti.ac.nz

Postgraduate Programmes

[Dr Nikki Kiyimba](#)

International / Offshore students

The International Student Coordinator is [Rhena Kulasingham](#). International students who would like support on any aspect of their study are welcome to speak to Rhena.

Students with disabilities

If you have an area of disability (whether short or long term), please touch base with our Diverse Needs Coordinator, [Greta Maslin](#) to talk through any support we may be able to offer while you are here.

Financial difficulties

If you find yourself in unexpected financial difficulties, feel free to talk to any staff member you feel comfortable speaking to. BTI has a Financial Hardship Fund, and it may be appropriate for you to apply for some help from there, either as a gift or loan. However, the fund does not cover specific study expenses such as getting to practicum, personal counselling, fees or levies.

Support for Māori and Pasifika students (Te Roopu Whakaterere)

BTI is committed to growing the participation and success of Māori and Pasifika students at all levels of study, and providing an enjoyable and supportive student experience. The Māori and Pasifika Support Staff offer pastoral care and support to Māori and Pasifika students.

- ❖ Tauha Te Kani
- ❖ Gayle Te Kani
- ❖ Paul Hirini
- ❖ Lynda Coley
- ❖ Sue Baker
- ❖ Tatiana Morgan-Norris

BTI Online Learning Centre

BTI Online's Learning Centre includes a large number of resources to help you with your studies. Have a look at the [BTI Online Learning Centre page](#) and within this page go to the folder of Helpful Resources.

Topics covered include:

- Academic writing
- Essays
- Numeracy
- Proof reading your work
- Report writing
- Spotting/correcting errors
- Student support
- Tutorials
- Bibliographies and referencing
- Exams
- Orientation information
- Punctuation
- Seminars
- Student accommodation
- Tertiary life
- Unbiased language
- Computer materials
- Parts of speech
- Reading skills
- Spelling
- Study skills
- Time management
- and more!



Student Support Flowchart

Student Support Flowchart – influenced by Durie’s (1994) Te WhareŦapa Wha model

Related to Academic study

Study Skills

- Assignment check
- Grammar
- Essays
- Referencing
- Resubmissions
- Technology

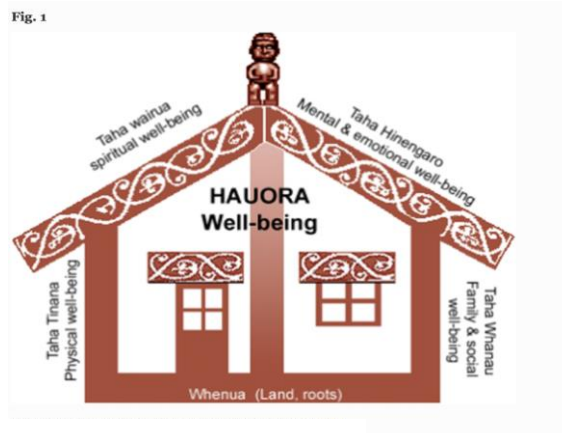
[Online resources](#)

[Learning Advisors](#)

Library

[BTI library website](#)

[Librarian](#)



Understanding content

Complete course work → Do the readings → Check the QA forums → Consider asking a fellow student → Contact educator

Not related to Academic study

Complaints

Refer to [Complaints Policy](#) and [Complaints Flowchart](#).

Diverse needs

Check needs are specifically diverse-needs-related → Contact [Diverse Needs Coordinator](#)

Financial

Investigate other options e.g. StudyLink, Work and Income, CAP

One-off issue → [Hardship fund](#)

On-going issue → Refer to [NMA](#) (SoSP students) or cohort mentors (SoTE/Masters)

International Students

Check needs are specifically international-student-related → Contact [International Student Coordinator](#)

Personal circumstances

Contact [NMA](#) (SoSP students) or cohort mentors (SoTE/Masters)

Programme of study (course changes etc.)

Contact [NMA](#) (SoSP students) or cohort mentors (SoTE/Masters)

Spiritual

Ask your pastor or a student/educator that you trust → Contact [Student Engagement Coordinator](#)

Cultural Issues

Contact Maori/Pasifika Support Staff

Student Complaints

For full policy about Complaints Process: [Student Concerns and Complaints \(SG.08\)](#)



STUDENT CONCERNS AND COMPLAINTS FLOWCHART



If you have been through the above process, and dissatisfied with the outcome, you may contact:

Domestic Students
Tertiary Education Dispute Resolution (<https://tedr.org.nz/>) is the appointed operator of the Education (Domestic Tertiary Student Contract Dispute Resolution Scheme (DRS), which was set up to resolve financial and contractual disputes for domestic tertiary learners.

International Students
iStudent Complaints (<http://www.istudent.org.nz/>) is the appointed operator of the International Student Contract Dispute Resolution Scheme (DRS), which was set up to resolve financial and contractual disputes for international learners.

NZQA - To make a formal complaint about an education provider:
 1. Download and complete the formal complaint form (<https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/formal-complaint-form.pdf>)
 2. Collect your supporting evidence
 3. Email a scan of your completed form, along with any supporting evidence, to risk@nzqa.govt.nz or send to: The Complaints Officer, Quality Assurance Division, P O Box 160, Wellington 6140.
 For more information, contact NZQA at risk@nzqa.govt.nz or 0800 697 296

Mental health

The World Health Organization (2014) defines mental health as “...a state of well-being in which every individual realizes his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community.” Like physical health, we can all benefit from looking after our mental health.

Mental wellbeing (also known as ‘positive mental health’ and ‘flourishing’)

Mental wellbeing is the ability to cope with the day-to-day stresses of life, work productively, interact positively with others and realise our own potential. Mental wellbeing is more than the absence of mental illness and it is more than feeling happy.

Poor mental health

Poor mental health is a state of low mental wellbeing where you are unable to realise your own potential, cope with the day-to-day pressures of life, work productively or contribute to a community.

Mental health problems

We all have times when we struggle with our mental health, but mental health problems develop when these difficult experiences or feelings go on for a long time and affect our ability to enjoy and live our lives in the way we want to. You might receive a specific diagnosis from your doctor, or just feel more generally that you are experiencing poor mental health.

Meaningful conversations about mental health and wellbeing don't have to be hard conversations. Being able to talk about our mental health, including our thoughts and feelings, is a sign of connection and a good attitude towards health

The Five Ways to Wellbeing are – Connect, Keep Learning, Be Active, Give, and Take Notice.

Why the Five Ways work:

- **Connect:** Strengthening relationships with others and feeling close to and valued by others is critical to boosting wellbeing. See your pastor or BTI pastoral care support staff if you would like to talk to someone or need prayer.
- **Keep Learning:** Being curious and seeking out new experiences in life more generally positively stimulates the brain.
- **Be Active:** Being physically active improves physical health and can improve mood and wellbeing and decrease stress, depression and anxiety.
- **Give:** Carrying out acts of kindness, whether small or large, can increase happiness, life satisfaction and general sense of wellbeing.
- **Take Notice:** Paying more attention to the present moment, to thoughts and feelings and to the world around, boosts our wellbeing.

The Five Ways in action:

- **Connect** with the people around you. With family, friends, colleagues, church members and neighbours.
- **Keep Learning.** Try something new. Rediscover an old interest. Take on a new responsibility.
- **Be Active.** Go for a walk or run. Step outside. Garden. Play a game.
- **Give.** Do something nice for a friend. Thank someone. Volunteer your time.
- **Take Notice.** Remark on the unusual. Notice the changing seasons. Savour the moment.

For more information visit: <https://www.mentalhealth.org.nz/>

Helpful websites

- <https://depression.org.nz/>
Sadness, depression and anxiety affect us all differently. This website has resources that can help you get to a better place mentally. There is also free online self-test tool <https://depression.org.nz/is-it-depression-anxiety/self-test/>
- <https://terauora.com/>
Strengthens Māori health and wellbeing.
- <https://www.leva.co.nz/>
Le Va is a national Pasifika programme that offers a range of programmes and initiatives to support mental health and wellbeing.
- <https://thelowdown.co.nz/>
The Lowdown is a website to help young New Zealanders recognise and understand depression or anxiety, which offers a free text service on 5626.
- [Youthline.co.nz](https://youthline.co.nz)
Youthline works with young people from all walks of life, from all cultures and with all sorts of things going on in their lives. This can be anything from just wanting to talk something through (big or small), to working face to face with a young person or even their whole family.

Talk to someone

Need to talk?

- Contact your pastor or BTI pastoral care support staff.
- Free call or text 1737 to talk to a trained counsellor, anytime

Lifeline – 0800 543 354 for counselling and support

Depression Helpline – 0800 111 757 for support from trained counsellors

Youthline – 0800 37 66 33, free text 234 or email talk@youthline.co.nz for young people, and their parents, whānau and friends

Samaritans – 0800 726 666 for confidential support to anyone who is lonely or in emotional distress 24 hours a day, 365 days a year

Suicide Crisis Helpline – 0508 828 865 (0508 TAUTOKO) for people in distress, and people who are worried about someone else

Netsafe – www.netsafe.org.nz for advice on how to stay safe online

Find support around alcohol and drugs

Alcohol Drug Helpline – 0800 787 797 or text 8681 for a free and confidential chat with a trained counsellor, 24 hours a day, 7 days a week

For support around domestic violence

Family Violence Information Line – 0800 456 450 for information as well as services in your own region. The phonenumber operates 9am – 11pm every day of the year

For support around sexual abuse

<https://safetotalk.nz/> provides contact with a trained sexual harm specialist at any time, day or night, seven days a week, and other services such as information about medical, emotional and behavioural issues related to harmful experiences.

Tikanga Māori - *Māori Culture*

We here at BTI acknowledge that we are still on our journey of discovery in terms of understanding and of having a heart of sincerity in applying cultural values and perspectives that can be inter-woven into our underlying Christian philosophy and vision. We accept and endorse that Ngati Kahu as tangata whenua have a spiritual and emotional relationship to the land on which the campus is sited. We are committed to developing our relationship with each other. We are open and committed to embracing all cultural and ethnic representations on campus.

Te Roopu Whakaterere

- ❖ Tauha Te Kani
- ❖ Gayle Te Kani
- ❖ Paul Hirini
- ❖ Lynda Coley
- ❖ Sue Baker



Te Kohao - *Cultural Room*

Room 4301



Te Kohao - The Eye (of the needle)

Room 4301 is our Cultural Room - Te Kohao which means "the eye of the needle".

The eye of the needle is a small door fixed in a gate of the city wall and opened after dark. To pass through, the camel must be unloaded. Hence the difficulty of the rich man to enter into the kingdom of heaven - he must be unloaded first. Likewise, in order to get the very best from our time at BTI we all need to unload things we carry that will impede our reaching and realising our full potential.

Io Matua Kore - God the Parentless One

Io Matua Kore is the name of the mural that is displayed on the wall of Te Kohao. The theme is based on the central figure Io Matua Kore, Supreme Creator, Author of Life and eternal God who is the great I Am.

From Him emanates all life. His arms extend from creation through to eternity. He weaves himself through the ages, his love mercy and grace available to all mankind. All can receive his unconditional love at the cross through His Son, Jesus Christ.

The left side of the mural represents BTI. The dove and His infallible Word two significant symbols embedded within the BTI DNA.

The right side represents the Tangata Whenua of Tauranga Moana - Ngati Ranginui, Ngai Te Rangi and Ngati Pukenga.



Scholarships

At BTI we are committed to your success. While we do not offer any BTI exclusive scholarships, one of the ways in which we contribute to this commitment is by partnering with other third-party stakeholders to accept scholarships offered. We appreciate the diversity of student groups and where possible, we work with others and accept funding for scholarships from students from all backgrounds. Scholarships may offer support for fees or accommodation, or may be paid directly to the student.

Scholarships available:

- **TEACH NZ SCHOLARSHIPS**
- **TAURANGA MOANA IWI & NGATI KAHU SCHOLARSHIPS**
- **DILLON SCHOLARSHIP - BAY TRUST**
- **MĀORI EDUCATION TRUST**

Please visit our website for more information about these scholarships (<https://www.bti.ac.nz/scholarships.html>)



BTI Online - *BTI Ipurangi*

BTI online is the student portal. For new students, your BTI Online username and password will be emailed to you prior to your study beginning

Logging On

Open the [BTI Online home page](#). Make it a favourite by clicking **Favourites** then **Add to Favourites**. This website will now be saved in your favourites for easy access.

BTIonline

Remember username

Log in

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Is this your first time here?

Your username and password is provided by BTI after enrolment.

Use that to get into BTIOnline

and then you can go into your Profile

and change your password to something you can remember.

If you experience any problems please email the BTI online Help Desk between the hours of 8.30am - 4.30pm:
helpbtionline@bti.ac.nz

Online Workload Management

The **online Orientation course**, is compulsory. It will give you a chance to practice the activities you will need to be able to participate in during the online component of your BTI courses.

- **Set aside a short time each day** (eg 30 minutes) to do the online tasks for each course you are studying — a little and often is better than large blocks of time less frequently. This time is in addition to the time you will need to spend reading articles and doing assessment tasks.
- **Manage the time you spend online**— if you are a flexi student your online course should take no more (or less) of your time than a similar face-to-face one, timetable your online time into your diary and set that time aside just as if you were attending a lecture or tutorial.
- **Ask for help** if you don't know how to do something or understand what is required—there is a BTI Online helpdesk email address on the home page of your BTI Online programme or for items relating specifically to your course contact your course lecturer.
- **Edit your profile to include a picture of yourself** (if there isn't one there already) as this helps the other students and lecturers know who you are and gives a more personal touch to your contributions to the course.
- **Don't leave assessment tasks to the last minute**—internet technology is not always reliable. So if you need to upload an assignment onto BTI Online or do a discussion forum posting by a certain due date and time, and you leave it till 10 minutes before the deadline expires, you may find the website is down or your Internet connection isn't working which will cause panic...
- **Always have a backup** — if discussion postings are part of your assessment tasks, it pays to write them in a word processor first and then copy and paste them into the BTI Online discussion edit box. That way if the posting is lost (e.g. your internet connection disconnects during the editing process) you still have the original work and can copy and paste it again, rather than having to redo it completely!

Make a backup digital copy of large assignments as well.

The Library – Pātaka Pukapuka

OPENING HOURS

Normal hours

Monday -Friday (staffed)	8.00am – 5.30pm
Saturday (staffed)	8.00am – 12.00pm

Monday – Sunday (with proximity card access)	7.00am – 10.00pm
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During study breaks, the library is open on weekdays 9am – 4pm.

Closed mid-December to end of January, and all public holidays.

CONTACT DETAILS

Librarian	David Osman
Telephone	07 5622950
Email	library@bti.ac.nz

HOW WE CAN HELP

Trying to find relevant information for your study and assignments can be like trying to find your way through a maze of seemingly dead ends! We help by providing:

- resources that have been bought specifically to support BTI courses. These include books, print journals, and online resources that Google won't find
- staff who can help you find your way through the maze
- small group workshops on topics you need help with
- a range of 'how to' guides - see the Library website for help on topics such as search strategies, using the library catalogue, using journal databases, renewing books etc
- a postal service for out-of-town flexi students
- a place to study

STRESS BUSTERS

You can help us, and reduce your own stress, by:

- not leaving things until the last minute – we are more likely to be able to help if you allow sufficient time
- being as specific as possible with requests, with as much accurate detail as possible
- returning or renewing your books on time
- letting us know if your contact details change



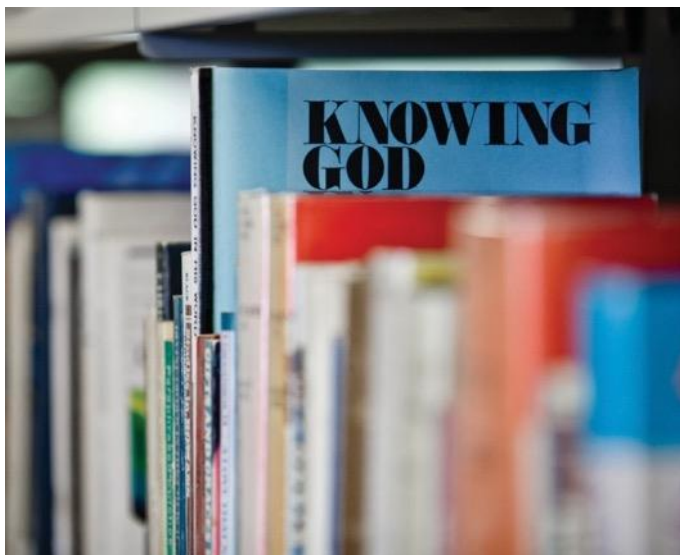
BTI LIBRARY ONLINE

You can access the library website from [BTI Online](#) "Welcome" box or click on the link below:

<http://bethlehem.ac.nz.libguides.com>

Click on the various tabs to find links to the library catalogue, online journals, useful websites for your subject, general reference sources, and "How to" guides on various topics.

If you can't find the answers you need, don't forget your librarians are here to help – just send an email or ring the library, and we'll do our best to answer your questions.



Our usual method of communication to you is by email; therefore it is vital that if you change your email address, please let the Library know.

LIBERTY

[Liberty](#) is our library management system. Essentially it is a library catalogue where you can look up resources contained in the BTI library. When you log in to [Liberty](#) you can view or renew items you currently have on loan and reserve items that are on loan to other people.

BORROWING ITEMS FROM THE LIBRARY

Most items can be borrowed, except reference material and journals, which are for use in the library only. Onsite students or local flexi students may borrow up to 15 items, and the loan period is 2 weeks. We will post items to flexi students who are not able to visit the library in person. You may have up to 10 items on loan at any one time, and items are issued for 3 weeks, which includes postage time. BTI pays outward postage and you pay return.

Renewing items

You may renew items by logging into [Liberty](#) as yourself. Details on how to log in are available on the [library web page](#).

Reserving items

If an item you require is on loan to another user, you can reserve it by emailing the library or logging into [Liberty](#) as yourself.

Short-term loans

Some items that are in high demand may be placed on temporary short-term loan. These are likely to be copies of set texts, or on your Required Reading list. They cannot be reserved or renewed.

Fines

If your books are returned late, there will be a charge of 50 cents per day per book, to a maximum of \$10 per book. Once a maximum of \$15 is reached, no further books will be issued until the fines are paid. However, there is a 2-day grace period so if your books are returned or renewed within 2 days of the due date, no fines will be charged. Short-term loans are charged at the rate of \$3 per item per day, with no grace period.

Lost books

If no response from you has been received after 3 overdue reminders, we will assume an item is lost, and you will be sent an account for the cost of replacement. If you find a lost item and return it within 6 months of payment, you will receive a refund of the amount paid minus \$5 administration fee.

If you ignore reminders about outstanding fines, or lost books, your access to online courses may be blocked, and you will not receive your end-of-semester grades.

A friendly reminder.....

No food or drink in the Library please.

Please turn mobile phones off while inside and keep noise to a minimum so that others are not disrupted.

Bethlehem Institute Student Association

What is BISA?

BISA is the student association of BTI. The purpose of BISA is to ensure that the experience of being a student at BTI is a positive, fun and rewarding one.

It is an association run by students, for students and everyone can get involved. Class reps from each year group from each programme will be nominated during February/March intensives. These class reps will make up the Student Council who will then nominate the BISA Executive Committee comprising of President, Vice-President and Secretary and facilitated by the Student Engagement Coordinator.

Class reps are student volunteers who represent the interests of students to the staff. They provide an important link between students and staff in a class; providing feedback on the courses and any concerns that students raise.

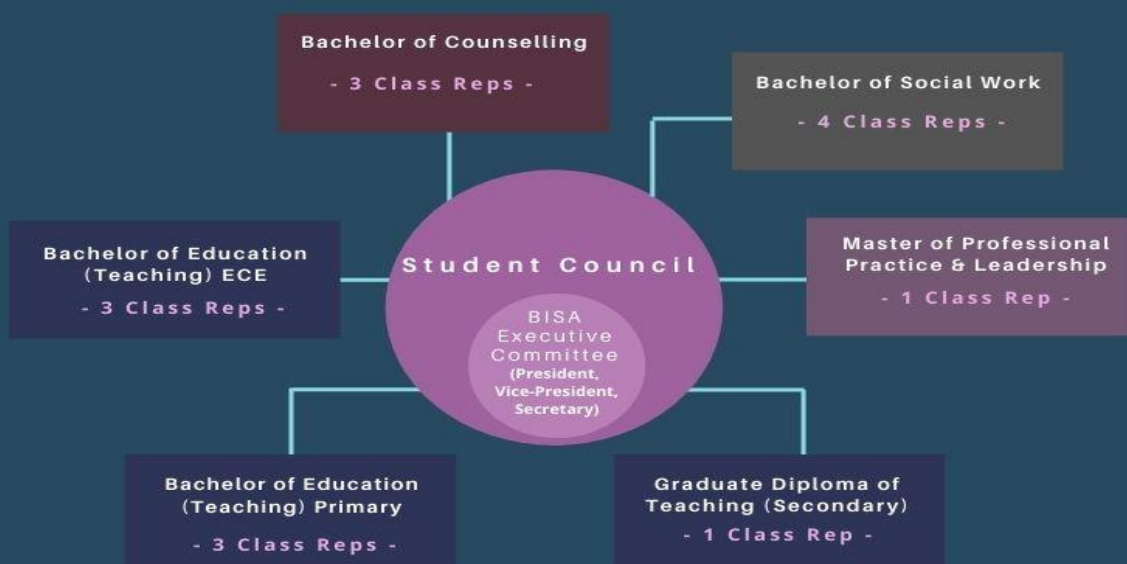
Some of the things BISA does:

- organize social events and activities to bring students together across all courses and years and develop a sense of student community
- represent students to be their voice at all levels and provide services to improve the quality of student life at BTI

All BTI students become members of BISA as soon as they enrol.

If you have any ideas, concerns or need help, do contact your class rep.

If you are unsure of who to go to, and if you have any questions about BISA or to find out who your class rep is, contact our Student Engagement Coordinator, Rhena Kulasingham at r.kulasingham@bti.ac.nz or 07-5622952



BISA

Bethlehem Institute Student Association

Social Media - Ao Pāpāho Pāporī

We would love to connect with you online!

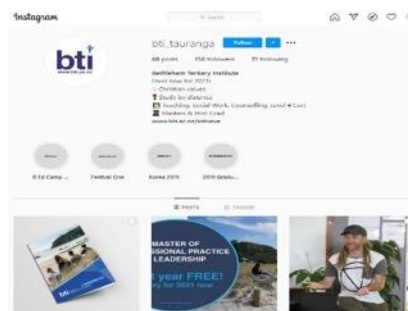
'Like' us on Facebook, 'Follow' us on Twitter, watch us on YouTube and subscribe to the BTI Blog to access engaging interviews, student stories and interesting articles. You can leave comments, ask questions and make suggestions – let's start a conversation!



 [Join us on Facebook](#)



 [Watch us on YouTube](#)



 [BTI Instagram](#)



[Subscribe to the BTI Blog](#)

Student Life - Ora Tauira

Accommodation

BTI does not offer any student accommodation, so if you are not a local and you are planning to move to Tauranga to study – or you require temporary accommodation for Intensives – below is a list of where you might be able to find accommodation:

The BTI accommodation list

From time to time we have people phone us to say they have private rental accommodation available so we do maintain a list and can be accessed on BTIonline at <https://www.btionline.ac.nz/mod/forum/view.php?id=9482>

BISA accommodation forum

Check out the BISA accommodation forum on BTI online. Students can communicate on this forum if they require accommodation or if they have accommodation they would like to offer other students.

Trade Me

There are usually a number of local flat shares and houses available for private renting through this website. See www.trademe.co.nz

Christian Accommodation New Zealand

This website advertises accommodation for those who would like to rent from/flat with other Christians. See www.canz.co.nz

The Hub

The Hub on campus is a great way to meet other students who may also be looking for accommodation or you may like to put a notice up.

Most students who come onsite for intensives end up staying with friends while they are here, or meet other students during the course of their study and then stay with them. However, if neither of those options are suitable, here are just some of the options available locally.

[Accommodation Te Puna](#) offers chalets, cabins and backpacker accommodation as well as powered sites for caravans.

[Bell Lodge Motel & Backpackers Hostel](#) offers a variety of accommodation options including backpacker hostels, chalets and motel units.

[Bethlehem Motor Inn](#) - offers motel units located very close to BTI.

[Just the Ducks Nuts](#) offers dorms and single rooms with a bus stop outside that takes you to BTI. Offers membership rates to BTI students – just tell them you are studying at BTI for a discount.

[Loft 109](#) offers budget backpacker accommodation in the city centre with daily or weekly rates for dorms or double rooms. Also offers 'Female Only' dorms.

Note: The links provided on this page are intended to provide general information to students. BTI does not represent or endorse any accommodation options nor is responsible for accommodation.

Sport, Recreation and Cultural Services

BTI has a range of events and activities, including sports days, cultural days, overnight Marae stays, and induction activities to engage our diverse student community.

Tauranga – the local area

Tauranga - te hapori

Whether you're a local, planning to move here, or just coming for intensives - the Tauranga area has a lot to offer! It's a great sized little city, easy to get around and there is lots to do to keep you occupied in your free time. For more info about what the local area has to offer visit www.bayofplentynz.com

Shopping

The Bethlehem Town Centre on Bethlehem Road has all sorts of shops to meet your needs. Check out their website www.bethlehemtowntcentre.co.nz

Student Discounts

The following local businesses will offer BTI students a **10% discount** when you present your student ID card:

Bethlehem Health and Tea Shop - State Highway 2

Bethlehem Floral Studio - State Highway 2

Bethlehem Paper Plus - Bethlehem Town Centre

The Orchard Bethlehem - Bethlehem Town Centre

[Order BTI Student ID Card](#)

Cinema

Event Cinemas in Tauranga Central and Tauranga Crossing offer a student discount on ticket prices. For more info visit www.eventcinemas.co.nz

Cafes

There are a couple of cafes within walking distance from BTI for when you feel like something more than your packed lunch! For example, Café Botannix (located at Palmers Bethlehem), Coffee Club & Columbus Coffee (at Bethlehem Town Centre).

LOCAL SERVICES

Buses

There is a 'Hopper' bus that operates around Tauranga and it comes right to the campus gates.

The Bethlehem bus is Route 62 – the timetable is available at [BayBus](#)

Timetables for all local bus routes are available from [Tauranga Bus Timetable](#)

Doctors

Bethlehem Family Doctors are located across the road (14 Elder Lane). Their phone number is 07 579 1248.

Student Policies - *Kaupapa Taurira*

Below are links to BTI's Student Policies. These policies include important information such as the use of IT equipment on campus and guidelines to help support you in your study. During your orientation week, you will be taken through programme regulations relating to the programme in which you are enrolled. The student discipline/appeal process and procedures will also be explained to you.

STUDENT POLICIES

A-E

- [Access To BTI's Facilities for BTI Students \(SG.01\)](#)
- [Accommodation for International Students \(SG.35\)](#)
- [Attendance \(SA.02\)](#)
- [Attendance Exemption Form \(SA-02\)](#)
- [Attendance During Professional Practice Experience \(PPE\) \(SA.30\)](#)
- [Auditing \(SA.03\)](#)
- [Bachelor of Social Work Field Placement \(SA.34\)](#)
- [Bethlehem College Scholarships \(SG39\)](#)
- [Children's Act 2014 – Safety Checks \(SA.36\)](#)
- [Credit Recognition & Transfer \(SA.22\)](#)
- [Credit Recognition & Transfer Form \(External\)](#)
- [Credit Recognition & Transfer Form \(Internal\)](#)
- [Counselling Practica \(SA.32\)](#)
- [Counselling Referral Support for Students \(SG.36\)](#)
- [Dual Relationships - Students, Associate Teachers, Supervisors \(SG.06\)](#)
- [Dress Code During Practicum/PPE \(SA.35\)](#)
- [Enrolment of International Students \(SG.38\)](#)

F-J

- [GAR \(General Academic Regulations\)](#)
- [Grading System for Academic Courses \(SA.07\)](#)
- [Graduation \(SA.37\)](#)
- [Harassment \(SG.09\)](#)
- [Information Keeping Disclosure \(SG.17\)](#)
- [IT Services Acceptable Use \(P.11\)](#)

K-O

- [Late Assignments \(SA.12\)](#)
- [Library Lending \(SG.13\)](#)
- [Moderation of Assessment \(SA.14\)](#)

P-R

- [Pastoral Care of International Students \(SG.15\)](#)
- [Payment of Student Fees \(SG.16\)](#)
- [Personal Disclosures \(SG.24\)](#)
- [Plagiarism \(SA.19\)](#)
- [Professional Review \(SA.25\)](#)
- [Research Ethics \(A.08\)](#)
- [Reader Writer Support for Students \(SA.20\)](#)
- [Refund of Student Fees \(SG.23\)](#)
- [Restricted Enrolment \(SA.33\)](#)

S-Z

- [Smoke-free drug-free alcohol-free Policy \(SG.40\)](#)
- [Student Concerns & Complaints \(SG.08\)](#)
- [Student Concerns & Complaints Flowchart \(SG.08\)](#)
- [Student Diverse Needs/Disabilities Policy \(Sg.40\)](#)
- [Student Hardship \(SG.10\)](#)
- [Student Health & Safety \(SG.31\)](#)
- [Student Safety Risk Assessment Policy \(SA.36\)](#)
- [Tauranga Moana Iwi & Ngati Kahu Scholarships \(SG.11\)](#)
- [The Use of Te Reo For Assessment \(SA.27\)](#)
- [Usage of BTI's Computing Resources \(SG.26\)](#)
- [Video Audio Recording on Counselling Practicum \(SA.28\)](#)
- [Counselling Practicum Consent Form \(SA.28\)](#)
- [Withdrawal/Deferral Form](#)

Hints for reading the Bible

Christians feed on scripture. Holy Scripture nurtures the holy community as food nurtures the human body. Christians don't simply learn or study or use Scripture; we assimilate it, take it into our LIVES in such a way that it gets metabolized into acts of LOVE, cups of cold water, missions into all the world, healing and EVANGELISM and justices in Jesus' name, hands raised in adoration of the Father, feet washed in company with the Son. Eugene Peterson, (2006) Eat this Book.

Here are a few suggestions for those of you who would like to study the scriptures on your own.

Step one

1. Prayer. We have permission to ask God to give us wisdom and understanding as we read
2. Read through the book or passage without stopping
3. When you finish reading ask yourself the following questions.
 - At this point what does the message seem to be?
 - List any difficulties you have with the passage. Are there any statements you do not understand? Is there any problem or question you would like to study further?

Step two

When studying a book of the Bible or a passage it is very important to ask yourself why it was written, who wrote it, and to whom it was written. It may be helpful to refer to supplementary resources.

- Who is the author? What do we learn about him?
- What is the author's purpose in writing
- Who are the recipients? Where are they? What are their circumstances?
- Where is the setting?
- When was this written/ what was life like for the recipients? What is happening? What had they experienced?

There are thousands of web based resources to help study the Bible on your own but you may find it helpful to begin with one of these: <http://studylight.org/> or <http://www.crosswalk.com/>

Step three

Ask yourself what you learn about God (Father, Son, Holy Spirit) from this passage.

Step four

How has God spoken to you personally as you read through the passage or book?

- What eternal principles do you see in this passage?
- What is the most interesting thing you discovered today?
- What did you learn today you did not know before?
- How do these teachings apply to you personally?
- Why does God want this passage in the Bible?
- What specifically are you going to do about them?

Always, the purpose of such understanding is not that we will become proficient in our Bible knowledge. Rather, it is that we will be enabled to LIVE out of this "life that is life indeed" into ongoing discipleship to Jesus in such a way that our hearts and minds are PROGRESSIVELY transformed into the VERY nature of the heart and mind of God (1 Tim. 6:19).

Foster, R. (2010) Life with God



