

BETHLEHEM TERTIARY INSTITUTE



STUDENT HANDBOOK

2025

Contents – Ngā Kiko

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*Disclaimer: All information in the Student Handbook 2025 v2 is correct as of 22nd Jan 2025 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.



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. 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 NZ Certificate in Study and Employment Pathways, 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 leadership programmes, 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 and the world, have your eyes opened to new and exciting ways to think about your values and how they inform your professional practice. For those of you in our postgraduate trauma programmes, you are responding to the expressed need in our communities for more understanding and training in how to support people who have experienced trauma in its many forms.

For over 20 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

Executive Leadership Team

Dr James Arkwright (Principal - Kaiarorangi)

Gayle Te Kani

Dr Howard Youngs

Joanne Barnes

Richard Cook

Tauha Te Kani

Who we are - Tēnei Mātou

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

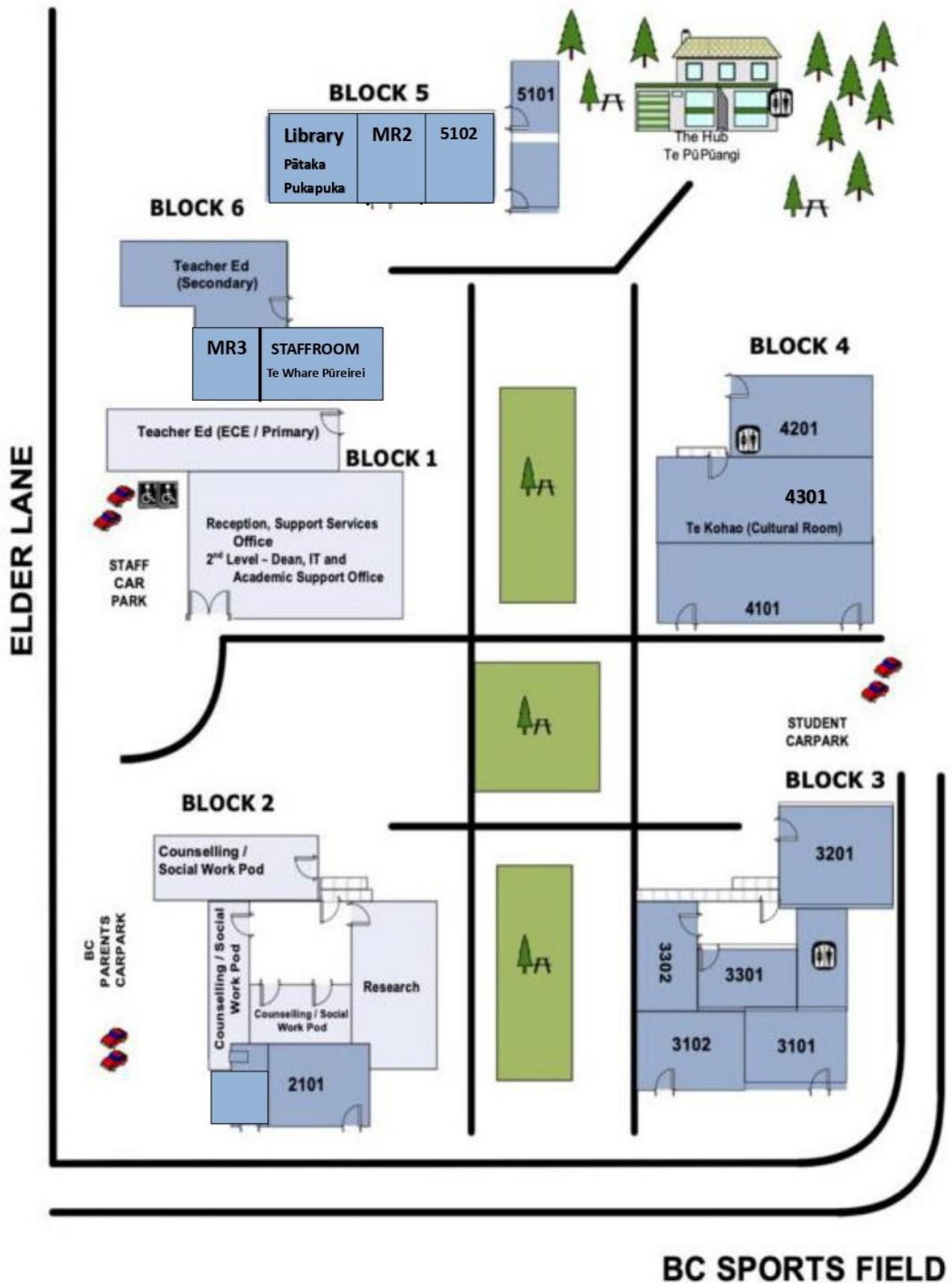
We offer a wide range of contexts, activities, ideas and methods in our courses so that this growth may take place. We want to help form professionals who are sought after for their personal and professional standing.

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*





Staff Profiles

Executive Leadership Team

[Dr James Arkwright](#)

Principal / Kaiarorangi

[Gayle Te Kani](#)

Head of School of Teacher Education

[Dr Howard Youngs](#)

Academic Dean

Director of Engagement and Development

[Jo Barnes](#)

Team Leader: Administration

[Richard Cook](#)

Head of School of Social Practice (Mātauranga)

[Tauha Te Kani](#)

Head of School of Social Practice (Kaitiaki)



Administration Team

[Jo Barnes](#)

Team Leader: Administration

Student Administrator: Postgraduate Programmes

[Chelsea Wilson](#)

Student Applications Advisor

[Preetha Pratapsingh](#)

Executive Assistant

[Sarah Collins](#)

Receptionist

[Sue Hardgrave](#)

Senior Student Administrator: Undergraduate Programmes

[Andrea Bogнар](#)

Student Administrator: Undergraduate Programmes

Finance Team

[Le Roy Pinkerton](#)

Accountant

[Reka Nemedi](#)

Assistant Accountant

Academic Support

[David Osman](#)

Librarian

[Johnny Wilson](#)

I.T. Systems Administrator

[Hamish Reid](#)

Marketing Coordinator

[Mason Hirini](#)

Technology Support Officer

[Penny Merton](#)

Learning Advisor

[Rhena Kulasingham](#)

Team Leader: Academic Support
Student Engagement Coordinator
International Student Coordinator

[Ros Bridgman](#)

Accessibility Support Coordinator



NZ Certificate in Study and Employment Pathways

Penny Merton

Learning Advisor
Educator / Kaiako

Emma Thompson

Learning Advisor
Educator / Kaiako



SCHOOL OF TEACHER EDUCATION

Gayle Te Kani

Head of School: School of Teacher Education
Educator / Kaiako

Julie-Ann Finn

School Administrator: School of Teacher Education

TEACHER EDUCATION STAFF - ECE

Karyn Robertson

Programme Leader – Early Childhood Education
Educator / Kaiako

Denice Morgan

Educator / Kaiako
Professional Experience Coordinator

TEACHER EDUCATION STAFF - PRIMARY

Janette Blake

Programme Leader - Primary
Educator / Kaiako

Naomi Jones

Educator / Kaiako

Rachelle Hulbert

Educator / Kaiako

Sahra Swart

Professional Experience Placement Coordinator
Educator / Kaiako

Sue Baker

Educator / Kaiako

TEACHER EDUCATION STAFF – SECONDARY

[Daniela Brown](#)

Programme Leader (Teaching and Learning)
Educator / Kaiako

[Bev Coombridge](#)

Educator / Kaiako

[Mary Opie](#)

Programme Leader (Academic Processes)
Educator / Kaiako

[Linda Brown](#)

Educator / Kaiako

[Sahra Swart](#)

Professional Experience Placement Coordinator

COHORT MENTOR (ECE)

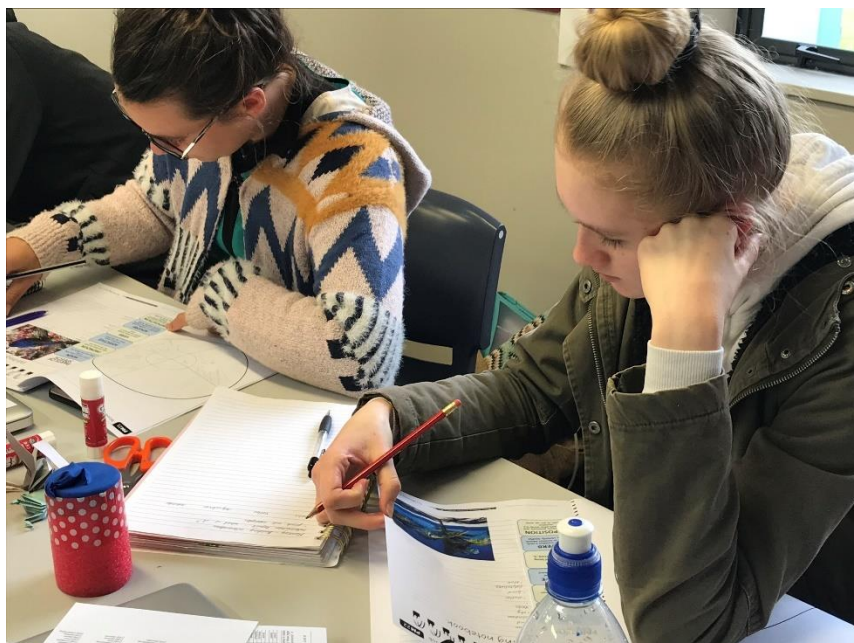
Denice Morgan

COHORT MENTORS (PRIMARY)

Onsite:	Sue Baker
Northern:	Naomi Jones
Southern:	Bev Coombridge

COHORT MENTORS (SECONDARY)

Daniela Brown, Mary Opie



SCHOOL OF SOCIAL PRACTICE

Richard Cook

Head of School (Mātauranga)
Registered Counsellor (MNZAC)
Educator / Kaiako

Tauha Te Kani

Head of School (Kaitiaki)
Registered Social Worker (SWRB / ANZASW)
DAPAANZ registration
Educator / Kaiako

Amy Lynas

Registered Counsellor (MNZAC)
Educator / Kaiako

Kathryn Taylor

Administrator: Counselling Practicum
Practicum Regional Coordinator

Elizabeth (Liz) Young

Registered Counsellor (MNZCCA)
Team Lead: Counselling Practicum
Educator / Kaiako

Helen Barker-Troughton

Registered Social Worker (SWRB / ANZASW)
Educator / Kaiako

Ingrid Klein-Ovink

Administration: School of Social Practice

Jade Conway

Registered Counsellor (MNZCCA)
Practicum Regional Coordinator

Jemma Bennett

Registered Counsellor (MNZCCA)
Educator / Kaiako

Karen Fransen

Registered Counsellor (MNZAC)
Educator / Kaiako

Karen Meikle

Registered Counsellor / Addictions Practitioner (MNZCCA/DAPAANZ)
Educator / Kaiako

Lianza Pretorius

Registered Teacher (TCANZ)
Educator / Kaiako

Michelle Youngs

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

Nynette Martin

Educator / Kaiako
Registered Social Worker (SWRB)

Phillip Larking

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

Pikiteora Whanau-Russell

Registered Social Worker (SWRB)
Educator / Kaiako

Rebekah Thomas

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

Ruth Jones

Registered Counsellor (MNZAC)
Educator / Kaiako

NGĀ MAUNGA ĀWHINA (SOSP STUDENT SUPPORT)

Michelle Youngs - Counselling Students
Lianza Pretorius – Counselling Students
Phillip Larking - Social Work Students
Tauha Te Kani - Taura Māori me Pasifika

SCHOOL OF SOCIAL PRACTICE ROLES

Head of School of Social Practice (Mātauranga) – Richard Cook
Head of School of Social Practice (Kaitiaki) – Tauha Te Kani
Professional Lead: Counselling (Academic) - Rebekah Thomas
Professional Lead: Counselling (Students) - Michelle Youngs
Professional Lead: Social Work (Academic) – Tauha Te Kani
Professional Lead: Social Work (Students) - Phillip Larking
Team Lead: Counselling Practicum - Elizabeth (Liz) Young
Field Placement Coordinator – Piki Whanau-Russell

SCHOOL OF POSTGRADUATE STUDIES, RESEARCH AND DEVELOPMENT

[Dr Lindsay Fish](#)

Head of Postgraduate Studies
Coordinator: Leadership Major
Senior Educator / Kaihautū

[Dr Howard Youngs](#)

Academic Dean
Director of Engagement and Development
Educator / Kaiako

[Dr Hyeeun \(*Hae-en*\) Kim & Brodie](#)

Registered Counsellor (MNZAC)
Coordinator: Trauma Majors (Trauma-Responsive Therapy & Trauma-Informed Leadership and Service)
Senior Educator / Kaihautū
**Brodie – Therapy dog for emotional & learning support*

[Dr Peter Bray](#)

Dean of Research
Registered Counsellor (MNZAC)
Senior Educator / Kaihautū

[Dr Simon Webb](#)

Senior Educator / Kaihautū



BTI Board of Directors

Jonny Boom

Chairperson

Dr Andrea Hall

Director

David Tweed

Director

Dr Jacqui Burne

Director

Nathan Balmer

Director

OTHER STAFF YOU MAY SEE AROUND CAMPUS

Campus Maintenance

Don Ackland - **Property Manager**

Darren Woodward – 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>)

Student Policies - *Kaupapa Tauira*

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

[Accessibility Support \(SG.42\)](#)
[After-Hours Student Access To BTI's Facilities \(SG.01\)](#)
[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 \(SA.22\)](#)
[Counselling Practica \(SA.32\)](#)
[Counselling Referral and Support for Students \(SG.36\)](#)
[Domestic Student Enrolment \(SA.41\)](#)
[Dress Code During Practicum/PPE \(SA.35\)](#)
[Dual Relationships - Students, Associate Teachers, Supervisors \(SG.06\)](#)
[Enrolment of International Students \(SG.38\)](#)
[Ethical Conduct in Research \(A.08\)](#)

F-J

[GAR \(General Academic Regulations\)](#)
[Grading for Academic Courses \(SA.07\)](#)
[Graduation \(SA.37\)](#)
[Harassment \(SG.09\)](#)
[He Kete Pāwera \(SG.10\) \(formerly Hardship Fund\)](#)
[Information Keeping Disclosure \(SG.17\)](#)
[IT Services Acceptable Use \(P.11\)](#)

K-O

[Late Assignments \(SA.12\)](#)
[Library Lending \(SG.13\)](#)
[Mātauranga Māori \(P.01\)](#)
[Moderation of Assessments \(SA.14\)](#)

P-R

[Payment of Student Fees \(SG.16\)](#)
[Personal Disclosures \(SG.24\)](#)
[Plagiarism \(SA.19\)](#)
[Privacy Policy \(SA.31\)](#)
[Professional Progress Review \(SA.25\)](#)
[Reader Writer Support for Students \(SA.20\)](#)
[Refund of Student Fees / Withdrawals \(SG.23\)](#)

S-Z

[Smoke-free drug-free alcohol-free Policy \(SG.40\)](#)
[Student Concerns & Complaints \(SG.08\)](#)
[Student Concerns & Complaints Flowchart \(SG.08\)](#)
[Student Health & Safety \(SG.31\)](#)
[Student Suicide Response Policy \(SG.43\)](#)
[Support for International Students \(SG.15 & SG. 35\)](#)
[Tauranga Moana Iwi and Ngati Kahu Scholarship \(SG.11\)](#)
[Use of Te Reo for Assessment \(SA.27\)](#)
[Withdrawal/Deferral Form](#)

Student Wellbeing Plan

BTI is dedicated to creating an environment that is student centred and addresses the economic, social and wellbeing goals, and the development aspirations of diverse learner groups (eg, Māori, Pasifika, international students, students with disabilities and other learner groups). We focus on listening to our students and making changes based on their feedback to adapt our teaching, learning and support services to empower students at different ages and stages. BTI has made changes that enhance student voice and participation in student governance and management decision-making.

As part of our commitment to building a student-centred educational experience for our students, BTI has worked hard to strengthen existing, and develop new, connections and authentic partnerships with students, whānau and diverse learner groups.

View [Student Wellbeing Plan](#)

If you have any feedback /ideas / suggestions on the Student Wellbeing Plan, please email our [Student Engagement Coordinator](#).



Code of Practice for Tertiary Students

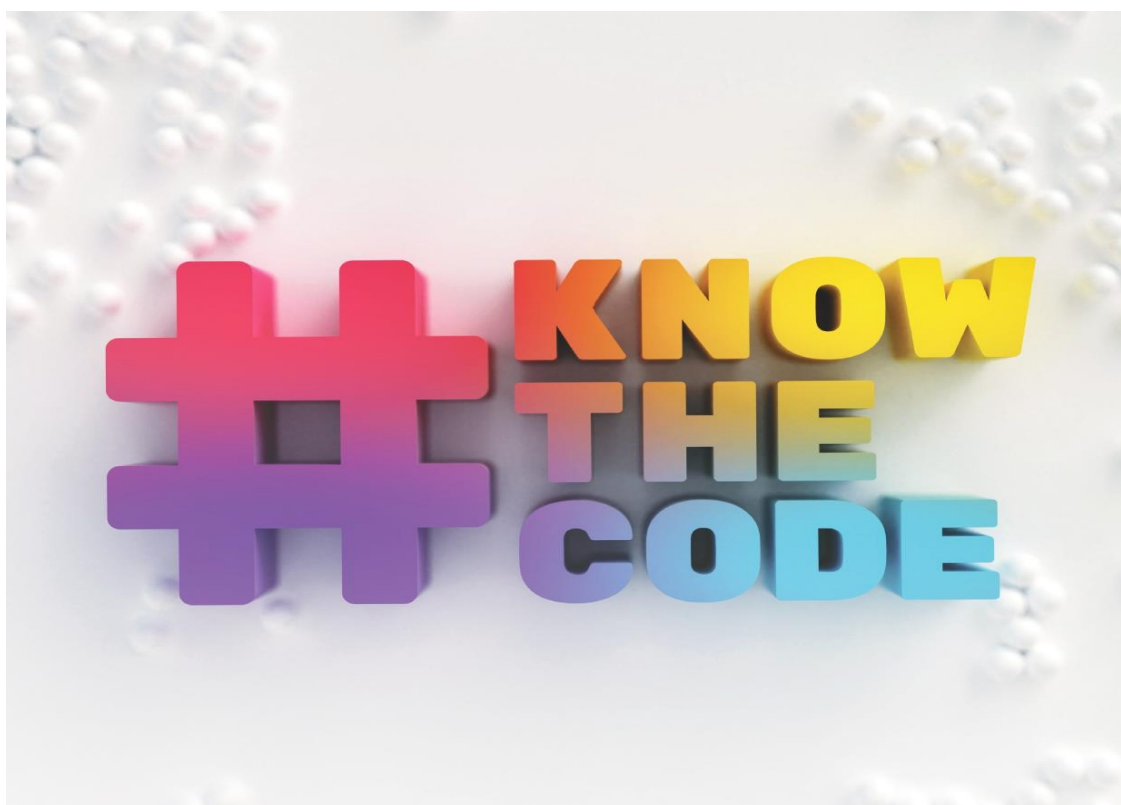
The Pastoral Care of Tertiary and International Learners Code of Practice 2021 (the Code) supports the wellbeing of tertiary and international learners enrolled with New Zealand education providers. It sets out the roles and responsibilities that tertiary education providers must meet for the wellbeing and safety of their learners.

Under the Code, BTI's responsibilities include helping you to be:

- safe, physically, and mentally
- respected and accepted for who you are
- supported in your learning and wellbeing
- connected with your social and cultural networks and
- able to have your say in decisions about services.

Read the Code: [Tertiary and International Learners Code of Practice \(PDF, 925KB\)](#)

[More information about the Code \(NZQA website\)](#)



Did you know that wellbeing and safety supports your learning?

The Code of Pastoral Care has been put together to make sure you have the best possible support system.

This means that while you're learning, you should be:

- safe – physically and mentally
- respected for who you are
- supported in your learning and wellbeing
- connected with your social and cultural networks and
- able to have your say in decisions about services.

If you want to find out more, or if something isn't working for you, talk to your learning provider first or if you need to, you can talk to NZQA.

For more information visit:
www.nzqa.govt.nz/know-the-code

 **#knowthecode**

NZQA
NEW ZEALAND QUALIFICATIONS AUTHORITY
HANA TOHU HĀTAURANGA O AOTEAROA
QUALIFY FOR THE FUTURE WORLD
KIA NOHO TAKATŪ KI TŌ ĀMUA AOI

2025 Key Dates and Withdrawals

Click here for [2025 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.

2025 Administration Fees:

Fee	Description	Amount
Application fee (domestic students)	Non-refundable application fee	\$62.50
Credit Recognition and Transfer (CRT) Application Fee	Application fee for external CRT assessment (excludes currently studying or deferred BTI students)	\$127.00
CRT External Administration Fee	For each BTI course that CRT is granted for from external Recognition of Prior Learning or Cross Crediting \$6.20 per credit	15 credits = \$93.00 10 credits = \$62.00 5 credits = \$31.00
CRT Internal Administration Fee	For each BTI course that CRT is granted for from internal (BTI) Recognition of Prior Learning, Credit Transfer or Cross Crediting \$4.27 per credit	15 credits = \$64.00 10 credits = \$42.67 5 credits = \$21.33
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.	\$188.00 per course
Competency Test Re-sit	Where a re-sit or additional work is necessary to complete a competency test.	\$14.00 per test
Late registration	May be charged for processing any registration outside of the set registration days or deadlines.	\$64.00
Withdrawal	Withdrawal processing administration fee – charged at 10% of total fees or \$500, whichever is lesser	Lesser of 10% of fees or \$500
Programme alterations	One free programme alteration per student per year. Any additional programme change after course commences charged at \$64 per change	\$64.00 per change
BTI Transcript	Additional copies of a transcript Copies of BTI transcripts that are older than 3 years old	\$30.50 \$64.00
Replacement certificate	Replacement graduation certificate	\$107.00
Learning intentions	Copy of previous year's learning intentions	\$14.00 per course
Student ID Cards	ID cards are required for photocopying at BTI.	\$24.00

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

Student Services Fees (SSF)

The Ministry of Education and the Tertiary Education Commission (TEC) mandates that we publish information relating to how BTI utilises the Student Levy (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 \$741.60 (GST inclusive) for each full-time onsite student in 2025. This can be broken down to \$6.18 per credit of enrolled courses. Offsite students pay a lesser amount.

Student Services Levy	Amount
Onsite students	\$6.18/ credit
Offsite students	\$4.65/credit

The Minister determines what categories of student services the SSF 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 or contact our [Student Engagement Coordinator](#).

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 here: [GAR](#)

Academic Support

If you have any questions regarding this, contact your Educator/Year Group Coordinator/Cohort Mentor. 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](#) 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. To view some of the key student policies: [Student Policies](#)

Programme Regulations

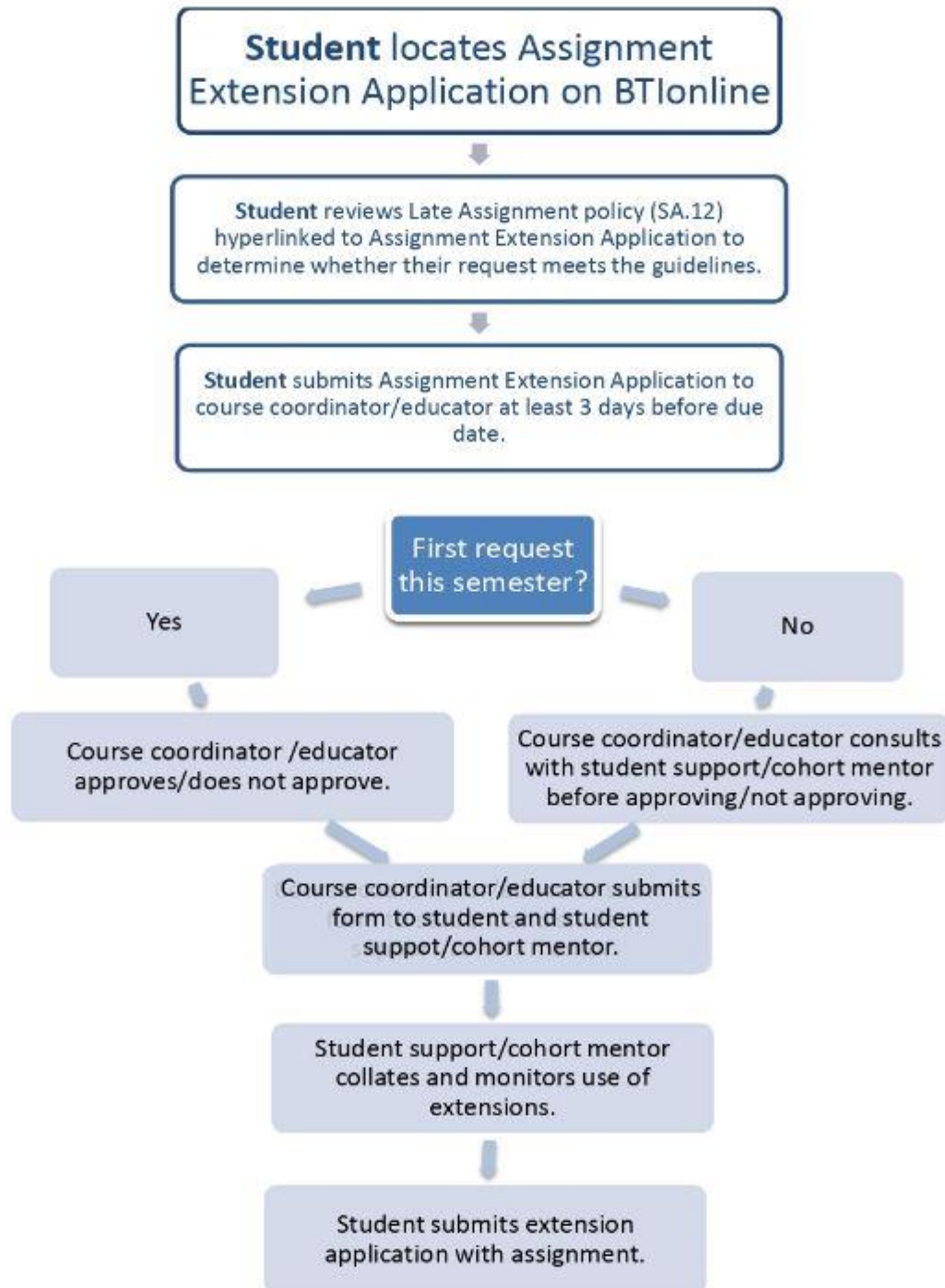
Every programme has a set of regulations that clarify entry, content and completion of the qualifications. The complete Programme Regulations can be accessed on [BTI Online](#).

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: [SA.12 Late Assignments](#)

Onsite Wānanga / Intensives

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

Onsite Wānanga

All distance 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 intensives timetables change semester by semester, so make sure you have the latest 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 wānanga

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

Tunga 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!

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 \$22.

[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 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 Lead.

School of Social Practice

Ngā Maunga Āwhina (Michelle Youngs, Phillip Larking)

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

Master of Professional Practice (Leadership)

[Dr Lindsay Fish](#)

Master of Professional Practice (Trauma-Responsive Therapy & Trauma-Informed Leadership and Service), micro-credentials 801, 802, 803

[Dr Hyeeun Kim](#)

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 (r.kulasingham@bti.ac.nz)

Students with learning needs/disabilities

If you have an area of disability (whether short or long term), please touch base with our Accessibility Support Coordinator Ros Bridgman (r.bridgman@bti.ac.nz) who will 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 Rōpū Whakatere)

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.

- ❖ Teimana Bennett (Pou Tikanga)
- ❖ Gayle Te Kani
- ❖ Ngaronoa Ngata (Ngati Kahu)
- ❖ Maringi Ngata-Campbell (Ngati Kahu)
- ❖ Mason Hirini
- ❖ Sue Baker
- ❖ Tauha Te Kani

BTIonline Academic Support

BTIonline's Academic Support includes a large number of resources to help you with your studies. Have a look at the [BTIonline Academic Support](#) page and within this page go to the folder of helpful resources.

Topics covered include:

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



Where to go for help

Student Support – influenced by Durie's (1994) Te Whare Tapa Whā model

BTI STUDENT HANDBOOK

Study Skills

Assignment check

Grammar

Essays

Referencing

Resubmissions

Technology

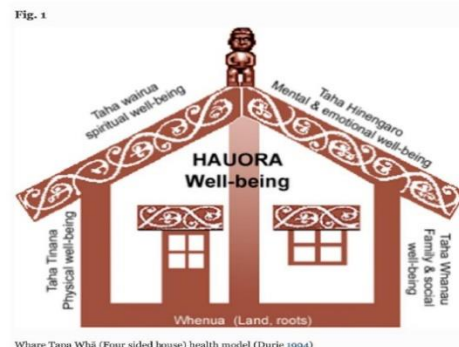
Library

[Online resources](#)

[Learning Advisors](#)

[BTI library website](#)

[Librarian](#)



Understanding content

Complete course work → do the readings → check the QA forums → consider asking a fellow student → contact educator

Concerns and Complaints

Refer to [Student Concerns & Complaints Policy](#) and [Concerns & Complaints Flowchart](#)

Accessibility Support

Check needs are related to learning / physical needs → Contact [Accessibility Support Coordinator](#)

IT issues

For IT related issues including BTIonline → Contact [Technology Support Officer](#)

Financial

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

One-off issue → [He Kete Pāwera](#)

On-going issue → Refer to [Ngā Maunga Āwhina](#) (SoSP students) or cohort mentors (SoTE)

International/Offshore Students

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

Personal circumstances

Contact [Ngā Maunga Āwhina](#) (SoSP students) or cohort mentors (SoTE)

Programme of study (course changes etc.)

Contact [Ngā Maunga Āwhina](#) (SoSP students) or cohort mentors (SoTE)

Spiritual

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

Cultural Issues

Contact [Te Rōpū Whakatere](#) (Māori/Pasifika Support Staff)

Student Concerns & Complaints

If students have a concern or complaint about an individual student/staff/ educator / BTI administration, academic or safety and wellbeing issues, in the first instance, students are encouraged to resolve the issue at the level it occurred with the person concerned. If not resolved, direct it to your Cohort Mentor/Programme Lead, then to the Head of School. If the issue is still not resolved, or if you are not satisfied with the outcome you can make a formal complaint to the Executive Leadership Team (ELT). See complaints flowchart in the next page.

Please thoroughly read and understand this policy before submitting your concern or complaint.

[Student Concerns and Complaints \(SG.08\)](#)

[Tips for resolving a complaint with your education provider](#)

External Complaints

If you have concerns about your education experience, please raise any concerns or make a formal complaint to BTI first before engaging with external complaints processes.

[Study Complaints](#) is a free and independent service to help domestic tertiary learners and international students resolve disputes with their New Zealand education providers.

They can assist with:

- Financial matters – involve money, for example refunds
- Contractual matters – involve agreements, for example contracts to study
- Redress claims – involve requests for money or actions to set things right after an NZQA investigation finds that there has been a breach of the Pastoral Code.

Students can contact the service on:

Phone: 0800 00 66 75 (or [+64 4 918 4987](tel:+6449184987) if calling from outside NZ)

Email: help@studycomplaints.org.nz

Visit: www.studycomplaints.org.nz

[Making a complaint to NZQA](#)

NZQA's complaint process is for learners who want to escalate a complaint about a possible breach of NZQA regulations that affected their experience studying at an education provider.

NZQA is not a dispute resolution service and it is not their role to act as your advocate, or provide you with personal remedy such as compensation, an apology from the provider, re-enrolment, re-marking of your work, disciplinary action against a tutor, or any other resolution.

Click [here](#) to learn more about this and to find out what NZQA can and can't assist you with.

There is an [online form](#) on the NZQA website that you can use to let them know your concerns about education providers.

This form can be used to:

- notify NZQA of concerns about tertiary education providers.
- notify NZQA of complaints regarding meeting the Code of Pastoral Care for international students.

Learn more about the [Code of Pastoral Care](#)

Pastoral Care Code compliance complaints

If you believe that BTI is failing to meet the outcomes or requirements of the Pastoral Care Code, you can [make a complaint to NZQA as the administrator of the Code](#)

Other complaint bodies that may be able to help

Student loans and allowances:

[StudyLink](#)

Fees free or government funding for your course:

[Study or train fees-free](#)

Acts and decisions:

[Ombudsman](#)

How information about you has been stored or used:

[Privacy Commissioner](#)

Someone's safety being at risk

For emergencies, call 111 immediately. For non-urgent matters, call 105. [New Zealand Police](#)

Health and safety concerns about your campus or work placement:

[WorkSafe New Zealand](#)

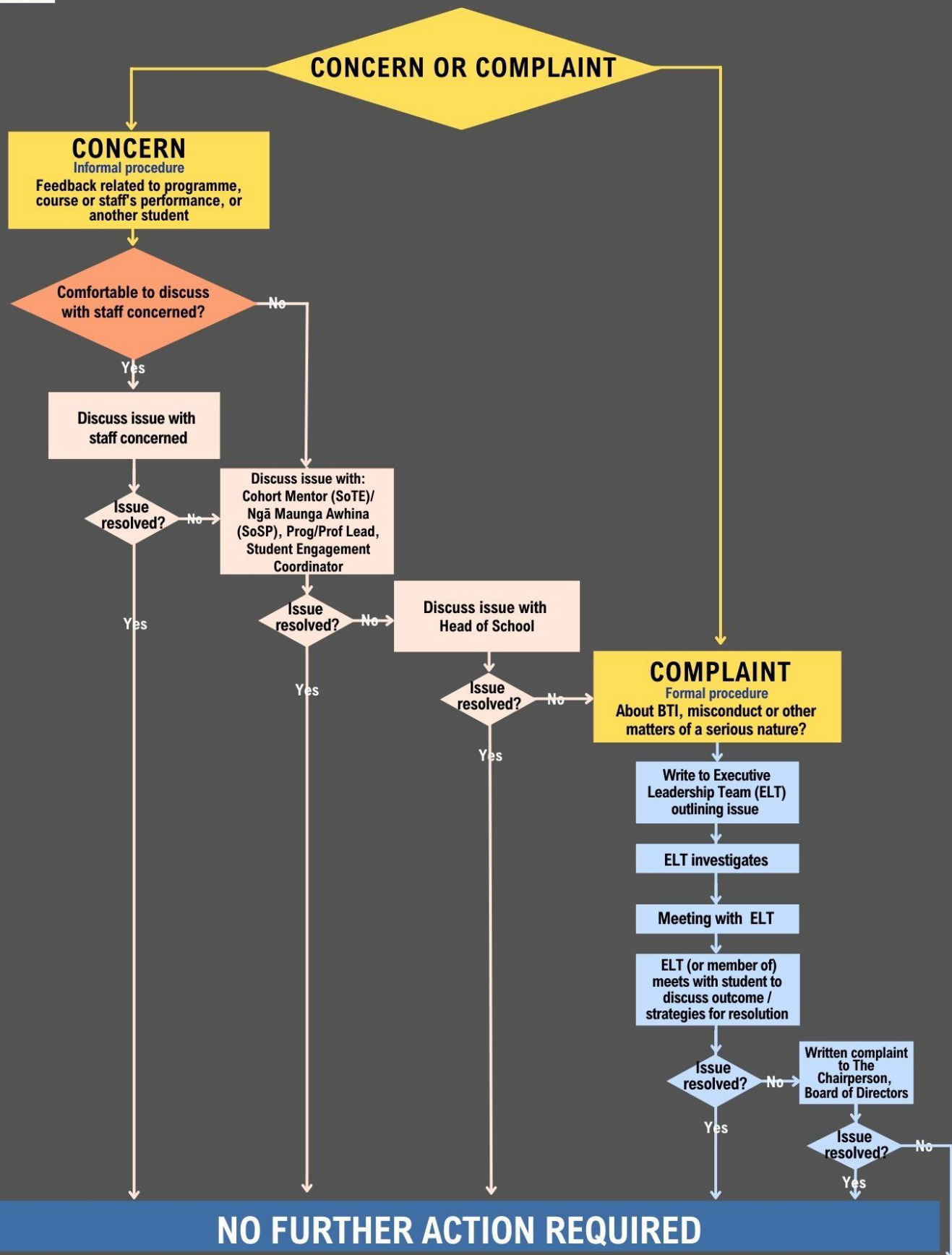
Discrimination

Discrimination, racism and harassment:

[Human Rights Commission](#)

Other Support

Legal advice -if you would like legal advice, you can contact your local [Community Law office](#) or [Citizens Advice Bureau](#).



- The above process is outlined in SG.23 Student Concerns and Complaints Policy.
- In any meetings or discussions, all parties have the right to a support person.

If you are not satisfied by the outcome of our complaints process, you may be able to raise your concerns externally. The New Zealand Qualifications Authority's website provides useful information about the avenues available to you. You may also be able to take your complaint to Study Complaints – a dispute resolution provider specialising in supporting domestic tertiary and international students in resolving disputes with their provider. This is a free service for students.

Study Complaints

If you are an international student or a domestic tertiary learner and you have an unresolved complaint (financial or contractual dispute) about a New Zealand education provider, you can contact Study Complaints at <https://www.studycomplaints.org.nz/>

NZQA

You can report any concerns to NZQA about the quality of education or safety and wellbeing at a specific education provider. Information you provide supports them in monitoring of the quality and integrity of New Zealand qualifications and the pastoral care of learners. There is an online form on the [NZQA website](https://www.nzqa.govt.nz/) that you can use to let them know your concerns about an education provider. This form can be used to:

- notify NZQA of concerns about tertiary education providers
- notify NZQA of complaints regarding meeting the Code of Pastoral Care for international students.

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.

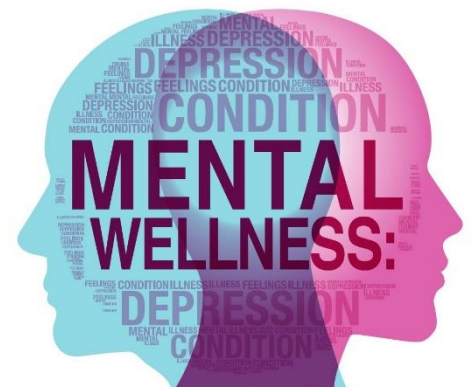
The Five Ways to Wellbeing are – Connect, Keep Learning, Be Active, Give, and Take Notice. Why the Five Ways work:

- **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.

[To view BTI Mātauranga Māori](#)

Te Rōpū Whakatere

- ❖ Teimana Bennett
- ❖ Tauha Te Kani
- ❖ Gayle Te Kani
- ❖ Mason Hirini
- ❖ Sue Baker
- ❖ Ngaronoa Ngata (Ngati Kahu)
- ❖ Maringi Ngata-Campbell (Ngati Kahu)



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://bti.ac.nz/student-life/other/fees-and-funding/scholarships/>)



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.

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

Log in to BTIonline

[Lost password?](#)

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.

[Cookies notice](#)

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.



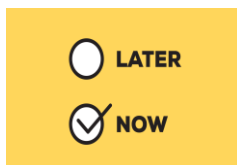
- **Manage the time you spend online**— if you are a distance student your online course should take no more (or less) of your time than a similar face-to-face one, timetable your online time into your diary and set that time aside just as if you were attending a lecture or tutorial.



- **Ask for help** if you don't know how to do something or understand what is required—there is a BTIonline helpdesk email address on the home page of your BTIonline 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 up load 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) 8.30am – 5.00pm

Monday – Sunday (with proximity card access) 7.00am – 10.00pm

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

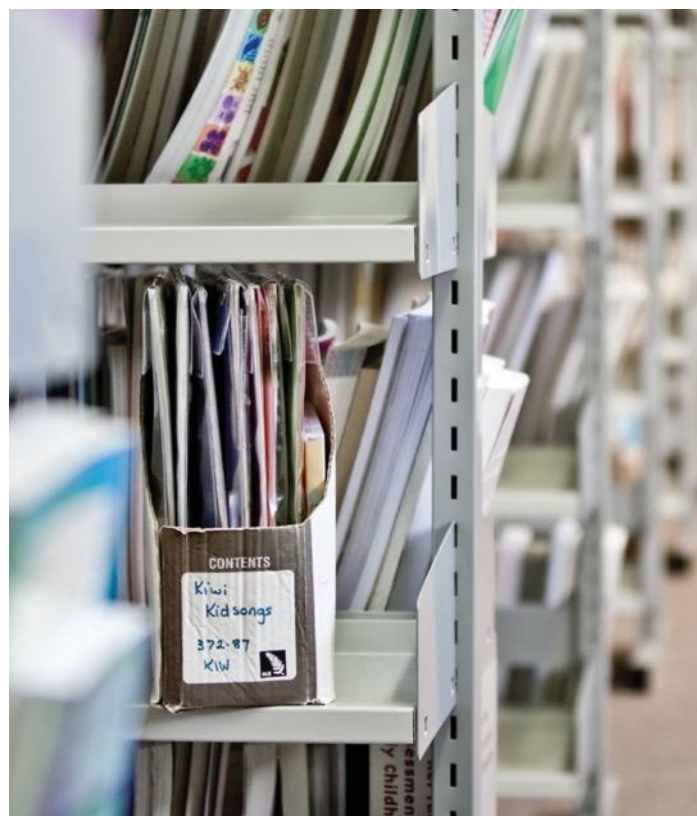
Trying to find relevant information for your study and assignments can be like trying to find your way through a maze of seemingly dead ends! We help by providing:

- 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 distance 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

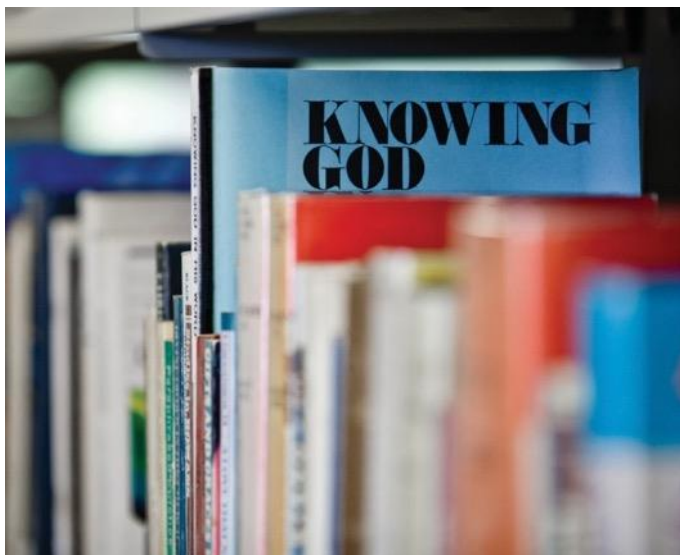
You can access the library website from [BTI Online](#)

"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 Librarian 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 distance students may borrow up to 15 items, and the loan period is 2 weeks. We will post items to distance 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 both for the outgoing postage and for returning items.

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.

To know who your class rep is: [Student Council](#)

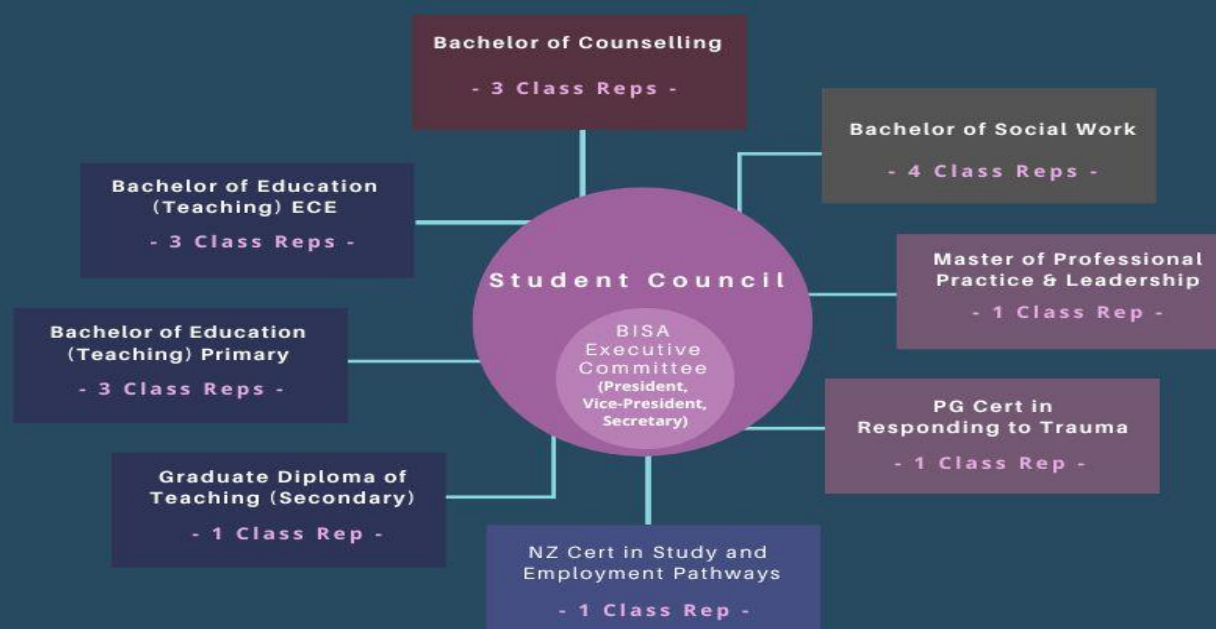
Some of the things BISA does:

- 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

Class reps will be nominated from each year group from each programme during Feb/March intensives

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!



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 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.

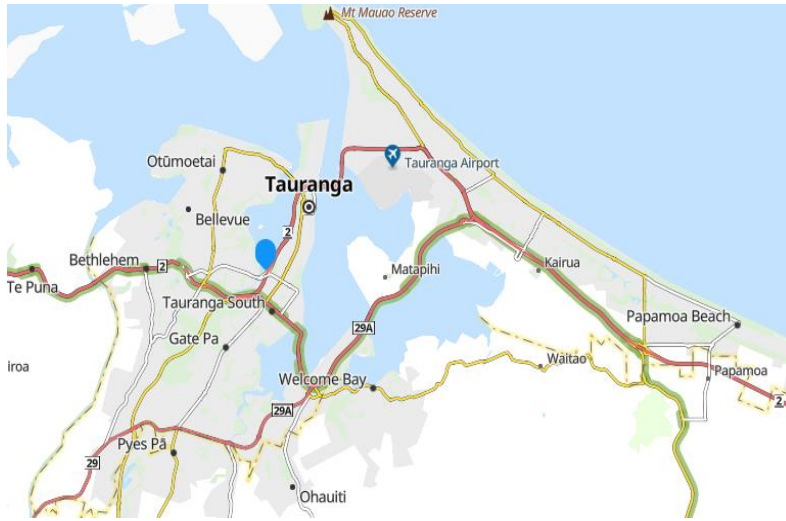
Note: The links provided on this page are intended to provide general information to students. BTI does not represent or endorse any accommodation options nor is responsible for accommodation.

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 hāpori



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 <https://www.bethlehem.co.nz/>

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, Décor, 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.

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



