



ON-CAMPUS

# STUDENT

HANDBOOK



**St Mark's**  
NATIONAL THEOLOGICAL CENTRE

## GLOSSARY OF TERMS

ACC&C	Australian Centre for Christianity and Culture
Course	Degree, certificate or other academic attainment (e.g., BTh, PhD)
CSU	Charles Sturt University
DIT	Division of Information Technology
FRILLS	Free Interlibrary Loans Service
GBH	George Browning House
HoS	Head of School
Interact 2	An integrated online learning environment (OLE) that allows staff and students to access a number of CSU-developed applications
Moodle	The online Learning Management System for St Mark's RTO that includes course materials and assignments
PACT	Public and Contextual Theology Research
RO	Research Office

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# WELCOME TO **ST MARK'S**

I'd like to extend you a warm welcome as you study at St Mark's, particularly if you are commencing your studies

The community here has a great deal to offer you. Although St Mark's is located in a lovely bushland setting in Canberra, our student body is located right across Australia. Over time, you'll meet all sorts of people from places you may never have heard of. (We have many distance education students studying CSU courses, and we also run some of our vocational training in other states.)



Through St Mark's partnership with Charles Sturt University, we offer undergraduate and post-graduate courses as well as higher degrees in theology, aged care and pastoral counseling. Our Registered Training Organisation offers vocational education and training in counseling, Anglican ministry and professional supervision. St Mark's Library is one of the best theological libraries in the Southern hemisphere. We also produce a quarterly journal of Christian thought and opinion called St Mark's Review. I hope you'll make a habit of reading it!

Our staff, both academic and administrative, strive to fulfill their calling to serve the Church, the academy and the world through their teaching, research, leadership and diligence – please make yourself known to us as you move around the campus.

I trust your time here at St Mark's will be beneficial. I hope and pray that you'll take your next steps in knowing God, yourself and your world, and Jesus Christ. I'll also be praying that what and whom you love changes in ways that surprise and delight you.

*Revd Dr Andrew Cameron*  
Director



# ST MARK'S NATIONAL THEOLOGICAL CENTRE

St Mark's is a scholarly Christian theological community that has been serving Australian society since 1957. Founded by Bishop Ernest Burgmann (1885–1967), St Mark's is Anglican in foundation and ecumenical in ethos, attracting students from a variety of backgrounds. Our primary mission is to engage the people of God with Australian society, and we fulfill this mission through our undergraduate and postgraduate courses in theology and ministry.

## School of Theology, Charles Sturt University



St Mark's has been a founding partner in the School of Theology in the Faculty of Arts of Charles Sturt University since 1995. Through this partnership, St Mark's offers a wide range of undergraduate and postgraduate courses in theology, ministry, counselling, and aging and pastoral studies.

In 1999, the United Theological College (Sydney) joined the School, providing teaching for students in Sydney at postgraduate level and, since 2006, at undergraduate level. In 2009, St Francis' Theological College in Brisbane entered into an agreement with St Mark's to participate in the School. This enabled Brisbane students to enrol in courses offered by the School and, for many subjects, to study on campus in Brisbane. In 2010, St Mark's entered into a similar agreement with St Barnabas' Theological College in Adelaide. In 2017, Ming Hua Theological College in Hong Kong joined the School.

## St Mark's Registered Training Organisation

St Mark's is also a Registered Training Organisation (RTO #88072), and offers vocational education and training in chaplaincy, counselling, professional supervision, leadership and management training, ministry and theology, and Anglican ordination.



## Ministry Training at St Mark's

St Mark's offers an Anglican ministry formation stream as a companion to theological education. Some students, while undertaking theological study, are preparing for Anglican ordination. People interested in Anglican ministry should ask their Bishop or delegate what is required. St Mark's staff are also able to give guidance on pathways to ordination.

# ST MARK'S STAFF

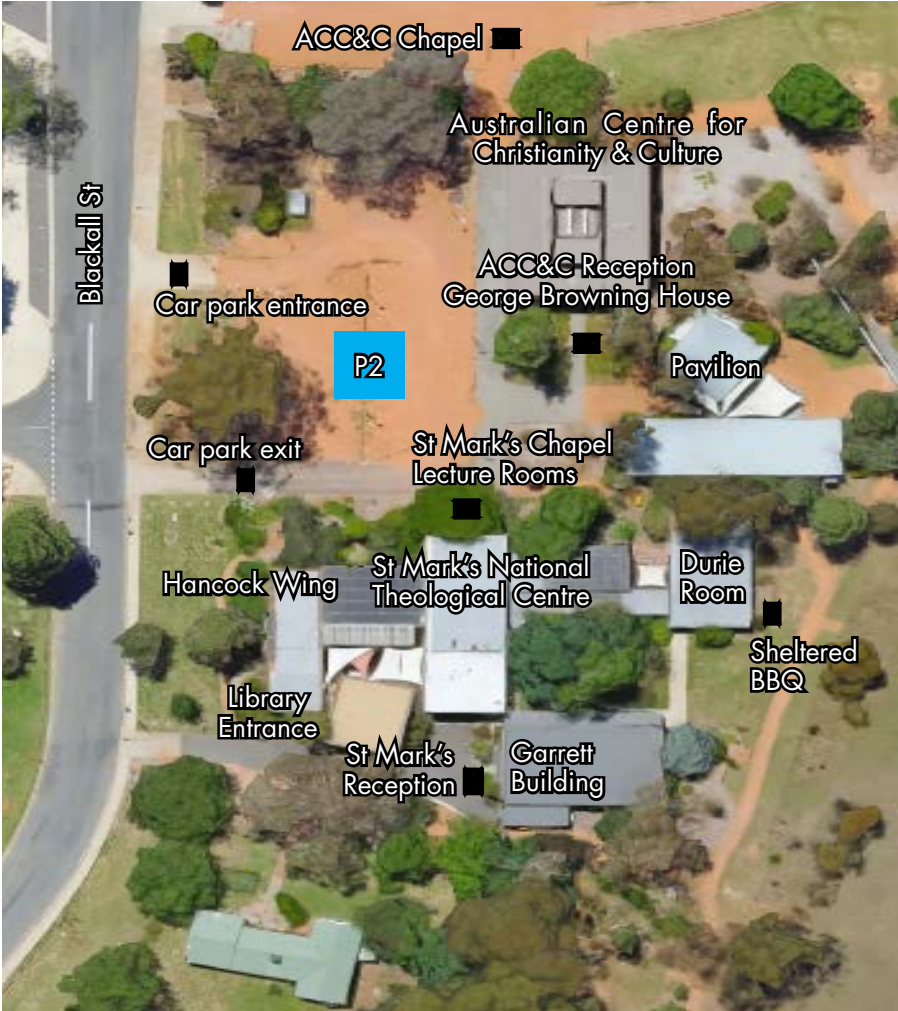
St Mark's National Theological Centre employs staff who teach Charles Sturt University Courses and/or St Mark's VET courses. For more details about our staff and faculty, visit [stmarks.edu.au/about](http://stmarks.edu.au/about)

## Contacting Staff

- Because staff are engaged in a wide variety of teaching, research, and other related work, they appreciate your assistance in making an appointment.
- You can make an appointment through Reception on 02 6272 6252, via our website's contact form, or by contacting the lecturer directly.

POSITION	NAME	EMAIL
Director	Dr Andrew Cameron	<a href="mailto:andrew.cameron@stmarks.edu.au">andrew.cameron@stmarks.edu.au</a>
Deputy Director	Dr Jane Foulcher	<a href="mailto:jfoulcher@csu.edu.au">jfoulcher@csu.edu.au</a>
St Mark's Reception	Julia Bell	<a href="mailto:admin@stmarks.edu.au">admin@stmarks.edu.au</a>
CSU Academic Dean	Dr Jeanette Mathews	<a href="mailto:jmathews@csu.edu.au">jmathews@csu.edu.au</a>
RTO Academic Dean	Dr Andrew Errington	<a href="mailto:andrew.errington@stmarks.edu.au">andrew.errington@stmarks.edu.au</a>
CSU Course Director	Dr Bernard Doherty	<a href="mailto:bdoherty@csu.edu.au">bdoherty@csu.edu.au</a>
Student Registrar	Kevin Teo	<a href="mailto:registrar@stmarks.edu.au">registrar@stmarks.edu.au</a>
Business Manager	Emma Street	<a href="mailto:emma.street@stmarks.edu.au">emma.street@stmarks.edu.au</a>
Acting Library Manager	Sylvia Young	<a href="mailto:stmarkslibrary@csu.edu.au">stmarkslibrary@csu.edu.au</a>
Marketing & Communications Manager	Chevelle Hibberd	<a href="mailto:marketing@stmarks.edu.au">marketing@stmarks.edu.au</a>

# MAP OF THE SITE





## St Mark's buildings

St Mark's National Theological Centre has two buildings at the Canberra Campus — the main building and the Garrett Building.

Next door to St Mark's is the George Browning House, the Pavillion and the Chapel of the Australian Centre for Christianity and Culture.

In the main building is a Chapel, a large meeting room, and three lecture rooms:

- Pickard Room (upstairs)
- Withycombe Room (upstairs)
- Sulman Room (downstairs)

Our large meeting room, known as the Durie Room, is situated off the kitchen area and is available for hire to community and church groups. (See [stmarks.edu.au/about/room-hire](http://stmarks.edu.au/about/room-hire).) Students are welcome to use it for reading, meals, and relaxation when it's not in use.

Not reflected as a structure in our map is a sheltered BBQ area just off the Durie Room. Students are welcome to use that too, but please clean up after yourselves.

Entrance to St Mark's National Memorial Library is via the Hancock Wing.

St Mark's reception, staff, and lecturers' offices are in the Garrett Building.

## CSU Buildings

### **Australian Centre for Christianity and Culture (ACC&C) Chapel**

The Australian Centre for Christianity and Culture (ACC&C) is an ecumenical body reflecting the faith background of approximately 61 per cent (13.5 million) of the Australian population. It is governed by a Board of Directors (under delegation from the Council of Charles Sturt University) consisting of representatives of the Christian churches.

The ACC&C Chapel is located on the corner of Blackall Street and Kings Avenue. Occasionally, St Mark's uses the chapel for public lectures and events.

The Executive Director of the ACC&C is Right Reverend Professor Stephen Pickard, who used to be the Director of St Mark's. The Centre Manager is Hazel Francis.

# ON-CAMPUS HELP

## Accommodation

- St Mark's does not have on-campus accommodation for students. Accommodation options are available at All Saints Ainslie College, which is a short bus ride from St Mark's. For more information, visit <http://www.asc-canberra.org.au/>
- Burgmann College at the Australian National University also has some spots reserved for St Mark's students studying theology through CSU. For more information, contact Manager of Residential Services Vicki Guyer on 02 6125 6088 or [vicki.guyer@anu.edu.au](mailto:vicki.guyer@anu.edu.au)
- There are a number of hotel and accommodation options for students attending residential schools. Some Canberra locals are also willing to billet a residential school student. For details, contact St Mark's Admin on 02 6272 6252.

## Chapel services

- Classes break at 10:30 am each teaching day so that the whole community can join in Morning Prayer: Tuesday to Thursday/Friday during Semester and each day during Residential Schools.
- On feast days, Morning Prayer is sometimes replaced with a lunchtime service of Holy Communion. All are welcome to participate in these services.

## Complaints, Privacy, Refunds, and Rights

Your rights to privacy, our obligations to you as a service provider, and our complaints and feedback processes are outlined on our website — [stmarks.edu.au/privacy-policy](http://stmarks.edu.au/privacy-policy)

## Emergency Procedures

In each room, there are site maps showing exits and assembly points. In case of an emergency, please make yourself familiar with the building and which room you are in. Fire and evacuation warnings alarms are installed. Please follow all instructions when requested to evacuate the building.



## Entry to car park

- Parking on St Mark's and ACC&C sites are restricted to CSU students and other students, staff, and visitors.
- Access to the car park is obtained by using your CSU student ID card at the boom gate.
- If the car park is full, there is a small car park closer to Kings Avenue.

## Kitchen

The kitchen contains a reasonable range of equipment. It has microwave ovens, a convectional oven, a dishwasher, an instant hot water unit, and kitchen utensils and crockery. Students are free to use all the facilities of the kitchen including the fridge. All kitchen users are expected to clean up after use and to follow St Mark's recycling procedures.

## Meals

As a general rule, students need to provide their own meals.

### Where to buy food and coffee

Barton Café	(pictured above) Across the road from St Mark's on Broughton Street; it has an ATM near the coffee section. Serves Turkish food, and offers a nice, quiet dining area.
Barton Grocer	Across the road on Macquarie Street, next to the Wilson car park. Also includes a florist, limited baked goods, sandwiches and salads.
Double Drummer	Ground Floor Courtyard, 4 National Circuit. It is a popular eating spot for public servants.

Gallery Café	The café at the National Art Gallery of Australia is opened from 10am to 4pm.
Hideout Café	6 National Circuit Barton offers good coffee and quite the ordering experience. About 7 baristas and microphone-wielding staff serve coffees non-stop in the mornings to keep Barton’s workers caffeinated and happy.
Little Bird	Corner of Macquarie Street and Broughton Street. Serves decent coffee and humongous portions
Portrait Café	The café at the Portrait Gallery of Australia is open 9–4.30pm daily.
The Terrace Café	The Terrace Café at Old Parliament House is open for breakfast and lunch.
Subway	Located next to Barton Grocer, on the corner of Broughton and Macquarie Street.

## On-campus Wifi

### CSU students

CSU is a participating institution in Education Roaming (EduRoam). This means you are able to connect using your CSU credentials at all participating educational institutions offering EduRoam. For full details, see <https://wireless.csu.edu.au>

To access EduRoam,

- Choose **eduroam** from the list of available networks.
- Enter your student username
- Enter your password and accept the certificate if prompted.

### RTO students

St Mark’s offers WiFi to community members and all RTO students.

To access our WiFi,

- Choose **St Mark’s Guest** from the list of available networks.
- There is no username required.
- Enter the password: **WelcomeGuest!**

## Photocopying

Students have access to the photocopier in the library for scanning, printing, and photocopying. Ask a librarian for assistance. CSU students will need their ID card.

## Public transport

For detailed information on buses (including buses between Canberra Airport and Barton), please check out Action Buses ([www.action.act.gov.au](http://www.action.act.gov.au)) for buses in and around Canberra, and Deane's Buslines ([www.deanesbuslines.com.au](http://www.deanesbuslines.com.au)) for travel to and from Queanbeyan.

There are several bus stops located near St Mark's on Kings Avenue.

## Security

St Mark's is open to the public, so students should not assume that their unattended belongings are safe from theft. Please exercise common sense.

This same level of care should be exercised with regard to parked motor vehicles. It is unwise to leave valuables on the seat of your vehicle or otherwise in full view of passers-by. Breaches of security should be reported immediately to Reception.

## Smoking

Smoking is not allowed in all St Mark's buildings and external courtyards, doorways, and near windows and air conditioning systems. Consideration for others is appreciated at St Mark's.

# ST MARK'S REVIEW

A JOURNAL OF CHRISTIAN  
THOUGHT & OPINION



## ST MARK'S **REVIEW**

Produced by St Mark's, St Mark's Review has been a leading journal of Christian thought and opinion since 1955. The Review aims at lively, responsible and relevant discussions of matters that are of importance to the Christian community in Australia and for the life of our society.

Each issue of the Review is dedicated to a specific theme, and articles are commissioned to address that theme.

Most articles featured in the Review are intended for anyone with a broad interest in theological and religious questions of contemporary significance. Specialists will also find fresh thinking from a community of scholars determined to engage in dialogue with both the Church and the world.

Published quarterly, St Mark's Review is edited by Senior Lecturer of History, Dr Michael Gladwin.

## Accessing

St Mark's Review is available to read at St Mark's library and also can be purchased through our website or at St Mark's front office.

It is also available as an e-resource for those who have access to Informit's databases: Humanities and Social Sciences Collection (from Issue 207, Mar. 2009) or the Australian Public Affairs Full Text (from Issue 159, Spr. 1994).

CSU students studying through St Mark's can access St Mark's Review via CSU Primo Search.

## Contribute to our journal

St Mark's Review is always looking for submissions. For many of our students, the Review is often the first journal their work gets published in, and it's a great opportunity to learn more about the process of preparing for publication.

Contact Dr Michael Gladwin for further details — [editor@stmarks.edu.au](mailto:editor@stmarks.edu.au)

## Recent issues and topics





## ST MARK'S NATIONAL MEMORIAL LIBRARY

St Mark's library contains the most significant collection of biblical, missiological and theological works in the nation's capital. It also holds the collections of the first bishops appointed to the Anglican Diocese of Canberra and Goulburn including Bishop Mesac Thomas' and Bishop Ernest Burgmann's libraries.

The library collects at research level, catering for students from certificate to doctoral level. The collection is estimated at 100,000 items.

### Special Collections

St Mark's Library holds the following special collections:

- The Bible Society of Australia, Bible Collection.
- St Mark's Rare Books.
- The Tippett Archive.
- The Bishop Ernest Henry Burgmann Archive.



## Library contact details

Phone: 02 6272 6257; 02 6272 6256

Email: [stmarkslibrary@csu.edu.au](mailto:stmarkslibrary@csu.edu.au)

Website: [stmarks.edu.au/library](http://stmarks.edu.au/library)

Postal address: 15 Blackall Street, Barton ACT 2600, AUSTRALIA

## Opening Hours

- Mondays to Thursdays — 9:00 am to 4:00 pm
- Fridays — 10:00am to 3:00pm

We are closed on weekends and public holidays.

### During residential schools, we open

- Mondays to Thursdays — 8:30 am to 4:00 pm
- Fridays — 8:30am to 4:00pm

Check St Mark's website for seasonal variations.

Please note that an out-of-hours returns chute is not available.

## Library Team

POSITION	NAME	EMAIL
Acting Library Manager	Sylvia Young	<a href="mailto:syoung@csu.edu.au">syoung@csu.edu.au</a>
Librarian	Thyme Hansson	<a href="mailto:thansson@csu.edu.au">thansson@csu.edu.au</a>

## General Library Services

- Access to reading room during opening hours
- Walk-in and online access to library catalogue and journal databases
- Wireless internet access for students, staff, and community borrowers
- Printing, scanning, photocopying facilities
- Borrow books by post (Available for eligible students only. Speak to our librarians to discuss your options.)
- Library orientation and tutorials on online catalogues and databases.

## Membership

- **CSU students and staff members:** Automatically registered as St Mark's Library members. Library membership is activated via CSU student ID card.
- **St Mark's VET students:** You are invited to join as St Mark's Library members. Please complete our library membership form available on our website: [stmarks.edu.au/library/](http://stmarks.edu.au/library/)

## Borrowing

BORROWING TYPE	NUMBER OF ITEMS	LOAN PERIOD	RENEWALS
<b>CSU undergraduate students</b>	20 items	4 weeks	4 renewals
<b>CSU faculty and higher degree students</b>	50 items	12 weeks	4 renewals
<b>St Mark's VET students</b>	20 items	4 weeks	4 renewals
<b>Community and Church/parish borrowers</b>	10 items	2 weeks	4 renewals

**Renew items:** CSU students and staff can renew library items via the CSU library website. Other borrowers please contact St Mark's Library.

**Recall notices:** Recall notices will be issued when items on loan are requested by another user. Regardless of the original due date, recalled items must be returned by the new due date.

**Overdue items:** Overdue items will incur a fee. Further information on St Mark's Library website.

For more information on our library, visit [stmarks.edu.au/library](http://stmarks.edu.au/library) or call our librarians during opening hours.

# WHO AND WHERE TO GO

## WHEN YOU NEED MORE HELP

Here's a quick guide to what you may need to do and who you could approach for further information.

### Before you join us

CHECK LIST	HELP YOU MAY NEED	ST MARK'S RTO	CSU
<b>Course Information</b>	Access to accurate information regarding courses and fees.	St Mark's website Course Coordinators	CSU website Course Director and Course Adviser(s)
<b>Application</b>	Advice on application process	RTO Registrar	CSU website/ student applications Course Director/ Course Adviser
<b>Enrolment</b>	Online enrolment is not always guaranteed.	RTO Registrar	CSU students will need to contact CSU directly. Service Desk: 1800-275-278
<b>HDR Scholarship</b>	Getting payments started, accessing funds	(Not applicable)	CSU Research Office

## Getting Started

CHECK LIST	HELP YOU MAY NEED	ST MARK'S RTO	CSU
<b>Student Orientation</b>	On-campus orientation. CSU Postgraduates: Introduction to the Research Office	St Mark's Reception	Course advisor will give dates for on-campus and/or online orientation days
<b>Postgraduate Workspace:</b> Orientation to GBH	Access to George Browning House and postgraduate room (keys and swipe card). Introduction to facilities and personnel in GBH. Information re: telephone.	(Not applicable)	Get in touch with ACC&C to make an appointment
<b>Information technology</b>	Getting set up: connection to internet and printer	St Mark's Reception	Service Desk: 1300 653 088 (02) 6338-4357
<b>Online Learning</b>	Logging in and using Interact2 or Moodle	Moodle: check RTO Registrar	Service Desk: 1300 653 088 (02) 6338-4357



CHECK LIST	HELP YOU MAY NEED	ST MARK'S RTO	CSU
<b>Library Orientation</b>	Information regarding services and support. Interlibrary loans – using FRILLS, difference between inter-campus & inter-library borrowing. Database introduction. Endnote introductory help.	St Mark's Library Staff	Online – <a href="https://library.csu.edu.au/">https://library.csu.edu.au/</a>
<b>Photocopying</b>	How to access	Library staff	(If on campus) Library staff. Bring along your student ID card.
<b>Life at St Mark's</b>	Who's Who Worship Life Morning Tea Getting on postgraduate email list	Staff or Course Adviser	Staff or Course Adviser
<b>Postgraduate Seminar Program</b>	Schedule and expectations	(Not applicable)	Course Adviser. (Get on our Postgraduate mailing list via <a href="mailto:admin@stmarks.edu.au">admin@stmarks.edu.au</a> .)

## Along the way

CHECK LIST	HELP YOU MIGHT NEED	ST MARK'S RTO	CSU
<b>Citation Style</b>	Information on preferred citation style for your thesis and access to guidelines.	Check citation guide on Moodle	Thesis Supervisor or Subject coordinator. <i>God by Degrees</i> book HDR students: ask for St Mark's style guide.
<b>God by Degrees</b>	Help with starting out in Theological studies, including tips on time management, research, and citation	Purchase from St Mark's website or front reception	Purchase from St Mark's website or front reception
<b>Research Tools Library</b>	Help with databases	St Mark's library staff	St Mark's library staff
<b>Research Proposal Preparation</b>	Proposal requirements	(Not applicable)	Course Director, Supervisor or Course Adviser
<b>Scholarship Research Allowance</b>	Procedures for accessing funds and processing expense claims	St Mark's Admin	Research Office
<b>Annual Progress Reports (postgrad)</b>	Information regarding requirements and how this works locally at St Mark's	(Not applicable)	Principal Supervisor

CHECK LIST	HELP YOU MAY NEED	ST MARK'S RTO	CSU
<b>Access to Counselling</b>	How to access support	Make an appointment at reception to see the relevant staff	CSU's Student Counselling Service, accessible through your CSU student portal, under Services & Support.
<b>Change personal details</b>	Updating your contact or banking details	Contact details: Student Registrar Banking details: St Mark's Accounts	<a href="#">CSU Online Administration</a>
<b>Deferring or withdrawing from a course</b>	Putting your studies on hold or looking to withdraw from a course	Student Registrar	Subject or course coordinator

For further enquiries, contact  
St Mark's National Theological Centre  
15 Blackall Street, BARTON ACT 2600



+612 6272 6252



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