



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

CONTENTS

St Mark's National Theological Centre	5
School of Theology, Charles Sturt University	5
St Mark's Registered Training Organisation	6
Ministry Training at St Mark's	6
St Mark's Staff	7
Contacting Faculty	7
St Mark's National Theological Centre staff	7
Map of the Site	8
On-campus Help	10
Emergency procedures	10
Chapel	10
Parking	11
Nearby eateries	11
WiFi	12
Printing and Photocopying	13
<i>St Mark's Review</i>	14
About	14
Accessing <i>St Mark's Review</i>	15
Contributing to <i>St Mark's Review</i>	15
St Mark's National Memorial Library	16
Library contact details	17
Opening Hours	17
Borrowing and renewal limits	18
Where to go when you need more help	19

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 postgraduate 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 founded the School of Theology with Charles Sturt University in 1995. Through this ongoing partnership, St Mark's offers a wide range of undergraduate and postgraduate courses in theology, ministry, and pastoral counselling.



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 professional supervision, ministry and theology, and pastoral care.



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

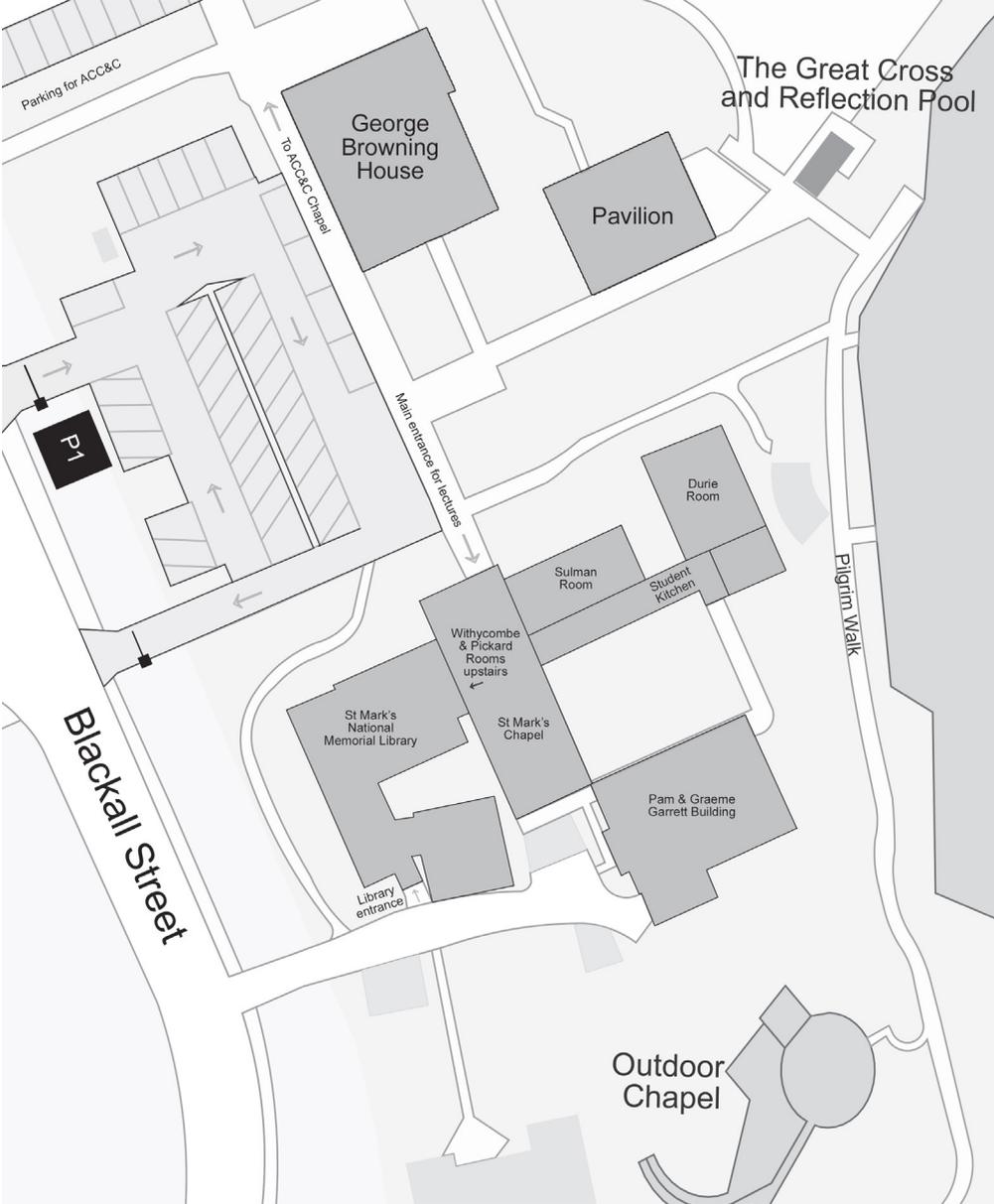
St Mark's National Theological Centre employs staff who teach Charles Sturt University Courses and/or St Mark's VET courses. For more details about our staff and faculty, visit stmarks.edu.au/about

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, St Mark's National Theological Centre	Rev'd Dr Andrew Cameron	andrew.cameron@stmarks.edu.au
Deputy Director, St Mark's Head of School, CSU School of Theology	Rev'd Dr Jeanette Mathews	jmathews@csu.edu.au
St Mark's Facilities Management and Front Office	Julia Bell & Polly Kennelly	admin@stmarks.edu.au
CSU Course Director BTh Course Advisor	Dr Bernard Doherty	bdoherty@csu.edu.au
Grad Cert, Grad Dip, Masters (Theology), Masters (Ministry) Advisor	Dr David Neville	dneville@csu.edu.au
Pastoral Counselling Course Advisor	Sue Olds	solds@csu.edu.au
Postgraduate Advisor St Mark's Review editor	Dr Michael Gladwin	mgladwin@csu.edu.au
RTO Manager	Andrew Shiells	andrew.shiells@stmarks.edu.au
Student Registrar (RTO)	Kevin Teo	registrar@stmarks.edu.au

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.) Students are welcome to use it for reading, meals, and relaxation when it's not in use. There is also a smaller room next to the front reception counter that students can use for study and meals.

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 60 per cent 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 Director of the ACC&C is Professor Anthony Maher. The Centre Manager is Hazel Francis.

George Browning House (GBH)

The George Browning House has a room for St Mark's PhD students; but it also houses the staff of the Australian Centre for Christianity and Culture and research professors of CSU's Public and Contextual Theology Research Centre (PACT).

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
- 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 during Session 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

COVID-19

At the time of print, the ACT government allows education providers, such as St Mark's, to engage in face-to-face learning under safe conditions. When accessing our facilities, please observe the following processes.

- Let your lecturer know if you are planning to attend class on campus, to ensure we can comply with space requirements.

- Please use hand sanitiser regularly and the cleaning wipes provided at St Mark's to wipe down surfaces after you have used them.

As changes can happen quickly during this pandemic, please refer to our COVID-19 Resonse Plan on our website (stmarks.edu.au/about/covid-19-response-plan) for the latest updates.

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 St Mark's and CSU School of Theology 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 you are an RTO student, please request entry at the boom gate.
- If the car park is full, you can try Wilson Parking on 50 Blackall Street.

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 Grocer	On Allardyce Street, next to the Wilson car park. Also includes a florist, baked goods, sandwiches and salads.
Barton Kebab	Brand new in the neighbourhood on the corner of Macquarie and Allardyce Street
Chifley's Bar & Grill	Located within the Hotel Kurrajong. Comfortable surrounds for a quiet conversation. Serves surprisingly affordable coffees.
Double Drummer	Ground Floor Courtyard, 4 National Circuit. It is a popular eating spot for public servants and has an upmarket cafeteria atmosphere.
Gallery Café	The café at the National Art Gallery of Australia is opened from 10am to 4pm.
Genki Sushi	On the corner of Macquarie and Allardyce Streets. Offers quick Chinese and Japanese takeaway options including hot food and sushi.
Hideout Café	6 National Circuit Barton offers great 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 generous portions
Portrait Café	The café at the Portrait Gallery of Australia is open 9:00am–4:30pm daily.

The Terrace Café	The Terrace Café at Old Parliament House is open for breakfast and lunch.
Yogis Kitchen	Next to Barton Grocer on Allardyce Street. Indoor seating available but probably best known for their \$10 takeaway lunch boxes.

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!**



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 *St Mark's Review* is dedicated to a specific theme, and articles are commissioned to address that theme.

Most articles featured in *St Mark's 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

Examples of issues and topics



Library contact details

Phone: 02 6272 6257; 02 6272 6256

Email: stmarkslibrary@csu.edu.au

Website: stmarks.edu.au/library

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

Opening Hours

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

We are closed on weekends and public holidays.

Check St Mark's website for seasonal variations.

Our out-of-hours returns chute is located near the front door of the library's main entrance.

Library Team

POSITION	NAME	EMAIL
Library Manager	Sylvia Young	syoung@csu.edu.au
Librarian	Thyme Hansson	thansson@csu.edu.au

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/

For more information on our library, visit 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
Course Information	Access to accurate information regarding courses and fees.	St Mark's website Course Coordinators	CSU website Course Director and Course Adviser(s)
Application	Advice on application process	RTO Registrar	CSU website/ student applications Course Director/ Course Adviser
Enrolment	Online enrolment is not always guaranteed.	RTO Registrar	CSU students will need to contact CSU directly. Service Desk: 1800-275-278
HDR Scholarship	Getting payments started, accessing funds	(Not applicable)	CSU Research Office

Getting Started

CHECK LIST	HELP YOU MAY NEED	ST MARK'S RTO	CSU
Student Orientation	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
Postgraduate Workspace: 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
Information technology	Getting set up: connection to internet and printer	St Mark's Reception	Service Desk: 1300 653 088 (02) 6338-4357
Online Learning	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
Library Orientation	<p>Information regarding services and support.</p> <p>Interlibrary loans – using FRILLS, difference between inter-campus & inter-library borrowing.</p> <p>Database introduction.</p> <p>Endnote introductory help.</p>	St Mark's Library Staff	Online – https://library.csu.edu.au/
Photocopying	How to access	Library staff	(If on campus) Library staff. Bring along your student ID card.
Life at St Mark's	Who's Who Worship Life Morning Tea Getting on postgraduate email list	Staff or Course Adviser	Staff or Course Adviser
Postgraduate Seminar Program	Schedule and expectations	(Not applicable)	Course Adviser. (Get on our Postgraduate mailing list via admin@stmarks.edu.au .)

Along the way

CHECK LIST	HELP YOU MIGHT NEED	ST MARK'S RTO	CSU
Citation Style	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.
God by Degrees	Help with starting out in Theological studies, including tips on time management, research, and citation	Purchase from St Mark's website or front reception	Check in your subject site and/or purchase a print copy from St Mark's website or front reception
Research Tools Library	Help with databases	St Mark's library staff	St Mark's library staff
Research Proposal Preparation	Proposal requirements	(Not applicable)	Course Director, Supervisor or Course Adviser
Scholarship Research Allowance	Procedures for accessing funds and processing expense claims	St Mark's Admin	Research Office
Annual Progress Reports (postgrad)	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
Access to Counselling	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.
Change personal details	Updating your contact or banking details	Contact details: Student Registrar Banking details: St Mark's Accounts	CSU Online Administration
Deferring or withdrawing from a course	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

 stmarks.edu.au

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