



# 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)
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 Charles Sturt-developed applications
PACT	Public and Contextual Theology Research
RO	Research Office

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Front cover photo by Jens Johnsson from Pexels

# WELCOME TO ST MARK'S

We would like to extend a warm welcome as you embark on your studies here at St Mark's. Our students hail from right across Australia, so you will most certainly soon make new friends with fellow students from places you might never even heard of.

Through our partnership with Charles Sturt University, we offer undergraduate, postgraduate, and higher degree courses in theology, ministry, and pastoral counselling. St Mark's Library ranks among the best theological libraries in the Southern hemisphere. Additionally, we publish a quarterly journal called St Mark's Review. Our academic and administrative staff are dedicated to serving the Church, the academy, and the world through their teaching, research, leadership, and diligence.

We hope your time at St Mark's is enlightening and that it helps you grow in your understanding of God, yourself, and your world through Jesus Christ. May your passions evolve in ways that surprise and delight you.



# 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**



**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.

## 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.



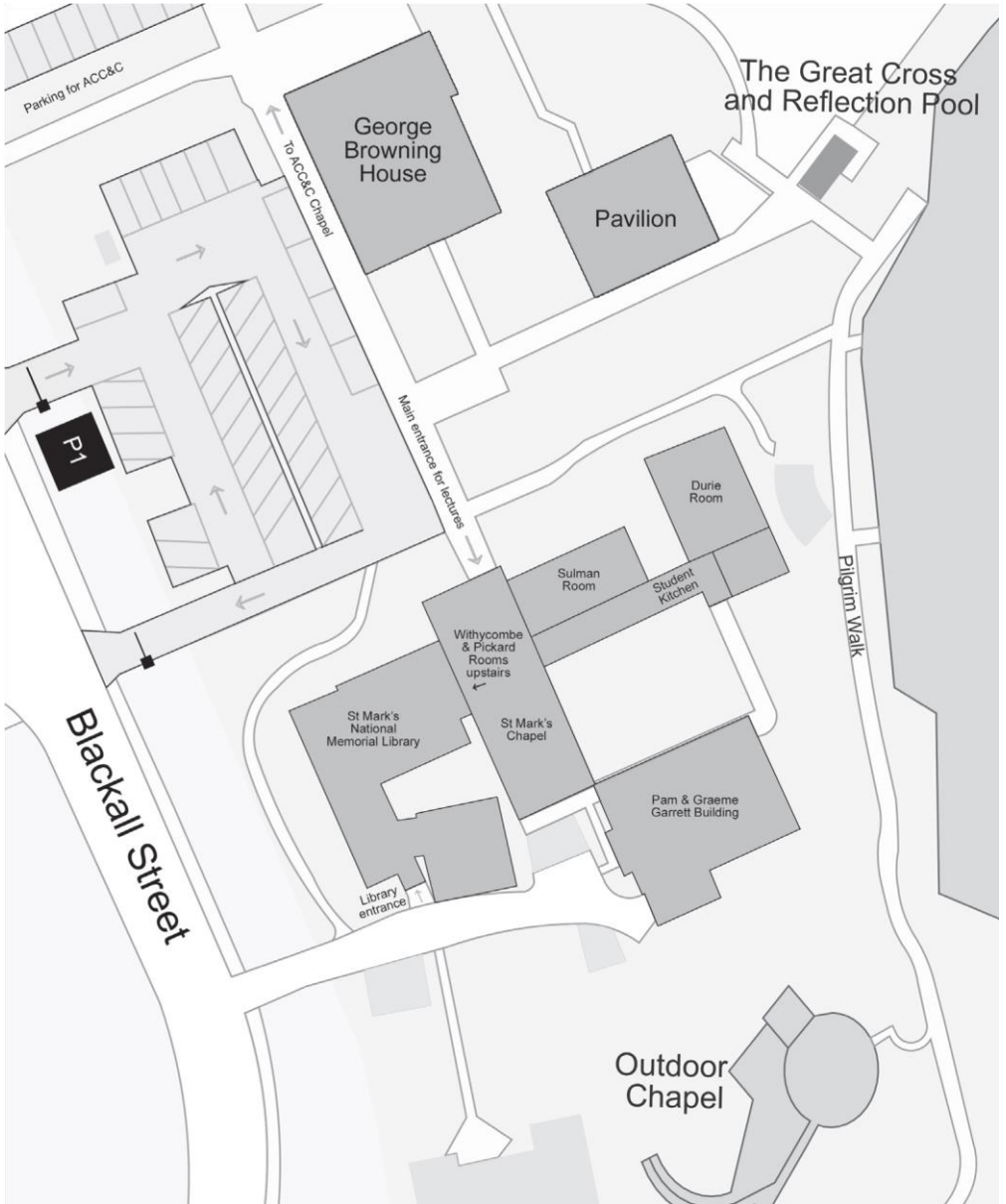
# ST MARK'S STAFF

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

## Contacting Staff

- Since our teaching 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, via our website's contact form, or by contacting the lecturer directly (See staff directory at <https://stmarks.edu.au/our-people> ).

# 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. 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.

## **Charles Sturt University 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 Charles Sturt'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 Charles Sturt University. 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 several 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](http://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 Response Plan on our website ([stmarks.edu.au/about/covid-19-response-plan](https://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 convection 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

During intensives, student's are required to provide their own meals.

### Where to buy food and coffee close to campus

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

### Charels Sturt University students

Charles Sturt is a participating institution in Education Roaming (EduRoam). This means you can connect using your Charles Sturt 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.



## 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](mailto:editor@stmarks.edu.au)

## Examples of 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

Unfortunately, staff won't be able to attend to phone calls, as they are often on the library floor. Please contact the St Mark's library via email, or the online form provided on our library website page.

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

- Tuesdays 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.

## 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

- **Charles Sturt's students and staff members:** Automatically registered as St Mark's Library members. Library membership is activated via CSU student ID card.
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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	CHARLES STURT UNIVERSITY
<b>Course Information</b>	Access to accurate information regarding courses and fees.	Charles Sturt website Course Director and Course Adviser(s)
<b>Application</b>	Advice on application process	Charles Sturt website/ student applications Course Director/ Course Adviser
<b>Enrolment</b>	Online enrolment is not always guaranteed.	Charles Sturt students will need to contact Charles Sturt directly. Service Desk: 1800–275–278
<b>HDR Scholarship</b>	Getting payments started, accessing funds	Charles Sturt Research Office

## Getting Started

CHECK LIST	HELP YOU MAY NEED	CHARLES STURT UNIVERSITY
<p><b>Student Orientation</b></p>	<p>On-campus orientation. Charles Sturt Postgraduates: Introduction to the Research Office</p>	<p>Course advisor will give dates for on-campus and/or online orientation days</p>
<p><b>Postgraduate Workspace:</b> Orientation to GBH</p>	<p>Access to George Browning House and postgraduate room (keys and swipe card).  Introduction to facilities and personnel in GBH.  Information re: telephone.</p>	<p>Get in touch with ACC&amp;C to make an appointment</p>
<p><b>Information technology</b></p>	<p>Getting set up: connection to internet and printer</p>	<p>Service Desk: 1300 653 088 (02) 6338-4357</p>



CHECK LIST	HELP YOU MAY NEED	CHARLES STURT UNIVERSITY
<b>Library Orientation</b>	Information regarding services and support. Interlibrary loans – using FRILLS, difference between intercampus & interlibrary borrowing. Database introduction. Endnote introductory help.	Online — <a href="https://library.csu.edu.au/">https://library.csu.edu.au/</a>
<b>Photocopying</b>	How to access	(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
<b>Postgraduate Seminar Program</b>	Schedule and expectations	Course Adviser. (Join our Postgraduate mailing list via <a href="mailto:admin@stmarks.edu.au">admin@stmarks.edu.au</a> )
<b>Online Learning</b>	Logging in and using Interact2 or Moodle	Service Desk: 1300 653 088 (02) 6338-4357

## Along the way

CHECK LIST	HELP YOU MIGHT NEED	CHARLES STURT UNIVERSITY
<b>Citation Style</b>	Information on preferred citation style for your thesis and access to guidelines.	Thesis Supervisor or Subject coordinator. God by Degrees 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	Check in your subject site and/ or purchase a print copy from St Mark's website or front reception
<b>Research Tools Library</b>	Help with databases	St Mark's library staff
<b>Research Proposal Preparation</b>	Proposal requirements	Course Director, Supervisor or Course Adviser
<b>Scholarship Research Allowance</b>	Procedures for accessing funds and processing expense claims	Research Office
<b>Annual Progress Reports (postgrad)</b>	Information regarding requirements and how this works locally at St Mark's	Principal Supervisor

CHECK LIST	HELP YOU MAY NEED	CHARLES STURT UNIVERSITY
<b>Access to Counselling</b>	How to access support	Charles Sturt's Student Counselling Service, accessible through your Charles Sturt's student portal, under Services & Support.
<b>Change personal details</b>	Updating your contact or banking details	<a href="#">Charles Sturt's Online Administration</a>
<b>Deferring or withdrawing from a course</b>	Putting your studies on hold or looking to withdraw from a course	Subject or course coordinator

For further enquiries, contact  
St Mark's National Theological Centre  
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+612 6272 6252



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