

## **POLICY - ATTENDANCE STANDARDS**

### **Introduction**

Heart of Life's Siloam Program is a program for the formation of spiritual directors. The program's curriculum and rigour is designed to enable you, the student, to participate in the theoretical learning, reflection and practice that prepares you for graduation as a competent and experienced spiritual director.

Students can choose to study Siloam via a Graduate Diploma in Spiritual Direction, which is awarded by the University of Divinity through Yarra Theological Union.

Students can also choose to audit the Graduate Diploma course, in which case they would receive a Heart of Life Certificate of Completion. The Siloam Program is recognised by the Australian Ecumenical Council for Spiritual Direction as fulfilling AECSD's *Contemplatively Forming Tomorrow's Spiritual Directors: Formation Guidelines for Spiritual Directors in Australia*. Participants who audit the program are encouraged to complete the written tasks to gain full benefit. NB: If you choose to complete the unit as an audit participant, no academic credit can be claimed for the unit, either at the time of enrolling or retrospectively.

The program is carefully crafted, combining academic input, group and individual reflection and contemplation. Each element of the program is integral to the attainment of either the Graduate Diploma or the Certificate. This is the Siloam process. The course requires that you attend all of your seminar classes, group supervision, individual supervision, group prayer, tutorials, communal reflection and the reflection/prayer weekends. None of these sessions is optional. The awarding of either the Graduate Diploma or the Certificate is predicated on full participation in each of these elements.

### **Attendance Requirements**

In not only meeting accreditation requirements, but also in respecting your lecturers and supervisors, your fellow students and your own spiritual journey, it is expected that all sessions will be attended.

Students should note the following:

- 1) Ensure that you are in classes or sessions on time. For online participants, please activate your Zoom link a few minutes in advance of the scheduled start time.
- 2) In exceptional and extenuating circumstances where you cannot attend a scheduled class, notice as early as possible needs to be provided to [secretary@heartoflife.melbourne](mailto:secretary@heartoflife.melbourne). Please also cc your lecturer/supervisors whose sessions you will miss on the day.
- 3) You are asked to attend all classes and practicum sessions, when via Zoom, from a suitable room where only you are present and privacy can be upheld. Personal, private or sensitive information is regularly shared in classes and supervision sessions. Each student has a responsibility to ensure that listening, reflection and participation is supported for you and your fellow students.
- 4) When attending via Zoom, you are expected to minimise any distractions, movement or noise that would disrupt the class/supervision experience for the lecturer/supervisor, your fellow students or yourself. Please use the mute button where appropriate.
- 5) Lack of attendance at any part of the program may result in an intervention in line with the Student Progress Policy if it is considered that your lack of attendance will lead to a likely failure of a unit.

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