THE ALEXANDRIAN INSTITUTE

MMXXV

Student Handbook

Policy	Student Handbook
Version	1.1
Date Approved	
Approval Body	TAI Academic Board
Date Reviewed	
Applicable Programs	Pillars Certificate in Biblical Studies and Biblical Theology Pillars Certificate in Systematic and Historical Theology Pillars Certificate in Public Theology and Cultural Engagement Master of Arts in Theology Master of Theology in Theological Ethics

Overview

This document details policies and procedures for students of the Alexandrian Institute (TAI) and programs validated by TAI where applicable. It is designed to be a guide to institutional life of the Alexandrian Institute and address in advance questions or situations that may arise from the student's time in the Alexandrian Institute. The TAI administration and faculty commit to adhering to these policies and procedures and expect students to be aware of these details throughout the duration of their studies in TAI. These policies and procedures have been approved by the TAI Academic Board and where changes are decided upon, students will be notified in a timely manner.

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1. Admissions

1.1 Applications and Admissions

The TAI admissions process begins with student submission of TAI applications for Pillars Certificates and postgraduate degrees. Application material is reviewed by TAI Admissions Committee and an application decision issued within 4 weeks of receipt of a complete application. The Admissions Committee may issue the following application decisions:

1. Full Admission – students are fully accepted to TAI.
2. Provisional Admission with Probationary Period – students are provisionally accepted on the condition of a review of students' academic success after 1 semester of study (see 4.11).
3. Invitation to Reapply with Specific Recommendations – students are issued recommendations for updating application materials, including writing sample, additional academic requirements in the student's transcript, or other recommendations at the discretion of the Admissions Committee.
4. Application Rejected – students are rejected on the basis of reasons provided by the Admissions Committee. Students whose applications are rejected are ineligible for application submission for a minimum of 1 year from original application submission.

Applications to TAI postgraduate degrees taught in partnership with Union Theological College are reviewed and accepted by the TAI Admissions Committee for admission to TAI only. Accepted students' applications are submitted to UTC by TAI on the student's behalf with the recommendation that the student be considered for full admission to the relevant postgraduate program. The UTC Admissions Committee makes the final determination on a candidate's eligibility for admission to the postgraduate program and will communicate admissions decisions to the TAI Admissions Committee. Students are notified by the TAI Admissions Committee upon final admission to the postgraduate program. This process may take up to 4 weeks after initial acceptance of the student by the TAI Admissions Committee to the Alexandrian Institute.

1.2 Award Letters

TAI Admissions Committee provides award letters of full or provisional acceptance to students. Students must confirm in writing no more than 14 days prior to the semester start date their acceptance of the admissions award letter and their intent to begin the program by this designated start date. The course enrollment process will not begin for the student until acceptance of the award letter is received. Students may notify the Admission Committee of a deferred start date in their response if applicable (see 1.3).

1.3 Deferral

The award letters granting admission to TAI designate a program start date for students. Students may choose to defer their start of that program up to 1 year and must notify the Admissions Committee in writing by the designated date listed in the award letter. Students who do not notify the Admissions Committee by this deadline will be considered automatically deferred by 1 semester and will incur a late fee (see 5.2).

Students award letters are issued for 1 year from the acceptance decision. If students wish to defer the start of their chosen program longer than 1 year, they must reapply at the appropriate time to TAI.

1.4 Changes in Program Selection

Students designate a desired program of study in their application, and award letters are issued on the basis of this selection and the students' suitability for study in that program. Students may update the Admissions Committee on changes to the selected program prior to their receipt of an award letter; however, this may delay admissions decisions by the committee. After receipt of an award letter, students must submit in writing a change in program selection and reasons for this change, to be considered by the Admissions Committee. The Admissions Committee may determine to accept the student into the newly designated program prior to the chosen start date time-permitting, or to issue an award letter on the condition of a deferred start date.

1.5. Enrolling in Additional Courses or Programs

Students admitted to TAI may choose to begin additional courses or programs outside their chosen program of study without the need to reapply to TAI under certain conditions:

1. The additional courses or programs of study are taught at the same academic level (e.g. graduate certificate, postgraduate degree, etc.).

2. The additional courses or programs of study do not have an additional application requirement beyond what the student has already completed (e.g. postgraduate degrees require an application to UTC. Therefore certificate students are not automatically accepted to postgraduate degrees, but must submit a new application).

3. Students wish to audit courses for personal study without the expectation of academic credit earned.

Programs with their own applications process include:

- Postgraduate degrees, including MA and MTh

- Doctoral degrees, including PhD

2. Orientation

2.1 New Student Orientation

Students must meet the new student orientation requirements prior to the start date of their first course. These requirements include videos, written material, review of relevant policies and procedures, and participation in the online induction call or bespoke permission received to watch the recording of the induction call. Existing TAI students beginning new programs must meet the new student orientation requirements specific to those programs by the start date of their first course in that program.

3. Enrollment

3.1 Deadlines

The course enrollment process begins 2 months prior to the course start date. Students must register their intent to enroll in the course using the online enrollment request form with the TAI Registrar. Enrollment request forms are due 4 weeks prior to the course start date. Enrollment request forms submitted after the deadline but before the course start dates will incur a late fee (see 5.2). Enrollment request forms submitted after the course start date but before the end of the first week of the course will incur a post-start late fee (see 5.2). No enrollment request forms will be accepted after 1 week of the course start date.

Students will receive confirmation of their enrollment in a designated course by 1 week prior to the course start date. All payments are due by the course start date. Students who do not confirm their enrollment by completing the payment process by the course start date will not be enrolled in the course and must submit a new course enrollment request and pay the relevant late fee(s). Students will not be allowed to enroll in a course beyond 1 week after the course start date.

3.2 Registration

Student registration in a course is completed by confirming their enrollment request approval issued by the TAI registrar and paying the course fees.

3.3 Advising

Students are responsible for selecting their program of study and enrolling in courses required for this program as outlined in the Academic Catalog. Students needing advising on their academic plan may schedule a consult with the TAI Dean or Associate Dean.

3.4 Course Schedules

3.4.1 Consulting Course Schedules

Course schedules are posted to the TAI website, program handbook, or program guide and provide a map of the course rotations for the next three years. Students must carefully plan out their course selections according to the course offerings detailed in the schedule and meet the required deadline for program completion detailed in their program handbook.

3.4.2 Required Courses Not Offered in the Course Schedule

If students require a course not offered in the schedule by the deadline for program completion articulated in their program handbook, they may opt to sit an independent study section of the course at the discretion of the TAI Academic Board. The Board will detail to the student the semester dates and designated teaching fellow to supervise the student in this section. Students will be required to pay a $200 independent study fee in addition to all standard course fees. Students must submit a request for independent study in writing to the TAI Dean or Associate Dean.

3.5 Recognition of Prior Learning

TAI does not recognize transfer credit for course credits earned by students at other institutions. Students may submit a Recognition of Prior Learning Assessment request to the TAI Dean or Associate Dean upon acceptance to TAI. New TAI students wishing to receive recognition of prior learning for non-TAI coursework must pay a Recognition of Prior Learning Assessment fee (see 5.4.2) and complete an assessment request.

TAI postgraduate degrees are eligible for recognition of prior learning status for existing TAI students (e.g. Pillars Certificate students applying for a postgraduate degree). Recognition of prior learning decisions are made by the degree conferring partner institution (e.g. UTC) on the recommendation from the TAI Academic Board on the student's behalf. Recognition of prior learning from TAI programs applied to postgraduate degrees do not require payment of the Recognition of Prior Learning Assessment fee.

Foundations Reading Group students are eligible for recognition of prior learning upon successful completion of 1 year in the Reading Group (see Foundations Reading Group Program Overview).

3.6 Academic Status

3.6.1 Active Status

Active students are eligible to enroll in courses at the start of any semester. Students may retain active status from semester to semester without enrolling in a course each semester so long as they are able to complete their chosen program within the required time for the program as outlined in the program handbook.

3.6.2 Inactive Status

Inactive students are students who have exceeded the Leave of Absence policy, have indicated they do not wish to continue in coursework but have not chosen to formally withdraw, or who have failed to respond to TAI communication in a timely manner. Inactive students are ineligible to enroll in courses unless they submit a Reenrollment Request form and pay a Reenrollment Request fee of $50.

3.6.3 Withdrawn Status

Students who wish to withdraw from TAI may submit a Withdrawal Request form. Withdrawn students are not eligible to continue in coursework and must reapply to TAI to enroll in any subsequent TAI course or program. Students who have Inactive Status for 2 years will be automatically considered Withdrawn.

4. Study

4.1 Semester Dates

Each TAI semester is 14 weeks. The schedule for the academic year 2025/2026 is:

- Spring 2026
    - New Student Orientation Week – 19 January 2026
    - Semester Start date – 26 January 2026
    - End date – 1 May 2026
- Summer 2026
    - New Student Orientation Week – 18 May 2026
    - Semester Start date – 25 May 2026
    - End date – 29 August 2026

4.2 Assessment

Course assessment is standardized across TAI programs. Students can expect the following types of assessment in each course:

- Quizzes – objective assessment of assigned reading

- Scripture Memory – demonstration of memorization through video recordings, oral assessment, or a memory tool such as Cerego

- Memorization – demonstration of basic knowledge of core course topics, figures, or terms through mastery of learning sets on the digital platforms or oral assessment. Mastery level for each set will correspond to specific grades as detailed in the course syllabus or module outline.

- Reflective Essays – demonstration of knowledge, critical judgment, and communicative skills in short essays of 1,000-2,000 words. These are marked by course teaching fellows in accordance with criteria detailed in the course syllabus or module outline, in alignment with the common grading scale.

- Research Essays/Projects – demonstration of knowledge, critical judgment, use of additional learning resources, methodology, and communicative skills in longer essays or projects of 3,000+ words. These are marked by course teaching fellows in accordance with criteria detailed in the course syllabus or module outline, in alignment with the common grading scale.

- Dissertations – supervised research projects requiring a proposal process and demonstrating advanced and systematic knowledge of a chosen topic, employing critical judgment, original research, methodological rigor, and communicative skills in sustained studies of 8,000+ words. These are marked by the supervisor and another teaching fellow in accordance with criteria detailed in the course syllabus or module outline, in alignment with the common grading scale.

Additional components of courses are provided to students for learning support but are not assessed. Students may be required to demonstrate successful completion of these elements where they are indicated as supporting the learning outcomes of a course:

- Lecture Videos – video resources provided by TAI or the course teaching fellow to orient students to course topics and readings.

- Reading Seminars – online meetings hosted by the course teaching fellow to discuss course topics and readings and provide student support for written assessments.
- Forum Discussions – online forums in which students answer reflective questions or post written work for interaction by fellow students.
- Café Sessions – online meetings hosted by the course teaching fellow or TAI faculty to cover theological topics, research and writing methodology, or otherwise provide student support.

4.3 Originality and Plagiarism

Students are expected to conduct original work for every written assignment, and to provide proper attribution where material is drawn from other sources. Students are prohibited from plagiarizing in the following ways: 1) Yourself; you may not resubmit material, even excerpts, from previously submitting assignments; 2) Published material from others passed off as your own words, insights, or ideas without proper citation; 3) Online or print material copied and pasted as your own without any attribution.

Additionally, the use of AI to plan, outline, or develop material incorporated into your written work is strictly prohibited. Students are expected to do their own reading, offer their own critical insight, and articulate their own arguments without reliance upon text or resources generated by AI. This includes putting question prompts into AI services, copying AI-generated text and passing it off as their own, using AI to substantively edit written work beyond spell check and grammar suggestions native to MS Word.

Students are expected to be able to state with confidence and integrity that their written work is their own, and may be asked this at various times in their courses.

4.4 Exceptional Circumstances

Occasionally circumstances can arise which are outside a student's control and can prevent him or her from performing to their full potential in assessments and examinations. Examples of such circumstances include significant illness or injury, serious illness affecting a close family member, bereavement, or unforeseeable or unpreventable events including a family crisis or major financial problems leading to acute stress. In such cases, students may submit an Exceptional Circumstances form to request consideration for an extension in a module. Typically students are eligible to receive up to a 1 week extension. If further time is needed, students may be counselled to request a leave of absence (see 6.4).

4.5 Additional Learning Resources

TAI courses provide students with primary and secondary textbook selections and reading lists. Sometimes digital access to these can be provided, but often students must purchase access to them in order to meet the course requirements. Additionally, students are strongly encouraged to conduct their own research in order to satisfy the course learning requirements. One solution for research and procuring additional learning resources that TAI recommends is Perlego.com, a subscription service for digital library access. Students will find many links throughout their courses to resources available on Perlego.com.

4.6 Late Work

Objective assessments such as quizzes, discussion threads, and Cerego must be completed by the due date detailed in the course syllabus or module outline. No submissions will be accepted after the posted due date unless an exceptional circumstance form has been submitted by the student and approved by faculty.

Written assessments are due by the date stated. Students who submit assignments late are subject to a penalty of 5 points for the first 5 days after the due date, and 10 points per date thereafter. Students requesting an extension must submit the appropriate exceptional circumstance form.

4.7 Failing Marks and Resubmission

Students must earn an overall passing mark of 50 or higher to receive credit for TAI coursework on their transcript. Additionally, students must earn a passing mark of 50 or higher on all written assignments to successfully demonstrate the course learning outcomes. Students who fail non-written assessments but earn an overall passing mark may be eligible to receive credit for the course at the discretion of the TAI Academic Board.

Students who fail written components of a course will be required to resit the failed assignments at a later date. Resubmission of assignments will entail a new assignment prompt and reading list, with the student instructed to offer a full rewrite of the assignment.

The resit of written assignments will take place within the semester dates of a subsequent semester. Students may enroll in other courses during or before this resit period if they wish. A resit fee of $100 per written assessment that must be resubmitted will be incurred, to be paid at the outset of the semester in which the assignments will be resat (see 5.3).

Postgraduate students will have resubmission decisions issued by the exam board of UTC subsequent to the semester of the failed assignments. The exam board will issue the following resubmission decisions: 1) invitation to resubmit without penalty, 2) invitation to resubmit with grade capped at 50 (pass). Students must complete the Resubmission Request form and pay the relevant fee (see 5.3) by the deadline issued to them.

4.8 Submission of Formal Concerns

Students may raise a formal concern regarding course details, teaching fellows, or any other element of their TAI experience. Students may submit their concerns using the Formal Concern Form. Students are strongly encouraged to avoid formally registering a concern until after they have sought reconciliation directly with the related person/persons. Formal Concerns are not anonymous and are preserved in TAI records. Therefore, if a student wishes to raise a discrete concern, they may schedule a consult with the TAI Dean or Associate Dean.

4.10 Conferral of Grades

Final grades for each course are conferred after the convening of the relevant exam boards, usually 3-6 weeks after the end of a semester. Until grades are conferred, students should consider all marks as draft marks subject to review and revision by the relevant exam board. Upon conferral of final grades, students will be notified of their outcomes in the course.

4.11 Probationary Period

Students may be accepted to a TAI program under a provisional status with a 1 semester probationary period. At the end of the probationary period, students' grades will be assessed and a determination given to either extend the probationary period up to 2 more semesters, fully admit the student, or rescind the student's acceptance to TAI. Students with their acceptance rescinded may reapply after 1 year.

Students who fail their course(s) in the first semester of study will be eligible to resit written assignments at the discretion of the academic board. Students who pass their first course(s) in their first semester of study will be evaluated on the basis of their performance in their written assignments and may be referred to student learning support services or additional programs as a condition of having their probationary period extended.

4.12 Student Voice

Student voice is taken very seriously by the TAI in order to preserve the quality and standards of its programs and to consider areas for future improvement. Students are provided with questionnaires at the end of each course which invite feedback on both the course and the teaching fellow. All questionnaire responses are anonymous. Students are highly encouraged to complete these questionnaires, as their feedback must be taken into account in the course and program review process.

Additionally, individual students may be invited to represent the student voice in the meeting of various committees in the course or program review process. In such cases, students will be asked to offer reflections on the quality and rigor of the course material and assessment regime, whether they received the needed support to succeed in demonstrating the course learning outcomes, or address any relevant issues related to student experience.

4.13 Anonymous Marking

All written work is to be submitted to the online portal and will be marked by the course teaching fellow with the students' identity anonymous to the teaching fellow until all marks are submitted. This is to ensure objectivity and fairness in the marking process. Accordingly, students should not include any identifying information on their written assignments unless otherwise instruction (e.g. in the case of dissertations). This should include the student's name not mentioned anywhere in the file, file name, or other metadata included in the file. Students may wish to make use of the removal of personal information tool in the MS Word document, which can be found in the File→Info→Check for Issues section of the menu in MS Word.

5. Fees and Payments

5.1 Tuition Fees

Current tuition fee rates are detailed on the TAI website for each program. Students accepted to TAI programs will be issued a fee rate for this program which the student receives throughout their duration in that program unless a leave of absence is taken or students exceed the required completion time for the program as detailed in the program handbook. Students therefore preserve the originally quote fee rate for their program at the time that they begin the program, except for an annual increase of 4%.

All fee rates paid by students are increased 4% annually prior to the start of the academic year.

Existing students wishing to enroll in courses or programs beyond the program requirements of the program they were accepted into will be provided updated fee rates at the discretion of the TAI administration.

All fee rates are posted and paid in US Dollars.

5.2 Late Fees

5.2.1 Enrollment Form Late Fee

Students failing to complete the Enrollment Request Form by 4 weeks prior to the start of the semester, up to the semester start date, will incur a late fee of $50.

5.2.2 Enrollment Form Post-Semester Start Late Fee

Students failing to complete the Enrollment Request Form after the semester the semester start date, up to 1 week after the course start date, will incur a late fee of $50 in addition to the standard Enrollment Request Form late fee.

5.2.3 Course Payment Late Fee

Students failing to make their course payment by the start date of the semester will incur a late fee of $50. Students who fail to make their course payment within 1 week after the semester start date will be unenrolled from the course.

5.3 Resubmission Fees

Students who must resit written assignments must complete a Request for Resubmission form no more than 4 weeks prior to the chosen semester for resubmission and pay a Resubmission fee of $100 per written assignment to be resat. Students will receive updated assessment prompts and reading lists, as well as the due date for resubmission. The assignments will be marked according to the original criteria outlined in the course syllabus or module outline, and students notified of their draft mark and updated final mark.

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5.4 Additional Fees

5.4.1 Transcript Fees

Students are issued grade reports for each course completed as they complete them in TAI, which may serve as an unofficial transcript. Students requiring official transcripts issued by TAI and provided to other institutions for transfer credit must complete a Transcript Request form and pay a Transcript Request Fee of $100. Transcript requests will be completed within 2 weeks of the fee payment. An additional acceleration fee of $100 may be paid for an urgent request to be completed within 2 business days. For more information, contact registrar@alexandrianinstitute.org.

5.4.2 Recognition of Prior Learning Assessment Fee

Students may request recognition of prior learning to be applied to Pillars Certificate and postgraduate degree requirements. Students must complete a Recognition of Prior Learning Assessment and pay a fee of $100.

The fee is waived for existing TAI students seeking recognition of prior learning to be applied towards TAI postgraduate degrees using TAI certificate courses, or applied to TAI certificate courses from Foundations Reading Groups completion.

5.5 Payments

5.5.1 Online Payments

All fees are paid online using the links or forms provided by the TAI Registrar. Fees are processed through the Emmauel Foundation, based in Bermuda. Some students' bank cards may deny payments to an international vendor. In such situations, please contact registrar@alexandrianinstitute.org for support.

5.5.2 Discount Codes

Student scholarships or bespoke fee rates are provided in the form of a discount code used in the payment process. Such codes apply only to tuition fees, and do not work for late fees, resubmission fees, or other incurred fees.

5.6 Refunds

5.6.1 Course Fees Full Refund

Students are eligible for a full refund for course fees prior to the course start date, minus a $100 unenrollment fee. Students are eligible for a full refund after the course start date only in exceptional circumstances and within the first week after the course start date, minus a $100 unenrollment fee.

5.6.2 Course Fees Partial Refund

Students are eligible for partial refunds for course fees in instances of needing to unenroll from a course or program in the case of exceptional circumstances. The following refund schedule details the amount students are eligible to receive:

- Within 1st week of the course: full or partial refund, minus $100 enrollment fee
- After 1st week of the course, before half-term: 50% of tuition fee, minus $100 enrollment fee
- After half-term: no refund

6. Student Support

6.1 Personal Tutoring

Students are provided with opportunities for learning support through the course reading seminars or café sessions and regular TAI online events. Additional support may be provided to students at their request in the form of personal tutoring sessions with their course teaching fellow. Teaching fellows may meet one-on-one with a student up to 4 times in a semester to offer personal tutoring in research and writing methods, knowledge of course content, or personal mentorship. Students may not exceed the 4 tutoring sessions unless bespoke permission is given by the TAI Dean or Associate Dean. Students requiring further personal tutoring may be offered additional options but with the addition of bespoke fees.

6.2 Disabilities and Accommodations

Students may seek reasonable accommodation to the assessment regime or deadlines in courses in instances of documented disabilities or exceptional circumstances. Reasonable accommodation in TAI postgraduate degrees require a consult with the program coordinator and the UTC College Disability Officer and are determined in accordance with the UTC Student Disability Policy and Procedures. Students in all other TAI courses and programs may seek a disability consult with the TAI Dean or Associate Dean by submitting a TAI Student Disability Recognition form.

6.3 Leave of Absence

Students requiring extension to deadlines within a current course beyond those afforded in the Exceptional Circumstances policy (see 4.7), or who require longer time than allotted by their program as outlined in the program handbook, may apply for a leave of absence. Students must submit a Leave of Absence form, to be evaluated by the TAI Dean or Associate Dean. Upon resumption of course after the leave of absence, students will incur a $50 reenrollment fee.

Leave of absences are granted instances of exceptional circumstances, maternity/paternity, illness, etc. Students will be unenrolled for their current course and assigned an Inactive Status (see 3.6.2). Leave of absences may be granted for up to 2 years from the semester's end date in which the leave of absence is approved. During this time students may resume studies at the beginning of any semester after paying the reenrollment fee. After 2 years students will be required to conduct a consult with the TAI Dean or Associate Dean to restart studies. Students who do not return to studies within 3 years of the leave of absence approval will be assigned a Withdrawn Status and must reapply to TAI to resume their studies.

7. Program Completion

7.1 Graduation and Program Awards

TAI postgraduate degrees are awarded by Union Theological College, from whom graduates will receive their diploma after the graduation ceremony for the year of their completion of the program. Graduates are invited to attend the graduation ceremony in-person, and may incur a graduation fee determined by UTC. Graduates may opt to defer participation in the graduation ceremony by up 1 year, or to graduate in absentia.

7.2 Certificate Completion

TAI Certificates are awarded by TAI upon completion of the program requirements and provided digitally to students. Students may choose to continue in their studies with TAI upon receipt of certificate awards and need not reapply unless required by their chosen program of study (see 1.1).

7.3 Transfer Credit

Pillars Certificates are taught at the postgraduate level and are recognized by US partner and cooperating institutions as meeting regional and ATS accreditation standards for eligibility for non-credit-to-credit transfer, to be applied towards MA and MDiv degree programs or meet advanced degree admission prerequisites.

These certificates and courses are not accredited by the Alexandrian Institute directly, but rather are offered as pathways for non-credit-to-credit transfer to accredited institutions with whom TAI has signed agreements (in the case of partner schools) or who have accepted TAI or the BibleMesh Institute course credit in the past.

Students wishing to inquire about new cooperating schools or to receive support in submitting curricula to a potential partner or cooperating school where they wish to transfer TAI course credit may submit a request to registrar@alexandrianinstitute.org.

8. Privacy and Data Protection

8.1 Personal Data Collected

Student personal data is collected across their time in TAI programs in accordance with the TAI Personal Data Use and Retention Policy, include student contact details, academic history, and coursework and grades. Students may not request the deletion of this personal data while enrolled as a student, and upon withdrawal or completion of TAI programs, may only request the deletion of this data within the parameters outlined in the Personal Data Use and Retention Policy. TAI may use student data or representations of students in its operations and communications for reasonable use cases as outlined in the Personal Data Use and Retention Policy.

8.2 Data Retention

Student personal data and academic records are preserved by TAI for up to 7 years in accordance with industry standards and institutional affiliation/accreditation requirements, as outlined in the Personal Data Use and Retention Policy.

8.3 Academic Records

Student academic records are preserved by TAI for us to 7 years from a student's application to TAI, and TAI may retain academic records for longer at its discretion. Students may request their academic records in unofficial formats, or request an official transcript and pay the transcript fee.

9. Student Conduct

9.1 Affirmation of Faith

Students are required to offer an affirmation of their Christian faith for acceptance to TAI. On the basis of this, students are expected to affirm the spirit of the TAI Statement of Faith and confessional documents throughout their duration of study in TAI.

9.2 Moral Conduct

Students are granted admission to TAI on the assumed commitment by the student to the Student Charter for the duration of their study in TAI. Students whose moral conduct is demonstrated to not be in alignment with the standards outlined in the Student Charter may be subject to disciplinary measures (see 9.3).

9.3 Disciplinary Measures

Students may be subject to disciplinary measures for egregious or consistent infractions against the code of conduct outlined in the Student Charter. Disciplinary procedures are conducted by the TAI Dean or Associate Dean and entail the following progression:

1. Fact-Finding – TAI administration will determine the nature of the infraction and assess all relevant information pertaining to the decision in relation to TAI policies and procedures.

2. Informal Warning – If the TAI administration determines that an infraction has occurred, depending on the severity TAI may issue to the parties in question an informal warning from the TAI Dean or Associate Dean. The parties in question will be expected to cease the infractious behavior and may be required to make amends with other affected parties where relevant.

3. Formal Warning – If evidence of a subsequent occurrence of the infraction, or additional egregious infractions of an unrelated nature, is discovered, then TAI Dean or Associate Dean will issue a formal warning to the parties in question, detailing repercussions if the behavior is unaddressed or subsequent infractions are discovered.

4. Suspension Period – In addition to the written warning, the parties in question may be subject to a suspension period in which they will be required to unenroll for all TAI courses and programs for a minimum of 1 semester. Students must satisfy all requirements determined by the TAI administration to address the infractious behavior before they may re-enroll in TAI courses or programs.

5. Expulsion – If after a written warning, the infractious behavior or other egregious behavior of an unrelated nature is discovered, the parties in question may be expelled from all TAI courses or programs.

## 10. Teaching Fellow Expectations

10.1 Communication

TAI teaching fellows are expected to communicate promptly with students in their courses. During the semester, students can expect teaching fellows to respond to student messages within two business days. The appropriate ways to contact teaching fellows is through their institutional email address or using the provided forums in the courses.

10.2 Feedback

TAI teaching fellows are expected to provide formative and fair feedback on all written assignments within three weeks of their submission by students. Students can expect a minimum of 300 words of total feedback, with teaching fellows interacting with the substance of the students' essay, providing feedback on writing style and methodology, giving attention to alignment with the TAI Style Guide, and offering insight into how to improve writing in future assignments. TAI teaching fellows should demonstrate alignment in their feedback with the TAI Common Grading Scale.

10.3 Learning Support

TAI teaching fellows are available to provide personal learning support for students through reading seminars or café sessions, provision of resources to the online portion of the course, and being available to meet one-on-one with a student for personal tutoring up to 4 times during a semester.
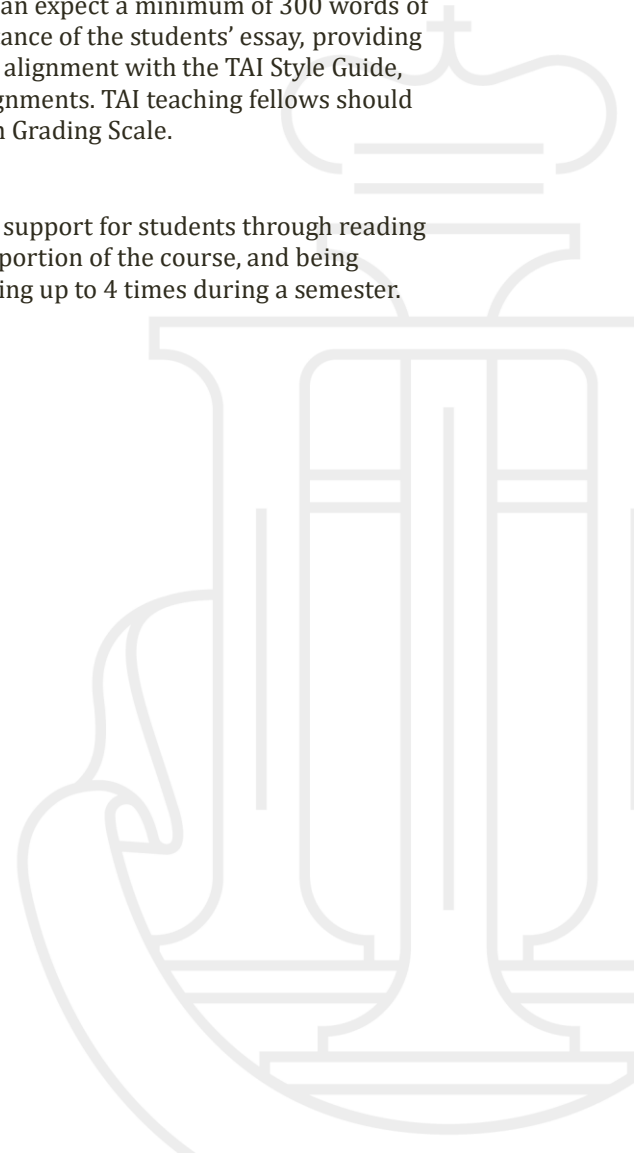
Appendix 1 – Schedule of Forms and Fees

Form / Fee Title	Fee Amount (USD)
Enrollment Request Form (Late Fee)	$50
Enrollment Request Form (Post-Semester Start Late Fee)	$50 (in addition to standard $50 late fee)
Course Payment Late Fee	$50
Request for Resubmission Form	$100 per written assessment
Transcript Request Form	$100
Transcript Request Form (Acceleration Fee for urgent request)	Additional $100
Recognition of Prior Learning Assessment Form	$100
Reenrollment Request Form (Inactive Status)	$50
Independent Study Fee	$200
Exceptional Circumstances Form	No fee specified
Formal Concern Form	No fee specified
Student Disability Recognition Form	No fee specified
Leave of Absence Form	$50 reenrollment fee upon return
Course Unenrollment Fee (Refund processing)	$100
Graduation Fee (UTC-determined)	Amount determined by UTC
Personal Tutoring (Beyond 4 sessions)	Bespoke fees