

TO THE PROSPECTIVE STUDENT

Jesus said, 'The fields are white unto harvest, but the labourers are few'. The world-wide shortage of ministers and missionaries is acute. We invite you, as servants of God, to examine our programme for preparing you for full-time and part-time service in the Lord's church. It is the goal of the College staff to provide well-trained evangelists and leaders to permeate this country and the world. Consider some of the benefits available to YOU:

γ Southern Africa Bible College provides FREE tuition to members of the Church of Christ by a full-time, qualified, dedicated and doctrinally sound faculty.

γ Southern Africa Bible College has residential facilities for both male and female students.

γ Southern Africa Bible College provides free housing for married students on the basis of need and availability.

γ Southern Africa Bible College maintains a work-study fund which is available for needy students who are willing to maintain satisfactory academic, spiritual and moral progress and who are willing to work for Southern Africa Bible College as needed.

γ Southern Africa Bible College invites expert American guest lecturers to the campus annually.

γ Southern Africa Bible College takes students on mission or publicity trips around Southern Africa which involve practical evangelism, door-knocking, gospel campaigns and Vacation Bible School work.

γ Southern Africa Bible College students= children may attend various Primary and High Schools in the area, as well as Benoni Christian School.

γ Southern Africa Bible College students make life-long friendships as Acomrades for Christ. Some have found mates here & life takes on new meaning for ALL!

A constant walk with the Bible for two or three years is NOT too long when you consider the long-term (eternal) benefits. Young people from denominations with evangelistic motivation give two years of their lives to their cause and their growth patterns are phenomenal. How could we as people of God do any less? Are we less concerned? Less committed? A couple of years is a small price to pay to see a rapidly growing church, enthusiastic converts and your own soul saved.

Think about it and then use the application form provided. Send it to Southern Africa Bible College today and begin making your personal contribution to bring Christ to Africa. Christ is counting on YOU ! The lost need what YOU can do for them through Christ.

SOUTHERN AFRICA BIBLE COLLEGE NPC

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Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997. Registration number 2000/HE08/006

THE CASE FOR SOUTHERN AFRICA BIBLE COLLEGE

BACKGROUND

For a number of years there have been some significant changes in the mission programme of the Church of Christ. Most mission works have entered the final stage of overseas involvement and are on the threshold of, or have achieved, complete self-support and autonomy. Some are already supporting their own preachers, doing benevolent work, erecting their own buildings and sending missionaries to other areas. The true maturity of the church in any country, however, depends upon its ability to provide a sound programme for preacher-training within its borders so that it depends neither upon foreign missionaries to evangelize nor upon overseas colleges to train local men.

In 1964, Eldred Echols and Al Horne returned to South Africa, having devoted a number of years to work in Tanzania and other parts of Africa. Their objective was to establish a programme for training Christians in Southern Africa to preach the gospel in the surrounding areas and countries. In many respects the Republic is the most advanced of all the African countries, and therefore holds great potential for future evangelistic out-reach. The church is strong among all population groups and the social and educational levels are high. Although there are training programmes in various countries, the greatest potential for cross-cultural influence lies among the people of Southern Africa. For this reason South Africa is the ideal locality for an advanced programme of training future church leaders and preachers.

THE PHILOSOPHY OF THE PROGRAMME

In the past the church spent millions of dollars transporting mission converts to the United States for training, hoping that they would return to minister to their own countrymen. Unfortunately, an alarming number of these potential evangelists found America so appealing that they settled there, never to return to their homeland. Others returned, but for a host of reasons dropped out of preaching. Still others were lost to the faith altogether. Responsible Christians all over the brotherhood therefore became involved in the local training of men to preach the gospel to their own people. The same philosophy was expressed by the Apostle Paul in writing to Timothy: A... and the things you have heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others@ (2 Timothy 2:2). This is a primary purpose of Southern Africa Bible College.

HISTORY

After a period of trial training classes in the Benoni church buildings, Southern Africa Bible College officially began operation as Southern Africa Bible School in the home of Eldred Echols in 1966. At first there were three teachers and three students, but within one semester the student body grew to fifteen. Soon money became available to purchase a 2.57 hectare site which included two old farm houses and a windmill. The next year student families occupied the houses, and three classes met simultaneously in a living-room, an out-building and under a chestnut tree. In 1971 a modest school building was completed which was used for class rooms and library facilities.

After the first graduates received their diplomas in 1969, the College soon achieved international scope. Since then, students from England, Zimbabwe, Malawi, Ireland, Zambia, Namibia, Portugal, New Zealand, America, Swaziland, Botswana, Gabon, Sudan, Democratic Republic of Congo, Ghana, Kenya, Tanzania, Lesotho, Korea, Ukraine, Russia and South Africa enrolled. Students have been called upon to assist in gospel campaigns and Vacation Bible Schools held periodically throughout the Republic. Mission trips have been undertaken to Swaziland, Zimbabwe and Botswana. One of the highlights of the college calendar is the annual College Lectureship attended by preachers, elders and church members from all over the world.

Due to inhibiting building code restrictions, housing had to be sought elsewhere. More and more students sought enrolment. Two properties were acquired in Cloverdene providing five dwelling units. Two departing missionary residences were acquired to provide dormitories for the singles. Finally another home was purchased to meet the housing needs of either married or single students.

In 1994 the college was able to move into a brand-new 3000m² building erected on the Cloverdene site with money raised by Al Horne and Jerry Hogg in the United States of America and South Africa. The new facility comprises classrooms, dormitories, faculty offices, a professionally equipped kitchen and a large multi-purpose auditorium. The erection of a new, modern library and offices for the administration, equipped to meet the developing needs of a twenty-first century College, was completed in February 2007.

Graduates from the College fill pulpits all over the world. A partial list indicates that men from the College have served congregations in Canada, USA, Mozambique, Zimbabwe, Namibia, Swaziland, Zimbabwe, Zambia, Malawi,

Botswana, New Zealand, Ireland, England, Lesotho, Sudan, Tanzania, Australia, Botswana and the Republic of South Africa. The gaps left by returning American missionaries have been partially filled by College graduates.

AUTHORITY

From its inception the college has been operated under the supervision of an American eldership. It is currently under the Memorial Church of Christ in Houston, Texas. Under their supervision there is a local board of Trustees for legal matters and an advisory board / governing body composed of elders and preachers within South Africa. The Chief Executive Officer handles the day-to-day business of the college assisted by members of the faculty and staff.

ACADEMIC STATUS

Southern Africa Bible College NPC has been registered with the Department of Education as an Institution of Higher Education and offers courses accredited by SAQA (South African Qualifications Authority) leading to a Higher Certificate, Diploma or Bachelor of Arts in Theology. The degree has been accredited since the end of 2007. These qualifications enable graduates to pursue further studies at universities all over the world.

An Extension Programme has been introduced enabling Christians to study areas of interest in their own time. Provided certain academic pre-qualifications are met, these studies may also provide credits towards a qualification. All programmes are registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997. Registration number 2000/HE08/006.@

In addition, a number of courses are offered as short courses to those who do not qualify to enter the registered programmes or who simply want to improve their scripture knowledge and understanding. These courses receive no credits and do not lead to a qualification.

PURPOSE

- γ To train sound leaders, gospel preachers, teachers, ministers and evangelists is the primary objective of the College.
- γ To prepare missionaries and promote the gospel in evangelized areas and nations.
- γ To equip Christians for pastoral care within their communities
- γ To enable Christians to positively build up South Africa's multi-cultured society by promoting sound spiritual, moral and ethical principles.
- γ To promote a closer walk with Jesus and to build Christian character.
- γ To maintain high standards of academic achievement.

POLICY

- γ The teaching and practice of the College shall conform to the Bible as the inspired word of God.
- γ The curriculum shall include Bible and Bible related subjects as well as other courses necessary to train workers for Christian Service.
- γ In view of the biblical nature of the curriculum, financial contributions to the support of the College are welcomed and encouraged from individuals and congregations.
- γ All members of the board of Trustees, administration and faculty must be faithful Christians in good standing with their respective congregations.
- γ All students are subject to the rules of the College without exception, prejudice or partiality.
- γ The College is open to all Christians in good standing who can provide their support and meet other requirements.
- γ The College shall not in any way interfere with the affairs of a congregation.

LIBRARY

Recognising the vital role libraries play in education, the College has made every effort to enlarge and expand this research facility. A new library building was completed in February 2007. The library consists of over 10,000 volumes, with a number of magazines and journals catalogued according to the Dewey Decimal System. Audio tapes and CDs of Lectureship material are available as well as professional presentations on family life and motivation. A number of memorial funds have endowed the library with resource materials. Bible classes have also purchased books for the enrichment of the library.

TEXTBOOKS AND WRITING MATERIALS

In view of the fact that most students have limited financial resources, the College attempts to keep textbook requirements to a minimum. The student is, however, to buy his own textbooks (when required), writing paper, pens, make provision for audio recording and other stationery. All assignments have to be typed. Since the College has limited typing facilities, students need to make their own provision for computers and printers or typewriters.

PRINTING AND PUBLICATIONS

The College operates a print-shop and publishes church-related materials under the corporate name of AChurch of Christ Publications@. The College publishes its own distinctive materials whenever feasible. A special building on Campus houses the print-shop and students are occasionally required to assist in its operation.

ORIENTATION

Orientation takes place for all students at the beginning of each College year. At that time rules are reviewed and explained and library and dormitory regulations are outlined. Tests are given in order to place the student in his own academic stratum and there is a review of English and linguistics to detect any deficiencies on the part of the prospective students, since tertiary studies require a high level of English competency. In order to maintain consistent academic standards, students will be given English and General Biblical Knowledge competency tests. Time-tables and calendars of events are distributed. Suggestions on developing good study habits are provided. NO student is excused from orientation.

STUDENT WIVES

A church leader and his wife form a team and must be supportive of each other. It is, therefore, important that wives must be trained where possible. They are expected to attend special classes; they are also encouraged to seek part-time employment to help with their family financing. At all times, classes arranged for wives are mandatory.

RELIGIOUS LIFE

All students are required to attend daily chapel periods and regular Dormitory Devotionals. These are used as a period of spiritual growth, and attendance at these is essential. When other devotional or fellowship periods are set for College staff and students, everyone is required to be present, or the purpose for the gathering would be defeated.

Attendance at all church services and classes is, of course, mandatory. The staff also strongly recommends that social activities of the church are entered on the student=s appointment calendar. The Director is not in a position to excuse students from church attendance or Bible classes. God requires fellowship in this way (Hebrews 10:24-25) and the College expects compliance from its students.

Mission trips to neighbouring countries, campaigns in local cities and participation in Vacation Bible Schools are all part and parcel of the student=s training and spiritual growth. Students= participation in these activities is mandatory whenever they are called upon to assist. It is expected that students will edify one another spiritually. They will neutralise negative attitudes and promote a positive outlook and work with the faculty and staff as a team to edify and encourage one another.

HUMAN RESOURCES

The staff of the College consists of a Chief Executive Officer (The Director), full-time and part-time faculty including an Academic Administrator and Dean in charge of the non-accredited Extension Programme, a Dean of Students, office staff, library personnel, dorm supervisors, kitchen personnel and grounds and maintenance personnel. Many double in other capacities. Students are expected to assist when called on to do so without expecting remuneration.

FINANCIAL DATA

Members of the faculty are wholly or partially supported independently as missionaries by various congregations, and by the College. There is no charge for tuition for full-time students who are members of churches of Christ. The costs of operation and scholarships are borne by Houston Memorial Church of Christ, sister congregations world-wide and interested individuals. The funds are used to finance the physical operation of the College, student scholarships, which cover board and lodging, mission trips and housing costs. Students are either expected to support themselves or to be supported by their families and home congregations. Even though no tuition fee is levelled, students must eat, be housed and clothed while in College. The pressure of studies and congregational work does not allow time for students to hold regular secular jobs. Therefore, those who have no other means of support are compelled to seek financial aid from the College.

The College has a limited number of scholarships available to worthy students. Both single students and married couples who require financial aid may apply. These scholarships are NOT automatically awarded but the merits of each applicant's case will be taken into consideration.

In order to maintain aid the student must manifest constant academic and spiritual progress. A Scholarship is an academic advance only and may be forfeited if work or attitudes become unsatisfactory. Students unable to support themselves should first seek the assistance of their families and, secondly, their home and other congregations. Failing this, application should be made to the College, furnishing details of needs and responses to previous appeals for funding. Each year a specific limit is set on amounts allocated to prospective students. Students who meet a part of their financial needs may be given preference in the allotment of bursaries.

SOUTH AFRICAN INVOLVEMENT

A growing number of churches and individuals in Southern Africa have accepted responsibility for the College. Some are contributing to the monthly support of students, and permitting them to work with them while they are in training. Others have welcomed College graduates as interns and full-time ministers and are fully supporting them.

TAX RELIEF

The Southern Africa Bible School Education Fund was registered in July, 1984. This registration has been maintained. All donations made to the College will be deductible for Tax Purposes. The Southern Africa Bible College Education Fund is maintained at Standard Bank, Rothsay Street, Benoni, (Branch Number 013042, Account No. 021100586); College supporters may deal directly with the bank. Since tax-relief receipts must be submitted with the tax-payer's returns, supporters should inform the College at the same time of the amount and provide contact details so that donation receipts can be mailed. Further details are available from the College office.

ADMISSION REQUIREMENTS

- γ Candidates need a strong commitment to a prolonged programme of study.
- γ Applicants must have achieved Grade 12 or matriculation status for admission to the Higher Certificate or Diploma programmes.
- γ Applicants must have achieved the appropriate matriculation status for admission to the degree programme.
- γ Recognition of Prior Learning may be granted under specific conditions
- γ Age exemption applies in accordance with the national education regulations.
- γ Applicants must complete and sign all the official forms for enrolment. These may be obtained from The Academic Administrator, PO Box 11165, Rynfield 1514.
- γ Applicants must ensure that all required recommendations are completed and signed by the respective persons. NOTE: Certified copies of school records and other qualifications **must be included**.
- γ Applicants under 18 years of age must ensure that both parents or guardian sign their application.
- γ By applying for admission, the prospective student automatically binds himself / herself, if accepted, to all the rules of the College.
- γ The College reserves the right of admission and re-admission.

PROCEDURE

- γ Consult the preacher at your local congregation and discuss your future as a preacher / evangelist / missionary / leader with him.

- γ Arrange your own financial support or part thereof.
- γ Write to the Academic Administrator for the necessary application forms and complete these as instructed.
- γ Remember that students who qualify are dealt with on a First come First served basis. This also applies to student housing.
- γ Submit applications well in advance of deadlines. Considerable time is required for recommendation letters to be received, evaluated and processed.
 - η Foreign students= requests for application forms must be received by July 31 for possible admission to the following year. It may be impossible to process requests received after this date timeously due to long delays in postal deliveries. Whenever available, fax numbers or email addresses must be provided to expedite the admission procedure.
 - η South African students= request for application forms must be received by October 31 for possible admission to the following year. It may be impossible to process requests received after this date due to long delays in postal deliveries.
- γ Applications will only be considered if made on the official forms of the College. Spaces left blank delay processing and will probably result in the form being returned for the required information. This might result in non-acceptance for the following year and delay studies to the year after. *NOTE: All requested information must be provided.*
- γ Successful applicants are notified as soon as possible.
- γ The student is advised to study the prospectus, especially the rules and regulations, before committing himself to studying at the College. The course of study is advanced and accelerated, requiring basic intelligence, mature determination and diligent application.
- γ Late enrolment can only be considered in exceptional circumstances and is at the discretion of the Director and Faculty, due to the requirements of the College=s accreditation status.

RECOGNITION OF PRIOR LEARNING

1. Formal Education

- 1.1 Statement of results from other institutions of Higher Education are assessed
- 1.2 Contents of educational offerings in which success was attained are compared with content of similar offerings at the College
- 1.3 Partial or full exemption is granted with respect to comparable offerings
- 1.4 Two levels of exemption are implemented
 - 1.4.1 Full exemption for high achievement in a comparable offering
 - 1.4.2 Partial exemption for low achievement or partially comparable offering
- 1.5 In case of full exemption credit for the offering is granted
- 1.6 In case of partial exemption certain prescribed work is required before credit can be granted.

2. Informal Education

- 2.1 This would include applicants who do not satisfy the pre-qualifications for enrolment and is primarily aimed at previously disadvantaged applicants
- 2.2 Acceptance is based on communication skills in English, and basic Bible knowledge, age and experience in church work
- 2.3 Acceptance is on a probationary basis. During the probationary period (1 semester) the candidate=s ability to cope with the course requirements will determine whether or not enrolment is confirmed.
- 2.4 This route of entry is limited to a maximum of 10% of the total student body.

SCHOLARSHIP CONDITIONS

- γ Scholarships for full-time studies may be granted, when available, to members of churches of Christ who have been members of their home congregation for at least one year and are recommended by their congregation and leadership.
- γ If tests or assignments are not completed, the College reserves the right to withhold financial aid until such time as course requirements are met. Students may also be required to work on the Campus without remuneration to offset costs.

γ Financial support given to students for the purpose of defraying board and lodging expenses must be used for that purpose.

γ The College authorities must be kept informed of all regular support received; financial reports must be submitted upon request. Violation of these rules will be regarded as a serious offence.

γ No student may contract a debt, hire-purchase account or experience a planned change in his major assets without permission.

γ Since funds are provided for living expenses while studying, the College cannot be held responsible for any debts incurred by the student prior to or during his attendance at the College. Therefore no student will be accepted with prior debts unless the College is given full assurance of his ability to cope with the settlement of such debt adequately while at the College.

γ Students who are expelled, or who drop out of College, will be held responsible for full repayment of all financial aid received from the College or through the College.

GENERAL INFORMATION

Mission Statement

The primary objective of Southern Africa Bible College NPC is to provide prospective leaders in the Church of Christ with a sound theoretical and practical foundation of skills and knowledge relevant to preaching, ministering and evangelising.

Legal Status

Southern Africa Bible College NPC has been registered in terms of section 21 of the Companies Act, 1973 (Act 61 of 1973) as a non-profit organisation. The company registration number is 2002/010094/08.

Management

Al Horne (BA; MA) (President. Responsible for fund raising and public relations). Preacher and elder at Benoni Church of Christ.

Fred Bergh (LLB) (Director and Chief Executive Officer). Preacher and elder at Ashlea Gardens Church of Christ.

Hubert Ramagwede (Director of Student Affairs). Elder at Meadowlands Church of Christ.

Eddie Nkosi (MMFT) (Dean of Students). Preacher at Daveyton Church of Christ.

Theo Rappard (Dip Theo; BA) (Academic Administrator)

Language Policy

The medium of instruction is English.

Mode of Instruction

Campus courses are taught on a contact basis. Non-accredited distance learning, seminars and short courses are available. Please contact the College for details.

Accreditation Status

All courses are Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997. Registration number 2000/HE08/006.@

Fees and Charges (NOTE: Fees and charges may change without prior notice).

A one-time, *non-refundable administration fee* of R200 is payable when submitting Admission Forms. The annual, *non-refundable registration fee* is R750. A refundable key deposit of R250 is payable by dormitory students upon their first arrival. The subsidised cost of Board and Lodging is R10200 per year. Tuition is offered free to members of churches of Christ. Non-members are required to pay R3000 per semester for their tuition. Payment for Board and

Lodging and Tuition (where applicable) must be made in advance for each semester. Paying students who withdraw may apply for a refund on the following basis:

If withdrawing within the first quarter of the semester: full refund of tuition fees paid.

If withdrawing within the second quarter of the semester: two thirds of tuition fees paid

If withdrawing within the third quarter of the semester: one third of tuition fees paid

Thereafter no refund will be made.

Further admission details and student requirements and needs are available upon request.

Student Financial Aid

A limited number of bursaries, in the form of board and lodging for dormitory students, and in the form of assistance with living expenses for married students, are available.

Student Support Services

These consist of student representation, dorm parent/s and Dean of Students, and the Director of Student Affairs.

Academic Staff B Full Time:

Fred Bergh (Master=s candidate) (Director and CEO). Preacher and elder at Ashlea gardens church of Christ, Pretoria.

Theo Rappard (BA; MA candidate) (Academic Administrator)

Edward Nkosi (BA Hons) (MMFT) (Dean of Students). Preacher at Daveyton church of Christ

Academic Staff B Part Time

Chris Burke (Higher Diploma in Theology, BA Hons). Missionary in the World Bible School programme.

Jerry Hogg (BA Bib Stu B Sunset Bible Institute; Higher Diploma of Theology, SABC). Has course credits at UNISA and University of Tennessee.

Roy Lothian (BA Th). Registrar and Lecturer.

Eddie Baartman (Higher Diploma of Theology, SABC). Elder at Benoni Church of Christ.

Matthew Dalton (BSc) (Higher Diploma of Theology, SABC). Preaches at East-Gauteng Church of Christ

Bruce Mundell (BA Th, SABC). Dorm Supervisor and Lecturer

CURRICULUM OUTLINE

The following is a summary of the curriculum for the three years of study (courses are subject to change so as to accommodate the needs of the church).

γ Bible Languages

Biblical Greek I, II, III

Biblical Hebrew I

γ New Testament Church

Origin and Growth (Acts of the Apostles)

Nature of (Parables, Ephesians, other relevant scriptures)

Organisation and Governance (Pastoral Epistles)

γ Historical Backgrounds

Old Testament

New Testament

γ Biblical Archaeology

γ Bible Survey

Old Testament

New Testament

γ Church History

γ Principles of Preaching and Teaching

γ Hermeneutics and Exegesis

γ General Biblical Introduction and Textual Criticism

γ Special Introduction

Purpose and Principles

Examples using different literary genres

- History - Acts
- Poetry - Psalms
- Prophecy - Isaiah
- Epistles - Romans
- Biography - Matthew
- Apocalyptic - Revelation
- Wisdom - Proverbs

γ *Pentateuch Studies*

γ *The Synoptic Gospels*

γ *The Covenants*

γ *Interpretation of Selected Books* B John, Romans, Hebrews, General Epistles, Prison Epistles, Revelation, Isaiah, Jeremiah, Daniel, Ezekiel, Minor Prophets, Corinthians, Thessalonians, Galatians.

γ *Biblical Theology*

γ *Pastoral Counselling*

γ *Evangelism and Missions*

γ *Apologetics*

γ *Christian Ethics*

γ *Denominational Doctrines*

γ *World Religions*

γ *Church Leadership*

CURRICULUM

1st Year (Certificate in Theology) 40 Hours, 123 (120 minimum) credits							
<i>Semester 1</i>				<i>Semester 2</i>			
Course	Hrs	Cred	NQF	Course	Hrs	Cre	NQF
Greek I (1)	3	10	5	Greek I (2)	3	10	5
Denom Doctrines (1)	3	8	5	Denom Doctrines (2)	3	8	5
Gospel of John	3	8	5	Pastoral Counselling (1)	3	10	5
Bible Survey (1)	3	9	4	Bible Survey (2)	3	9	4
Life of Christ	2	6	4	Historical Backgrounds	2	7	5
New Test. Church	2	6	5	Biblical Archaeology	2	6	5
General Epistles	2	6	5	Prison Epistles	2	6	5
Acts	2	6	5	Personal Evangelism	2	8	5
<i>Totals</i>	20	59		<i>Totals</i>	20	64	
A maximum of 12 additional credits for extra-curricular practical work							

2nd Year (Diploma in Theology) 80 Hours, 250 (240 minimum) credits							
<i>Semester 1</i>				<i>Semester 2</i>			
Course	Hrs	Cred	NQF	Course	Hrs	Cred	NQF
Greek II(1)	3	10	5	Greek II (2)	3	10	5
Hebrew I (1)	3	10	5	Hebrew I (2)	3	10	5

Corinthian Corresp.	3	8	5	Christian Evidences	3	8	5
Daniel/Zechariah	3	8	6	Pastoral Epistles +	3	7	5
Public Speaking (1)	2	7	5	Public Speaking (2)	2	7	5
Church Leadership	2	7	5	Hebrews	2	6	5
Pastoral Counselg (2)	2	8	5	Pastoral Counselling (3)	2	7	5
Minor Prophets	2	7	5	Law and Gospel +	2	7	5
<i>Totals</i>	20	65		<i>Totals</i>	20	62	

3rd Year (BA Th) 120 Hours, 381 (360 minimum) credits							
<i>Semester 1</i>				<i>Semester 2</i>			
Course	Hrs	Cred	NQF	Course	Hrs	Cred	NQF
Greek III (1)	3	10	6	Greek III (2)	3	10	6
World Religions	3	10	5	Romans	3	8	5
Gen Bibl Introduction	3	9	6	Synoptic Gospels	3	9	6
Systematic Theology	3	10	6	Pentateuch	3	10	6
Church History (1)	2	6	6	Church History	2	6	6
Jeremiah/Lamentation	2	6	5	Hermeneutics	2	9	6
Revelation	2	6	6	Pastoral Counselling (4)	2	7	5
Christian Ethics	2	9	6	Isaiah or The Writings	2	6	5
<i>Totals</i>	20	66		<i>Totals</i>	20	65	
A maximum of 12 additional credits for extra-curricular practical work							

SAMPLE OUTCOMES

(What students must be able to do at the end of a course)

γ Biblical Languages

η Greek B Students must be able to translate passages from the New Testament, the Septuagint, and the Apostolic Fathers and comment on important grammatical features with the use of a lexicon and standard grammar text-book.

η Hebrew B Students must be able to translate passages from a selection of Old Testament books with the aid of a Lexicon and standard grammar text-book.

γ New Testament Church

Students must be able to:

η give a full account of the origin and growth of the church as described in the Acts of the Apostles.

η describe the nature of the church in terms of membership requirements, the characteristics of members, the relationship of the individual to the church, Christ and God, and the relationship of the church as a whole to Christ and God.

η give detailed requirements for the offices of elder and deacon.

η discuss the role and function of elders and deacons.

η reproduce different views regarding the position and role of widows and deaconesses.

η discuss the nature and work of the Holy Spirit.

γ Historical Backgrounds

Students must be able to:

η Identify the major historical events from the time of the Exodus to the birth of Christ.

η Discuss the significance of the above events in the development of Judaism and the fulfilling of God=s plan for a Messiah.

η Identify the major historical events from the conquest of Palestine by Pompey to the death of Domitian.

η Discuss the influence of the following historical figures on Judaism and the early church: Tiberius, Caligula, Gallio, Herod the Great, Herod Antipas, Claudius, Nero, Vespasian, Titus and Domitian.

η Discuss the social, political and religious situation of the church from its inception to the death of Domitian.

η Name and discuss archaeological discoveries of major significance in the exegesis of Old and New Testaments.

γ Bible Survey

Students must be able to:

η Discuss the purpose and the theme of each Old Testament book.

η Outline the sequence of events presented in the Old Testament.

η Discuss the purpose and theme of each New Testament book.

η Outline the life of Christ.

γ Church History

Students must be able to:

η Discuss the various factors that contributed to the rapid spread of the Church in the first Century.

η Describe the persecution of the Church by the Jews.

η Describe the persecution of the Church under the Roman Emperors Nero, Domitian, Trajan, Marcus Aurelius, Decius, Valerian, Diocletian.

η Outline the literature of the early Church in terms of:

□ The Apostolic fathers B authors, purpose and major characteristics.

□ The Apologists B authors, purpose and major characteristics.

□ The Anti-Heretical writings B authors, purpose, opponents (heretics)

η Discuss the major heresies which arose in the early Church.

η Outline the rise of the papacy.

η Discuss the factors which gave rise to the Reformation and the roles of Luther, Calvin, Zwingli, and Knox.

η Discuss the background to the Restoration Movement in 19th Century America, and the roles of Thomas Campbell, Barton Stone, Racoon John Smith, Alexander Campbell.

γ Principles of Preaching and Teaching

Students must be able to:

η Discuss basic theories of communication.

η Prepare and deliver various types of Sermons.

η State the aims of Christian Education in the Church.

η Outline the characteristics of various age-groups.

η Prepare and teach various types of lesson.

η Discuss the use of various teaching aids.

γ Hermeneutics and Exegesis

Students must be able to:

η Outline the development of Biblical Hermeneutics.

η Apply Hermeneutics in practical exegesis of Bible passages.

η Apply appropriate principles of exegesis to the different genres in the Bible.

γ General Biblical Introduction and Textual Criticism

Students must be able to:

η Discuss the concepts of Revelation and Inspiration.

η Outline the processes of canonization of the Old and New Testaments.

η Discuss the relationship between the OT Apocrypha and Pseudepigrapha and the canonical books.

η Outline the sources for the text of the Bible.

η Understand and use the basic principles of textual criticism.

η Describe the background and nature of the four major text types.

γ Special Introduction

Students must be able to:

- η Explain the place and importance of special introduction.
- η Prepare complete introductions to books of different genres. (This will generally be handled in courses in which these books are interpreted)

γ Pentateuch Studies

Students must be able to:

- η Outline the historical development of the Documentary Hypothesis.
- η Describe the principles of the documentary Hypothesis.
- η Compare various interpretations of Genesis 1, 2.
- η Compare various interpretations of the flood.
- η Trace the historical development of Israel from Abraham to Joshua.
- η Discuss the christological significance of various events and people.

γ The Synoptic Gospels

Students must be able to:

- η Describe the background to the Synoptic problem.
- η Discuss the various theories regarding the synoptic problem.
- η Outline the historical, cultural and religious setting of the Synoptics.
- η Discuss the character and teachings of Jesus as found in the Synoptics.
- η Compare the three accounts of the arrest, trial, death and resurrection.
- η Outline the life of Christ as described in the Synoptics

γ The Covenants

Students must be able to:

- η State the major aspects of the Noahic, Abrahamic, Mosaic Covenants.
- η Discuss the relationship between the Sinai Covenant and the Covenant of Jesus. (Law & Gospel)
- η Examine various Seventh-day Adventist arguments for observing the Law, and in particular keeping the Sabbath, as Christians.

γ Interpretation of Selected books

Students must be able to:

- η Prepare introductions to books of different genres.
- η Discuss major themes and interpret difficult or obscure passages in each book
- η Make application of major themes and topics to the church and Christians today.

γ Biblical Theology

Students must be able to:

- η Synthesise the Bible teachings regarding God, Man, the Holy Spirit, Christ, the Church, Sin, Life, Death, salvation and resurrection.
- η Outline the history of Theology in terms of Christology, soteriology and anthropology and ecclesiology.

γ Pastoral Counselling

Students must be able to:

- η Differentiate between Pastoral Counselling, psychology and psychiatry.
- η Identify scriptures related to various counselling topics.
- η Provide scripture-based support and guidance to those experiencing problems with marriage, family, stress, depression, bereavement and self-esteem.

γ Evangelism and Missions

Students must be able to:

- η Use various scripture claims to teach the Gospel.
- η Discuss the theology of salvation.
- η Show, using examples from Acts, how the Gospel message is implemented in practice.
- η Use various techniques in practical outreach.
- η Discuss the importance of missions from the perspective of the Bible and the state of the world.

γ Apologetics

Students must be able to:

- η Discuss and evaluate various arguments for and against the existence of God.
- η Discuss and evaluate various arguments for and against the inspiration and inerrancy of the Bible.
- η Discuss and evaluate various arguments for and against death, burial and resurrection of Jesus.
- η Discuss creationism in contrast to evolution.
- η Briefly discuss the influence on the Philosophy of Religion of Plato, Aristotle, Socrates, Augustine, Thomas Aquinas, Kant and Kierkegaard.

γ Christian Ethics

Students must be able to:

- η Apply basic decision-making skills.
- η Discuss the major ethical issues facing the church today, such as suicide, abortion, divorce, euthanasia, homosexuality and situation ethics.
- η Make informed decisions about ethical theories in the light of the teachings of the Bible.

γ Denominational Doctrines

Students must be able to:

- η Discuss the origin and background of the major denominations.
- η Compare the main tenets of the major denominations with the teachings of the Bible.
- η Discuss the origin and background of the major cults.
- η Compare the main tenets of the major cults with the teachings of the Bible.
- η Survey the beliefs and practices of occultism.

γ World Religions

Students must be able to:

- η Briefly describe the origin and historical development of Islam, Hinduism and Buddhism
- η List the scriptures of each and discuss their origin and authority
- η Discuss the basic teachings of these three religions
- η Compare their forms and places of worship
- η Compare different sects of these religions

γ Church Leadership

Students must be able to:

- η Demonstrate the importance of initiative, decisiveness, courage, responsibility, foresight and diligence in leadership.
- η Show an understanding of human nature which allows for appropriate selection of people for different tasks.
- η Develop the ability to motivate others to achieve their goals.
- η Demonstrate appropriate an ethical and moral lifestyle, both in personal life and in relation to others.
- η Discuss a thorough knowledge of the qualifications and responsibilities of elders and deacons as found in the New Testament.
- η Show a practical understanding of basic administrative procedures such as storage and retrieval of information, budgeting and expenditure control.
- η Demonstrate a knowledge of, and ability to apply, at least one method of effective conflict resolution.
- η Demonstrate an understanding of different leadership styles.

SPECIAL SEMINARS

These are offered whenever qualified lecturers become available. Subjects in this category include: Christian Corporate Worship; Design and Nature of the Old Testament Temple and Sacrificial System; Family Relations and Enrichment; Missionary Principles and Practices; Church Growth; Science and Religion.

LADIES COURSES

These include:

η The Christian Home

A study surveying human relationships beginning with love, courtship and marriage and progressing to the maintenance of the marriage. Special attention is given to the unique relationship between husband and wife.

η The Woman=s role in the Church

This subject treats the supportive role of the minister=s / leader=s wife in a local congregation.

η Bible Women

A study of the major women in the Bible with special emphasis on the practical values and lessons for today.

η Train up a child

A study in parenting relating to the acceptance of the child, discipline and communication in the home, spiritual guidance, the implications of child-parent relations and so on.

η Teacher Training

Instruction on the principles of teaching methodology for all ages. The use of visual materials is surveyed. Student teaching practice is required.

η Christian Ethics

Modern ethical problems are examined and solved in the light of Christian viewpoint.

GENERAL COURSES AND MISCELLANEOUS

γ Introduction to Computers

A course which introduces students to the basics of various common programmes.

γ Orientation Period

This takes place at the beginning of each year. Rules are discussed, students are advised on study methods and how to structure and type their papers.

ASSESSMENT REQUIREMENTS

γ Continuous assessment is applied in all courses

γ A minimum of 40% is required for work assessed during a semester in order to enter the final examination in a course.

γ A minimum of 40% in the final examination

γ and 50% overall is required to pass a course.

CREDIT ACCUMULATION

γ Success in any course results in the credits for that course being credited to the student.

γ Full-time students may accumulate credits over a two year period for a certificate or three years for a diploma or five years degree.

γ Any candidate requiring more than 3 years to accumulate credits will be required to pay tuition fees.

PROGRESSION AND QUALIFICATION

γ Since success in most courses is not dependent on achievement in prior courses, progression is possible with little limitation. The obvious exceptions are languages and courses dependent on a knowledge of biblical languages.

γ When the student leaves the College a qualification determined by the number of credits earned is awarded.

STUDENT RULES AND REGULATIONS

(Revision April 2014)

I. GENERAL

- A. NOTE: *the college accepts no responsibility for injury or damage or theft incurred by the student and/or his/her family during his/her stay at the College and/or on the College properties.*
- B. The College may inform home congregations of a student=s progress and behaviour.
- C. Only members of churches of Christ who are recommended by their congregations and leadership are eligible for bursaries when studying full-time on the Campus.
- D. The primary, intended purpose of this College is the training of leaders for churches of Christ. Preference in admission to full-time studies at the Campus will therefore be given to members of churches of Christ. Other interested parties may be accepted for full-time studies at the College under exceptional circumstances subject to a decision by the Director and the Faculty and they will have to pay for their tuition and any other fees as determined from time to time. The decision of the Director and Faculty in such cases is not subject to correspondence or discussion.
- E. All students are subject to the rules of the College without exception, prejudice, racial distinction or partiality.
- F. Instructions from the Chief Executive Officer (The Director) and Faculty must be obeyed.
- G. The College will not accept foreign students or refugees who lack valid visas or other documentation.
- H. Refugees must have lived in South Africa for two years before applying for admission.
- I. The College reserves the right to search students= luggage while on campus or when they leave the dormitory and campus.
- J. The College uses French Drains. No articles other than toilet paper may be thrown into the toilets.
- K. Dormitory students must use the dormitory bathroom facilities at all times. The toilets in the passage are off limits to dormitory students.
- L. Do not remove soap, toilet paper or towels from the public toilets.
- M. Students must provide their own textbooks, writing paper, pens, stapler, paper punch and stationery.
- N. It is not the College=s responsibility to provide typewriters or computers for students= use.
- O. Students are not allowed in the administration office.
- P. Day to day transportation is not the responsibility of the College. Students must make their own arrangements. Students may be asked to pay for petrol if College transport is used for personal needs.
- Q. The College reserves the right to deal with each student on an individual basis.
- R. In the event of disagreement regarding the interpretation of any rule, the director=s and faculty=s decision is final.
- S. Students should communicate their queries to the Student Representative/s. If they feel that their query has not been addressed to their satisfaction they may approach the Dean of Students.
- T. Conflict/problem resolution must follow the biblical guidelines and principles.
 1. Speak to the person with whom you are in conflict/have a problem
 2. If that does not resolve the conflict/problem ask two witnesses to go with you and repeat the process.
 3. If the conflict has still not been resolved approach the Dean of Students or other member of the faculty, if the Dean of Students is not available.
 4. Any other course of action is classified by the scriptures as gossip. If you feel intimidated, ask the Dean of Students for advice before attempting to resolve the conflict.
- U. All students must register annually.
- V. The dormitories close during the various holiday/non-lecturing periods B no student may remain in the dormitories.

- W. Students need to assist with keeping the Campus neat and tidy. Please pick up any rubbish found lying around.
- X. All students need to be in possession of a valid passport.
- Y. Students who arrive late for beginning of classes or orientation week without making prior arrangements may be restricted to the campus for a period of time.

II. CONDUCT AND BEHAVIOUR

- A. All students must be of unquestionable Christian character and display a degree of maturity and dedication that will enable them to carry the heavy workload of some 45 hours of studies per week in addition to class room attendance.
- B. Since students are preparing themselves for positions of leadership in the Lord's church, they will be more readily open to censure and criticism. They are, therefore, requested to be specially careful of their behaviour at all times, including when they leave the campus.
 - 1. The school will suspend or dismiss any student who discredits the school or the church.
 - 2. Strict vigilance will be maintained on the conduct of students.
- C. Any student found guilty of violation of the law or criminal acts, which includes sexual harassment, will not be allowed to continue his/her work at the College.
- D. Immorality, adultery, lasciviousness or any form of moral impurity are not tolerated and will result in expulsion.
- E. Profanity, vulgarity and gambling will not be tolerated and may result in expulsion.
- F. Drinking alcoholic beverages in any form, except for medication, is prohibited.
- G. Use of tobacco or habit-forming drugs, other than prescribed medication, is strictly forbidden.
- H. Students may not pierce their bodies or wear rings or studs or similar items. Female students may have pierced earlobes and wear ear rings.
- I. Attending places of questionable entertainment, and viewing movies, videos or other material which are blasphemous, pornographic or calculated to interfere with biblical morals and good habits, is prohibited.
- J. The privilege of watching television programmes is at the Director=s and faculty=s discretion.
- K. Indecent or immodest dress is not tolerated. Minis, tight clothing or similar dress must be avoided.
- L. Dishonesty, cheating or bullying is conduct unbecoming to a Christian.
- M. Physical violence may result in immediate dismissal.
- N. Any student caught cheating on an exam or home work is subject to suspension or expulsion.
- O. Students who disrespect the property, rights and privileges of others will be dismissed.
- P. Students will be held responsible for any damages caused to College property.
- Q. Propagation of negativism (including gossip) will not be tolerated and may result in suspension.
- R. Students should assist and encourage each other to live moral and ethical lives and request the intervention of the faculty should offenders refuse to repent .
- S. *NOTE: Any student out of harmony with the overall interests and direction of the College and student life may be asked to withdraw without having committed any specific offense.*

III. CAMPUS DRESS CODE.

- A. On campus, during school hours, dress shirts and ties must be worn. T-shirts, golf shirts and shorts are not permitted. Torn clothing and shoes are not acceptable. Depending on circumstances, the faculty may change the dress code to meet climatic circumstances.
- B. Male students are not permitted to have beards, or hair beyond the collar in most cases; they must be shaved for class and assembly worship.
- C. No clothing, insignia or accessories with a specific religious connotation or significance will be permitted to be worn on the Campus or during attendance at assemblies of churches of Christ.

IV. RELIGIOUS LIFE

- A. All students are required to attend daily chapel periods.
- B. All male students, who are members of the church of Christ, are required to give chapel and devotional talks on a regular rotation basis; these will be graded.
- C. Dormitory devotionals are to be used as a period of spiritual growth; attendance at these is compulsory.
- D. Participation in mission trips to neighbouring countries, campaigns in local cities, lectureships away and Holiday (Vacation) Bible Schools are mandatory when students are requested to participate.

V. CHURCH LIFE.

- A. Church attendance at the regular meetings of a congregation is compulsory for all students and their families (where applicable). No exceptions will be made other than for reason of illness or emergencies.
- B. All first year students are required to attend the services at Benoni Church of Christ, subject to availability of transport. Permission to assemble with a local congregation other than Benoni must be obtained from the Dean of Students and is generally restricted to second and third year students who are passing their courses.
- C. First year students require permission to become involved in leading a church ministry or a regular church activity.
- D. Second and Third year students may get involved in ministry activities at Benoni, or one of the local congregations, as long as the following requirements are met:
 - 1. *Approval from the Academic Administrator and Dean of Students.*
 - 2. Maintenance of a 2,0 grade point average.
 - 3. Submission of regular activity reports to the Dean of Students. Reports will be confirmed by a faculty member.

VI. WORK AND FINANCES

- A. Since all students receive some form of scholarship or are provided with subsidised board and lodging, they may be required to perform from time to time work for the College with or without pay.
- B. Foreign students on AStudent Visas@ require valid work permits to work off campus.
- C. Because every student receives some form of scholarship, the College reserves the right to withhold financial aid when tests or assignments are not completed or the Grade Point Average is not satisfactory, until such time that the requirements are met.
- D. The College authorities must be kept informed of all regular support received, and financial reports must be submitted upon request.
- E. No student may contract a debt, hire purchase account or experience a change in his/her major assets without prior permission from the administration.
 - 1. The College accepts no responsibility for any debt incurred by the student prior to or during his period of study.
 - 2. The College may suspend a student to allow him to settle his debt.
 - 3. A student suspended for such purpose will have to re-apply for admission to the College, paying all fees and may have to start his/her studies from the beginning, depending on the time elapsed since their last attendance at the College.
- F. NOTE: Students who are expelled or drop out before their stated course of study has been completed, will be held responsible for full repayment of all financial aid received from or through the College.
- G. Refundable key deposits are payable at the beginning of the student=s first semester.

- H. The annual, non-refundable registration fee and all other fees as may be set from time to time are payable at the beginning of each year.
 1. Prospective (new) students must include the administration fee with their application for admission.
 2. Once students have been accepted the registration fee and any other fee set by the College must be paid before students will be accommodated in College housing or dormitories or before they will be permitted to begin studies.
 3. All students have to register annually. The annual cost will be advised.
- I. Hebrew and Greek text books may be hired out to students at a predetermined charge and payment of a deposit. The deposit will be refunded if such text book is in good condition upon return; the deposit is forfeited if the book is damaged.
- J. It is NOT the College=s responsibility to provide students with finance for transport or other expenses or to provide students with paying jobs.
- K. Students whose fees are not paid up to date will not be graduated.

VII. KITCHEN

- A. The kitchen is out of bounds to everyone who is not on duty at a specific time.
- B. The kitchen fridges are not available for storage of students= personal food.
- C. Students must ensure that they are on time for their meals. The College may not keep food for students due to health and safety regulations.
- D. Should a student require special meals for medical reasons, a valid medical certificate and dietary sheet must be presented to the kitchen as soon as possible so that the necessary arrangements can be made.
- E. Meals are to be eaten at the tables provided in the dining room.
 1. Students are not permitted to take meals to the dormitories.
 2. Students may take bread or fruit to their rooms after supper.
- F. In view of the fact that so many in Africa have no food, it must surely be sinful to waste it B
THEREFORE PLEASE: DO NOT WASTE FOOD!
- G. With regard to kitchen duties:
 1. The kitchen floor is often slippery. It is each student=s responsibility to wear footwear which minimises the danger of slipping.
 2. Appropriate clothing should be worn when working in the kitchen. Aprons are available.
 3. Every student who receives food from the kitchen will be required to work in the kitchen. A duty roster is provided.
 4. Students must obey the instructions of all kitchen staff, including the student/s assigned as kitchen supervisor/s.
 5. Students must complete their assigned jobs *before* going off duty.
 6. NOTE: Kitchen duty commences at the time stipulated. You may not do your kitchen work at a later time. If you cannot perform your duty at the appointed time, please arrange a replacement.
 7. Students will wash their hands before they work with food.
 8. The duties are allocated by the person in charge of the kitchen and the Dean of Students in consultation with the kitchen supervisor.
- H. No student may leave his/her work during his/her duty time without permission.

VIII. DORMITORY AND HOUSING.

- A. Students may only live at approved accommodations.
- B. NOTE: Male students are NOT PERMITTED to enter the Women=s Dorm unless instructed by a faculty member.

- C. NOTE: Female students are NOT PERMITTED to enter the Men=s Dormitory unless instructed by a faculty member.
- D. All students, both married and single, are expected to keep their domiciles neat, clean and in order.
- E. All students are expected to observe acceptable levels of personal hygiene.
- F. Married students must keep their properties and yards neat and presentable. Lawns and flower beds must be maintained at the resident=s expense.
- G. Students living in married quarters are responsible for their own municipal expenses.
- H. No dormitory student may be absent from the dormitory overnight without prior permission from the Dean of Students or other appointed official.
- I. Dormitory students are required to sign out in the register provided when they leave the dormitory.
- J. Guests are not permitted to stay in College housing without prior permission from the Director and faculty. This includes the domiciles of married students.
- K. Noise in the dormitories is to be kept at a low level at all times.
- L. Dormitory control.
 - 1. To be handled by the dormitory supervisor.
 - 2. The dormitory parent will perform various functions as advised from time to time including:
 - a. Control of the sign-out book.
 - b. Handle dormitory miscellaneous funds.
 - c. Control rowdy or disruptive behaviour.
 - d. Arrange the dormitory devotionals.
 - e. Do regular room inspection.
 - f. Arrange the cleaning schedules for the bathrooms.
- M. Devotionals.
 - 1. Devotional will be held in the dormitory on Monday, Tuesday and Thursday nights; attendance is compulsory for all dormitory students and may include married students.
 - 2. A roster of speakers will be drawn up by the dormitory supervisor.
- N. Dormitory rooms.
 - 1. Rooms should be kept tidy at all times B beds should be made, clothes picked up etc.
 - 2. Clothing, sheets, blankets etc are to be washed on a regular basis to avoid unhygienic conditions and bad odours.
 - 3. Inspections may be made at any time by any faculty member or dormitory supervisor.
 - 4. Should rooms be consistently untidy and unhygienic, disciplinary action may be taken.
 - 5. Conserve electricity and water B switch off appliances and lights when leaving rooms.
 - 6. Nothing may be attached to the walls in students= rooms by any means whatsoever. Students may attach rosters, notes etc to the wardrobes by means of APrestik@. Nothing else may be used.
- O. Bathrooms:
 - 1. The maximum time allowed for bathing or showering is 20 minutes.
 - 2. The bathroom and shower cubicles must be cleaned each time after use.
 - 3. Do not place anything in the toilet that might block the drains. You will be asked to pay for the plumber=s work.
- P. Telephone:
 - 1. Pay telephones have been installed in the dormitories.
 - 2. Note: the public phones are coin and card operated.
- Q. Radios, TV=s, tape-players, etc:
 - 1. From 22:00 ALL noise in the dormitories must stop.
 - 2. No TV=s are permitted in individual dormitory rooms.
 - 3. Access to the television set provided in the dining area may be restricted.
 - 4. Persistent offenders may have their instrument confiscated till the end of the semester.

- R. Laundry privileges:
 1. The College does not provide washing powder
 2. Washing must be kept within reasonable limits and all washing will be done by every person himself/herself.
 3. Students are responsible for their own ironing. This must be done in the laundry. Ironing in your rooms is not permitted.
- S. Dating, visiting and other absences from the dormitory. (*Also refer to XI*)
 1. First year students are strongly discouraged from staying out over night during the first six weeks after their arrival at the College.
 2. Any overnight absence requires permission from the Dean of Students or one of the faculty members, if the Dean is not available a faculty member or dormitory supervisor may be approached. Application must be made on the prescribed form at least 24 hours beforehand.
 3. If students arrange transportation or participation in some activity before requesting permission to miss classes, presenting the Dean with such a Afait accompli@ will result in the denial of such request.
 4. Students should not stay out for more than one night per weekend, except when visiting family. Overnight absences during the week will only be permitted in cases of emergencies.
 5. Dating should be restricted to Fridays and Saturdays.
 6. Transport is made available most Friday afternoons for shopping.
 7. As mentioned above, all dormitory students must sign out in the register.
 8. Students should not seek invitations to visit church members to avoid becoming a nuisance.
 9. Students are not permitted to visit places of questionable repute, such as discotheques, bars, pubs, clubs, or any other place with an ungodly atmosphere.
 10. Curfew times
 - a. Sunday to Thursday: 22:00; Friday 23:00; Saturday 22:00
 - b. No exceptions will be made except in emergencies. NOTE: Church activities are not an exception to this rule unless permission is given by the Dean of Students.
 11. Except in emergencies, requests for overnight absences must be made at least 24 hours in advance.

IX. AUDITORIUM AND SPORTS.

- A. No sports activities or practices will be permitted in the auditorium during the hours of 8:00 and 13:45, Monday through Friday, or when other approved activities are taking place.
- B. All sporting activities involving the use of the hall outside of College hours must be booked in advance with the Administration.
- C. Students may arrange their own sporting activities, but they are expected to conduct themselves in a godly manner at all times.
- D. Breakages of facilities must be paid for by the person/s responsible.

X. MARRIED STUDENTS

- A. Married students must have the full support of their wives and families.
- B. Whenever possible, married students must be accompanied by their wives, subject to availability of married accommodation.
- C. Married students may be required to attend either group or individual counselling at the discretion of the College.
- D. All wives are required to attend special classes designed for them, when these are offered. Attendance at these classes is compulsory.
- E. Problems related to housing should be communicated to the Maintenance Department.
- F. Wives are to read the Rules and indicate that they have done so by their signature.

- G. Students may not keep dogs or cats or any other large pets when living in any of the student accommodation situated on the main Campus.
- H. Married students who have serious marital problems must attend counselling with the Dean of Students or other member of the faculty. They are required to follow the advice and instructions given by the counsellor in an effort to rectify their problems. Failure to do so may result in suspension or dismissal.

XI. WEEKENDS AND VACATION PERIODS.

- A. The College will not necessarily follow the same timetable as used by the public school system.
- B. Students are amenable to the College for approximately ten to eleven months of the year.
 - 1. Only the December/January break is a holiday period. Students may be required to attend campaigns or special functions during the other non-lecturing periods. Public holidays may be used for classes or other activities, depending on need.
 - 2. When no formal classes are conducted, the student should use the time to catch up.
 - 3. Students who wish to be away for the weekend must meet the following requirements.
 - a. His/her work is caught up satisfactorily.
 - b. He/she does not have kitchen duty that weekend or has arranged a substitute to take his/her place.
 - c. Permission must be obtained from the Dean of Students on the prescribed form.
 - d. This should not become an every-weekend occurrence.
- C. Dormitories close during the non-lecturing periods unless campaigns are planned. Students need to make their own arrangements for accommodation during these closure periods.

ACADEMIC REGULATIONS

I. GENERAL ACADEMIC RULES

- A. Students will follow the curriculum set by the school and attend all prescribed regular and special classes.
- B. Exemption from any course may be obtained on consideration of other equivalent academic work. The administration's decision is final.
- C. Class Work and Study Time
 - 1. A devotional is held daily during the course of the morning, Monday through Friday, at a time set by the faculty. Attendance is compulsory.
 - 2. Classes are normally held from Monday to Friday during each semester from 8:00 to 13:00. Additional classes may be arranged at other times, *ie* afternoons or evenings, as the need arises. NOTE: Some public holidays may be used for lecturing, as the need arises.
 - 3. The student will be expected to spend about 45 hours per week in study or assignment preparation in addition to formal class periods. Time must also be set aside to prepare for tests.
 - 4. Absences
 - a. A student is expected to attend all classes.
 - b. A student who misses more than 10% of class time in any course for whatever reason, will not receive credit for the course.
 - c. Students are permitted a maximum of THREE excused absences and TWO unexcused absences. This does not constitute permission to miss classes unless there valid reasons for doing so.
 - d. Three tardies (late arrival in class) will be counted as one unexcused absence. Being late for classes on a regular basis without valid reason may result in disciplinary action, suspension and / or a stoppage of the bursary.

- e. Appointments for routine medical consultations, dental work and job interviews must be arranged for afternoons or weekends when classes are not in session.
- f. *NOTE: Students who need to be absent must FIRST obtain permission from the lecturers whose classes will be missed. THEN permission must be obtained from the Dean of Students. Should lecturers **not** be approached for permission first, permission may be withheld or cancelled by the lecturer concerned or the dean.*
- g. In the case of emergency appointments, permission to be absent must be sought from the Dean of Students where possible.
- h. Students are held accountable for work missed due to any absence. All assigned work must be made up. Note: it is not the lecturer=s responsibility to update students with missed works.

II. STANDARD OF WORK

- A. Due to the scholastic requirements of national accreditation in South Africa, the College maintains a high standard of education which requires diligent study by students.
- B. Strict vigilance will be maintained on the academic progress of students.
 - 1. Students will be given whatever assistance is deemed necessary to help them cope with their work.
 - 2. In extreme cases study schedules may be rearranged to allow them to complete their intended course of studies.
 - 3. Students may also be required to rearrange their extra-curricular activities.

C. Grading system:

Classification	Mark	Symbol	Grade Point
Superior	90 - 100%	A	4
Above Average	80 - 90%	B	3
Average	70 - 80%	C	2
Fair	60 - 70%	D	1
Mediocre	50 - 60%	E	0
Failure	below 50%	F	0
Incomplete		I	
In progress		IP	

- D. Courses are based on the American semester system, with a course meeting for 3 hours per week per semester being designated a three-hour course. Credits awarded are based on the total estimated time required to master the material.
- E. Students who fail to maintain a grade point average of 2.0 may, after an official warning, have their scholarships suspended or rescinded. A student who fails too many courses may be required to repeat such courses. In such instance, the student may have to pay course fees at the current level per course/per semester and may be asked to pay for board and lodging.
- F. Grade Point Average (GPA) is calculated in the following way:
The points assigned to the grade for the course are multiplied by the number of credits for that course. (NOTE: Courses taught on Mondays, Wednesdays and Fridays are 3-hour courses. Courses taught on Tuesdays and Thursdays are 2-hour courses.) The figures arrived at for all the courses taken are totalled. The total number of achieved points is divided by the number of credits attempted; the result is the GPA.

IV. PROBATION

- A. All students are on academic probation for six months after enrolment to assess their ability to cope academically and emotionally with the stress of concentrated study.
- B. The student who is not coping may have to leave the College.
- C. Continued enrolment, attendance of classes and awarding of bursaries are at the discretion of the director and faculty and are based upon:
 - 1. Faithfulness to Christ, and spiritual growth.
 - 2. Grades and marks.
 - 3. Attendance.
 - 4. Attitude and general demeanour.
 - 5. Diligence, co-operation, effort and application.

EXAMINATION POLICY

I. ADMISSION TO FINAL EXAM

Students will be allowed to write exams only if:

- A. All assigned work for the course has been handed in by the due date as stipulated by the lecturer but not later than the day before the start of the exam period.
- B. A minimum overall mark of 40% has been obtained for work assigned during the semester.
- C. All library books taken on loan have been returned.
- D. All library fines, fees and deposits have been paid.

II. REQUIREMENTS TO PASS A COURSE

- A. A minimum of 40% in the final examination.
- B. A combined mark of 50% or more for all assigned work and the final examination.

III. ABSENCE FROM A FINAL EXAM

- A. If no valid reason for missing a final exam, supported by concrete evidence, is given the candidate will fail the course.
- B. If a valid reason is given the candidate may be given the opportunity to write at a later date:
 - 1. If the candidate qualifies for admission to the examination;
 - 2. On a date determined by the faculty;
 - 3. On payment of an examination fee to be determined for each exam.

LIBRARY RULES

- I. The library is provided to assist students in the preparation of research papers and with their general studies. Students who have paid their annual registration fee will be issued three library card pockets, which are required if you intend to borrow books from the library.
- II. **NO BAGS, SATCHELS OR CONTAINERS OR FOOD OR DRINK MAY BE TAKEN INTO THE LIBRARY.**
- III. Books may only be removed from the library once they have been checked out by an authorised person.
- IV. Books checked out of the library for use during a particular class period must be returned at the end of that period or kept in a safe place by the lecturer if required again.

V. LOAN OF BOOKS

- A. Students who check out library books are responsible for them.
- B. A maximum of three books may be taken out by a student at any one time unless special arrangements have been made.
- C. The date sheet must be stamped with the return date for the book.
- D. The general maximum loan period is two weeks.
- E. Books required for any current course and not at that time on reserve may be borrowed for a maximum of three days.
- F. Students may not exchange books with one another.
- G. Students may not use another student's library cards.

VI. RETURN OF BOOKS

- A. Returned books may only be checked in by the librarian or duly authorised person
- B. *Only the librarian or duly authorised person may replace books on the book shelves.*

VII. RESERVED BOOKS

- A. From time to time, various books may be placed on the Reserved Shelves.
- B. The white loan card will be replaced with a card marked AReserved@.
- C. Students not living in Cloverdene may take out one reserved book per course at a time. **THESE MUST BE RETURNED THE FOLLOWING MORNING.**

VIII. REFERENCE BOOKS

- A. Reference books are marked REF and have no book card.
- B. **Reference books may not be removed from the library.**
- C. NOTE: A limited number of specially identified books may be lent to students for an extended period of time for course work on the instruction of the lecturer. These are obtainable from the library.

IX. FINES

- A. Fines will be imposed on students if books are not returned by the due date.
- B. The fine for overdue books which have been taken out on a two week loan is R2 per day per book.
- C. The fine for overdue books which have been taken out on a three day loan is R5 per day per book.
- D. The fine for a Reserved Book not returned by the next morning is R20.00
- E. The fine for a Reserved Book found in the possession of a student who is not authorised to have such book in his possession is R50.00.
- F. The fine or punishment for a Reference Book being found in the possession of a student will be set by the faculty and may include suspension.
- G. Students will not be permitted to borrow books until all fines have been paid in full.
- H. Students who return books late repeatedly will be prohibited from borrowing books for a period of time determined by the librarian.
- I. PLEASE NOTE: If a student requires a book for longer than the original borrowing period the librarian may be requested to extend that period. It is therefore not necessary to return books later than the due date.

X. USE OF COMPUTERS

Rules related to the use of the computers made available by the College are discussed during orientation.

XI. GENERAL LIBRARY ETIQUETTE

- A. Be quiet and considerate of those around you.
- B. Leave the library in a neat and clean condition B pick up paper or rubbish lying around.
- C. REMINDER: EATING AND DRINKING IN THE LIBRARY IS PROHIBITED. LEAVE THE LIBRARY AND EAT OR DRINK ON THE VERANDAH.

XII. LIBRARY HOURS

- A. Monday, Tuesday, Thursday B 14h00 to 17h00
- B. Wednesday B 14h00 to 17h00
- C. Saturday B 09h00 to 12h00
- D. These times change from time to time.