



2014 PROSPECTUS

Plot 195 College Road off Beyers Naude
Nooitgedacht, Muldersdrift
P. O. Box 3083, Honeydew, 2040

CONTENTS

❖ Contents	01
❖ The College	02
❖ Legal Status	05
❖ Accreditation & Registration	05
❖ Language Policy	05
❖ Library	06
❖ Faculty	06
❖ The Learner	08
❖ Admission Requirements	10
❖ Finances	14
❖ Bachelor of Theology	16
❖ Programme of Study	18
❖ Course Description	21
❖ Programmes Offered by NTC	21
❖ Admissions Documentation for Dip and Cert.	21
❖ Academic Regulations	22
❖ Programme of Study	22
❖ Diploma and Certificate	22
❖ 2014 Calendar of Events	28
❖ NTC – Satellite and Learning Centre	29
❖ Physical Address and Banking Details	30

THE COLLEGE

HISTORY

Culminating four years of negotiations and planning, the merger of our four theological colleges in South Africa was ratified during 1989 and became a reality as a consolidated institution at Nooitgedacht, near Muldersdrift at the beginning of 1990. The former campuses (Nazarene Theological College, Florida-established in 1954, originally at Potchefstroom; Africa Nazarene Theological College, Port Elizabeth-1954, originally at Rehoboth Mission Station near Kempton Park; Lula Schmelzenbach Memorial Nazarene Theological College, Acornhoek-1963; KwaZulu Nazarene Bible College, Amanzimtoti-1977) all established one Board of Trustees, representing all the districts of the Africa South Field of the Church of the Nazarene.

Underlying the whole process was a great season of prayer. Indeed, NTC became "A College Born in Prayer". Prayer, sensitivity, and courage were needed to be the foundation.

The resultant goals were:

- ❖ Improved instruction due to proper utilisation of faculty and staff
- ❖ A more viable learner body in terms of enrolment numbers
- ❖ Consolidated library
- ❖ Improved operational cost effectiveness

Furthermore, a unified college creates a unique opportunity for all South Africans to learn in an environment with a sociological and cultural mix representing our pluralistic society, resulting in a more relevant and contextualised training for the ministry.

INSTITUTIONAL PURPOSE

Nazarene Theological College is a tertiary level institution of higher education of the Church of the Nazarene. It is a community of Christian scholars and learners seeking to present a view of life and man, based on the Word of God, that will guide, stimulate, and equip learners to realise a life of redemptive and reconciliatory service to their fellows, either as full-time pastors, missionaries, evangelists, Christian educators, or lay persons.

MISSION STATEMENT

The mission of Nazarene Theological College is to prepare men and women, laity and clergy, in the African context for ministry and leadership in the local, district and global church. NTC promotes a Christian lifestyle and is distinctively Wesleyan-holiness in orientation.

PURPOSE

The purpose of the College is:

1. To provide education and training for South Africans and internationals, who have been called of God to a life of Christian service, enabling each learner to develop holistically, moving toward self-fulfilment in Christ.
2. To serve the theological education needs of all the districts of the Church of the Nazarene on the education zone, as defined by the General Assembly, regardless of race, language, or culture.

GOALS

- ❖ The learner who has been called of God to a life of Christian service will be developed holistically and moved toward self-fulfilment in Christ.
- ❖ The learner will be prepared for ministry, as pastor, evangelist, missionary or Christian educator, and will promote the Church through intelligent methods of evangelism which will result in

the conversion of sinners, the sanctification of believers, and the building of stable Christians who will exemplify Christ in his/her generation.

- ❖ The learner will respond to the atmosphere of faith and devotion in a way that will result in the development of a lifelong pattern of spiritual growth and Christian character.
- ❖ The learner will demonstrate adequate knowledge and skills with which to work within his/her respective community engaging in empathetic cross-cultural reconciliation as part of his/her social responsibility.
- ❖ The learner will have a balanced emphasis on the doctrines and ethical ideals set forth in the Manual of the Church of the Nazarene.
- ❖ The learner will be dedicated to leadership within the Church and the community and be equipped for service to the limits of his/her ability.

DOCTRINAL BASIS

The institution shall remain true to Christ and the Bible as the inspired Word of God and to the doctrines of the Church of the Nazarene as set forth in its official Manual. The Statement of Belief in the Constitution of the Church of the Nazarene, which is in the Wesleyan-Armenian tradition, shall be that of the College. We believe:

1. That there is one God: Father, Son, and the Holy Spirit.
2. That the Old and New Testament Scriptures, given by plenary inspiration, contain all truth necessary to faith and personal living.
3. That man is born with a fallen nature, and is, therefore, inclined to evil and that continually.
4. That the finally impenitent are hopelessly and eternally lost.
5. That the atonement through Jesus Christ is for the whole human race, and that whosoever repents and believes on the Lord Jesus

Christ is justified and regenerated and saved from the dominion of sin.

6. Those believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.
7. That the Holy Spirit bears witness to the new birth, and to the entire sanctification of believers.
8. That our Lord will return, the dead will be raised and the final judgement will take place.

ACADEMIC RECOGNITION

Nazarene Theological College is a tertiary level institution of the Church of the Nazarene. Graduates may be admitted for Bachelor of Theology and other university studies at the fully accredited universities in South Africa, universities and colleges of the denomination in the USA and the UK. Presently the College is accredited to offer Certificate in Ministry, Diploma in Theology, and Bachelor of Theology studies through distance learning and through online, contact the college for further details.

The Senate of NTC controls academic standards, under the guidance of the Nazarene Theological Education Services Director for Africa Region of the Church of the Nazarene, Rev. Mark Louw.

EXTENSION EDUCATION CENTRES

Nazarene Theological College Extension Centres are an integral part of the ministry of Nazarene Theological College with the responsibility for extension and satellite centres, extension programmes, faculty, and that include BTh distance education, i.e. non-residential instruction.

CONTROL AND MANAGEMENT

The College is controlled and governed by a Board of Trustees representing the districts of the Church of the Nazarene, which comprise the educational zone of the College.

The Principal, who is elected by the Board of Trustees, is responsible for the leadership and control of the College. He works through the following Divisions, each being headed by either a manager or a vice Principal:

❖ Administrative Division

The administrative division deals with the college's business administration, finances, vehicles, use and maintenance of property, catering, and student affairs.

❖ Academic Division

The academic division through the Senate is concerned with the total educational programme and academic administration of the College. Furthermore, it ensures that all academic objectives are provided for in terms of the respective programmes of study and plans for future development.

❖ Learner Services Division

This division is concerned with the physical well being and non-curricular development of each learner.

❖ Good News Convention Centre.

The Good News Convention Centre is responsible for fund raising and conference centre.

❖ Assets Management

The assets management division is responsible for security, buildings, grounds, maintenance, Assets and Good News vehicles and development programmes of the College.

CAMPUS LOCATION

The Campus is located on a plot in Nooitgedacht near Muldersdrift. Set in the foothills of the Magaliesberg is 44 acres of park-like grounds, just northwest of Johannesburg. The Nazarene Theological College's thatch-roofed facilities in unique surroundings of undisturbed trees and landscaped lawns offer an environment for truly intensive training and exciting college life.

COLLEGE SUPPORT

The operation of the College is financed from three main sources:

1. The learners pay tuition and fees. Sponsors and donations of friends and supporters willing to help them meet their share of the financial responsibility may often assist learners.
2. The General Church of the Nazarene gives much valued assistance through the Division of World Mission in terms of finance and personnel. The funds are passed on to the learners through bursary assistance.
3. The Nazarene churches on the educational zone of the College gives generously through their college budgets and special gifts.

LEGAL STATUS

Nazarene Theological College is registered as a Section 21 company (registration number: 1982/007993/07). Its Board of Directors is as follows: Mrs Grace Ncube, Chairperson of the Board; Rev. Gabriel Benjamin, Deputy Chairperson, Rev. Mashangu Maluleka, Principal of Nazarene Theological College; Rev. Greg Crawford, Africa Regional Education Coordinator; Rev. Collin Elliott, Field Strategy Coordinator; Dr. Filimao Chambo, Regional Director; Mr. Sbusiso Kunene.

The Board meets regularly ensuring good governance.

Nazarene Theological College falls under the spiritual oversight of the Africa Region Church of the Nazarene in Johannesburg.

ACCREDITATION & REGISTRATION

The following programmes are accredited by the Council of Higher Education (CHE), the South African Qualifications Authority (SAQA) and the Department of Education (registration number 2001/HE08/004).

- Certificate in Ministry
- Diploma in Theology
- Bachelor of Theology

Assurance that NTC maintains the highest standards in higher education assured through CHE accreditation and the Department of Education registration. This ensures that all programmes at NTC are nationally and internationally recognised and may be transferred to other accredited institutions of higher education globally.

Department of education No: 2001/HE08/004 issued in terms of Regulation 22 (2), certifies that Nazarene Theological College is Registered as Private Higher Education Institution in terms of section 54(1) (c) of the Act and Regulation 16 (4) (a).

NTC is also a member of the Christian Private Higher Education Forum (CPHEF).

LANGUAGE POLICY

Nazarene Theological College recognizes and respects all official languages in South Africa. However, due to the diversity in languages by students from South Africa and other countries, the teaching medium at NTC is English.

LIBRARY

Nazarene Theological College has a collection of more than 14, 000 books and ± 2, 167 professional journals and periodicals.

In addition to our residency campus library in Muldersdrift, NTC offers access to an online library to all students with more than 60, 000 books and 8, 000 professional journals. With an access code, students may gain access to the online library: <http://www.online.nazcol.ac.za>

FACULTY

ANDERSON, DENISE: BSW, MSW, PhD Social Work

BTh Coordinator, Facilitator, and BTh Tutor in Research Communications, World Religions in Contemporary Society, Biblical Conflict Management, Communicating the Gospel Cross Culturally, Intro to Philosophy, HIV/AIDS Care and Counseling, Intro to Sociology, Dynamics of Servant Leadership

BSW - 1988 - Shippensburg University, Shippensburg, PA USA
MSW - 1989 Temple University, Philadelphia, PA USA
PhD Social work 1995 University of Maryland at Baltimore, Baltimore, MD, USA

Most recent positions:
Nazarene Compassionate Ministries Caribbean Regional Coordinator, Dominican Republic 2006-2008
Shippensburg University, Full Professor and Department Chair 1993-2006 (from Lecturer to Assistant to Associate to Full-time over the years)

GAMA, LODRICK: BTH, MA.

Faculty Dean of Doctrinal and Historical Theology, Facilitator in Church History, Biblical Theology, Systematic Theology, Theological Ethics, Johannine Literature, and BTh Tutor.

Bachelor of Theology, Canadian Nazarene College, 1980. Master of Arts, Eastern Nazarene College, 1982. Pursued doctoral studies with Nazarene Theological College, Manchester, 1994.

HUDSON, DEVIRANI: Dip Th. B.Th. Candidate

Registrar and Facilitator
Diploma in Theology, 2008, Nazarene Theological College, current studies B.Th. at NTC.

KOMMEL, CHERI: BSc, MA

BSc (English & Psychology) 1972, Evangel University: Springfield, MO USA. MA (Ministry & Christian Education) 2005 Cape Theological Seminary, Cape Town, SA; Ordination: 2001 Southern CA District USA.

Facilitator in Survey of the Bible, and B.Th. Tutor.

LEBESE, CATHERINE: BTH, BA, BAHons, MA.

Vice Principal for Academic Affairs, facilitator in Christian Education, and Sociology, and B.Th. Tutor.

Bachelor of Theology, Canadian Nazarene College, Manitoba, 1988. Bachelor of Arts (Social Sciences), University of Witwatersrand, Johannesburg, 2002. Bachelor of Arts Honours (Journalism), University of Witwatersrand, Johannesburg, 2003. Master of Arts (Social Sciences), University of Witwatersrand, Johannesburg, 2006.

MALULEKA, MASHANGU: Dip. Th, BTH, MA

Principal, Faculty Dean of Practical Theology, Facilitator in Leadership Dynamics; Fundamentals of Managing Conflict; Synoptic Gospels; Marriage and Family Counselling, Divine Healing and African Spiritualism and BTh Tutor.

Diploma in Theology, LSM, 1981. Bachelor of Theology, Canadian Nazarene College, 1991. Master of Arts (Biblical Studies), Rand Afrikaans University, 1999.

MASHILE, HENDRY: Dip. Th. BTH

Administrator and Facilitator in Communicating the Gospel Cross-culturally and Church Administration.
N1 & N2 Certificate 1994-6, Arthurseat Trade School. Secretarial Diploma, Lenyenye Management School – 1998. Diploma in Theology, Nazarene Theological College – 2003. BTh - 2008, South African Theological Seminary, MBA candidate

SIBEKO, ANNA SELLOANE: Dip. Th., BTH

Librarian and Facilitator in Study and research and History of the Church of the Nazarene.

Diploma in Theology, Nazarene Theological College, 1991,
Bachelor of Theology, Canadian Nazarene College, 2001.

PART – TIME FACILITATORS

CHAMBO, SAMANTHA: B.Th., M.Th. Candidate

Part-time Facilitator in Pastoral Counselling and Theology of Holiness.

BTh 1998 Nazarene Theological College, SA and currently studying for an MTh with NTC Manchester

NKOSI, PRAISE: Dip Theo, BA (Hons), MTh Candidate

Part-time Facilitator in Leadership Dynamics and Church Growth and Evangelism.

PART-TIME BTH FACULTY TUTORS

LOCKARD, ANNA-MARIE: B.A., M.A., MTh Ph.D.

Facilitator in Psychology, Sociology, Philosophy, Marriage & Family Counselling, English Reading & Writing, Study & Research, Intro. To Christian Counselling, Principles of Crises Counselling, Performing Counselling with Confidence, Counselling Troubled Youth.

Bachelor of Arts in Counselling, Lael University, 1996. Master of Arts (Guidance and Counselling), Lael University, 1998. Doctor of Philosophy (Biblical Counselling), Trinity Theological Seminary, 2001. Certificate in Cross-Cultural Ministries, Nazarene Theological Seminary. Master of Theology, South African Theological Seminary, 2006.

OTTO, FRED: BSc, MA

Facilitator in Church History and Old Testament

BSc Physics from Colorado State University, USA. MA Christian Education from Nazarene Theological Seminary

Lecturer in higher education in USA, Swaziland, Ghana and South Africa for more than fifteen years.

PHIRI, KENNETH: BTH

Part-time Facilitator in Introduction to Youth Ministry.

THOMAS, PATRICK: BTH, MA, D.Lit. & Phil.

Part-time facilitator in Christian Education and Practical Theology

Bachelor of Theology, Canadian Nazarene College, 1988. Master of Arts (Biblical Studies), Rand Afrikaans University, 1997. Diploma in Production Management, Damelin, 1998. D.Lit. & Phil., Johannesburg University, 2005.

THE LEARNER

LEARNER LIFE

College life is an adventure in Christian living with all of its joys, frustrations, triumphs, failures, great moments, routines, experiments, patterns, decisions, hard work, leisure, growing, temptations, questions, fears, hope, faith, and love. It is living under special conditions, with many people from different backgrounds and different tastes; under social and intellectual pressures which may be greatly stimulating; and living with a new degree of individual responsibility for the conduct of one's affairs.

Great decisions arise: the choice of a vocation, the choice or confirmation of spiritual direction, and often the choice of a marriage partner. There are challenges; there are exciting times. At the same time there are temptations: to seek form rather than substance; to worship creation rather than the Creator; to despair of success and to give up.

These factors, positive and negative, are not unique to college life. However, they are present particularly in the college years. The result is largely up to the individual, depending upon the degree of motivation and commitment that he chooses to exert. In the final analysis education is the responsibility of the individual. He/she must accept the responsibility for his/her own education.

CHRISTIAN LIFE

Perhaps the best advice is simply to plunge in wholeheartedly, actively and creatively. Hard work and openness to new truth from books, from associates and from God can make college life a great experience. For each member of the college community we seek the development of spiritual insights and values stemming from a commitment to Christ as Lord and Saviour. The religious life, a personal matter capable of corporate expression and sharing, is at the heart of the college programme. Through chapel and other religious services, through classroom attitudes and through informal personal contacts we seek to motivate each learner to make a contribution to Christian service.

In the weekly college chapel services, members of the entire college community meet together for worship. Through the year there are times of special emphasis on evangelism, missions and personal Christian living. All learners are expected to attend all chapel services. All learners are expected to participate in the life of the College Church, or at a nearby church-in the Sunday and weekly activities-as faithful members should. Participation is co-ordinated through the internship programme at the College through the College Chaplain.

STANDARDS OF CONDUCT

The specific standards of conduct are those established by the General Rules in the Manual of the Church of the Nazarene:

- Doing what is enjoined in the Word of God - love God and man; evangelise; be courteous; be helpful; support the church; attend the means of grace.
- Avoiding evil of every kind: profanity; immorality; vices; quarrelling; gossip; dishonesty; pride of dress or behaviour; dishonourable entertainment.
- Abiding in fellowship with the church. (Refer to Article V Section 27, Sub-sections 1 - 3 in the Nazarene Church manual).

We expect Christian standards of morality to govern every personal relationship.

Men may not enter the women's room under any circumstances except on duty, and vice versa.

Male Students may not visit a married female Student in the absence of her husband and vice versa.

The Student lounge is available for socializing till 23h30.

The use of alcoholic beverages, tobacco and non-prescription drugs is prohibited.

Certain forms of amusement are contrary to the Nazarene tradition (refer to the Manual of the Church of the Nazarene - Special Rules - Christian Article 34:1-6)

We expect unquestioned honesty. Cheating, stealing and gambling will not be tolerated.

Relationships

Any Student becoming engaged must report the engagement to the Principal.

Pranking

Pranking is defined as unacceptable behaviour, hurt to any individual or personal property. Pranking has no place on a Christian campus. We are here to learn and lift one another in

Christ-like love, not to test the endurance of our brothers and sisters in Christ.

Courtesy

Courtesy to all, including punctuality is expected at all classes, chapels and meal times.

Being late is not excusable. Students who are consistently late will be disciplined.

No clothing may be worn, or posters and pictures displayed, which have offensive slogans or graphics.

The principle of sensitivity, consideration, and mutual responsibility to one's fellows should be applied.

Weekend Visits

Students leaving the campus on weekends must personally sign out on the Student Bulletin Board in order that in case of an emergency they may be located.

Attendance

All full-time Students are expected to attend all the College events. These have priority over employment times.

Students participating in official College functions may be excused, by special arrangement with the specific lecturer, from classes which conflict with the event, but will be responsible to secure notes and tender assignments for that class.

Any Student who is unable to be in class in time, or who is absent, must report the reason ahead of time to the lecturer involved.

Dress and College Uniform

In dress and physical appearance we seek practises that are in keeping with Christian modesty, simplicity, appropriateness, neatness, and cleanliness. Students are expected to conduct themselves and dress as befits ministers and Christian workers.

Christian Service

Students are expected to be involved in as many local church and district activities and programmes as possible, as long as such participation does not unduly interfere with the Student's college responsibilities.

Each Student is expected to be involved in vital Christian outreach service.

The utmost courtesy and cooperation should be extended to the local churches and the districts at all times.

CHRISTIAN EDUCATION

The best in education and the best in religion belong together. Holiness demands not only right living but also right thinking. Theology, ethics, and all areas of education must be presented clearly, be understood and become a means for moving each person closer to God. The college therefore strives to provide opportunity for the learner:

1. To continue to develop the ability to listen receptively, think critically, reason clearly, evaluate objectively, and communicate cogently and clearly.
2. To acquire attitudes which stimulate awareness both of oneself and of the total environment enabling him to respond creatively and positively.
3. To experience a personal encounter with and dynamic commitment to God in Christ and His way of life.
4. To develop the gifts of evangelism, preaching, pastoral leadership, administration, and counselling.
5. To develop such social, ethical, and professional skills as are necessary to function competently in his service-ministry to others.

ADMISSIONS REQUIREMENTS

1. General Requirements
2. Types of Admission
3. Application Procedure
4. Acceptance Notification

GENERAL REQUIREMENTS

Nazarene Theological College invites prospective learners who have sensed the call of God to a life of Christian service and who wish to develop holistically and move toward self-fulfilment in Christ. As the College exists to serve the educational needs of all the districts of the Church of the Nazarene, Africa South Field, as well as for the wider Christian family, the applicant must be willing to live and function harmoniously within a multi-cultural and multi-ethnic context.

Furthermore, the applicant should:

1. Be a bona fide Christian.
2. Be concerned to serve God and serve man more effectively.
3. Sense that intellectual ability, character, seriousness of purpose, and willing identification with the objectives of the College are necessary.
4. Expect to supply references and obtain the recommendations from his/her minister, district superintendent, local church board, and high school principal or employer.
5. Have a standard ten (Grade 12) High School certificate as the desired norm for admission to most Programmes of study.

All candidates for admission to Nazarene Theological College must meet the requirements established by the College.

Student Support Services:

The student is provided with opportunities for academic development whereby an extra tutorial is granted in those modules they find difficult. The student is also paired up with an Academic Advisor who assists them with advising, support, and advocacy. The College also helps those who are from low-income and underrepresented students with the goal of their retention and graduation.

Diploma and Certificate Programme Requirements

A Senior Certificate (Grade 12) or its equivalent is required for enrolment in the Diploma or Certificate programmes.

TYPES OF ADMISSION FOR DIPLOMA AND CERTIFICATE

Candidates may be granted one of the two types of admissions: Regular, Recognition of Prior Learning or Special Learner:

❖ Regular Learner

Regular learner status is given to learners whose application documents are complete and who meet the following admission standards:

- Senior Certificate (Grade 12) for the Diploma and Certificate programmes.

❖ Special Learner

Special learner status is given to learners who meet regular or mature admission requirements but who are not pursuing a specific programme. No certificate will be awarded.

APPLICATION PROCEDURE

To apply for admission to NTC, write to the Registrar and request an application packet. This packet contains all the necessary application and recommendation forms. The applicant is responsible to see that all the required parts of the application packet are sent to the College. Full admission is contingent upon all required documents and transcripts being received by the College.

A non-refundable application fee must accompany the application to NTC.

❖ **South African Applicants**

Applications may be submitted until November 30 of the year preceding the intended year of enrolment in order to allow adequate time for processing. If application forms are sent to NTC after this date, a late application fee will be charged.

❖ **International Applicants**

Applications from international learners should be posted to the NTC Registrar by June 30 of the year preceding the year of intended enrolment. If this deadline is not met, a late application fee will be charged.

International learners must be aware that securing a study permit may take anywhere between 3 and 6 months. For this reason, they are encouraged to submit their applications as early as possible. **International learners must fax through a valid copy of their**

study permit to NTC before leaving their country of their origin.

Transport to and from College under any circumstances is the responsibility of the Learner. International learners must pay their fees for the year in advance in full. They must also secure a medical insurance that is recognised in South Africa before they come.

❖ Transfer Learners

Learners transferring from another college or university must follow the application procedure for new learners as well as submit to the Registrar official transcripts of all previous post-secondary work. When requested by the applicant, previous credit will be evaluated by the Senate and advanced standing awarded in accordance with the policies of the College.

Credit may be granted for subjects or courses passed in which a minimum mark equivalent to the following has been attained:

Diploma and Certificate C symbol, that is 60%

No credit will be granted for subjects or courses not directly relating to NTC's programmes of study and requirements. At least half of all credits for a Diploma and Certificate must be earned at NTC.

❖ Former Learners

Learners who wish to re-enrol after an absence of one year or more must re-apply for admission. They will be expected to supply new references and transcripts of any studies completed since leaving NTC. When requested by the applicant, the Senate will determine any credit given for studies done elsewhere. A request must be supported by full documentation.

ACCEPTANCE NOTIFICATION

Admission to NTC is based on several factors:

1. Personal information,
2. Indemnity form,
3. Learner Commitment form,
4. The High School record,
5. Recommendation supplied by character references; i.e., the pastor, church board, employer or high school principal,
6. Personal health record and doctor's report,
7. Ability to pay college fees,
8. Academic certificates,
9. Two passport photos,
10. Application fee. No action will be taken unless application fee is paid.

The learner's fitness for college work will be judged on the overall picture provided by the above information. When all application materials have been received, including certified copies of transcripts and/or a high school certificate, the candidate will be notified of acceptance status in writing. Full acceptance will be granted to eligible learners. Occasionally conditional acceptance will be granted to learners whose admission files are incomplete; however, such learners must complete their files during their first semester, or they will not be allowed to continue and they may not receive credit for their work.

A candidate will also be notified when not accepted for admission, but will be permitted to apply again when acceptable standards are met.

NOTE WELL

Resident learners who have been accepted should furnish their own linen, blankets, pillows, bedspreads, desk lamps, cutlery and crockery as desired.

NON-DISCRIMINATION

Admission may not be denied on the basis of ethnic origin, sex, or nationality. No qualified person, able to meet the financial requirements of the College, will be denied admission to NTC provided he or she has a genuine desire for education and agrees to observe the behavioural expectations of the college.

PHYSICALLY-CHALLENGED APPLICANTS

Physically challenged applicants will be assisted in all possible ways at Nazarene Theological College. Any applicant who meets the admission requirements will be given an opportunity to study. However, special aids are the responsibility of the applicant.

As with all learners, the physically challenged learners will be assigned an Academic Advisor. Together, the learner and advisor will explore the special needs of the learner. These needs will be conveyed to the Vice Principal of Academics. The Vice Principal of Academics will take these needs to the entire faculty for consideration and adjustment of requirements in the modules that the learner is taking. The adjustments must not compromise the academic integrity of the programme in which the learner is registered.

ORIENTATION AND REGISTRATION

NEW LEARNER ORIENTATION

All new residency learners are expected to attend orientation sessions that are held during registration week of the first semester. Orientation is designed to acquaint new learners with the programmes, procedures, academic, and Learner life policies of the College.

NTC REGISTRATION

Registration is the process whereby learners are officially enrolled for each semester of the academic year. It must be completed in person during the time stipulated in the Calendar of Events of the College. New learners may be required to enrol a day earlier than returning learners. The registration process includes:

- ❖ Having fees assessed and making payment to the Business Office.
- ❖ Completing a registration form in consultation with the Registrar.

Registration is not complete until fee payment or fee payment arrangements are made with the Business Office and the registration form is returned to the Registrar.

Learners registering at a date later than designated in the Calendar of Events will be charged a late registration fee. The Registrar provides detailed registration instructions at the time of registration.

Board charges for children resident at College are prorated as follows:

- ❖ Under 2 years-responsibility of parents (stay for free).
- ❖ 2-6 years is 25% of the full fee.
- ❖ 7-11 years is 75% of the full fee.
- ❖ No food services are available when College is not in session.

Family Fees

A wife or husband who accompanies her husband or his wife to College is charged full learner fees. See the above sections on accommodation and board for the requirements and fees and those of children.

Due to accommodation problems, families may be asked to bring only two pre-school children.

Single parents may not bring children since we have accommodation for singles and couples only.

Sample Fee Structure

Single Certificate/Diploma Learner for TWO semesters:

❖ Registration	R 100.00
❖ Graduation Fee & College Badge	R 230.00
❖ Graduation Gown Rental	R 100.00
❖ Learner Body Fee	R 220.00
❖ Late Registration Fee	R 50.00
❖ Course change Fee	R 30.00
❖ Examination time change	R 100.00
❖ Computer use per year	R 484.00
❖ Grade appeal fee	R 20.00
❖ Transcript (First two are free of charge)	R 50.00
❖ Key and Room Deposit	R 100.00
❖ Tuition (12 modules)	R15 840.00
❖ Accommodation (Sharing)	R 2 100.00
❖ Board (meals)	R 5 400.00
❖ Hood (once off)	R 180.00
❖ Internship (once off)	R 420.00

Married Certificate/Diploma Learner for TWO semesters [in a one bedroom chalet]:

Graduation Fee & College Badge for one	R 230.00
Graduation Hood	R 180.00
Graduation Gown Rental	R 100.00
Registration (for one)	R 100.00
Late Registration Fee	R 50.00
Course change Fee	R 30.00
Examination time change	R 100.00
Computer use per year	R 484.00
Grade appeal fee	R 20.00
Transcript (First two are free of charge)	R 50.00
Learner Body Fee for one	R 220.00
Key and Room Deposit	R 100.00
Tuition per person	R15 840.00
Accommodation	R 6 300.00
Board for two adults (optional)	R10 800.00
Internship (once off)	R 420.00

PAYMENT OF ACCOUNTS (for residency learners)

Learners must have arrangements to pay their account in full at the time of registration. No learner will be admitted without a viable plan for payment. This may include payment of their semester fees in full on registration day or fifty percent deposit of tuition, boarding and accommodation and full fees for room and key deposit, registration, learner Body fee with written guarantees from one or more sponsors which include specific dates on which payment of any outstanding fees will be paid within the semester. Outstanding amounts are to be settled in three equal monthly instalments on 1 April, 1 May and 1 June for the first semester and 1 September, 1 October and 1 November for second semester. If such a guarantee is not honoured, (I) a penalty of R100.00 per month shall be added to the account of the learner for each month the account is not up to-date. If the account is not yet settled after 1 May for first semester and 1 November for second semester, (II) the student will not be allowed to sit for exams. Results and certificates shall not be issued

to any learner whose account is not settled. If any learner plans to pay part of the fees through work bursary money, he/she will be required to sign an agreement form promising to work for the agreed amount. If such a promise is broken, that learner will be required to pay in cash the remaining amount due, failure of which (I) or (II) shall apply.

Sponsored Learners will be required to provide the Vice-Principal for Administration with a completed form from the person, church, or organisation that is providing the sponsorship. An agreement will be entered into. If the agreement is not honoured, (I) or (II) will affect the learner.

Textbooks

Students may order textbooks in the Administrator's Office before the beginning of each term. Every effort is made to keep their prices as low as possible. These books may be purchased on cash basis only. A learner may need ±R 2 200.00 per year depending on the specific courses taken and the current cost of books. Learners are expected to purchase a textbook or study guide for each module for which they register.

International Learners

International learners are required to pay in full either one semester or full year. Payment is to be made in advance before coming to the College.

Visiting Learners

Visiting learners are required to pay in full either one semester or full year. Payment is to be made in advance before coming to the College.

All fees should be paid by direct deposit in the NTC bank account and the deposit slips be faxed or brought to school as proof of payment. Details are as follows:

Account Name:	Nazarene Theological College
Account Number:	003 296 512
Bank:	Standard
Branch:	Northcliff
Branch Number:	6305
Fax deposit slip to:	The Administrator
	Fax: 0866461706

Refunds

Should a learner withdraw for any reason from a course, tuition refunds will be made on the following basis:

- ❖ Before the first week of lectures: 100%
- ❖ Within the first week of lectures: 50%
- ❖ After the first week of lectures: 0%

No bursary money will ever be returned to a learner. Bursaries are granted to NTC and applied to fees only (as stated on the Bursary application). Should a learner leave College before the end of the semester, his/her account for accommodation and board will be adjusted accordingly, and the appropriate refunds made. There will be no adjustments made on boarding after 31 March first semester and 30 September second semester. There will be no refunds made on other fees.

Student Financial Aid

Currently, the College may provide Financial Aid to the diploma learners who qualify in the following ways:

Bursaries

A bursary application form is provided to diploma learners (during the course of the semester) from the Africa South Field based on the student's financial need and academic performance. This form is to be completed and returned to Administrator. When all application documentation has been received and favourably evaluated, the bursary application will be submitted to the Africa South Field Bursary Committee for consideration of a bursary grant. Bursaries are granted for the total period of study equal amount to be paid toward tuition for each term required for completion of the programme of study.

Scholarships

These are available for returning full time learners only. They are based upon academic performance and are awarded, upon decision of the Senate, at each graduation service, toward the following year's studies. The scholarship will be awarded once off during the first semester of the following year:

- ❖ **Logos** -- for 4 returning learners with a CGPA of 3 (80%) or above
- ❖ **Agape** – for 4 returning learners with a CGPA of between 2.5 and 3 (73-80%)
- ❖ **Karis** -- for 2 returning learners who have attained the most improvement in their studies
- ❖ **Koinonia** -- for 2 returning learners who have shown diligence (careful and persevering effort) in their studies
- ❖ **Mzantsi Scholarship Fund** – This is a new initiative to provide a scholarship for the purpose of providing funds to train men and women for ministry.

Work Study Bursaries

Limited learner employment is available to assist residence diploma learners in paying their accounts. It is advisable that learners seek

part-time employment in the nearby residential and commercial centres.

Should a learner be unable to acquire such employment, application must be made through the Vice Principal for Learner Services for employment on campus. Various types of work are available, e.g. cleaning, construction, maintenance, kitchen, etc. If work on campus is desired, please state your qualifications and needs upon application.

BACHELOR OF THEOLOGY

The focus of this programme is on the theological and Biblical training for pastors and church leaders who cannot attend Residency College because of family or other obligations.

- ❖ Admission - Minimum of a Diploma in Theology. For applicants with matric exemption or an equivalent, see BTh enrolment requirements below
- ❖ Period – Three years full-time and up to 5 years part time.
- ❖ Degree requirement: 360 credits. Additional details may be obtained by writing to the BTh Coordinator of the College or from the Registrar.

Enrolment Requirements

To register for the Bachelor of Theology degree programme, prospective students must have attained at least **ONE** of the following:

- Matriculation Exemption
- Having attained a passing mark (GPA) of 69% upon completion of a diploma of Theology

FEES

- | | |
|--|-----------|
| ❖ BTh Application fee | R 150.00 |
| ❖ BTh orientation | R 500.00 |
| ❖ Bachelor of Theology per module | R 1000.00 |
| ❖ Text Books prices will differ from text to text, however, students needing textbooks will be notified of the prices of the specific texts. | |

ACCEPTANCE NOTIFICATION

Admission to NTC is based on several factors:

1. Personal information
2. The High School record,
3. Recommendation supplied by character references; i.e., the pastor, church board, employer or high school principal,
4. Academic certificates,
5. Two passport photos,
6. Copy of ID,
7. Application fee

Programmes of Study

Schedule of Courses

Certificate in Ministry

&

First Year: Core Courses

Diploma in Theology – NQF Level 6, 360 credits

Year 1 – Semester 1			
Code	Faculty	Module	Cr.
BS112	Biblical Studies	Survey of the Bible	10
HM113	Humanities	Study & Research	10
HT124	Historical Theology	History: Church of the Nazarene	10
PT115	Practical Theology	Spiritual Formation	10
HT114	Historical Theology	History of Christianity	10
Year 1 – Semester 2			
Code	Faculty	Module	Cr.
BS116	Biblical Studies	Biblical Theology	10
HT121	Historical Theology	World Religions	10
BS214	Biblical Studies	Pentateuch	10
PT211	Practical Theology	Christian Education: History & Philosophy	10
PT125	Practical Theology	Homiletics 1: Theory	10
DT211	Doctrinal Theology	Theology of Holiness	10
TOTAL CREDITS			120

Second Year: Elective Courses Diploma in Theology

Pastoral Ministry			
Year 2 – Semester 1			
Code	Faculty	Module	Cr.
SO111	Social Sciences	Introduction to Psychology	10
BC225	Biblical Counselling	HIV/AIDS Care & Counselling	10
DT114	Doctrinal Theology	Systematic Theology I	10
PT215 P,Y	Practical Theology	Leadership Dynamics	10
PT314 P	Practical Theology	Homiletics II: Preaching Workshop	10
SO215	Social Sciences	Communicating the Gospel Cross-Culturally	10
Year 2 – Semester 2			
Code	Faculty	Module	Cr.
PT213	Biblical Counselling	Fundamentals of Managing Conflict	10
DT215	Doctrinal Theology	Systematic Theology II	10
DT221	Doctrinal Theology	Theological Ethics	10
PT226 P,Y	Practical Theology	Church Growth & Evangelism	10
BS315	Biblical Studies	Hebrew Prophets	10
BS224	Biblical Studies	Synoptic Gospels	10
TOTAL CREDITS			120
Year 3 – Semester 1			
Code	Faculty	Module	Cr.
BS225	Biblical Studies	Johannine Literature	10
PT223	Practical Theology	Pastoral Theology & Christian Ministry	10
BS212	Biblical Studies	Acts & Pauline Epistles	10
SO112	Social Sciences	Introduction to Sociology	10
PT212	Practical Theology	Christian Education: Methodology	10

PT214 P	Practical Theology	Church Administration	10
TOTAL CREDITS			120

Year 3 – Semester 2			
Code	Faculty	Module	Cr.
PT315 P,C	Practical Theology	Worship & Liturgy	10
DT116	Biblical Studies	Hermeneutics	10
PT307 P	Practical Theology	Church Accounts & Bookkeeping	10
SO113	Social Sciences	Divine Healing & African Spiritualism	10
BC313 P,C	Biblical Counselling	Marriage & Family Counselling	10
PT312 P,C	Practical Theology	Pastoral Counselling	10
PT301	Practical Theology	Supervised Ministry	10
TOTAL CREDITS			120

**Third Year: Youth Ministry
Diploma in Theology**

Year 3 - Semester 1			
Code	Faculty	Module	Cr.
BS225	Biblical Studies	Johannine Literature	10
PT223	Practical Theology	Pastoral Theology & Christian Ministry	10
BS212	Biblical Studies	Acts & Pauline Epistles	10
SO112	Social Sciences	Introduction to Sociology	10
PT211	Practical Theology	Christian Education Methodology	10
PT317	Practical Theology	Child Development	10
Year 3 - Semester 2			
BC224	Biblical Counselling	Counselling Troubled Youth	10
PT222	Practical Theology	Introduction to Youth Ministry	10
PT216	Practical Theology	Youth Reaching Youth	10
BC221	Biblical Counselling	Understanding Youth & Adolescents	10

PT225	Practical Theology	Life Skills Training for Youth	10
PT318	Practical Theology	Youth & Community Development	10
TOTAL CREDITS			120

NB: Pastoral and Youth Ministry students need to take a third year of internship to qualify for ordination – PT 301: Supervised Ministry. PT 314, BS 213, BS 217, DT 114, DT 215: all required for ordination. However Youth Ministry learners do not qualify for ordination since they do not have enough Bible courses, they may apply for deaconship. Counselling students DO NOT need an internship to receive their diploma (they do not qualify for ordination)

Counselling Ministry			
Year 3 – Semester 1			
Code	Faculty	Module	Cr.
BS225	Biblical Studies	Johannine Literature	10
PT223	Practical Theology	Pastoral Theology & Christian Ministry	10
BS212	Biblical Studies	Acts & Pauline Epistles	10
SO112	Social Sciences	Introduction to Sociology	10
PT211	Practical Theology	Christian Education: Methodology	10
PT312	Practical Theology	Pastoral Counselling	10
Year 3 – Semester 3			
Code	Faculty	Module	Cr.
BC213	Biblical Counselling	Introduction to Christian Counselling	10
BC223	Biblical Counselling	Fundamentals of Crisis Counselling	10
BC313	Biblical Counselling	Marriage & Family Counselling	10
BC214	Biblical Counselling	Developmental Psychology	10
BC222	Biblical Counselling	Performing Counselling with Confidence	10
BC224	Biblical Counselling	Counselling Troubled Youth	10
TOTAL CREDITS			120

- ❖ **Credit for Matriculation subjects such as English, Accountancy, etc., will be given provided an acceptable symbol was attained.**

**BACHELOR OF THEOLOGY –
NQF Level 6 12 credits per module: 300 Credits**

BTh - First Year

Code	Faculty	Module	Cr.
HM110	Humanities	Writing and Research	12
BS110	Biblical Studies	Survey of Old Testament	12
BS120	Biblical Studies	Surveying of New Testament	12
PT110	Practical Theology	Personal Christian Development	12
HT110	Historical Theology	Historical Development of Christianity	12
PT120	Practical Theology	Church Multiplication Movement	12
HT120	Historical Theology	African and World Religions	12
SO120	Social Sciences	Introduction to Psychology	12
HT130	Historical Theology	History and Polity of the International and African Church of the Nazarene	12
PT140	Practical Theology	Elements of Effective Preaching I	12

BTh - Second Year

Code	Faculty	Module	Cr.
DT210	Doctrinal Theology	Wesleyan Theology of Holiness	12
BS200	Biblical Studies	Elements of Scriptural Interpretation	12
BS210	Biblical Studies	Pentateuch and Hebrew Prophets	12
PT210	Practical Theology	Biblical Conflict Management	12
SO220	Social Sciences	Introduction to Sociology	12
PT220	Practical Theology	Administering the Local Church	12
PT230	Practical Theology	Elements of Christian Education	12

BS220	Biblical Studies	Synoptic Gospels	12
BS230	Biblical Studies	Theological Elements of Johannine Literature	12
PT240	Practical Theology	African Spiritual and Divine Healing	12

BTh - Third Year

Code	Faculty	Module	Cr.
DT300	Doctrinal Theology	Systematic Theology I	12
DT310	Doctrinal Theology	Systematic Theology II	12
DT320	Doctrinal Theology	Theological Ethics	12
BS310	Biblical Studies	Pauline Epistles	12
BS320	Biblical Studies	Poetic and Wisdom Literature	12
PT310	Practical Theology	Elements of Effective Preaching II	12
HM320	Humanities	Introduction to Philosophy	12
BC320	Biblical Counselling	Pastoral Care and Counselling	12
PT320	Historical Theology	Dynamics of Servant Leadership	12
PT330	Practical Theology	Comprehensive Mini Thesis	12
		*Elective Study Courses – option below	

***Elective Study Courses – Each student must choose at least one elective study course, but is permitted to take as many as desired for additional credits. BC340 HIV/AIDS Care and Counselling, PT340 Youth Ministry, and BS340 Exploring John Wesley's Theology.**

COURSE DESCRIPTIONS

Contained in the Learner Handbook are the Course Descriptions reflecting details of each module offered by NTC. Modules are arranged in the following groups:

- ❖ Humanities
- ❖ Social Sciences
- ❖ Biblical Studies
- ❖ Doctrinal Theology
- ❖ Historical Theology
- ❖ Practical Theology

PROGRAMMES OFFERED BY NTC

Nazarene Theological College offers the following programmes:

- Certificate in Ministry
- Diploma in Theology
- Bachelor of Theology

ADMISSION DOCUMENTATION FOR DIPLOMA & CERTIFICATE

Please note that your application for admission for studies cannot be processed unless all of the following are complied with:

- ❖ Application fee of R50.00 Cheque or postal order is attached;
- ❖ Two passport size photos of the applicant are enclosed;
- ❖ Certified copies (or originals) of all diplomas, certificates, and degrees;
- ❖ Certified copy of the marriage certificate;
- ❖ Application forms fully completed and signed;

- ❖ Medical Form completed and submitted by the doctor directly to the College;
- ❖ Reference Form completed by your pastor;
- ❖ Reference Form completed by your employer or high school principal;
- ❖ Form of Recommendation from the Church Board of your local church;
- ❖ Reference form completed by your District Superintendent;
- ❖ Learner Commitment signed by the applicant.
- ❖ Please note that a separate application must be submitted for husband and wife.

ACADEMIC REGULATIONS

The regulations and policy governing all academic matters are set out in the Learner Handbook that is issued to each registered Learner. The Learner Handbook covers the following matters:

- ❖ Changes in registration
- ❖ Academic classifications
- ❖ Academic load
- ❖ Directed studies
- ❖ Transfer credits
- ❖ Credit system
- ❖ Attendance
- ❖ Marking system
- ❖ Averages
- ❖ Probation
- ❖ Appeals
- ❖ Failure policy
- ❖ Withdrawals from College
- ❖ Submissions
- ❖ Examinations
- ❖ Reports & transcripts
- ❖ Graduation requirements
- ❖ Awards & Honours

PROGRAMME OF STUDY

Programme of Study Requirements

Each programme of study conforms to the following specific requirements:

- *Manual and Sourcebook for Ministerial Development: Africa Region 1998-2002* requirements for ordination in the Church of the Nazarene;
- The perceived needs of the districts comprising the educational zone of the college;
- South African secular and theological educational norms in terms of course length, content, lecturer qualifications and academic standards;
- Approval of Board of Trustees of the existing programmes of study and newly developed ones as approved by the Board of Trustees.

To provide the finest quality education and training for the ministry and for Christian service, the following are the objectives of each programme of study:

DIPLOMA & CERTIFICATE

- An adequate knowledge of the content of Scripture;
- Self discovery of theological and ethical standards emanating from the Scripture;
- Appropriation and application of Biblical knowledge in terms of everyday issues and life situations;

- Development of exegetical and homiletical skills;
- Recognition and acceptance of principles and truths found in extra-biblical or allied disciplines within the fields of Humanities and Social Sciences.

Modules

Credit Value

The Nazarene Theological College's courses are based on the notional hour system required by the South African Qualification Authority (SAQA).

The academic year consists of 2 semesters. Each semester has a total of 10 teaching weeks plus a Review Week, a Reading & Research Week, and an Examination Week, giving a total of 13 weeks per semester or 26 academic weeks in an academic year.

A module is conducted for three hours per week, each teaching week for one semester. A module therefore represents 30 lecturing hours, or 3 semester credits.

A Student is furthermore expected to do at least 3 hours of study, reading and research for every lecture hour, representing nine semester hours.

For a Student taking an average study load of 5 modules, this represents a total academic week of 45 hours.

Module Requirements

The individual modules comprising a specific Programme of Study conform to the following minimum academic guidelines for reading and written work: maximum in mind when planning their program

<u>Level I Modules</u>	<u>Diploma/Cert</u>
Pages of assigned reading, including text books	350 words

Research papers, essays and assignments	1750 words
Final examination which should include an essay component not less than 30% of final examination total	2 hours
<u>Level II Modules</u>	<u>Diploma/Cert</u>
Pages of assigned reading including text books	500 pages
Research papers, essays and assignments	2000 words
Final examination which should include an essay component not less than 30% of final examination total	2 hours
<u>Level III Modules</u>	<u>Diploma/Cert</u>
Pages of assigned reading including text books	750 pages
Research papers, essays and assignments	3000 words
Final examination which should have an essay component of	

not less than 30% of final exam total	3 hours
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At least 50% of the final grade for each module must be based on testing (may include test during the semester as well as the final examination).

Each Student, at the commencement of each semester, receives a syllabus for each module for which he/she registers.

Academic Load

The normal maximum number of credit hours that a Student may carry per semester is 72. Only Students having a minimum cumulative grade point average (c.g.p.a.) of 1.5 or for the Diploma and Certificate programmes, will be allowed to exceed this with 18 credits being the absolute maximum per semester. Students are therefore advised to keep this normal mes.

Academic Classification

Nazarene Theological College Students are classified on the basis of having successfully completed studies as follows:

Full-time Student = enrolled for at least 6 modules per semester or 3 modules per term in a satellite centre.

Part-time Student = enrolled for less than 4 modules per semester or 3 modules per term in a satellite centre.

Time Table

The Registrar designs the timetable. The timetable is standard and will not be changed or amended except by the Senate’s request to accommodate special needs of a student.

Lecture Attendance

Each lecturer keeps formal class registers.

The lecturer is obliged to record every absence no matter the reason for it.

A Student is allowed a maximum of 3 absences per module in a semester. The Student must submit a written note to the lecturer giving the reason for any absence. (Any class meeting 1 hour per week is allowed only one absence. An absence in a block class which meets for 3 hours at one time counts as 3 absences).

Every one-hour absence, beyond the permitted number causes a drop of 3% of the final semester mark. Make-up work is at the discretion of the lecturer.

One minute late equals a tardy. Three tardies (coming late to lectures) equal 1 absence.

- Compassionate absence (situations beyond a Student's control, such as death in the immediate family, hospitalization, doctor's appointments, etc.) must be requested by completing a "Notification of Absence". Each lecturer affected and then submitted to the Registrar must sign the form. The lecturers will decide on the validity of reason and will arrange make-up work.
- 80% attendance is necessary in a module to qualify to write the final examination. More than 7 absences will therefore result in failure for the module.

Auditing Courses

The possibility of auditing a course is a privilege extended to persons who have an interest in a particular discipline but who do not wish to take the course for credit.

It is assumed that auditors will attend regularly and will be involved in the class sessions. The following regulations apply to audit courses:

1. No credit is given for such courses
2. Auditors are not entitled to examination privileges

3. Auditors who attend regularly will have the course title and the word "audit" included in their transcripts
4. A fee will be charged for audit courses
5. Permission from the instructor is required

Non-Credit Courses

A Student may register for any module for non-credit purposes in order to receive exposure to the subject matter, participate in discussion and interact with the lecturer. The Student has access to the college library.

The following regulations apply:

- Non-Credit Courses will be charged for according to the level and credit value
- The Student may comply with all the course requirements but this is not obligatory.
- Normal attendance requirements are not enforced.

Directed Study

Directed studies are primarily designed to assist a prospective graduate to complete his/her studies within the expected time frame. To be eligible for taking a directed study, a Student must have a Cumulative Grade Point Average (CGPA) of 2.3 for Diploma/Certificate Programme.

A directed study must be:

- agreed between the Student and the Registrar
- accepted by the proposed lecturer
- recommended by the Registrar and/or the Vice Principal for Academics

- approved by the Senate

A directed study must satisfy all reading and writing requirements of the programme and level to which the module belongs. It must also include regular, periodic meetings with the lecturer, and additional work to compensate for class times.

The deadline for completing all work and writing the final examination for a particular directed study must be established when the directed study is negotiated and approved. Normally the deadline would be the last day of final examinations for the Semester in which the Student registers for the module by directed study. The Student with agreement of the lecturer and the Registrar may request an extension. That extension shall not go beyond the end of the second week of the next Semester.

The maximum number of directed studies for which a Student may register throughout his/her programme of studies Diploma/Certificate is two (2) modules or twenty four (24) credits. A Student may be allowed to take one module per semester.

Academic Dishonesty

1. Students are expected to practice integrity in their academic work. All work submitted in assignments and examinations must be the result of the Student's own creativity and research.
2. Plagiarism is cheating by stealing the ideas or words of another person and passing them off as your own. Students need not state the source of well-known or easily verifiable facts, but must acknowledge the sources of ideas and expressions they use as their written work, whether quoted directly or paraphrased. Failure to do so constitutes plagiarism.
3. Plagiarism also occurs if a Student submits a research paper written in whole or in part by someone other than himself or herself or in any way copies the work of a fellow Student in a test, examination or take-home assignments.
4. Plagiarism or any other form of academic dishonesty is subject to serious academic penalty, including failure in the relevant

module, suspension or expulsion from the college or other academic sanction. Any Student who knowingly contributes to cheating on examination or semester assignments will also be subject to serious academic penalty.

Submission of Assignments

Research papers and assignments must be submitted according to the prescribed format and referencing techniques according to the Harvard method. A lecturer may refuse to accept work or penalise the Student's work if it is not done to the utmost accuracy, care and pride.

Deadlines

Deadlines as prescribed in the module syllabus must be adhered to. A penalty of 5% may be subtracted from the final mark for each day overdue. The final due date for any submissions is the last day of lectures for the semester.

Extensions

Students who cannot complete their submission by the due date, owing to circumstances beyond their control may petition the Vice-Principal of Academics for an extension of time. An "Extension of Submissions" form must be completed and given to the Registrar with payment of a charge.

The Vice Principal for Academics, and the lecturer may grant an extension and set penalties or additional work.

Examination Procedures

Examination procedures are designed and enforced because the college would like the Student to value his/her education.

Examination Time Table

Once the timetable has been distributed, each Student should ensure that provision has been made for each of his/her examination.

- Please advise the Registrar immediately if there is a problem or conflict of examination times.
- Copies will be available for each Student, and be posted in all lecture rooms, offices and the Student Bulletin Board.
- Please note that you may only write at the time stipulated in the timetable. Do not ask your lecturer for any changes whatsoever as he/she is not entitled to reschedule your paper under any circumstance.

Examination

Report to the venue at least 10 minutes before the starting time.

Books, notes, etc. are to be left outside the venue, unless approved by the invigilator. The invigilator will provide the necessary ruled paper. Please bring a spare pen, ruler and correction fluid, if desired.

The invigilator will provide a printed copy of the examination paper for each Student.

The invigilator will be present for the full duration of the examination.

Please ensure that the following details appear on the front page of you answer sheets.

- Student's name
- Module name
- Date

Results

In order to pass a module, you need to attain a mark of 50% / D symbol

Marks for each module will be independent. Marks for 2 modules comprising a course will not be averaged to determine a pass or failure for the complete course.

Supplementary Examination

In case of a borderline failure (46-49) when the final examination has been failed, a supplementary examination must be scheduled within 30 days of the new semester. If the supplementary examination is passed, the Student will receive a 50% final grade in the module. If the supplementary examination is failed, the previous score prevails and the Student must repeat the module when it is offered again.

A Student who fails may not rewrite or re-submit any section of the module. The whole module must be repeated when offered again.

Grade Report

A "Semester Report" will be available three weeks from the last day of examinations and will show the results of all the modules taken during the semester.

The report will also indicate your GPA (Grade Point Average) for all modules completed.

Diploma and Certificate 50% / D / 1.00 GPA

Marking System

Percentage	Explanation
80 - 100	Excellent
50 – 79	Competent
00 – 49	Not Yet Competent
I	Incomplete
S	Satisfactory
U	Unsatisfactory
W	Withdrawn
P	Pending
Su	Supplement

Upgrading of symbols

A Student may retake a module for which a D or F symbols is earned. No extra credits are granted, but the original mark is neutralised and is replaced by the new mark. Sections of parts of a module may not be re-done.

Withdrawal From College

Any Student finding it necessary to withdraw from college must complete a "Withdrawal Form" before leaving the campus. Transcripts, refunds and final adjustments cannot be considered until all documentation has been completed.

2014 CALENDAR OF EVENTS

SEMESTER ONE

Offices Reopens	January 13
Registration	January 23
Orientation	January 24
Holiness Convention	Jan 26 – 30
Classes Commence	January 27
Staff & Faculty Meeting	March 06
Board of Trustees Meeting	March 13 – 14
Banquet	March 13
GRADUATION	MARCH 15
Study and Research	March 10 – 14
Mid-term Exams	March 17 – April 01
Women’s Clergy Conference	March 16 – 19
Human Rights Day	March 21
Global Theology Conference	March 23 – 26
Classes Commence	April 02
IBOE Meetings	March 27 - 29
Easter Weekend	April 18 - 21
Classes Resume	April 22
Freedom Day	April 27
Worker’s Day	May 01
Study & Research Week	May 26 – 30
Staff & Faculty Meeting	May 29
All Library Books Returned	May 30
Semester 1 Final Exams	June 02 – 13

College Offices closed	23 June – 14 July 2014
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SEMESTER TWO

Registration	July 21
Holiness Convention	July 27 – 31

Classes Commence	July 28
Women’s Extravaganza	Aug 08 – 10
Women’s Day	August 09
Classes Commence	Aug 11
Staff & Faculty Meeting	Aug 28
Study & Research Week	Sep 01 - 05
Mid-Term Exams	Sep 08 – 15
Classes Commence	Sep 16
Heritage Day	September 24
Study & Research Week	Oct 27 – 31
Staff & Faculty Meeting	Oct 23
Return all Library Books	Oct 31
Semester 2 Final Exams	Nov 03 – 14

College Offices Closed 12 December 2014 – 12 January 2015

NTC COORDINATOR FOR SATELLITE AND LEARNING CENTER

NTC – Satellite and Learning centre seeks to extend the educational ministries of NTC by offering instruction through its extension or satellite centres.

INSTRUCTION

Instruction is directed to lay persons desiring Biblical and religious instruction and to lay pastors and ministerial learners who wish ministerial training but are unable to attend NTC.

Classes will also be offered for trained ministers in active service who wish to continue their education.

Facilitators may be academically qualified people from amongst district superintendents, pastors, and others who have graduated from Seminary, or higher education institutions, fulltime and part-time NTC faculty members, and or guest lecturers from overseas. Every facilitator shall be approved by the Senate of Nazarene Theological College prior to facilitating.

PROGRAMMES

The NTC – Satellite centres has developed recommended programmes of study for those wishing to pursue a Certificate in Ministry or Diploma in Theology.

Refer to the NTC prospectus and Student Handbook for details of Individual programmes.

For entry, Grade 12 Certificate is required for Certificate and Diploma in Theology programmes. Satellite centre courses are transferable to the certificate and diploma programmes offered by NTC on campus.

Tuition is charged for extension courses.

CENTRES

Distance Learning classes held at:

- ❖ East Rand
- ❖ Vanderbijlpark
- ❖ Western Cape
- ❖ West Rand
- ❖ Thulamahashe
- ❖ Botswana

PHYSICAL ADDRESS & BANKING DETAILS

PHYSICAL ADDRESS:

**Plot 195 College Road, Nooitgedacht Near Muldersdrift Off
Beyers Naude Road, Republic Of South Africa**

POSTAL ADDRESS:

**P. O. Box 3083
HONEYDEW 2040
SOUTH AFRICA**

Tel. 082 3283649

Fax 086 6461706

Email: [nazcol@ global.co.za](mailto:nazcol@global.co.za) or visit www.nazcol.ac.za

BANKING DETAILS:

All fees should be paid by direct deposit in the NTC bank account and the deposit slips be faxed or brought to school as proof of payment. Details are as follows:

Account Name:	Nazarene Theological College
Account Number:	003 296 512
Bank:	Standard
Branch:	Northcliff
Branch Number:	6305
Fax deposit slip to:	The Administrator
	Fax: 086 6461 706