



Reg. No. 2001/HE08/004

STUDENT HANDBOOK FOR 2011 - 2015

**PLOT 195 COLLEGE ROAD
OFF MULDRSDRIFT ROAD**

NOOITGEDACHT

MULDRSDRIFT 1747

P. O. BOX 3083

HONEYDEW 2040

GAUTENG. R.S.A.

TEL: 087 985 2366

FAX: 086 6461 706
www.nazcol.ac.za

E. Mail: nazcol@global.co.za

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Introduction

- Welcome
- Relationships

Welcome

The Principal, Faculty and Staff of the Nazarene Theological College, Muldersdrift welcome you to a challenging, stimulating and blessed period of studies.

Relationships

We pray that a good relationship will develop between you, your fellow Students and members of the faculty and staff. In our rapidly changing social situation, we as a college sense the need that each Student develops holistically. We trust that together we may learn, grow and exercise our minds in response to the challenges that come to us from the Word of God.

Purpose

- Source of Reference
- Policy Documents

Source of Reference

The purpose of the Student Handbook is to provide you with a source of reference to help and guide you through your studies.

Policy Documents

This handbook is so designed that you have a reference tool for all matters pertaining to academics, finance administration and Student services. However, it needs to be read in conjunction with the following policy documents:

- NTC Constitution
- Bylaws

- Current College Calendar

College Structure

- Board of Trustees
- Administrative Committee
- Academic Division
- Student Services Division
- Procedures
- NTC Learning and Satellite Centres

In order to function effectively as a Student, it is important to understand the basic structures of the College and how they operate. The following is a synopsis and pertinent details of the government of the College as found in the Constitution and Bylaws.

Board of Trustees

The College is governed through the Board of Trustees, which meets annually and is comprised as follows:

Ex Officio Trustees

Regional Director, Regional Education Coordinator, Africa South Field Strategy Coordinator and Principal of the College.

Elected Trustees

1. Each district of the education zone having (501 to 1500) members shall be entitled to elect one trustee to the Board of Trustees. The district shall elect minister or lay-person alternately to a four year term.
2. Each district of the education zone having (1501 to 2500) members shall be entitled to elect two trustees to the Board of Trustee. The district shall elect one minister and one lay-person to a four year term.
3. Each district of the education zone having (2501 to 4000) members shall be entitled to elect three trustees to the Board of Trustees. The district shall elect one minister and one lay-person to a four year term, and shall

elect one minister or one lay-person alternately to a four year term.

4. Each district of the education zone having (4001 or more) members shall be entitled to elect four trustees to the Board of Trustees. The district shall elect two ministers and two lay-persons to a four year term.
5. The quotas established in items 1 to 4 above shall be reconsidered and revised upward as necessary at least once every four years in order to maintain a reasonable size to the Board.

The meeting of the Board of Trustees elects the main functionaries, ratifies faculty and staff appointments, approves the Programmes of Study, adopts the annual budget and financial reports, and assists in the formulation of major College policies.

College Committee

The management of the College and campus is executed by the College Committee which meets monthly. This committee, which is chaired by the Principal, gives direction to and coordinates the overall programme, function and activity of the College.

Administrative Division

The Administrative Division deals with the College's business administration, finances, buildings, grounds and vehicles.

Academic Division (Senate)

The Senate is concerned with the total educational programme and academic administration of the College. It ensures that the academic objectives of the respective Programmes of Study are achieved.

Student Services Division

This Division is concerned with the physical, social, spiritual and extra-curricular development of each Student.

Procedures

Students should direct all queries and problems to the appropriate division or department for solution. Any Student who is disqualified may make an appointment to see the appropriate Vice Principal; if still not satisfied, he/she may appeal to the Principal, whose decision is final, except in academic issues in which the Senate is final authority.

NTC Learning & Satellite Centres

This Distance Programme has been developed in order to provide education for those not able to study full-time on campus yet would like to study for a Certificate in Ministry or a Diploma in Theology.

This programme also caters for a Ministerial Education and Training Certificate (MET) which is aimed at those whose educational background does not permit them to study at an academic level, and yet they feel the call of God upon their lives. The programme also allows those who have completed this course of study to stand for ordination within the Church of the Nazarene.

NTC Bachelor of Theology Programme

The Degree programme has been developed in order to provide Higher education to those who would like to study for a higher qualification and those who may in future want to serve as lecturers either at NTC or at any of our Learning and Satellite Centres.

NTC Admission Information

- General Requirements
- Types of Admission
- Application Procedure
- Acceptance Notification
- Non-discrimination Policy

- Physically challenged Applicants

General Requirements

All candidates for admission to Nazarene Theological College must meet the requirements established by the College. The normal entrance requirement is Matriculation Certificate or its equivalent.

Diploma and Certificate Programme Requirements

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

MET Requirements

Grade 9 and below.

BTH

Matric Exemption or university entrance and Recognition of Prior Learning (RPL) or any post matric qualification with a 60% average.

Types of Admission

Candidates may be given one of the four types of admission: Regular, Mature using the RPL policy, or Special.

Regular Student

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

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

Mature Student

Mature Student status is given to Students who do not meet the normal entrance requirements and are twenty-three (23) years of age on or before January 31 of the year of their admission to NTC. Any NTC programme may be entered with this status. Such Students will be

automatically upgraded to regular status upon completing 15 semester credits with a cumulative quality point average (c.g.p.a.) of 1.5 for the Diploma and Certificate programmes at the end of semester.

Special Student

Special Student status is given to Students who meet regular or mature admission requirements but who are not pursuing a specific programme. No certificate will be awarded at the end of the module(s).

Equivalent Policy

This is for prospective Students who do not meet the Diploma and Certificate requirements but are 23 years and above.

According to SAQA, “Equivalent” could mean experience other than education but the experience must be in the field in which the Student wishes to study.

Qualifying Equivalent:

Any prospective Student should have a local preacher’s license for not less than two years (Article 426 *Manual* of the Church of the Nazarene). He or she must be functional in written and spoken English. He or she must be actively involved in ministry in his or her local church for not less than two years. In addition to the application form, he or she must write a page of a testimony on his or her calling and involvement in the ministry. This will help to assess his or her English.

Measurement of Involvement:

1. Preaching
2. Evangelism
3. Sunday School
4. Praise and Worship Leading
5. Youth Work
6. Visitation
7. Compassionate Ministry
8. District Assembly
9. District Zonal Activities

- 10. Church Board / Administration
- 11. Other (Specify)

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 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 (deposit slip or proof of payment of such), a copy of a SA ID or passport (international students) and a passport size photo of the applicant must accompany the application to NTC.

South African Applicants

Applications may be submitted until November 30 of the year preceding the intended year of enrollment or at least 3 months before the beginning of the semester for which the student would wish to register). If applications are not sent to NTC by this date, there will be a late application fee.

International Applicants

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

International Students 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. . A valid copy of the study permit must be sent to the NTC before the Student leaves his/her country of origin.

Transfer Students

Students transferring from another college or university must follow the application procedure

for new Students. They should also submit official transcripts of all previous post-secondary work. Previous credit will be evaluated by the Senate and advance standing awarded in accordance with the policies of the College.

Credit may be granted for courses passed with a minimum of C symbol.

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 must be earned at NTC. No credit is given toward a certificate programme.

Former Students

Students who wish to re-enroll 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. The Senate will determine any credit given for studies done elsewhere. This must be supported by full documentation.

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. personal health record and doctor's report;
5. And ability to pay fees.

The Student'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 Students. Occasionally conditional acceptance will be granted to Students whose admission

files are incomplete; however, such Students must complete their files during their first semester. Failure to do so will mean that they will not be allowed to continue and they may not receive credit for their work.

A candidate will also be notified if not accepted for admission. An applicant may apply again when acceptable standards are met.

Non-discrimination

Admission may not be denied on the basis of ethnic origin, sex, or nationality. No qualified person 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 Students, the physically challenged Students will be assigned an Academic Advisor. Together, the Student and advisor will explore the special needs of the Student. They will convey these needs to the Vice Principal of Academics. The Vice Principal of Academics will take these needs to the entire faculty for consideration and adjustment to the requirements in the modules the Student is taking. The adjustments must not compromise the academic integrity of the programme in which the Student is registered.

Orientation and Registration

- New Student Orientation
- Registration
- Changes in Registration

New Student Orientation

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

Registration

Registration is the process whereby Students 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. The registration process includes:

- completing a registration form in consultation with the Registrar.
- having fees assessed and make payment of fees to the Administration/Business Office.

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

Students registering at a date later than designated in the Calendar of Events will be charged a late registration fee. Detailed registration instructions are provided by the Registrar at the time of registration.

Changes in Registration

A Student may, after consultation with the Registrar, change registration for any particular course of study within the first 2 weeks after commencement of lectures.

Since any changes in subjects taken may affect and delay completion of the study programme, Students are advised strongly to follow closely the courses as per the outline in the Programme Planner, available from the Registrar.

Subjects dropped during the first two weeks will

not appear on the Student's transcript.

No changes will be permitted beyond the second week after the commencement of the classes. Courses dropped after this time will appear in the Student's transcript as a fail.

Academic Regulations

- Academic Policy
- Academic Year
- Academic Advisors
- Programme of Study
- Modules
- Academic Load
- Academic Classification
- Timetable
- Lecture Attendance
- Auditing Courses
- Directed Study
- Academic Dishonesty
- Submissions of Assignments
- Examination Procedures
- Supplementary Examinations
- Grade Report
- Marking System
- Upgrading of Symbols
- Withdrawal from College
- Prevailing Calendar Year
- Graduation
- Awards & Honours
- Scholarships

Academic Policy

The Senate, chaired by the Vice Principal of Academics is the constituted body through which academic policy decisions are made, directives determined, and through which all the Academic Division's activities are executed and coordinated.

The Academic Year

The academic year consists of two semesters of 13 weeks each, with a minimum of 10 weeks of classes, plus a reading and research week and a review and examination period at the end of the semester. The first semester is January-June and the second semester is July-November.

Academic Advisors

The Vice-Principal of Academics will assign an Academic Advisor to each Student upon first semester registration. The Student will remain with the same advisor throughout their academic career at NTC unless the Vice-Principal of Academics sees fit to change the assignment. Either the Student or Academic Advisor may petition the Vice-Principal of Academics in writing to have the assignment changed.

Full-time faculty members will be expected to be Academic Advisors. Diploma faculty members will be assigned as Academic Advisors only for Diploma and Certificate Students.

Duties of the Academic Advisor

- The Academic Advisor is responsible to the Senate.
- Academic Advisors are to meet each Student assigned to them at least once per semester to review the Student's academic progress.
- If deficiencies are discovered, the advisor must assist the Student to find means of clearing the deficiencies; e.g., dropping courses to lighten the load, suggesting a tutor, etc.

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 2006* 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 National Qualifications Framework (NQF) formally known as 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 2 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 pages
Research papers, essays and assignments	1750 words
Final examination which should include an essay component not less than 30% of final examination total	3 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 50% of final exam total	3 hours

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 18. 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:

Classification	Modules	Credits
1st year	Less than 10	30
2nd year	Completed 10	30
3rd year	Completed 20	60

Full-time Student = enrolled for at least 4 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. It is difficult to schedule all the necessary modules to meet the needs of Students. Accommodation to individual Student requests is not always possible.

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.

Five minutes 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

None 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 six (6) 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 (*for more information see the section on disciplinary procedure*).

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 penalize 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 exams 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 class, 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 your 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 and the student will have to pay the full cost for the module.

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 the module done.

Diploma and Certificate 50% / D / 1.00
GPA

Marking System

Percentage	Symbol
90 - 100	A+
85 - 89	A
80 - 84	A-
75 - 79	B
70 - 74	B-
65 - 69	C
60 - 64	C-
50 - 59	D
46 - 49	E (Su)
00 - 45	F
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.

Prevailing Calendar Year

The Programme of Study prevailing in the Prospectus in the year of admission governs the requirements for studies and for graduation. Academic regulations, as contained in the

Prospectus and the Student Handbook, which are updated from time to time, are applicable.

The examination takes place during the second semester of the Student's final year of study. The examination will be marked by internal and external examiners.

General and specific instructions will be given to the Students prior to the comprehensive exam.

Graduation

Students who have completed all requirements for graduation as specified for their particular Programme of Study may, upon decision of the Senate, graduate at the following graduation service.

Fees

Students may not participate in the graduation ceremony unless all outstanding monies, as well as graduation fees, have been paid in full at least 14 days prior to graduation.

Graduation Requirements

Students are responsible to see that they meet the academic requirements of the relevant Handbook.

Diplomas

NTC grants the Diploma in Theology (Pastoral, Youth and Counselling), Certificate in Ministry and Bachelor of Theology.

Documents and Transcripts

No transcript, diploma, certificate, testimonial or document can be released by the College unless all outstanding indebtedness has been cleared.

- Documents may be released by the Registrar only on the basis of a written request by the Student.
- Students are entitled to one free personal transcript (without seal) and one free official transcript. Thereafter a set fee (plus certified post fee, if desired) will be charged

per transcript. An official transcript must be requested in writing and may be sent only to the designated institution.

- Transcripts are issued free of charge to the Board of Ministerial Credentials at the written request of the Student.
- Should a transcript be required for the purposes of enrolling at a university for post-graduate studies, a transcript will be sent directly to the university concerned, as there are certain standards of procedure required.
- A replacement certificate or diploma (in case of loss) will be issued for a fee and will indicate the place where studies were completed and will bear a REPLACEMENT designation. The student will have to submit an affidavit with an SAPS stamp declaring the loss of the said certificate to the College.

Awards & Honours

Students who excel in their studies are recognised in the following ways:

Valedictorian

The diploma Student graduating with the highest c.g.p.a delivers an address at the graduation service and receives a book prize.

Graduation With Distinction

Graduating Students with an a.g.p.a of 3.0 or higher will have their diplomas endorsed "With Distinction".

Scholarships

The following Scholarship Awards are available:

Logos

To the Student in each returning class with the highest c.g.p.a. (3.0 or higher).

Agape

To the Student in each returning class with the second highest c.g.p.a. (2,5 or higher)

Karis

To two Students who have shown significant improvement in their studies.

Koinonia

To two Students who have shown unusual diligence in their studies.

Course Descriptions

- Biblical Counseling
- Humanities & Social Sciences
- Biblical Studies
- Doctrinal Theology
- Historical Theology
- Practical Theology
- Internship

General

Groups of Subjects

The following groups of subjects are offered at NTC. These groups are classified into different faculties:

HM	Humanities
SO	Social Sciences
BS	Biblical Studies
DT	Doctrinal Theology
HT	Historical Theology
PT	Practical Theology
BC	Biblical Counseling

Each faculty is headed by a Faculty Dean who is responsible for the development as well as the coordination of all courses within the specific group.

Module Numbers

The module numbers may be revised as needed. P refers to modules required for the Diploma in

Theology (Pastoral); Y refers to modules required for the Diploma in Theology (Youth Ministry) and C refers to Diploma in Theology (Counseling).

Humanities and Social Sciences

Communications

Study & Research, 3 cr. HM001 D, Y and C

An introduction to study and research methods, reading and memory aids and the required format for research papers. This course is required of all first year Students.

English I

English: Grammar & Vocabulary, 3 cr. HM012 ALL (as needed)

A study and application of the English language in areas of vocabulary, spelling, basic grammar usage and effective sentence structure.

English: Reading and Writing, 3 cr. HM013 ALL (as needed)

The development of skills toward a better use of the English language in both reading and writing. It includes practical exercises in writing including such compositions as academic assignments, reports, minutes, articles and business letters.

Psychology

Introduction to Psychology, 3 cr., SO111 P, Y & C

A study of the basic principles of psychology with the purpose of identifying and understanding the changing and the stable elements of self. Attention is given to the recognition of psychological problems that need professional help and to distinguish these from the issues of demon possession and related religious and cultural issues.

Understanding Youth 3 cr. YM112 Y

A supplement to Introduction to Psychology for those preparing for youth ministry.

Sociology

Introduction to Sociology, 3 cr. SO112 P, Y & C

An introduction to sociology to help the Student comprehend the multiple elements of society (culture, social stratification, collective behaviours, population, religion, education, minorities, deviant behaviours, etc.). Attention will be given to particular aspects of African cultures.

Marriage and Family, 3 cr. SO113 P & C

A survey intended to equip the Student for the development of marriage and family relationships. The study provides both marriage guidance and enrichment through an analysis of the family, its structure and function. Focus will be on the practical patterns which develop a Christian family.

Communicating the Gospel Cross-culturally 3 cr. SO115. P, Y & C

A survey of communication between people of different cultures; surveys different cultures which can create obstacles in understanding and communication and offers suggestions for dealing with these obstacles.

Biblical Studies

Biblical Studies I

Survey of the Bible, 3 cr. BS110 P, Y & C

A survey of the Old Testament includes a brief overview of the formation of Scripture, texts and versions and nature of canon. Special attention is given to the form, content and values and the literary, cultural and theological aspects of the books.

Survey of the New Testament, 3 cr. BS118 D, Y

A survey of the New Testament includes political, historical and religious currents forming the milieu into which Christ came.

Attention is given to the form, content and spiritual values and the literary, cultural and theological aspects of the books.

Hermeneutics, 3 cr. BS114 P, Y

A study of the methods and tools of Biblical interpretation and their application to the various literary types found in the Scripture.

Biblical Theology, 3 cr. BS115 P, Y & C

An introduction to the major theological emphases of Scripture with special attention to the themes of promise, fulfillment, redemption, covenant, law, judgement, renewal and hope. Major attention given to the faith-claim that Jesus of Nazareth is the fulfillment of God's redemptive and revelatory promise.

Biblical Studies II

Synoptics, 3 cr. BS211 D, Y

A study of the life and teachings of Jesus based on the comparative examination of the first three gospels. Attention is given to the particular perspective and distinctive features of Matthew, Mark and Luke.

Acts & Pauline Epistles, 3cr. BS212a P, Y

A survey of the epistles traditionally understood to have been written by Paul noting the structure of the epistles and the distinctive teachings of the apostle Paul.

Pentateuch, 3 cr., BS214 P, Y

A study of the historical and theological content of the Pentateuch with its primary emphases such as the covenant, the law and the promise and the relationship of the Pentateuch to the New Testament. The literary aspects and problems of analysis and interpretation will be addressed.

Biblical Studies III

Survey of Hebrew Prophets, 3 cr. BS311a P, Y

A study of the role of the prophets in ancient Israelite religion; a survey of their historical, social and religious context with focus on the life and character of the prophets; a survey of the content, message and prevailing theme of the prophetic books as well as the contemporary relevance of their messages.

Johannine Literature, 3 cr. BS313 P, Y

The Gospel and Epistles of John are studied (characteristics, purpose and central themes) with special attention given to the development of the Johannine community.

Doctrinal Theology

Systematic Theology I

Systematic Theology I, 3 cr. DT114 P, Y

A study of doctrines of the Christian faith in their inter-relatedness as integral parts of the whole. Areas of study will include the foundations of the faith and the basis for redemption. Subject matter will include revelation, faith, God-Father, Son and Holy Spirit, man, sin and atonement.

Systematic Theology II

Theology of Holiness, 3 cr. DT212 P, Y & C

A study of the doctrine and life-style of Christian holiness as taught in Scripture and developed in Wesleyan theology with special focus on the Wesleyan distinctive of entire sanctification or Christian perfection.

Theological Ethics, 3 cr. DT214 P, Y & C

A careful examination of the methods, presuppositions, and content of Biblical ethics and of present-day Christian ethics with special emphasis on its application to current moral issues in today's world and especially in South African society.

Systematic Theology II, 3 cr. DT215 P, Y

A further study of doctrines of the Christian

faith. Areas of study include God's redemptive purpose, Christian living in today's world and the final consumation. Special attention is given to the person and work of the Holy Spirit and the Christian experience of Sanctification.

Historical Theology

Church History I

History of Christianity, 3 cr. HT111 P, Y & C

A survey of major developments in the church from apostolic times to the Reformation. Emphasis will be given to persons, events and issues which have shaped Christianity.

A survey of the major developments of the Church from the Protestant Reformation to the present. Special attention will be given to the back ground and causes of the Protestant revolt against Rome; to the great leaders of the Reformation, their writings, their theological beliefs; and to the establishment of the Protestant church in its various branches. Emphasis will be placed on the rise of Methodism and other denominations that are related to the Wesleyan tradition. The establishment and growth of Christianity in sub-Saharan Africa during the 19th and 20th centuries will also be surveyed.

History of the Church of the Nazarene, 3 cr. HT113 P, Y & C

An examination of the historical developments of the Church of the Nazarene and its outreach and growth around the world, with emphasis on its establishment and expansion in Africa. Attention will be given to the church's pattern of organisation and administration as set forth in the *Manual* of the Church of the Nazarene.

Church History II

World Religions, 3 cr. HT211 P, Y & C

An examination of the major religions (including Judaism, Islam, Hinduism), cults and traditional animistic and ancestor worshipping religions with the principles of Christianity and guidance in how to respond to these teachings.

Present day cults and isms are especially noted with a response from a Wesleyan biblical standpoint.

Practical Theology

Pastoral Theology I

Introduction to Youth Ministry, 3 cr. YM111 Y

An overview of ministry to the youth according to the Manual of the Church of the Nazarene and in relation to the needs of youth in society.

Leadership Dynamics, 3 cr. PT112 P, Y

A study of the role of Christian leadership, management and organizational development in ministry formation and vitalisation in the local church. Attention is given to the personal and leadership ethics of the leader as a role model in his or her leadership ministry; in planning, organising, motivation and controlling the congregation toward fulfilling the mission of the church.

Christian Spiritual Formation, 3 cr. PT114 P, Y & C

Attention will given to the development of an effective devotional life for today's church leaders and congregations and to the spiritual disciplines which deepen devotion to Christ, stabilize Christian character and foster wholesome relationships. The Student will be exposed to both classical and contemporary devotional writings, especially those which influenced the Wesley brothers and spawned the holiness movement.

Church Administration & Accounts, 3 cr. PT113 P

A study of the goals and methodology of ecclesiastical administration, with a special emphasis on the understanding and development of structures, and on the Church's interaction with the larger society. The module includes work on the theory and importance of correct accounting procedures, including the designing of programme related budgets, fund raising and applied disbursements.

Pastoral Theology II

Christian Education History & Philosophy, 3 cr. PT211 P, Y & C

A study of the principles, concepts, philosophy and objectives of Christian education. Practical applications and projects are explored in real life settings.

Evangelism and Church Growth, 3 cr. PT213 P, Y

A two-part module. The first part concentrates on the theology, theory and practice of personal and mass evangelism and contextualisation of the principles discovered from the understanding of the biblical basis of evangelism. The second part focuses on the practice, policy and methods of church planting and church growth in various settings with special attention to the sociological, anthropological and ethnic influences.

Youth Development and Outreach, 3 cr. YM212 Y

A module in understanding needs of youth and exploring ways of reaching out to them, leading them to a vital experience with Jesus Christ and helping them to grow and develop a Christian lifestyle.

Worship and Liturgy, 3 cr. HM214 P, Y

A consideration of Christian worship and music in various modes and styles as well as the history of church music and worship. Emphasis is given to planning services for worship and various other church ministries.

Homiletics I: Theory, 3 cr., PT216 P, Y

A study of the nature and importance of Christian preaching and the principles of sermon construction; the selection and interpretation of the text, the formation of the sermon idea, the objective, the development of the material, arrangements of the sermon structure, style and delivery.

Pastoral Theology III

Introduction of Pastoral Counseling, 3 cr. PT312 P

A study of the place of pastoral counseling in the Christian ministry. Personal problems and counseling processes are surveyed. Emphasis is placed on developing counseling techniques and study of counselling used in the ministry. Prerequisite: one module in psychology.

Counselling Youth, 1 cr. YM311 Y

A module focused on problems of young people and how to counsel youth. Prerequisite: one module in psychology.

Homiletics II: Workshop, 3 cr. PT314b P, Y

A practical module in preaching conducted in a controlled situation.

INTERNSHIP

Internship, (6 cr.),

An integration of academic study with practical involvement under qualified supervision. One credit is to be earned each of the last 6 semesters of study. Internship may include supervised activity during college recess. A Student file is to be maintained for periodic evaluation.

The Minister as a Person, 1 cr. PT305a P, Y

A development of gifts and graces of the minister in developing rapport with people through visitation in homes, hospital, etc.; development of a time roster of a pastor coordinating devotional time, personal advancement, family time and home responsibility, community and school involvement, zone and district activities, etc.

The Minister in Christian Education, 1 cr. PT305b P, Y

Involvement in Christian education or camp activity.

The Minister Leading Worship, 1 cr. PT306a P, Y

Involvement in planning and leading worship.

The Minister Reaching Others, 1 cr. PT306b P, Y

Involvement in preaching and evangelism.

The Minister Administrating, 1 cr. PT307a P, Y
Opportunity for visiting church board meetings, serving during District Assembly, planning a church budget, etc.

The Minister Caring, 1 cr. PT307b P, Y

Involvement with caring in regard to those with specific needs.

Programmes of Study (Campus)

The overall Programmes of Study offered are constantly under revision to meet the requirements of the contextualisation of course structures and content within our Southern African situation. The following Table is the current list of all courses and modules offered at NTC:

Schedule of Courses

Faculty	Lvl	Subject	Cr.	Code	Certificate In Ministry	Diploma In Theology
Biblical Counseling	III	Marriage & family Counseling	10	BC313		Fundamental
Biblical Counseling	II	HIV/AIDS Care & Counseling	10	BC225		Fundamental
Biblical Counseling	II	Fundamentals of Conflict Mngt	10	BC215		Fundamental
Biblical Counseling	III	Developmental Psychology	10	BC214		Fundamental
Biblical Counseling	II	Counseling Troubled Youth	10	BC224		Fundamental
Biblical Counseling	II	Intro to Christian Counseling	10	BC213		Fundamental
Biblical Counseling	II	Perf. Counsel. With Confidence	10	BC222		Fundamental
Biblical Counseling	II	Funds. Of Crisis Counseling	10	BC223		Fundamental
Biblical Counseling	III	Counseling Practicum	10	BC227		Fundamental
Biblical Studies	I	Survey of the Bible	10	BS112	Core	Core
Biblical Studies	I	Biblical Theology	10	BS116	Core	Core
Biblical Studies	II	Pentateuch	10	BS214		Core
Biblical Studies	II	Hermeneutics	10	BS217		Core
Biblical Studies	II	Synoptic Gospels	10	BS224		Core
Biblical Studies	III	Johannine Literature	10	BS225		Core
Biblical Studies	III	Acts & Pauline Epistles	10	BS212		Core
Biblical Studies	III	Hebrew Prophets	10	BS315		Core
Doctrinal Theology	I	Theology of Holiness	10	DT211	Core	Core
Doctrinal Theology	II	Systematic Theology I	10	DT214		Core
Doctrinal Theology	II	Systematic Theology II	10	DT215		Core
Doctrinal Theology	II	Theological Ethics	10	DT221		Core
Humanities	I	Study & Research	10	HM113	Fundamental	Fundamental
Humanities	I	English Grammar	10	HM101	Elective	Elective
Humanities	II	Life Skills Training for Youth	10	HM225		Fundamental
Historical Theology	I	Hist. of the Church of the Naz	10	HT124	Core	Core
Historical Theology	I	History of Christianity	10	HT114	Fundamental	Fundamental
Historical Theology	I	World Religions	10	HT121	Fundamental	Fundamental
Historical Theology	III	Race and Ethnicity	10	HT220		Elective
Practical Theology	I	Introduction to Youth Ministry	10	PT222	Elective	Elective
Practical Theology	I	Christian Ed. History & Philos.	10	PT114	Core	Core
Practical Theology	I	Christian Spiritual Formation	10	PT115	Core	Core
Practical Theology	I	Homiletics I: Theory	10	PT125	Fundamental	Fundamental
Practical Theology	II	Homiletics II: Preaching	10	PT314	Fundamental	Fundamental

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Practical Theology	II	Leadership Dynamics	10	PT215	Fundamental	Fundamental
Practical Theology	II	Church Growth & Evangelism	10	PT226		Core
Practical Theology	III	Intro to Pastoral Theology	10	PT223		Core
Practical Theology	III	Intro to Pastoral Counseling	10	PT312		Fundamental
Practical Theology	III	Church Administration	10	PT214		Core
Practical Theology	III	Church Accounts & Bookkeep	10	PT307		Fundamental
Pastoral Theology	III	Worship & Liturgy	10	PT315		Core
Practical Theology	III	Child development	10	PT317		Elective
Practical Theology	III	Youth & Community Dev/ment	10	PT318		Elective
Practical Theology	III	Youth Reaching Youth	10	PT216		Elective
Practical Theology	III	Divine Healing & African Spir	10	PT221		Elective
Practical Theology	III	Understanding Youth & Adols	10	PY223Y		Fundamental
Social Sciences	II	Introduction to Psychology	10	SO111		Fundamental
Social Sciences	II	Introduction to Sociology	10	SO112		Fundamental
Social Sciences	II	Comm. The Gospel Cross Cul	10	SO215		Fundamental
		INTERNSHIP PROGRAMME	10			
Practical Theology	III	The Minister as a Person	10	PT305a		Elective
Practical Theology	III	The Minister in Christian Education	10	PT305b		Elective
Practical Theology	III	The Minister Leading Worship	10	PT306a		Elective
Practical Theology	III	The Minister Reaching Others	10	PT306b		Elective
Practical Theology	III	The Minister Administrating	10	PT307a		Elective
Practical Theology	III	The Minister Caring	10	PT307b		Elective
Total Credits						

- Credit for Grade Twelve subjects such as English, History, Mathematics, Accountancy, Science, etc. will be given provided an acceptable symbol was attained.

Faculty and Staff

For your convenience and information, a list of faculty, staff, and Student Representative Council will be included in the supplement to the Handbook yearly.

- Payment of Accounts
- Sponsorship
- Financial Aid
- Meals and Teas
- Transport
- College Identity

Residency Requirements

All Students living on campus are required to enroll as full-time Students. Exceptions may be granted to the spouse of a married Student upon request.

- Wives of Students are required to take at least one module per semester.
- An option for married Students to do their own catering is made.
- Chalets are not wired to handle major electrical appliances. The College will however allow a plug-in two plate cooker (15 Amp) to be used.

General:

- An electricity charge will be levied for married Students occupying chalets.
- Residences will be inspected periodically
- Requests for repairs are to be addressed to the Assets Manager or Vice Principal for Student Services.
- Only the family of the married Student is to live in the chalet. Any other person must make arrangements with the housekeeper
- Residents are responsible for the upkeep around the chalet such as patio and garden beds

Finances and Administration

- Fees

Fees

ALL FINANCIAL AMOUNTS WILL BE SHOWN ON THE PROSPECTUS

Tuition, Board, and Accommodation

Tuition, Board, and Accommodation are highly subsidised by the Church of the Nazarene.

Tuition is charged according to the number of modules a Student is taking per Semester. Normal load both for Diploma/Certificate is five (5) modules. The maximum is six (6).

Internship

A set internship fee will be charged to all Students.

Transcripts

Transcripts of your studies are available from the Registrar at a set fee.

NTC Graduation Fee

A set graduation fee will be charged to all Students.

Room and Key Deposit

The room and key deposit fee is refundable at the end of the semester only if rooms are clean and there are no damages after inspection, and in exchange of valid key. The room and key deposit refund is only applicable to a learner who owes less than R1, 000.00 school fees.

Computer Centre

Students making use of the computer centre facilities will be charged a set fee per semester.

Textbooks

Each Student is responsible for the obtaining of all textbooks. Textbooks and all other materials are obtainable from the bookshop on a cash basis only.

Meals and Teas

Please note that married Students who did not include meals in their charges on registration may not take meals or teas in the dining room.

- Meals will be served at the specified times.

Any Student or faculty/staff member may arrange meals in the dining room for themselves or their guests on a cash basis.

Teas are available at a set charge per semester, payable in advance, for Students not normally taking meals in the dining room.

Bookshop

The bookshop is a facility provided by the College in order to assist each Student as far as it is possible.

The bookshop functions on the following basis:

Hours

Hours will be posted on the bookshop door.

Payments of Accounts

Students must have arrangements to pay their account in full at the time of registration. No Student can be admitted without a viable plan for payment. This may include payment of their semester fees in full on registration day or **a minimum of fifty percent deposit** (half of tuition, boarding and accommodation and full fees for room and key deposit, registration, Student Body and any other fees charged at registration with a statement of bursary funds granted by the Field bursary Committee) and 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 no later than 1 May for first Semester and 1 November for second Semester**

Payments are to be made no later than 1 April for First Semester and 1 October for Second Semester). If such a guarantee is not honoured, **(I) The student who owes a minimum of R1000.00, and has not been making monthly payments shall not be allowed to sit for the Examination until their accounts are settled. (II) The student who owes below R1000.00 and has been paying regularly shall be allowed to sit for the examination but will not be given his/her results until the account is settled. the Student will be asked to leave the College immediately.** If any Student 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 Student will be required to pay in cash the remaining amount due, **failure of which (I) or (II) shall apply or be asked to leave the College immediately.**

Sponsored Students will be required to provide the Deputy 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 student** the Student will be asked to leave the College immediately.

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.

Financial Aid

Currently, the College may provide Financial Aid in the following ways:

Scholarships

These are based upon academic performance and are awarded, upon decision of the Senate, at each graduation service, towards the following year's studies:

Logos -- for 4 returning Students with a CQPA of 3

- Agape -- for 4 returning Students with a CQPA of between 2.5 and 3
- Karis -- for 2 returning Students who have

attained the most improvements in their studies

- Koinonia -- for 2 returning Students who have shown the diligence (careful and persevering effort) in their studies

ANSI Scholarships

These scholarships are awarded to Students who qualify by NTC Scholarship Committee, funds permitting.

Matching Scholarship

A limited matching scholarship may be available to those who qualify. This scholarship may match up to a third of the funds paid by the district on behalf of the Student, funds permitting.

Work Study Bursaries

Available to Students wishing to be employed by the College at a set rate per hour, doing different jobs as needed, funds permitting.

Library

- Introduction
- Library Hours
- General Policies
- Books used in Library
- Membership
- Borrowing procedures
- Library personnel
- Photocopies
- Finding Information
- Dewey decimal system
- Library catalogue

Introduction

The library is the focal point of the College where information for study and research is collected, stored and made available. Library staff assist users in finding the information they require and

advise them on the use of the facilities for study and bibliographic research. This guide is intended to accompany new users in their discovery of the facilities and services of the library. It is used in a yearly library orientation. More comprehensive instruction for individuals or groups can be provided on request.

Library Hours

The library opens the first day of lectures each term and closes the final day of lectures.

Library hours are posted at the beginning of each term.

During exam week the library is open only for study purposes. No books are to be checked out.

General Policies

- The library is a quiet place for research and study.
- Talking should be kept to a minimum.
- No eating or drinking is allowed in the library.
- Briefcases, backpacks, etc. must be left with the staff member at the circulation desk.
- Students may not use the library during closed hours. The library is considered closed according to the hours posted and any time during "open" hours when a library staff member is not available for duty. The library will be locked during closed hours.
- In addition to the librarian, only the library assistant on duty is allowed behind the circulation desk.

Books Used in the Library

If you use a book in the library but do not check it out, please put it on the library cart provided. A library assistant will reshelf it. Please do not reshelf books.

Membership & Borrowing Procedures

Free library facilities are available to NTC Students, faculty and administrative staff.

Students must register as library members during registration at the beginning of every year.

Extension Students are afforded the same privileges as resident Students.

Others apply annually for associate membership of the library. Information on the appropriate fee and the supporting documentation which will be required can be obtained from the Librarian.

Borrowing Privileges

	<u>No. Books</u>	<u>Loan Period</u>
Part-time Students	2 per course (6 max.)	1 week
Full-time Students	6	1 week
Administrative staff	6	1 week
Faculty	10	1 semester
Associate member	3	2 weeks *
College staff	(on application)	

*Subject to books not in use by resident Students relating to a course being offered at the time.

Borrower's Pockets

A new user receives the number of borrower's pockets to which s/he is entitled on registering as a member.

The pockets are to be used by the member only, as a member is held responsible for all books issued against these pockets. For the same reason, lost pockets should be reported to the circulation desk as soon as the loss is discovered. There will be a set replacement charge.

Issues

Books are issued only when presented at the circulation desk together with a borrower's pocket in respect of each book.

Books in the general collection may be checked out for one week. The date the book is due to be returned is stamped in the back of each book.

The loan period for books can be extended by renewing the loan for a further period of one week. Books must be brought to the library to be rechecked out. No verbal or phone renewals are allowed.

Reference materials (either permanent or temporary), magazines and newspapers are never to be taken from the library.

Any deviation from these procedures for a particular class or Student must be recommended in writing by the appropriate lecturer. Only on approval of the Librarian will an exception be made.

Returns

At the end of each loan period and at the end of each semester all library materials are to be returned to the library. The loan period of books which are not required elsewhere can then be extended.

Overdue Books

A set fine per item per day is levied on overdue books from the general collection. A separate, higher fine will apply to one-day reserve books. Fines will not be assessed for the days the library is closed. Book pockets will be returned on payment of fines. A list of Students owing books will be posted daily at the circulation desk.

All fines must be cleared each semester. Unpaid fines will be added to the Student accounts at the end of each semester, with an additional set charge.

Loss or Damage

Do not mark in library books. You will be fined or charged for the replacement of any book in which you have underlined, highlighted or written. Please let the librarian know about any book which has been defaced.

If you lose a book, you must pay for its replacement.

If books are missing and have not been checked out, the cost will be divided among the Student

body and added to Student accounts.

Reserving Books

You may reserve a book which has been checked out by filling out a library memo in duplicate. A copy of that memo will be put in your box when the book is available. You must check out the book within 2 open-library days or it will go back into circulation.

Class Reserve

Lecturers may place books and/or materials on class reserve so that they are available to a maximum number of Students. There are four types of reserve: one-day, one-week, and reference.

Overnight

Overnight reserve books may be checked out from 16h30 each day and be returned by 09h00 the following morning.

- One day reserve books may be checked out at any time of the day and are due back the following day.
- One week reserve books may be checked out for one week but may not be renewed.
- Reference reserve books must be signed for (borrower's pocket is not necessary) and used only in the library.

Reserve books are shelved behind the circulation desk and can be obtained from the staff member on duty. There is a list of reserve books at the circulation desk. They are in alphabetical order according to lecturer and course. Please make your selection from that listing.

Library Personnel

All library personnel are in the library to help you. If you need help, please ask.

The Librarian is in charge of all library operation and procedures. If there is a problem, please see the Librarian.

Library assistants are not allowed to "bend" the

rules. Only the Librarian can make an exception to established procedure.

Library Assistants

A limited number of library jobs are available. Library assistants are paid according to the guidelines in the Calendar. Library assistants are required to undergo training and achieve a mastery of basic library skills. Various responsibilities beyond operating the circulation desk are performed.

Photocopying

Photocopying short portions of books/magazines is permissible. Copyright laws as well as the limitations of our photocopier prohibit extensive copying.

A maximum of 25 pages per book/magazine is allowed. All copies must carry proper bibliographic data.

Please take the materials you wish to be copied to the circulation desk. Only the assistant on duty is permitted to run the copy machine.

There will be a set charge per copy. Payment must be made before copies can be made. For copies made on both sides there will be an additional charge.

Finding Information in the Library

Library materials are arranged by subject and are divided into different collections, such as the general collection, reference collection, periodicals, media. Any serious user will need to know how to find needed information.

Dewey Decimal

Our library uses the Dewey decimal classification system in which subjects are assigned numbers. There are ten broad subject classes:

000	Generalities
100	Philosophy and related disciplines
200	Religion

300	Social sciences
400	Language
500	Pure sciences
600	Technology (applied sciences)
700	The arts
800	Literature
900	Geography, history, biography

Each of the classes is divided into ten divisions, e.g.,

200	Religion (general)
210	Natural religion
220	Bible
230	Christian doctrinal theology
240	Christian moral and devotional theology
250	Christian pastoral theology
260	Christian social and ecclesiastical theology
270	History and geography of the Christian church
280	Christian denominations and sects
290	Other religions and comparative religion

The next step is to divide each of these divisions into ten sections. The sections for 220 are as follows:

220	Bible
221	Old Testament
222	Historical books
223	Poetic books
224	Prophetic books
225	New Testament
226	Gospel and Acts
227	Epistles
228	Revelation
229	Apocrypha, pseudepigrapha, etc.

In addition, more precise classification may be added, but using decimal fractions.

Library Catalogue

The general catalogue of the library collections

consists of two cabinets containing trays of cards with bibliographic references to items in the library. The catalogue consists of two parts: the subject catalogue and the name catalogue (authors and titles).

- Find a card in either catalogue on which an item of interest is described. Write down its shelf number which appears on the top of the card. There are scraps of paper for this purpose on top of each catalogue
- The number you have noted is printed on the spine of the book, and you will find the book shelved in numerical order. If it is not in its proper place, check to the left and right of it in case it was misfiled. If you still do not find it, it has probably been issued. Please enquire at the circulation desk.

Name Catalogue

When the author or title of a book is known, check under either heading in this catalogue to discover whether the library has it and if so, where it is shelved.

Subject Catalogue

- Publications on the subjects required can be traced by looking under the alphabetically arranged subject headings which appear at the top of the cards in this catalogue. Guide cards lead the user from unused headings to the appropriate forms employed. There also may be suggestions of additional appropriate subject headings.
- The guide on top of the catalogue will also be helpful.

Filing Sequence: Catalogue Cards

It is important to remember the following filing rules:

- All entries whether they be names, book titles or subject headings are filed alphabetically by the first words at the top of the card.
- Articles (e.g., a, an, the, 'n, die) at the

beginning of a title are ignored in filing.

- Filing is done word by word and not letter by letter on the principle of "nothing before something," e.g.,
- Names which have prefixes (e.g., van der Merwe), are filed exactly as they are spelled.
- Letters at the head of an entry (ABC's of Study) are filed at the beginning of that letter's file.
- Numerals are filed as though they were written out; e.g., "15th Century" is filed as "Fifteenth Century."

Filing Sequence: Books

The shelf number on the catalogue card not only gives an indication of the subject matter of the book, but is also the number which appears on the spine of the book and by which it is filed on the shelves.

The following is an example of the filing order:

Shelf number	Line Explanation:	Filing order:
230	Subject: theology	numerical order
WES.	Author: John Wesley	alphabetical order
Jo	volume number	numerical order
v.1		

The books are filed line by line. For example, all the books with the number 230 are filed together. When you have found the right number, look at the second line. WES.Jo would come after LUT.Ma.

Conclusion

If you encounter any problems, please see the Librarian.

The Student

A stable, organised community requires both individual freedom and standards. Standards of conduct for Nazarene Theological College are

based upon the ideals of Christian holiness as espoused by the Church of the Nazarene.

We expect each member of the college community to live honourably, peaceably, and lawfully with his fellow Students, with faculty, and with staff.

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; quarreling; 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 22h30.

The use of alcoholic beverages, tobacco and unprescribed 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 emergency you 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.

The college uniform is not compulsory, but is encouraged to be worn on special occasions.

A College badge may be purchased from the Administrator upon registration.

The uniform consists of:

- Men - grey trousers, white shirt, navy tie and navy blazer with badge.
- Ladies - grey skirt, white blouse, navy tie and blazer with badge.

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.

The Campus

- Residences (General)
- Single Students
- Married Students (Chalets)
- Students Renting (Cottages)
- Student Services

- Guests and Visitors
- Studies
- Children
- Vehicles
- Fire Prevention

Residences (General)

Inventory

It must be remembered that all housing is highly subsidised, the furniture and contents irreplaceable and the standard appearance and cleanliness of all residences is of utmost importance. Each Student is requested to assist in maintaining all aspects of the residences.

Each Student living in a unit will be required to sign an inventory of contents. All Students in that unit will be held responsible for any damages of losses.

Furniture may not be removed or exchanged with that of another room, or the residents could be liable for replacement.

Each Student should sign for their own key, for which they will be responsible. Room keys have been assigned so that each Student room has a different key. No one should ever be in possession of a key that can fit another's residence.

Not only is it possible that room and key deposits be forfeited, but that additional charges on the Student's account may be raised to cover all college expenses in the case of any damages or loss.

Damages & Repairs

Any damages should be reported to the Vice Principal for Student Services immediately, to avoid all the Student in the room being made liable. No repairs may be undertaken without approval and supervision by the Buildings & Grounds Manager.

No painting may be done or nails or screws put into the walls or woodwork of any room, nor any changes made, without written approval.

Appliances

The power points are available for desk lamps, radios, tape recorders, razors, hair dryers or curling tongs with proper plugs only.

Radios, record players, tape recorders, televisions, and musical instruments must not be used in such a way as to disturb others' study or annoy them. Remember, our primary purpose is that of study and training.

Laundry & Cleaning

All washing must be done in the laundry facility provided. Washing may be hung only in the areas designated by the Assets Manager. No washing may be done on a Sunday.

Any domestic help employed by a Student must be cleared with the Vice Principal for Administration.

Miscellaneous

No firearms or fireworks are permitted on campus. All firearms are to be secured in the College safe, by arrangement with the Vice for Administration.

Pets are permitted only for those Students who are tenants (renting). Please note that pets are not to roam around on campus.

Hygiene

Only toilet tissue is to be used in the toilet. No newspaper, personal items, or any other foreign object may be flushed, as this will cause a blockage. Toilet tissues (one every fortnight) for single Students are available from the Housekeeper.

Due to the effluent system in operation at the College, only bio-degradable detergents are permitted. The system may be rendered inoperable if this instruction is not observed.

Holidays

Single Students are expected to vacate their residences during the Winter as well as the Summer holidays, as the campus is used for conferences and retreats during these periods.

Exception is made for Students who will be working on campus and who have made such arrangements with the Vice Principals for Administration and Student Services, and the Business Office will charge the appropriate fees. *This includes married Students, who may not be able to find accommodation anywhere since they have brought their whole family to NTC.*

Residences (Single Students)

Single Students not living with the parents are required to room in the College residences. Rooms are provided with beds, chairs, study desks and cupboards.

- No furniture may be removed from the rooms, chalets, or cottages.
- Students should furnish their own linen, blankets, pillows, bedspreads, and desk lamps as desired.
- It must be noted that posters, etc., that may cause offence to fellow Students may not be hung.
- Students may arrange with the Vice Principal for Student Services to use their own curtains and carpet. All such items must be clearly labeled with the Student's name.
- Students are to maintain their rooms in keeping with standards of good housekeeping.
- Cleaning supplies may be obtained from the Housekeeper.
- No food may be prepared in the rooms.
- The tidiness and the upkeep of the immediate area such as the patio and the garden beds surrounding the room or chalet is the responsibility of the residents.
- When the Student vacates a room, the room will be inspected against the inventory, and any cleaning repairs and/or damage will be charged to the Student.
- Single Students are allowed to consume up to R50.00 of electricity per month. Beyond this he or she has to pay accordingly.

- Rooms will be inspected regularly.

Chalets (Married Students)

All provisions listed for the single Students are applicable, except that an option for their own catering is made.

- The College undertakes to provide only a 2 plate cooker for those Students wishing to make their own arrangements for meals. Any other type of a cooker must be cleared with the Administrative Office.
- Fridges, if available, may be rented from the College. An electricity charge will be levied.
- Occupants of these chalets are responsible for minor upkeep such as replacement of fuses, electric globes, tap washers, repair to cupboards, etc. Furthermore, the residents are also liable for the upkeep around the chalet such as the patio and garden beds.
- Married Students are allowed to consume up to R100.00 of electricity per month. Beyond this they have to pay accordingly.

Cottages (Students Renting)

These units are regarded as rental units, with the conditions laid out in the Lease Agreement. Tenants are responsible for the complete upkeep of the garden as well as for minor maintenance and repairs.

Student Services

It is our intention and hope that as many services as is possible can be provided for the benefit, convenience and comfort of the Students.

Dining Hall

All Students living on campus are required to take their meals in the dining hall.

- No rebates are given for meals missed.
- No adjustments on boarding are made after 31 March for first semester and 30 September for second semester.

- Meals are to be eaten in the dining hall area and not taken to the residences or students lounge.
- The kitchen is out of bounds to unauthorized persons.
- Meal times are set by the Catering Manageress and approved by the Vice-Principal for Student Services, must be observed.
- Meals will not be kept or served after the kitchen closes, unless pre-arranged with the Catering Manageress.

Tables, chairs, plates, dishes, pots, pans, crockery, cutlery and any other item pertaining to the dining hall or kitchen may not be removed without the permission of the Catering Manageress

Students, staff, faculty and visitors who do not normally eat in the dining hall may arrange to do so by making the arrangements with the Catering Manageress in advance and paying the casual meal charges in the Business Office.

Catering for Special functions may be arranged by applying to the Catering Manageress.

Office Equipment

Photocopies made on the college copiers are charged out at the fee set by the Business Office from time to time. Copies are done at the convenience of the office or library, and the machines may only be operated by a designated person.

No Student typing may be done on office machines. A typing room is available, and surplus typewriters may be rented from the Administration Office, if available.

Health Services

If ill, a Student must report to the College Nurse, in the sick bay. Contingent upon the nature and the severity of the ailment, the College Nurse will give written permission for absence from lectures. (Please note the implications on absenteeism in the Academic Regulations.)

Should any further medical attention be required in the case of illness or injury, the College Nurse will make the necessary arrangements. All doctor, transport and hospital expenses are the responsibility of the Student.

Recreation

Various facilities are available for use by the Students, faculty and staff. A Student Recreation Director has been appointed, and the stipulated rules, regulations and programmes must be observed.

Use of the designated swimming pool on the east side of the Campus only is permitted.

- Appropriate swimming attire must be worn, and no bikinis are allowed.
- The principle of modesty must be applied at all times, and proper attire must be worn to and from the pool.
- No one may tamper with, remove or adjust the pool equipment.
- Children may only use the pool under direct parental supervision at all times.
- No swimming is allowed during Chapel Services.

The other equipment, such as table tennis tables need to be stored after use.

Lounge

The lounge in the Student Centre is for the entertaining of all visitors. Students must therefore keep it tidy at all times, and ensure that the furniture is not damaged in any way. Any damages are to be reported immediately.

Transportation

The College may, by prior arrangement with the Property Manager of at least 24 hours' notice, transport Students to and from the Johannesburg Station at the beginning and the end of each year, as Students have excessive baggage, at a standard College rate of charge.

Any Student leaving the College for business (doctor, hospital, shopping, employment, etc.) or travel home, are responsible for their own transport.

Shopping trips are arranged for Wednesday and Saturday, at a prearranged time at a standard College rate of charge.

Musical Instruments

College instruments may only be played by permission granted by the Dean of Humanities & Social Sciences and by designated musicians.

- No children may use any instruments.
- Instruments must be closed, covered and switched off after use, as dust damages the instruments severely.
- Books, cases and items such as projectors may not be placed on the pianos and organs, as the woodwork becomes scratched.

Chapel

The chapel is reserved for prayer before breakfast and after dinner, if lectures are not in progress.

All devotional times and Chapel services are compulsory for all Students. The family members of Students who are on campus during service times must attend all college services. A register will be kept of all services and tardies noted.

The Campus & Gardens

We are privileged to have probably one of the most picturesque and beautiful campuses in the country. College property must be treated with due regard, as property, furnishings and equipment have been purchased with the Lord's money.

- Be good stewards of the Lord's property.
- Do not pick, damage or destroy the flora and fauna.

Guests and Visitors

Day visitors are welcome on campus. However,

too frequent visits may hinder the Student's ability to cope with the academic load.

Overnight visitors are welcome on condition that arrangements of at least 24 hours are made with the administration and there is accommodation. Contact the business office on their arrival so that the necessary charges may be collected.

Students are liable for any damage caused by their guests.

Guests and visitors may eat in the dining hall subject to 24 hours notice being given to the Catering Manageress, and payment of the casual meal charge.

Studies

A study room and a typing room have been designated for studies and work. The hours will be posted.

The study hours are 18h00 - 22h00, during which quiet will be observed throughout the residences as well as the Student centre.

Students must be in their rooms by 23h00. If a Student is out and plans to come in later, specific arrangements need to be made with the persons in charge of the specific residences. Lights must be out by midnight.

Children

Children under all circumstances must be under the supervision of their parents or responsible person designated by the parent. The College accepts no responsibility for injuries or illness incurred by any children.

Children may not attend lectures with their parents. Parents must provide care for their children during lecture times.

Children should never play in the administration building, classrooms, library, dining hall, lounge, or chapel. There is a playground area provided at the north west corner of the campus. Children should not go to the swimming pool

unaccompanied by an adult.

Vehicles

The main parking area in front of the administration building and Student centre is for the use of the faculty, staff and visitors.

Student parking for all Student vehicles is in the specific area assigned by the Property Manager. Maintenance or repairs of any nature may not be undertaken at the residences or in the parking area. Only the workshop area on the south side of the campus may be used by arrangement with the Property Manager.

Single Students are advised not to maintain motor vehicles whilst enrolled at college. Use of a vehicle is often detrimental to academic progress and is an unnecessary financial burden.

Fire Prevention

Due to the thatched roofs we have on almost all our buildings, the cooperation of all Students is requested in the following way:

- No open flame or unsafe electrical appliances are to be used in the facilities.

Should you become aware of a fire, or a potential danger:

- Proceed with all speed to evacuate the building.
- Raise the fire alarm by turning the siren at the administration building. Send someone to inform the Assets Manager, as well as the fire team to extinguish the flames
- Develop an awareness to the danger of fire on the campus.

NTC Learning & Satellite Centres (LSC)

Programmes of Study

Both Certificate and Diploma Programmes of Study may be taken through the Learning and Satellite Centre Programme, which is designed primarily for part-time, non-residential study at approved centres.

- A list of centres is to be found at the end of the College Calendar.
- Full programme details are available directly from the LSC office, on the campus.

Admission & Credits

- For entry into the Certificate and or Diploma in Theology, Senior Certificate (Grade 12) is required. Alternatively, successful completion of the Lay Minister Programme.
- Modules completed are transferable to the Certificate and Diploma Programmes offered by NTC on campus.

Academic Regulations

All Programmes of Study are ratified by the Senate of NTC.

Lecturers are required to be certified by NTC. All academic regulations pertaining to NTC Students are equally applicable to Satellite Students.

LEARNER DISCIPLINARY PROCEDURE

1. SCOPE AND PURPOSE

- 1.1 This document sets out the code of conduct to which learners are expected to adhere in return for being admitted to the college and being provided with educational and other facilities. It also sets out the procedure which should be followed where the code of conduct is breached.
- 1.2 Breach of the code of conduct may lead to disciplinary action being taken against a learner and repeated breaches or a single very serious breach may result in a learner being excluded or expelled from the college.
- 1.3 This Code applies to all learners of the college who are part of any college delivery at any time of the year including:-
- full-time or part-time
 - at onsite or offsite provision

2. OBLIGATIONS OF LEARNERS

Learners must:

- 2.1 use college facilities and behave generally in a way which respects the needs and aspirations of others to learn, teach and work within the community of the college;
- 2.2 respect other learners, staff and visitors to the college;
- 2.3 familiarise themselves with the college's health and safety and other regulations, comply with those regulations and act at all times with due regard for their own safety and that of others;
- 2.4 respect the property of the college, and of its staff, other learners and visitors;

- 2.5 support staff and other learners in the maintenance of a clean and tidy environment throughout the college.

3. MISCONDUCT

The following are examples of misconduct which may result in disciplinary action being taken against learners:

- 3.1 any breach of any of the learners' obligations set out above
- 3.2 any breach of conduct as stipulated on pages 26 and 27 under "Standards of Conduct" of the Student Handbook;
- 3.3 any failure to follow the reasonable instructions of a member of staff;
- 3.4 any smoking or drinking of alcohol or use of any forbidden substances in college buildings or any other part of the college premises;
- 3.5 any unruly behaviour or the use of foul or abusive language and behaviour;
- 3.6 disrupting any class or any other college activity, whether or not involving staff or other learners;
- 3.7 deliberately or by gross negligence causing damage to any college buildings, equipment, books or furnishings or any property of others;
- 3.8 any unauthorised interference with software or data belonging to or used by the college;
- 3.9 any theft of property or any other dishonest acts including plagiarism;
- 3.10 any bullying, intimidation, taunting, verbal abuse or the use of any violence or threat of violence towards any person;

3.11 any behaviour which is racially or sexually offensive or which is offensive to those with learning and/or physical disabilities or impediments;

3.12 any behaviour which could bring the college into disrepute or any illegal act which may have an adverse effect on the work of the college or on other learners.

4 GROSS MISCONDUCT

- 4.1 Any particularly serious cases of misconduct may be treated by the college as gross misconduct. These include
- any misconduct involving violence or a serious threat of violence
 - deliberate damage to property
 - endangering the health or safety of others
 - any criminal activities affecting the college or other students (or which could bring the college into disrepute)

It is emphasised that this is not an exhaustive list of the types of case which the college may treat as gross misconduct.

4.2 A learner may be suspended from the college immediately by Faculty Dean pending a disciplinary interview, where that member of staff has reason to believe that the student has committed an act of gross misconduct. The learner should be interviewed prior to the suspension and their version of the events shall be recorded.

4.3 Any such suspension will be confirmed in writing within 2 days of its occurrence and that learner will be invited to a Disciplinary Committee with the relevant Faculty Dean. Such interview to take place within 5 days of the suspension.

4.4 During the period of suspension a full investigation will be carried out with statements taken from all persons who witnessed the alleged gross misconduct.

4.5 In the event of the suspension of a learner who is being sponsored by an employer or an apprentice, the employer will be informed wherever practicable.

4.6 Where a disciplinary panel is adjourned pending further investigation, learner who has been suspended under this provision will remain on suspension until the panel is reconvened.

STAGE 1

5. FIRST WRITTEN WARNING

5.1 Warnings are intended to help learners understand the consequences of misconduct. They should be viewed as a means of helping a learner concentrate on improving behaviour rather than as a punishment. All staff will wish to ensure that every learner benefits from their programme of learning and that the college is a pleasant environment for all. Learners who misbehave need to be helped to understand the impact of their behaviour on others or on their progress and the two stages of official warning are intended to assist in that process.

5.2 Cases of petty misconduct may be treated informally by any member of staff.

5.3 Where the misconduct is repeated, where 3 concern notes are received or where the misconduct is considered to warrant more formal treatment, an official warning should be given to the learner concerned by one of the following members of staff

- The personal tutor for full time learners

- The training co-ordinator for learners on apprenticeship programmes
 - The course manager for students on part time or higher education courses
- 5.4 An official warning should be given after talking to the learner, giving the opportunity for an explanation and taking into account any explanation given. The reason for the warning and the consequences of further misconduct should be clearly explained to the learner.
- 5.5 The warning will be issued in writing and a copy kept in the learner file.
- 5.6 A copy of the warning must be sent to the parents of all learners, to their pastor and district and to the sponsors in cases sponsored learners

STAGE 2

6. SECOND WRITTEN WARNING

- 6.1 Where misconduct is further repeated (for example if further Concern Notes are received regarding either the same type of misconduct or other misconduct) or is considered to warrant more formal treatment, the relevant Director of Student Services should become involved.
- 6.2 A meeting must be arranged between the Director of Student Services and the learner, as soon as practicable. The tutor or training co-ordinator will also be invited where appropriate. The purpose of the meeting is to explore the nature of the concerns expressed by staff and the reason for their continuation, escalation or, if a first offence, the seriousness of the offence.

- 6.3 Where it is believed that improvement in behaviour could be achieved an agreement between the learner and Director of Student Services will be drawn up, detailing what each will do to improve the situation and, where appropriate, by when.
- 6.4 A copy of the agreement will be signed by both parties and, in the case of a learner under 18 years of age at the commencement of the learning agreement in force, parents/guardians will be informed of the agreement.
- 6.5 Where the learner is sponsored by an employer or other organisation, the sponsor will be informed of this warning by telephone.
- 6.6 If the Director of Student Services does not believe that such an informal agreement will result in improvement, a recommendation will be made to the Faculty Director that the student be invited to attend a Disciplinary Panel.

STAGE 3

7 DISCIPLINARY PANEL

- 7.1 A disciplinary panel chaired by the Faculty Dean as appropriate will be arranged, by letter, giving at least 5 days' notice and stating:
- a) the reason for the panel
 - b) the student's entitlement to accompaniment (detailed below); and
 - c) confirmation of the time and place of the interview.

The member of staff chairing the panel will not have had prior involvement in any previous stage of the process.

7.2 The panel will consist of the Faculty Dean and either the relevant Director of Student Services or the student's personal tutor/training co-ordinator. Lecturers may be invited to attend or to submit written evidence to the panel.

7.3 The learner will be entitled to be accompanied by a friend, student representative or relative (but not by a legal or other professional adviser) at the panel and will be entitled to state his or her case (including any mitigating factors) before any decision is taken. If a learner is sponsored by an employer, a representative of the employer may be invited to attend.

7.4 After hearing the learner's case, the panel may decide:

- To draw up a further Disciplinary Agreement
- To take no further disciplinary action
- Temporarily or permanently exclude the learner

7.5 A copy of the agreement will be signed by both parties and, in the case of a learner under 18 years of age at the commencement of the learning agreement in force, parents/guardians will be informed of the agreement.

7.6 In the event of the learner being permanently excluded they will be provided with written notification of the main findings on which the recommendation for exclusion has been made and given details in writing of the right of appeal within 5 days of the date of the disciplinary panel.

7.7 Where learners are sponsored by an employer or other organisation, the sponsor will be

informed of the outcome of the disciplinary panel in writing.

8. FURTHER INVESTIGATION

8.1 If the learner disputes material facts relating to the complaints, the Faculty Director will adjourn the interview to a future date within the following 14 days to allow relevant evidence (including from sources identified by the student) to be made available. The Faculty Director may arrange for witnesses to be available in person for the reconvened interview for written statements to be obtained.

8.2 Copies of any documentary evidence, together with copies of any written statements will be provided to the learner at least 5 days before the reconvened interview. The learner will have the right to question any witnesses appearing in person and to question any evidence presented in the form of a written statement.

8.3 If a witness is not available to answer questions, that will be taken into account by the Faculty Director when assessing the weight to be given to conflicting evidence. Written statements which do not reveal the name of the witness will not be considered, other than in the most exceptional circumstances.

9. APPEAL AGAINST SUSPENSION OR EXCLUSION

9.1 The learner will have a right of appeal to the Principal against any recommendation for permanent expulsion or formal suspension.

9.2 Notice of appeal must be lodged with the Vice Principal's Personal Assistant within 10 days of the date of the recommendation

- for exclusion or suspension and must give the grounds and brief particulars of the appeal. The recommendation will not be considered until the expiry of the period for lodging the appeal.
- 9.3 If a notice of appeal is lodged within the time allowed, an appeal interview with the Principal will be arranged to take place within 21 days of the notice of appeal being lodged. The learner will be given at least 5 days' notice of the time and place of the appeal interview and will be entitled to be accompanied by a friend, learner representative or relative (but not by a legal or other professional adviser unless the college otherwise agrees, having been given notice before the day of the hearing). A legal or other professional adviser will be allowed if the college intends to have an external adviser present. Any documents considered at the disciplinary panel will be available for the purposes of the appeal.
- 9.4 At the appeal interview, the learner will be invited to explain the grounds of the appeal and to state his or her case.
- 9.5 The Faculty Dean who made the recommendation to exclude or suspend will be asked to respond to the appeal and explain the reasons for the recommendation.
- 9.6 The Principal may ask questions of the learner before considering whether to allow or dismiss the appeal. Witnesses will not normally be asked to attend except in relation to any relevant new evidence which has come to light since the disciplinary panel.
- 9.7 If the appeal is allowed, the Principal may decide that a reduced disciplinary sanction should be applied, including a shorter period of suspension. The Principal may also decide that no further disciplinary action should be taken.
- 9.8 If the appeal is dismissed, the recommendation of the Faculty Dean will stand. The Principal may not impose any greater sanction against the learner than that recommended by the Faculty Director.
- 9.9 Within 5 days of the appeal interview, the final decision of the Principal will be confirmed in writing to the learner.
- 10. CRIMINAL OFFENCES**
- 10.1 Where any member of staff has reason to believe that a student may have committed a criminal offence, the college may refer the matter to the police and may continue disciplinary proceedings under this procedure or suspend the student pending the outcome of police enquiries and any charges which may be brought against the student. Where the student has been suspended under this provision, when the results of those enquiries and any criminal proceedings are known, the college reserves the right to recommence proceedings under this procedure in relation to the matter.
- 10.2 It is emphasised that in relation to the application of this procedure the college is not bound by the results of any criminal proceedings against students.
- 11. CONDUCT OF INTERVIEWS**
- 11.1 Disciplinary and appeal interviews under this process will be conducted fairly and firmly by the member of staff conducting the interview, who will be accompanied by another member of staff to take notes.
- 11.2 The member of staff conducting the interview may give instructions in relation to the conduct of the interview, including

(without limitation) as to the length of time which any part of the interview should take. Such instructions must be fair, particularly in allowing the learner to question the evidence and state his or her case.

- 11.3 The member of staff conducting the interview may exclude from the proceedings any person (including the learner or the learner's friend, representative or relative) who behaves unreasonably or who disregards the instructions of the member of staff with regard to the interview. If the learner does not attend any interview, disciplinary action may nevertheless proceed.

12. TIME PERIODS

- 12.1 With the exception of the time allowed for lodging an appeal, time periods stated in this Code are for guidance and may be varied by the college if it is not practicable to adhere to them. Written notice of any such variation will be given.
- 12.2 Periods of days in this Code are calendar days rather than working days. Documents sent by first class post will be deemed to be received within 48 hours of posting.

13. VARIATIONS AND AMENDMENTS TO THIS CODE

- 13.1 In some cases it may be desirable that variations should be made to procedural aspects of this Code. The college may make such variations as it sees fit, subject to informing the student concerned and subject always to considerations of fairness. Without limitation, such variations may include disciplinary or appeals interviews being conducted by different persons, if the person who would otherwise be conducting the interview has previously had close personal involvement in the matter to be considered.
- 13.2 This Code may be amended by College Committee from time to time.