

Student Handbook



All Peoples Church

& World Outreach

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APOSTOLIC COUNCIL FOR
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1. Introduction

This document outlines basic guidelines and instructions students during their study at All Peoples Church Bible College & Ministry Training Center (APC BC&MTC). We request those involved to adhere by these guidelines.

2. Arrival & Transport in Bangalore

1. Please arrive not less than two days ahead of time, which gives you enough time to adjust to the environment and settle down ahead of time.
2. Please inform the College ahead of time of your complete arrival details and final arrival. And let us know if you require pick up.
3. Please inform college if your arrival details change at any point.

2.1. Public transport in Bangalore

1. City buses run at minimum charges. They provide transport to different places.
2. Autos, Taxi's or Cabs are also used as a means of transport. They are a little more expensive than the bus charges.

3. Orientation

This is a very important part of college life. It is at this time when we lay the foundations for a fruitful time at the Bible College. Do not miss the orientation week at the start of the College.

4. Accommodation

- Hostels or dormitories are provided for out of station students.
- The Hostel Fee is 1500/- per month which includes housing and meals for each student.
- The Hostel will be cleaned and maintained by the students. The Hostel Wardens will assign duty days to the students to do cleaning and maintenance of the hostels. This is part of your training.

5. Food

- Break time – Tea and snacks are provided during the break time, which must be used only during break times.
- Lunch – Lunch is available at regular lunch timings.
- Evening Tea & Snacks – Tea or Coffee are available at regular evening snack times.
- Dinner – Dinner is available at regular dinner timings.

6. Payment of Fees

- Tuition Fees are paid at the beginning of each semester by the first week of classes.
- Hostel or dorm fees are paid by the 3rd of the month without fail.

- Students are accepted and registered for classes with the understanding that they will remain for the entire course. Administrative arrangements, commitments of space and other resources are made on that assumption. The refund policy of the College is that no refund will be given once classes commence.

7. Enrollment & Withdrawal

7.1. Enrollment

An Enrollment agreement will be given to every student during the Orientation. Students are required to sign the agreement before beginning classes at APC's BC&MTC. Students will be required to pay their fees, enroll their names and complete all the necessary paper work before the College classes commence.

7.2. Withdrawal

The term "Withdrawal" applies to the dropping of all courses by the student. To withdraw, the student must inform the administration in writing of his/her intent to withdraw from APC- BC & MTC using the notice of cancellation form available in the office. The effective date of withdrawal is considered to be the date upon which the Administrator receives the Notice of Cancellation form, a telegram or any other written notice from the student.

7.3. Probation

For some students, acceptance may be probationary for either academic or spiritual reasons. Probationary acceptance into the Bible College can apply if the student:

- is recently saved (less than 1 year since time of being saved).
- provides questionable answers on his/her application or
- if recommendations received by college were questionable or incomplete.

A student on probation can be asked to withdraw from the Bible College, if the student does not meet the College's standards in academic performance, Christian behaviour or spiritual discipline.

8. Academic Advisor & Academic Guidance

Each student will be assigned a Faculty who will serve as his/her Academic Advisor during their time at the Bible College. Any guidance a student may require that relates to their program of study, subject enrolment, any graduation requirements, involvement in field work, and preparation for ministry can be provided by their Academic Advisor. The student's academic advisor will be his/her first point of contact regarding any of these matters.

9. Study, Homework and Research

Every student is expected to study or complete homework and assignments. Each subject has its own recommended reading list that we strongly encourage you to read. Students are expected to add to their class work with their own extended reading program. Consider your

time at the College an opportunity to be trained and equipped. Make the most of your time here.

9.1. How to do written assignments

- Thoroughly understand the assignment you are given. If you do not understand go back to your instructor and discuss the assignment.
- Learn to use the computer to type your assignments. Basic instructions will be given to help you get started.
- Use resources at the Study Centre and Library to help with your assignments.
- All homework assignments must be completed and handed in.
- Team Projects - Few assignments are given as team projects. These are meant to develop student team spirit and improve relationships.
- Handing Assignments on Time - Hand over the assignments in time, which will prevent you to decrease your grades.
- Grades Appeal - The student can appeal to the Administration if the received grades are not satisfactory.

10. Examinations

The Bible College follows a semester system.

1st Semester : July to December

2nd Semester : January to June

Mid-term examinations.

Semester final exams.

10.1. Grading System

Grading system depends on Homework assignments, Class tests, Midterm Exams, Final Exams.

First class : 91 % - 100%

Second class : 81 % - 90%

Third Class : 71 % - 80%

Pass : 50% - 70%

Fail : Below 50%

10.2. Failing

You can fail a subject through non-attendance, failing to hard work or poor quality work, or not contributing to the team projects. If you fail a subject for any of these reasons you will

need to re-do the subject. In exceptional circumstances and at faculty's discretion, you may be given an alternative way of making up a failed subject.

10.3. Cheating

Cheating includes copying another student's work, claiming another student's work as your own or use of materials in an exam that is not permitted. If it is discovered there is evidence of cheating, the college will take action and inform the lecturer of changes to the grade. Normally, a student caught cheating will be awarded a grade of 0% for the portion of work that they cheated on, or even a grade 0% for the subject for more serious incidents. Suspension from the class or dismissal from the College may also result. If a student is suspended from the class, the student will be considered a Failed in that course and will have to repeat that course.

11. Lectures

- **Lecture Breaks** - Students are asked to use only the allotted time for break in between lectures.
- **Lecturer Hospitality** - Students will be appointed to be responsible for looking after the lecturers. This involves the provision and care of the Lecturers and Visiting Ministry including refreshments (Tea & Coffee) and lecturing supplies (whiteboards, markers, overhead projectors...)
- **Cell Phones** - Students are not allowed to use Cell Phones in the lecture halls during lecture timings.

12. Study Centre & Library

- All students are allowed to use the resources available at the Study Centre & Library (SC&L).
- Please follow the rules and guidelines of the SC&L.
- Books are to be returned within the allotted time.
- In case if there is a need of same book for the entire class, the same book cannot be renewed by the same person.
- Cassettes must be re-winded and given back to the SC&L.
- The number of audiocassettes in the album is thoroughly checked by the student before taking and before handling it back.
- Resources that have been borrowed may be renewed so long as no reservations have been placed for the same resource.
- No student may borrow items on another student cards.
- Borrowing of new items will be suspended until overdue items are returned and fines are paid.
- Students are asked to adhere to the borrowing guidelines and the opening and closing hours.

- Headphones are used while viewing or listening in order not to disturb others.
- Students are asked to view the television in the scheduled time only.
- Food is not entertained in the library.
- Students are expected to maintain silence in the Library.
- A rupees 5/- per day is collected per head for late returns.
- Damage or replacement charges apply up to 100% of current cost of resources.
- If the library items are lost, the student will be billed for the replacement of the resource as well as for over-due fines.

13. Personal Prayer & Devotion

As a Committed Student you should establish a daily time of prayer and Bible reading. These are a vital part of your spiritual development and preparation for ministry and should be a time you set apart from the rest of your day, for just you and God. Do not confuse it with times set apart from meetings, study or other group activities as these things will not provide the same foundation or your life as your own relationship with God.

14. General Rules

- No taking of alcohol or drugs or any unrelated medicines.
- No smoking of any substances allowed.
- No chewing tobacco or pan allowed.
- Students found in such activities will be dismissed from the College.
- Pets: No pets are allowed on the college property – either student dorms or college premises.
- Phone: College will not take messages during college hours for students unless it is very urgent in nature.

14.1. Cleanliness

- Students are to keep their rooms and bathrooms clean and tidy at all times. Trash is to be removed from time to time.
- Students are to take care of their personal hygiene.

14.2. Visitors

- Visitors are not allowed to stay overnight in the dorms or hostels
- Visitors are allowed only into common rooms but not into the regular dorms of students.
- Visitors should intimate the respective administration and pay the required amount of money if they decide to have food in the campus.
- Students wanting friends and relatives to attend a class MUST FIRST obtain permission from college before inviting them to attend a lecture. Once the permission is obtained, students are to introduce their guests to lecturers.
- Visitors should not visit students during college hours unless there is urgent and reasonable cause.

14.3. Attendance Roll Call

Rolls will be taken each day in the classes. It is student responsibility to give the rolls. Rolls will be checked periodically and the attendance can determine if you pass your subjects or not.

14.4. Student Enquiries

All enquiries should be directed to reception / administration.

14.5. Lifestyle & Living

- It is expected that college students live in such a manner that brings glory to Christ in every thing that is done.
- All students are to demonstrate a godly respect toward all staff and faculty at the College.
- All students must co-operate with aims and endeavors of the staff and faculty of the college.
- Your time at college needs to be approached as an opportunity to serve God and your character, commitment and behavior ought to reflect that.
- Student's behavior in the dorms or home environment is to reflect genuine Christian character.
- Any student acting contrary to this will be disciplined, which could result in termination of the student continuation at the college.

15. Student Relationships

- Students are required to maintain healthy, cordial and Christ-like relationships amongst them.
- Groups, cliques, based on regional origin, language must not be formed.
- Antagonizing other students by any means is forbidden.
- Any disagreement, conflict, etc. must be resolved peacefully and prayerfully. Request the staff to intervene only as necessary.
- Dating another student while studying at the Bible College in secret or in public is not allowed. We expect all students to concentrate on growing spiritually and being equipped for ministry during their time at the College.

16. Church Attendance

In case you are an outstation student, you are expected to be involved at All Peoples Church during your study at the Bible College. Local students can attend their home churches in Bangalore. Involvement in your local church is mandatory. You must serve at a local church during your time at the Bible College.

17. Student Id Cards

Students will receive student ID card at the beginning of the year. You are to wear the ID card at all times on the premises. If you lose your ID card, a replacement can be obtained by contacting the administrator.