



Student Handbook

Assembly Bible College

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Introduction

This handbook is published to help learners to get acquainted with the way of life at Assembly Bible College (ABC). It states what you can expect from us, and what is expected of you as you seek to prepare yourself for Christian ministry.

The College reserves the right to modify and amplify, at any time, the information set forth in the STUDENT HANDBOOK. The College also reserves the right to use its discretion in the interpretation and enforcement of all ideals and standards of conduct, however communicated.

Overview of the College

1.1. History

Assembly Bible College (ABC) was founded in 1970 in Gaborone under the leadership of Rev. G.L. Haggard as Principal. Shortly afterwards, Rev. G.L. Olshevski took over the college and they, and the College moved to its 3.2 hectars campus in Tlokweng in 1981. Rev. James Stewart Jr. and family transferred to Botswana from KwaZulu Natal in 1982, and served on staff at the College.

Rev. R. Habibo (AOG Botswana's Bishop) joined the faculty in 1977 and became the principal in 1982. Rev. Habibo served as principal until 1996. Rev. K.K. Mbae served as Principal till 2000. Rev. L. Stevens served briefly in 2000. Rev. P. Mahar took over in 2001 and served the College till April of 2005. Dr. Charles Wilson took over the leadership of the College in April 2005 until 2009. Rev. Samuel Letang took over in 2009 to 2015 and Rev. Phodiso Ntwaetsile is the current President of the College.

ABC is operated by the Assemblies of God in Botswana in affiliation with the Division of World Missions of Assemblies of God, USA. The College has an educational agreement with Global University (USA).

Assembly Bible College has arrangements with their programs to help enhance the progression of its students. ABC curriculum is written and designed by Global University, whose main campus and office is located at 1211 Glenstone Avenue, Springfield, Missouri, 65802, USA.
(<http://www.globaluniversity.edu/>)

The ministerial program has been evaluated by the *State of Missouri Coordination Board of Higher Education, the Accrediting Commission of the Distance Education and training Council (USA), The Higher Learning Commission*, and is an affiliate of the *North Central Association (NCA)*, and the *South African Department of Education*. Additionally the program has been evaluated by the Assemblies of God denomination in the USA's regulatory agency of higher education, *Commission on Christian Higher Education*. The scope of the

various reviews ensures that the policies and procedures are recognized by a broad spectrum of institutions.

1.2. Mission

“ABC is a post-secondary institution operated by the Assemblies of God in Botswana to equip servant leaders through quality transformative needs oriented programme(s) to fulfil the Great Commission.”

1.3. Vision

“Equipping Servant Leaders to Transform Nations”

1.4. Goal

To be known in Botswana and beyond as the premier residential theological institution.

1.5. Values

ABC is a Christian educational institution in which students, administration, faculty and staff strive to achieve a Christ-centred community. The establishment of worthy standards of life, although not a simple task, is a vital concern for the college administration.

- 1.5.1. Our values can be summarized as:
 - (a) **Devotion:** passionate about our walk with God.
 - (b) **Relationship:** compassionate towards others.
 - (c) **Integrity:** our words and deeds are the same.
 - (d) **Excellence:** the best for the Glory of God.

1.6. Objectives

- 1.6.1. To have the facilities and staff to train at least or100 residential students.

- 1.6.2. To equip students through a combination of formal and practical training experiences.
- 1.6.3. To offer Certificate, Diploma, and facilitate Global University Degree Programs.
- 1.6.4. To encourage National Church partnership in supporting ABC operationally and all future capital developments.
- 1.6.5. To provide continuing education Programs that are accessible and appropriate for laymen and pastors.
- 1.6.6. To network with churches, communities, and other institutions developing effective theological programs that meet the spiritual needs to fulfil vision 2016 (educated and informed churches).
- 1.6.7. To be recognized and accredited by the Government, institutions, and accrediting associations.

1.7. Doctrinal Statement

- 1.7.1. We Believe ...
 - (a) The Bible to be the inspired and only infallible and authoritative Word of God.
 - (b) That there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
 - (c) In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory to rule a thousand years.

- (d) In the Blessed Hope, this is the Rapture of the Church at Christ's Second Coming.
- (e) That the only means of being cleansed from sin is through repentance and faith in the precious blood of Jesus Christ.
- (f) The regeneration by the Holy Spirit is absolutely essential for personal salvation.
- (g) That the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- (h) That the baptism of the Holy Spirit according to Acts 2:4 is given to believers who ask for it.
- (i) In the sanctifying power of the Holy Spirit by whose indwelling presence in the Christian enables a holy life.
- (j) In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

1.8. Registration and Accreditation

- 1.8.1. ABC is registered with the Ministry of Education in Botswana (ME) as a provider of private higher education. ABC programmes are accredited by the Tertiary Education Council (TEC) of Botswana

Spiritual Life

2.1. Introduction

2.1.1. At ABC, prayer and devotion is a vital part of the student's spiritual development, relating closely to every aspect of their preparation for ministry. The following are means the college provides to promote and develop the student's spiritual life.

2.2. Chapel

2.2.1. Chapel is for the purpose of spiritual development, enrichment and growth. In contrast with the classroom, it is not a structured learning situation. Chapel provides an opportunity for the student's development in spiritual gifts and worship.

2.2.2. Attendance at scheduled chapel services is required of all students. Studying and reading for classes in chapel is not acceptable. Chapel is designed to focus on cultivating a vital personal relationship with God and the corporate relationship of the body. Also student have an opportunity to practice what they have learned in class when scheduled to preach.

2.3. Student Outreach

2.3.1. Since preparing students for ministry is the primary goal of the college, students are encouraged to arrange for outreach services for their practical development experience.

2.3.2. All students are expected to participate into the outreach campaigns as organised by the *Student Outreach Committee*. The *Outreach Director* must give permission in advance for a student to be absent from the campaign, except in cases of

emergency or illness, in which case permission must be received from the appropriate *dorm dean*.

2.4. Sunday Observances

- 2.4.1. Sunday is a special day set aside to honour the Lord. Students are asked to avoid nonessential routine activities, such as washing and ironing clothes. Students are expected to attend church services every Sundays.

2.5. Personal Devotions

- 2.5.1. Every student is required to observe a time of prayer and scripture reading at the beginning and conclusion of each day. Meetings, study, or any other activity should not be allowed to take the time allotted for communion with God.

2.6. Special Prayer & Fasting Times

- 2.6.1. Special prayer times provide opportunity for intercessory prayer. Students are encouraged to set aside special times of prayer and fasting.
- 2.6.2. Students are encourage to voluntarily fast a designated meals to centre their hearts and minds on God. This will provide opportunity for students to express to the Lord the priority he holds in their lives. It will also provide for experiences in the discipline and blessing to be derived from fasting.
- 2.6.3. Intercessory prayer is made for various geographical areas represented by the missionaries and missions organizations that ABC supports.

2.7. Spiritual Emphasis Week

- 2.7.1. One week each year is devoted to special spiritual emphasis. These times of refreshing are intended to further enhance the students' spiritual development.
- 2.7.2. During this week, there are no classes, time is allotted for personal devotion with the Lord, cooperate prayer, scheduled enrichment sessions, and worship. The Dean of Students and the SRC are responsible for organising all events for each day of this week.

2.8. Counselling

- 2.8.1. The Dean of Students is available to students who desire special prayer and counselling. In some cases, the Dean of Students may contact and/ or recommend other faculty members to assist the student by providing further counselling. However, academic, social and spiritual counselling is available from all members of Faculty.
- 2.8.2. In addition to this, the College arranges for additional professional counsellors to assist students in cases which need professional treatment through the Dean of Students office.

Academic Life

3.1. Introduction

- 3.1.1. The academic program of the school is designed to prepare the student for effective servant leadership. Therefore, guidance relating to the student's program of study, course enrolment, and graduation requirements is provided through the Academic Dean.

3.2. Admission Guidelines

- 3.2.1. The Called (Full-time or Part-time)
- (a) Persons applying for admission to Assembly Bible College must have three years in the Christian faith.
 - (b) Full member of a local church. Evidence of a calling to full-time ministry.
- 3.2.2. Any Christian
- (a) An opportunity is provided for any Christian to apply for admission at ABC.
- 3.2.3. Applicants for the Diploma program must have earned Botswana General Certificate of Secondary Education (Form 5) or the equivalent with 30 accumulated points. Equivalency may be based on transcripts from another institution, or records from a school system of another country.
- 3.2.4. The Junior Certificate (Form 3) may be waived for candidates over 25 years of age.

3.2.5. Recognition of Prior Learning (RPL)

- (a) ABC seeks to enable learners to avoid duplication of learning and assessment for the purposes of awarding credit. Therefore a method called Recognition of Prior Learning (RPL) is used to achieve this goal. (Appx)

3.3. Registration

- 3.3.1. All students should arrive on campus one day prior to registration and/ or orientation day. Classes missed because of late registration will be counted as absences and will count in the total of absences for the semester.

3.4. Transfer Students

- 3.4.1. Students desiring to transfer credits into the college from another college are required to submit an official transcript. A copy of that college's prospectus or equivalent available information may be required by Academic Dean. Credits may be granted for relevant work done on an equivalent level.

3.5. Language of Instruction

- 3.5.1. All instruction and textbooks will be in English. Lecturers and students are therefore encouraged to use English as their primary means of communication.

3.6. Academic Affairs

- 3.6.1. All aspects pertaining to academic affairs, such as courses, requirements and academic probation will be handled by the Admission Board.

3.7. Academic Programmes

- 3.7.1. The Diploma in Biblical Theology in Ministry covers 96 credits which are recognized by Global University (USA) and Global School of Theology (RSA).

3.8. Grade Points

- 3.8.1. Minimum passing score for any individual course is 60 percent. A cumulative grade average (CGA) of all Assembly Bible College work attempted will be maintained. A minimum CGA of 70 percent is required to earn a diploma or to graduate.
- 3.8.2. No credit is given for a failure and required courses must either be repeated and/or the final exam re-taken to meet graduation requirements.

3.9. Academic Probation

- 3.9.1. Assembly Bible College does not accept applicants who have not completed Botswana General Certificate of Secondary Education (GCSE/Form 5). Only in exceptional situations or when the student is over 25 years of age will a student who has not completed GCSE/Form 5 be accepted. If accepted, the student will be on academic probation for at least one semester. Further, any student whose overall average drops below 70% will be placed on academic probation.
- 3.9.2. The Academic Dean under the recommendation of the Faculty, may require a student to repeat any term in which the student's grade average falls below the required minimum or at least the subjects for which the student obtained less than a 70% for the final grade.

- 3.9.3. Students placed on Academic Probation for failure to meet the required minimum requirements of a 70% in any given semester will be denied the following privileges:
- (b) Eligibility to serve on the Student Representative Council.
 - (c) Involvement in Ministry groups.

3.10. Assignments and Examinations

- 3.10.1. Keeping careful and complete notes in classes is important. As a general rule, all assignments should be computer generated unless the particular instructor indicates differently. Written work is to be the student's own work.

3.11. Plagiarism and Cheating

- 3.11.1. Students who submit written material as their own work that has been copied in whole or in part from another person's writing, without proper acknowledgement, is guilty of plagiarism and subject to disciplinary action, which may result in immediate suspension from the college. Material, whether published or unpublished, copied from another writer must be identified by the use of quotation marks and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author. Copying another person's paper, with or without the author's permission, or using another person's ideas with only minimal reworking is plagiarism as much as is the copying of material from printed books and magazines without giving credit to the original source.
- 3.11.2. Cheating or dishonest behaviour may include, but is not limited to, things such as:

- (a) using unauthorized notes or other material when taking an exam;
 - (b) copying another person's work and submitting it as their own;
 - (c) having another person's doing their work and submitting it as their own;
 - (d) copying answers to exam questions, or
 - (e) securing unauthorized copies of exam questions or aiding another person in doing so.
- 3.11.3. A student found guilty of plagiarism or cheating is subject to any or all of the following disciplinary actions:
- (a) A grade of zero or "U" for the paper, exam or Subject.
 - (b) Failure in or expulsion from the class.
 - (c) Being reported to the Dean of Students, the Academic Office and the President, for possible further disciplinary action including immediate suspension.

3.12. Due Dates

- 3.12.1. All assigned work (research papers, book reports, projects, etc.) will be due on dates designated by the lecturer. Failure to submit work when due may result in a reduction of grade, or loss of any credit for the assignment. The student is responsible to make up all work missed when absent from class.

3.13. Class Attendance

- 3.13.1. Students are required to attend all class sessions. Each lecturer will keep a record of class attendance. Students must make themselves aware of the requirements of the Attendance Policy and the Lateness to Classes and Examinations guidance.

3.14. Incomplete Grades

- 3.14.1. Any incomplete grade must be made up within a year or the grade will automatically result in failure.

3.15. Repeat Courses

- 3.15.1. Subjects may be repeated when a student has received a letter grade of “U.” In such cases, the higher grade will become part of the student’s permanent record. A total of five courses may be repeated in this manner.
- 3.15.2. When a student receives a “U” grade in the final exam, he/she may be permitted to rewrite it at a time designated by the Academic Dean. The time shall not exceed five (5) months. The maximum credit allowed for a re-take exam may not exceed 70%. Repeat courses will be charged according to the current fee schedule at the time of re-enrolment.

3.16. Business Affairs

- 3.16.1. Solicitation
 - (a) Solicitation of any kind on campus (i.e. selling of merchandise, or taking up donations of any kind for any purpose) must be cleared with the Business Administrator.
- 3.16.2. Financial Obligation

- (b) Students are responsible to see that all bills are paid promptly. Students who do not pay overdue bills may be suspended by the college. No student is allowed to write the final examination before he or she paid all pending bills. A student's transcript will not be released until all the bills are paid.
- (c) The *application fee* of P150 is a one-time non-refundable fee.
- (d) Basic *cost per semester*. This is subject to review every term and will be made known prior to each semester.
- (e) *Payment Methods*. Student fees should be paid by cheques or direct deposits, **NOT CASH**. This provides greater security to the student who must travel to school, as well as the finance office at ABC. No post-dated cheques are accepted. For direct deposits, bank accounts details are as follows: **Acc.:** Assembly Bible College | Barclays Bank | Main Mall branch | Gaborone | Botswana | Account No.: 2714874.
- (f) *Cheque Cashing*. Any personal cheque must have the approval of the Business Manager (or designated assistant) before being cashed. There will be a charge for returned cheques.
- (g) *Post-Dated Cheques*. The College will not accept post-dated cheques.
- (h) *Loans from ABC*. The College will not make personal loans to any student..

- (i) *Loans from Faculty.* Under no circumstances are students allowed to request money from faculty or staff members.
- (j) *School Fines.* Library and other school fines will be charged to student accounts. Scholarship and other financial assistance will not be permitted to apply towards school fines. No student will be allowed to re-enrol until unpaid fines have been settled. Graduating or terminating students transcripts will be held until fine have been cleared.
- (k) *Vehicle and Traffic Regulations.* Students bringing any type of motor vehicle to the college must show proof of adequate vehicle insurance. The privilege of maintaining or operating a vehicle will be extended only on the student who:
 - Has a valid operator's license;
 - Has vehicle registration papers, plates, etc.;
 - Does not abuse his vehicle privileges in or around the Bible College;
 - Operates vehicle according to the laws of the country at all times.

Note: Oil cans, spare parts, and containers should not be left in the parking lots. Permission for vehicle repairing on campus must be obtained from the Business Administrator. Students operating, storing or parking any vehicle on campus are responsible for the security of that vehicle.

- (l) *Bicycles.* Bicycles are not to be ridden on sidewalks, grass or other restricted areas. Bicycles should not be parked on campus in the designated locations.

Residential Life

4.1. Dormitory Life

- 4.1.1. The Dean of Students oversees the dormitories and is assisted by dormitory deans who encourage a well-regulated life and a pleasant atmosphere in the dormitories.
- 4.1.2. Resident life is a home away from home experience and so an atmosphere of mutual co-operation and goodwill should be carefully cultivated. The residences are also places of study; therefore, a genuine consideration is required for other students' study time needs.
- 4.1.3. *Water* is a priceless commodity – conserve it at all times!
- 4.1.4. Rooms must be kept clean at all times. Inspection of rooms may be made periodically by members of the Administration without prior announcement. Caution should be observed in leaving windows open. All unnecessary lights should be turned off.
- 4.1.5. Pictures may be placed on the walls, providing nails or screws are not used!
- 4.1.6. Rooms should be vacated in good order, all original furniture in place and key returned to the Dean of Students office. Defacing or destruction of any of the ABC property (e.g. broken furniture, broken windows, defacing walls, etc.) may result in the student paying for the cost of repairs and/or replacement.
 - (a) The walls or cupboards are defaced or soiled through carelessness.

- (b) The furniture has been abused or broken.
 - (c) The passages, ablution area, etc. are left untidy and unclean, i.e. dirty showers, dirty toilets, and dirty hand.
 - (d) The burning of incense and candles in dormitory rooms is viewed as a fire hazard and is therefore prohibited.
- 4.1.7. A student's room is private and is to be treated likewise by others. Entering another's room or borrowing another's possessions without his/her permission is wrong, as is damaging the property of fellow students. No person (resident or non-resident) shall ever enter another student's room without permission to do so. Students should use every precaution to safeguard their personal property. Rooms should be locked at all times. School authorities assist in every way possible to locate lost or missing articles, but cannot assume responsibility in this matter.
- 4.1.8. Members of the opposite sex are not permitted in dormitories.
- 4.1.9. Dormitory students are not permitted to stay overnight in dormitory rooms other than the one that has been assigned to them. All students should be in their respective dormitories at curfew.
- 4.1.10. *Off-campus students.* Off-campus students are permitted to stay on campus but appropriate fees will be charged, and with the knowledge of the Dean of Student, Dormitory Deans and the President. No student may change dormitory rooms without permission from the Dean of Students. Furniture has assigned locations and may not be removed from there. Irresponsible behaviour, that endangers people or property, will not be permitted.

4.1.11. *Holiday Periods.* Residences are normally closed to all students during the college vacation. Students are free to remain on campus till the Saturday afternoon after the last Friday of the first term and the Sunday afternoon after graduation. The daily fees for accommodation will be charged for limited additional days. Arrangements for students from far distances may be made. Generally storage of personal effects is not available. However, the College may be able to arrange storage of suitcases, trunks or boxes in specific lock-up areas. Storage of personal items is not allowed. Returning students should make special arrangements with the Dean of Students regarding this matter. All rooms are to be emptied as they need to be available for use by others during the breaks. The College will not be held liable for the loss or damage incurred to any stored items.

4.2. Hazards and Emergency Procedures

4.2.1. *Dorm Hazards*

- (a) Candles usage during power interruptions can become a serious fire hazard and must not be left unattended. Small electrical appliances, frayed extension cords, multiple plugs in the electrical outlet, etc., may cause circuit breaker overload creating a fire hazard and are prohibited at all times. Interchanging 110/220V electrical items such as radios, cassette players, etc., and power surges following a power interruption may be further cause for serious fire hazard and extreme caution must be taken at all times. All electrical items should be unplugged during a power interruption.
- (b) Therefore, each dorm deans are designated to approve and oversee students' electrical alterations.

- (c) Due to the limitations of electrical amperage, plus the cost of providing electrical services, hot plate, heaters, refrigerators, television sets, etc. may not be used in the residence rooms. A student may provide his own study lamp and globes for their personal use. Radios and computers are permitted within limitations, and provided their use is not offensive to other students. Ironing may only be done in designated areas.
- (d) The College does not accept any liability for damage caused by a power failure; students use personal electrical appliances at their own risk.

4.2.2. *Fire Drills.* All persons must participate in all fire or emergency drills. Drill instructions will be given by the dorm dean as established by the Administrative Committee.

4.2.3. *Guns and Fireworks.* Guns, fireworks and explosives of any kind are prohibited on campus. Violation is punishable by possible suspension from college.

4.2.4. *Weather.* Regarding the cancellation of classes in cases of severe weather, it will be the student's responsibility to contact members of the college administration or faculty regarding information and instructions. Failure to obtain information may result in an unexcused absence in situations where classes have not been officially cancelled.

4.3. Social Guidelines

4.3.1. *General Principles*

- (a) The Scriptures establish the basic principles which should guide the development of Christian character and govern all Christian behaviour. Practises which are known to be morally wrong by biblical teaching are

not acceptable for members of the college community. Included are profane language, all forms of dishonesty including cheating, occult practices and sexual sins such as premarital sex, adultery and homosexual behaviour. In addition, Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit, and harmful discrimination and prejudice such as that based on race, sex or socioeconomic status.

- (b) While these attitudes are difficult to detect, they are as subject to the judgement of God as are outward forms of disobedience to Him. The college community is obliged to repudiate these and seek God's forgiveness and help so that each individual may grow in grace and righteousness.
- (c) The Scriptures do not provide specific teaching regarding all social practices but do advocate self-restraint in that which is harmful or is offensive to others. Members of the college community are required to refrain from social dancing, gambling, possession or use of alcoholic beverages, tobacco, non-medicinal narcotics or hallucinogenic drugs, including marijuana. All questionable activities that would be detrimental to Christian character and testimony are disapproved, including crime attendance.
- (d) The college expects all students to maintain the same high standards of Christian conduct between semesters during their actual stay on campus. Deviations from this may be considered grounds for denial of re-admission to the college the following semester, or for disciplinary action upon the student's return.

4.3.2. *Courting*

- (a) Students contemplating entering into a relationship are encouraged to counsel with the Dean of Students for guidance. Here are some rules for keeping your relationship pure:
- No touching during friendship or courtship. This rule holds until the engagement day, where a kiss is permitted, but nothing more. The reason for this rule is to avoid losing 1) the ability to focus on one's plan instead of women, and 2) the ability to evaluate Christian women objectively and dispassionately.
 - No being together by ourselves in non-public places without a chaperone. This applies to friendship and courtship.
 - The friendship advances by exchanging and executing tasks that help us both to be more effective Christians.
 - Gifts exchange is allowed during the friendship, but no tokens can be given to me.
 - Parents should be kept informed about the progress of friendships and courtships, etc.
- (b) These are guidelines we hope they will try to communicate and help you to constrain your relationship to serve God's goals.

4.3.3. *Marriage.* Marriage is seen as an extremely important step to be taken only after serious thought and earnest prayer for God's will. Any student planning marriage before graduation will be required to receive prior permission from the

Administrative Committee. Failure to comply will result in automatic termination from school.

4.3.4. *Dormitory.* Students associates closely and constantly with one another in the dormitories, dining room, classes and elsewhere on campus. Conversation should reflect Christian character. Obscene language, gossip and lewdness have no place in the Christian's life. Loudness may be distracting and inconsiderate to others. Genuine Christ-likeness is the pattern and goal. Mutual cooperation and goodwill should be carefully cultivated in the dormitory. Consideration is required for other students' needs to study.

4.3.5. *Dormitory Attire.* All students are expected to be modestly attired at all times in the halls or lounges of the dormitories following the college dress code.

4.3.6. *Guests on Campus*

- (a) Assembly Bible College is interested in providing an atmosphere consistent with its goals of preparing workers for Christian ministry and making sure students and visitors can enjoy themselves. Policies and guidelines are established as a framework within which the "College Family" can live harmoniously, safely, and for the ongoing purpose of the College. ABC is a place where visitors can feel welcome, yet within pre-established guidelines.
- (b) The Administrative Committee reserves the right to grant or suspend visitation privileges to individual guest on campus.
- (c) Special permission for overnight guests and arrangements for their meals must be approved in advance by the Business Manager. Each guest must

register with the dorm dean and arrange for the expenses of his stay. Overnight guest must be 12 years of age or older.

- (d) Guests are expected to abide by all regulations of the college and assume the same responsibility as the students to the extent of paying for any damages incurred by their stay. Special permission from the dormitory dean may be given for family members wishing to see the dormitories.
- (e) Guests are not permitted in the dormitories of opposite sex except by prior permission. Therefore, the following guidelines apply to all visitors:
- Contract workers will only be allowed to work on invitation of the College and should be cleared first with their company.
 - If a student would like to bring along a visitor who wants to sit in on classes, he/she must obtain permission from the Dean of Students and the class instructors at least one day prior to the visit.
 - Students should always accompany and/or host their visitors while on campus.
 - No visitor is allowed to enter a dorm without permission to do so and members of the opposite sex are not permitted in dormitories.
 - Visitors to classes are usually limited to prospective students and students' immediate family. Permission will usually be granted for one day only.

- Visitors with permission may attend Chapel but are not allowed to play on any of the instruments.
 - The use of the library is limited to registered students, alumni and visitors that have been approved by the President or Academic Dean.
 - The computer lab is a facility exclusive to ABC/Global University students and is therefore out of bounds to visitors.
- (f) ABC is a family where hospitality and safety are a joint concern, therefore, let us all be hospitable and safety conscious at all times.
- (g) *Dress Code or Personal Grooming.* All attire worn by Bible school students, both on and off campus should be modest, in good taste and neat and clean at all times. Good personal hygiene habits are an important part of modest, wholesome and Christ-honouring appearance.
- (h) *Leaving Campus.* The following are guidelines for those who want to leave the campus for a weekend or for outside visit. Make sure that you have signed up for a weekend-off with the Dean of Student and or the dorm dean. Make sure that all your properties are stored secure since the college cannot assume the responsibility for personal equipment left unattended.
- (i) *Pets.* Pets are not allowed on the campus or in the dormitory at any time.
- (j) *Precautions and Prohibitions.* The following are precautions and prohibition to guard against practices potentially dangerous, damaging to the college property or a nuisance:

- Permission must be granted by the Dean of students to hang posters and signs in the dormitories or on the campus
 - Engaging in water fights and similar irresponsible behaviour may result in disciplinary action
 - Parking, storing, or transporting of bicycles or motorbikes inside the dormitory is prohibited.
 - Cooking appliances and televisions are not permitted on the dorm. Cooking in dormitory is not allowed
 - Changing bed without the approval of the dorm dean is not allowed
 - Movement or rearrangement of original furniture in the dormitory is not permitted.
 - Duplication of dormitory keys is prohibited.
- (k) *Discipline.* Breaches of conduct, either on or off campus are handled by the Dean of students and in consultation with the Administrative Committee.
- (l) *Campus.* When placed on “campus” status, the student is restricted to the campus. “Campus,” does permit attendance at outreach assignments, Sunday Services, special campus revival and prayer meeting.
- (m) *Work Details.* In some cases a student may be assigned to work detail without pay for as many hours as established by the Discipline Committee.

- (n) *Probation.* In the event the conduct or attitude of a student warrants further restrictive measures, that student may be placed on disciplinary probation in addition to all other restrictions which may be imposed. Failure to comply with the restrictions imposed may result in suspension or termination of study at ABC.
- (o) *Suspension*
- A student may be suspended for any specified length of time as determined by the Administrative Committee. Smoking, drinking alcoholic beverages, taking or possessing drugs, immoral behaviour, unauthorised possession of keys, unauthorized use of library materials etc. are among reasons for suspension from college.
 - All students re-admitted after suspension for disciplinary reasons are placed on disciplinary probation for the remainder of the semester if their suspension was for less than one semester, and for the entire first semester following their return.
 - The college reserves the right to require the withdrawal of students because of low standards of scholarship poor physical or mental health, or attitude and standards of behaviour which conflicts with the college.
 - A student who does not fit with the aims and ideals of the college may be asked to withdraw for the general welfare of the college and the students, even though they may be no specific breach of conduct
- (p) *Termination.* Termination is a permanent dismissal from college and will apply in cases where the Administrative

Committee claims there is evidence that the students conduct, achievement or other factors warrant such actions.

Housing

5.1. Introduction

- 5.1.1. ABC has dormitory available for rental. For more information and application for rental get the application form from the Dean of Student's office, Registrar's office, and or Business Manager. Due to the limited space for boarding, the earlier you apply the better chance to get accommodation. Priority is offered to those who are paid full school fee.

5.2. Boarding (housing) Reservation

- 5.2.1. Bed allocations are made for the school year. The dormitory sign-up will be scheduled by the dorm deans. Returning students who wish to reserve a bed for next year will be given priority. All other beds assignments will be on the "first come, first served" basis. Housing reservations will not be held beyond the first day of classes.
- 5.2.2. It should be noted that the college only offer boarding to single persons. Students with families are advice to consider off-campus residential.

5.3. Dormitories

- 5.3.1. Dormitories must be set in order each morning before classes and thoroughly cleaned weekly. Inspection of dormitories may be made periodically by the dormitory deans.
- 5.3.2. All dirt and trash must be placed in proper containers, lights, fans etc. must be turned off when not in use. At the end of the school year dorms should be vacated in good order all original furniture in place and keys returned to the

dorm dean's office. Defacing or destruction of property (e.g. removed screens, broken windows etc.) may result in disciplinary action and the cost of repairs will be on the student. A cleaning fee may be charged if the dorm is left in an unclean condition when occupants vacate.

- 5.3.3. Excess storage space for personal belongings is not provided by the college.

5.4. Off-Campus Housing

- 5.4.1. ABC does not have any alternatives to off-campus housing. However, due to limited boarding space, here are guidelines to be consider; Living with parent or close relatives or friends, and There are nearby public students flat one may apply to stay.

5.5. Meals

- 5.5.1. Dormitory students are expected to take all meals in the cafeteria. Students who receive permission to stay on campus during vacations are responsible for their meals.
- 5.5.2. Charges for boarding are the same for all dormitory students regardless of the number of meals taken in the cafeteria. Financial adjustment for meals missed on a regular basis because of work, travel, or personal habits will be by prior arrangements only.

5.6. Vacation Periods

- 5.6.1. Dormitories are normally closed to all students during vacation period. Campus regulations are in force during any vacation. Any exception will require specific approval of dorm deans and the dean of Students.

Student Activities

6.1. Musical Instruments

- 6.1.1. Time and locations for practising musical instruments must be assigned by the music director.

6.2. Work Scholarships

- 6.2.1. Students who are given the opportunity to work for their schooling are normally required to work 15 hours per week at assigned jobs. Work scholarship students should be required to fill out weekly time sheets and have them signed by their work supervisor.

6.3. Student Outreach Ministries

- 6.3.1. All students should be required to participate in the outreach program.
- 6.3.2. Outreach assignments should be finalised by the Outreach Committee and considered permanent unless valid reasons for change are evident.

6.4. Work Detail

- 6.4.1. A compulsory hour of work detail (Monday & Wednesday) is assigned to resident students to help the College defray costs. Extra hours will be given to students involved in the Work Study Programme (WSP) at the discretion of the Board of Administration.

6.5. Tours/travels

- 6.5.1. A tour is defined as any regularly sponsored group of students and faculty/staff that travels on behalf of the college.
- 6.5.2. Tours are to be made during regularly schedules vacations established on the school calendar. Short tours may sometimes be allowed during the academic year if there is no conflict with the class schedules.
- 6.5.3. Students on tour shall forfeit the private lessons that they miss while on tour.
- 6.5.4. The directors of touring groups must submit a list of touring personnel to the dean of Students and Academics Dean at the beginning of each semester to determine eligibility.
- 6.5.5. Students having difficulty with grades or excessive absences will not be able to go on tours.
- 6.5.6. Students who are on probation of any kind will be ineligible for travel with college touring groups.

6.6. Sports Activities

- 6.6.1. ABC's sports programme is on Tuesday and Thursday afternoons. All students are expected to participate in the planned activities except those with an excused absence or those with a medical release from sports activities.
- 6.6.2. The school organises football matches with church and school teams in the Gaborone area. Participation in these events is voluntary.

Student Services

7.1. Bulletin Boards

7.1.1. Bulletin boards are located around the campus to provide information to the students. Students are responsible to read information placed on the bulletin boards. All items placed on the boards must be approved by the appropriate member of the Administrative Committee (President, Academic Dean, Dean of students, Business manager) depending on the content of the notice.

7.2. Food Service

7.2.1. No food or beverages may be taken to the school classrooms, library or chapel. Food may not be kept in the dormitory.

7.2.2. Students desiring to eat in the cafeteria must be registered with the Dean of Student Affairs.

7.2.3. Consideration for others while eating in the cafeteria is essential at all times. Misconduct in the cafeteria will be referred to the Dean of Student Affairs. No late meals will be served. Limited early meals may be served with the approval of the cafeteria management.

7.2.4. Students who are ill may receive meal tray in the dormitory by permission of the dormitory dean. Otherwise food and dishes are not permitted to be taken from the cafeteria.

7.2.5. ABC does not provide individualised menus. However, ABC has special individual menu either at no cost expected from student, or at a price depending on the cost of the diet as prescribed by a doctor.

- 7.2.6.** Students are required to use the sign-up list for weekend meals. This is to ensure that food is not wasted. Students who are away for the weekend may not sign up for Sunday lunch to be kept for them, to have when they return. Only those who are in for the weekend, and are away for lunch because they are visiting other churches, are entitled to have Sunday lunch kept for them.
- 7.2.7.** *Meal times:* Breakfast 06:50 – 07:20 • Tea Times 10:40 – 11:10 • Lunch 13:00 – 13:30 • Dinner 18:00 – 18:30

7.3. Health Services

- 7.3.1.** The college shall provide a first-aid station for minor illness and injuries. The college shall make arrangements with competent local hospitals and physicians for student emergencies of illness that may require professional medical attention.
- 7.3.2.** Student should be required to receive a thorough physical examination prior to registration. Documentation of the physical examination signed by the examining physician should be submitted to the Registrar.
- 7.3.3.** When the exam cannot be submitted until after the new student has enrolled acceptance should be conditional upon a good health report.

7.4. Copy Machine and Other Equipment

- 7.4.1.** The copier and all other equipment in the Administration Offices may only be operated by authorized persons. A copy machine is installed in the Admission Office for students to make their own copies at a prize. Students may ask for permission from any faculty member to use the copier.

7.4.2. All video and audio equipment may only be used by authorized persons. Video cassettes, DVDs, CDs to be shown must be approved by the SRC, in consultation with the Board of Administration. None of the equipment belonging to the College may be lent out for non-school use.

7.5. Laundry

7.5.1. Personal laundry may be done in the campus laundry. Laundry may not be washed or dried in dormitory rooms. Students may iron in the places designated in their respective residences. The College will provide one iron per dorm per year. N.B. Never, never walk away from an iron that is still plugged into the wall socket.

7.6. Mail

7.6.1. Mail will be collected from the Post Office and student mail will be posted once each day. Please see that all outgoing mail is placed in the out tray in the front office with the required postage.

7.6.2. *Please Note:* It is a government offence to tamper with someone else's mail!

7.6.3. The college postal address is available for both students and faculty.

7.6.4. *Postal Address:* Assembly Bible College • P O Box 311 • Gaborone • Plot # 976 [Sefoke ward] • Brinks Farm Road (Opposite Senn Foods) • Tlokweng

7.7. Telephones

- 7.7.1.** Office telephones are limited to school business. However, office telephones may be used by students on arrangement in case of emergency.

7.8. Conflict Resolution

- 7.8.1.** Assembly Bible College is interested in providing an atmosphere consistent with its goals of preparing workers for Christian ministry. Policies, rules, regulations, and guidelines are established as a framework within which the “ABC Family” can live harmoniously and with consideration for one another, and for the ongoing purpose of the College. In the case of any conflict, the SRC and its individual members should follow scriptural patterns in the resolution of these conflicts. This should become part of our education process and spiritual development.

7.9. Use of the Library

- 7.9.1.** The Library is for the use of all registered ABC students, active Global University students, alumni, and to others when approved by the President or the Academic Dean.
- 7.9.2.** Books can only be checked out by registered ABC students and Global University students. No books will be checked out to students over the break periods. Books are checked out for a period of two weeks. Failure to return the book(s) will result in a fine of 50 thebe/per day for each day that the book(s) are late. All checked out books must be returned to the Library before the student can sit for exams.
- 7.9.3.** A fine of P150 OR the price of the book if it is more than P150 at the time of loss will be charged when books are

lost or not returned. All fees must be paid before the student can sit for exams.

7.9.4. Students returning checked books to the Library are asked to leave the books at the check-out desk so that they can be properly be checked back into the library.

7.9.5. *Library Hours:* Monday-Friday 13:30 – 15:00; 18:00 - 21:00 • Saturday 13:00 – 17:00 • Sunday 18:00 – 21:00

7.10. Computer Lab Policy for ABC Students

7.10.1. Assembly Bible College encourages the use of the computer lab for currently enrolled students. The lab may be used for word processing and other activities related to study. Research access and use is for the primary purpose of academic research. However, other uses may be appropriate subject to time availability of the computers.

Miscellaneous Items

- 8.1. *Cell Phones.* Cell Phones should be used discreetly at all times and should be turned off at designated times and places. All Cell Phones are required to be Switched Off during Classes, Chapel, in the Library, and at any other time when asked to do so. This includes Short Message Services (SMS). Failure to comply with this could result in a:
- 8.1.1. Written warning and/or Grade penalties equivalent to class or chapel absences.
 - 8.1.2. Special consideration may be applied for from the Dean of Students and/or the lecturer in the following cases:
 - (a) In the case of students who depend on their cell phones to manage their business (company).
 - (b) In the case of students expecting an urgent, important call (family crises, etc). It should be left up to the Dean of Students and the lecturer to decide whether the request qualifies as urgent or important.
 - (c) The lecturer should be notified (i.e. or permission sought from the lecturer).
 - (d) Cell phones should be placed on silent or discreet mode (beep once).
 - (e) When a call comes through, the following guidelines will be helpful to you:
 - Press the “receive” button immediately and say “Hello...Would you hold on please?”
 - Leave the room as quietly as possible and continue to entertain the call outside.

- Then return quietly to the room informing the person in charge of any action resulting from the call. Don't just leave, as this may be considered an absence!
- 8.2. *Evening Devotions and/or Prayer Meetings.* The SRC will schedule regular prayer meetings and all students are encouraged to attend.
- 8.3. *Guns and Fireworks.* Guns and fireworks of any kind are strictly prohibited on the campus.
- 8.4. *Music equipments.* Only students with permission from the Director of Worship/Dean of Students are allowed to play the school instruments.
- 8.5. *Offices & Appointments.* The Administration Offices are a place for business to be conducted only and should not be used as a place for congregating or visiting. The Faculty wishes that students feel free to consult with them whenever time permits. However, if a student wishes to assure a longer time for consultation without interruption, it is advisable to make a definite appointment to do so, particularly if very important matters arise. Should students feel the need to meet with the President, it is advisable that students check with the Receptionist first as to the President's availability.
- 8.6. *Security.* ABC employs the services of a professional security personnel. Special care should be taken regarding the closing of windows, etc. in order to ensure safety for all. It is extremely important that all security gates and doors providing access to the buildings are kept closed at all times.
- 8.7. *College Equipment.* All College equipment may only be used if permission has been granted.

- 8.8.** *College Transport.* ABC transport will only be used for College and approved ABC ministry-related activities.

Students Maternity Leave Policy

The details outlined policy below applies only to students who are married. Students are entitled to take up to 3 months Statutory Maternity Leave which begin after delivery day.

9.1. Notifying the College

- 9.1.1. Students are encouraged to notify the college as soon as possible about their pregnancy through the Dean of Students.

9.2. Study Arrangements

- 9.2.1. The Dean of Students' Affairs should meet with the student to discuss how the pregnancy is likely to impact on her study. There may need to be an interruption of studies, depending on when the baby is due.
- 9.2.2. The student should discuss with their Dean of Students Affairs their intentions regarding Maternity Leave and discuss the possible implications of this on the academic requirements of the student's course. A student whose baby is due near to the examination period might require confirmation from her doctor that she is fit to sit exams. Time off might also be needed for medical appointments.

9.3. Resuming Studies

- 9.3.1. It should be noted that at the student's return, she will continue her study from where she left it. The student will have the opportunity to discuss any concerns they have about returning to study with the Academic Dean.

9.4. Maternity Pay and Financial Support

- 9.4.1. Students who are sponsored by the Government should apply for the leave with her sponsor. Students should seek advice from their funding body.
- 9.4.2. International students with financial sponsors must contact their sponsors and agree a plan of action (such as deferring study/ when to resume study etc).

9.5. Miscarriage, Still Births and Neonatal Death

- 9.5.1. If a student miscarries, she is likely to need time off study for tests and to recover. Consideration should be given to the impact of a miscarriage on a student's ability to meet deadlines and sit exams.
- 9.5.2. There will be no distinction between live births, still births or the death of a baby shortly after birth in the granting of leave.

9.6. Breastfeeding and Rest Facilities

- 9.6.1. Breast-feeding student should be provided is except from some extra curriculum activities.

Student Representative Council

10.1. Objectives:

10.1.1. It is the responsibility of the SRC to:

- (a) serve as the representative organization of the student body.
- (b) act as liaison between the student body and the administration by interpreting and communicating student opinion.
- (c) assist in the orientation programme for new students.
- (d) recommend to the proper authorities any action, which it feels, will contribute to the spiritual, social and academic welfare of the College or student body.
- (e) encourage co-operation in all areas of student involvement.

10.2. Members and Executive Committee

10.2.1. The membership of the SRC include:

- (a) President,
- (b) Secretary,
- (c) Treasurer,
- (d) Dean of Students,
- (e) Dormitory Deans
- (f) One representative for each class

10.2.2. The Student President will be appointed by the Board of Administration (BOA). All other elections are directed by the Board of Administration. The BOA also gives approval of the offices of the executive committee as chosen by

election of the student body. Students on probation of any kind are not eligible for election. Election will take place at least 3 weeks prior to the end of the previous year with the exception of the first year representative, who would be elected two to three weeks into the first term. Class Representatives are elected by respective classes. In the event that no lady is elected to any office, the ladies' dorm supervisor will serve as the ladies' representative.

10.2.3. Following are the qualifications of the Student Representative Council members:

- (a) President, Secretary & Treasurer must have been a student at Assembly Bible College for at least one semester.
- (b) They must be baptized in the Holy Spirit according to Acts 2:4.
- (c) They must be passing in all subjects with at least a 70% GPA.
- (d) The term of office will be three terms, commencing at the beginning of the first term.
- (e) Qualifications for the first year representative are the same as for the other classes.

10.3. Duties of the Student Representative Council

10.3.1. The duties of the SRC at ABC are as follows:

- (a) Responsible for conducting the evening devotions or prayer meetings.
- (b) To serve as monitors and supervisors as directed by the Board of Administration.

- (c) The Student Representative Council is to meet regularly.
- (d) All financial appeals and expenses must be approved by the Board of Administration.
- (e) To provide a channel of communication between the Administration and students;
- (f) To maintain close unity between the faculty and the student body;
- (g) To provide a means of conducting student body business;
- (h) To undertake special projects such as beautification of the campus;
- (i) To plan and participate in school social functions and special holidays

Student Ministries Handbook

11.1. Introduction

- 11.1.1. The student Ministries Handbook is designed to help familiarize the students with the student Ministries program of the college. The student Ministries program has four distinct areas,
- (a) Students Outreach
 - (b) Missions Practicum
 - (c) Home Evangelism, and
 - (d) Ministerial Internship
- 11.1.2. The primary reason the college exists is to train workers to fulfil the Great commission given by Christ, “Go ye into the entire world and preach the good news to all creation” (Mark 16:15, NIV).
- 11.1.3. The student Ministries program has been designed to provide opportunities for the students to experience actual ministry under the guidance of the college as a part of their ministerial training. The ministry programs reflects the teaching of 1 Corinthians 12:27-31 and Romans 12:3-8 that all Christians make up the body of Christ but are called to and gifted for various ministries. Students will have the privilege and opportunity to exercise the gifts, talents, and calling in many different types of service within their church and to the community.
- 11.1.4. The college seeks to focus high priority on the ministry training of the students through the Student Ministries Program. Each student will have the privilege to go beyond the classroom and apply those lessons which are presented in the classroom in practical ministry.

- 11.1.5. The challenge of fulfilling the call to ministry was given when Jesus declared,
“Do you not say, ‘Four months more and then the harvest’? I tell you, open your eyes and look at the fields! They are ripe for harvest.” (John 4:35 NIV).

11.2. Statement of Purpose

- 11.2.1. The college believes that the foundation of all ministry is service. Ministry is not limited to those who are called to a “full-time” ministry, but every Christian has the opportunity and responsibility to serve. As servants of Jesus Christ, each believer is a minister, a servant with a call to serve. For this reason, every student can find his place in ministry while attending the college.
- 11.2.2. A wide variety of ministry opportunities are presented in this hand-book. In offering these ministry opportunities for students, the college, under guidance of the Holy Spirit, seeks to fulfil the following goals:
- (a) To increase the student’s understanding of a wide variety of types of ministry and the importance of working together with God to fulfil His purposes;
 - (b) To discover ministry gifts in student and to increase their ministry skills through training, experience, and spiritual development;
 - (c) To increase understanding of all facts of various ministries;
 - (d) To increase interpersonal skills for functioning as team members with fellow workers.

- 11.2.3. These goals apply to all types of student ministry and may serve as guideline to measure student involvement and development in particular areas.

11.3. Objectives

- 11.3.1. *Personal:* To grow in self-discipline, maturity, adaptability, enthusiasm, and positive outlook;
- 11.3.2. *Spiritual:* To acquire consistency of testimony, practical faith in God and spiritual maturity with a consistent devotional life;
- 11.3.3. *Relational:* to manifest and demonstrate love for people, tactfulness, teamwork, concern for others, and a cooperative spirit;
- 11.3.4. *Training:* to participate in ministry learning experiences on regular basis, demonstrating punctuality, dependability, responsibility, leadership, and devotion to the ministry;
- 11.3.5. *Faithfulness:* to manifest responsibility and faithfulness to the ministry assignment;
- 11.3.6. *Ministerial fulfillment:* To experience the accomplishment of service to Christ;

11.4. General Requirements

- 11.4.1. *Transportation:* the college will provide students with transportation to their ministry assignments away from campus, in consultation with the outreach Director and/or Dean of Student.
- 11.4.2. *Behaviour:* students will be expected to demonstrate Christian conduct at all times.

- 11.4.3. *Remuneration:* The College does not provide any remuneration for involvement in student ministries.

11.5. Student Outreach Ministries

- 11.5.1. The outreach Ministries Committee will organize student ministry outreach campaigns.
- 11.5.2. All students will be expected to be involved in the student Ministries Program throughout their Bible school training.

11.6. Ministerial Internship Course

- 11.6.1. *Enrolment:* Ministerial Internship is an academic course. Students may earn credit toward graduation requirements upon satisfactory completion of this course requirements.
- 11.6.2. *Entrance requirements:* The Ministerial Internship course is directed by the President and will require the student to meet established prerequisites for the course.
- 11.6.3. *Registration:* students accepted into the Ministerial Internship course must complete all required course registration forms through the Registrar's office and pay any required tuition fees.

11.7. Missions Practicum

- 11.7.1. Introduction
- (a) Once a year, the College has *Mission Training Practicum*, where Second Year students are required to participate in a cross cultural ministry experience.
- 11.7.2. Objectives

- (a) To provide each student with the opportunity for immediate service in the Lord's missionary work through:
 - **Giving:** Giving of our resources so that the Gospel may be preached to all men.
 - **Going:** Going with personal witnessing as well as organized evangelism as individuals and as missions groups serving in the local area.
 - **Praying:** Joining others in prayer for the nations, missionary work, and missionaries.
- (b) To help each student prepare to serve, whether at home or abroad.
- (c) To keep the student body and faculty of ABC informed about the work of missions and missionaries around the world that we support

11.8. Home Evangelism

11.8.1. Introduction

- (a) This ministerial outreach program runs across the year. The program is divided into three part as follows:

11.8.2. *Home Evangelism Methods (MIN2021)*

- (a) *For this first part, student,* Write a paper, describing his or her plan to evangelize people of his or her own culture in the home of a local church family.

- (b) The plan should include:

- An exposition, translated into English, of John 20:30-31, as a sample of how the student would explain a Bible passage to unbelievers or new converts. A schedule detailing how you will study

the entire gospel of John in twenty-two weekly Bible studies.

- Two sample invitations to salvation from two different passages in John. How would a student explain these passages in a way that would persuade an unbeliever to make a decision to put his/her faith in Christ?
- Evaluate the approach to evangelism. The student's comments should include responses to the following questions: What result are expected if one adopt the plan? To what extent does the student credit approach? What is good about it?

11.8.3. *Home Evangelism Practicum 1 (MIN1031)*

(a) For this course,

- The Home Evangelism Practicum courses are to be organized by the instructor.
- The instructor consults with the local pastors to team up each student in the class with the family in the various local churches whose mother-tongue is the same as the student's mother-tongue.
- The local church family's responsibility is to invite 1 or 2 (or more) families of the same language background to the family's home for a weekly tea Bible Study.
- The student's responsibility is to guide the family and the guests through a study of the Gospel of John in their mutual mother-tongue on one evening per week for 22 weeks.

- It is the host family's responsibility to invite guests to church; it is the student's responsibility to invite the guests to Christ.

11.8.4. *Home Evangelism Practicum 2 (MIN1041)*

- (a) This part, is a continuation of Home Evangelism Practicum I. The student is expected to complete the teaching and exposition of the Gospel of John during this second course of 11 weeks.

11.9. Student Ministries Requirements

- 11.9.1. The college is committed to ministry training by making involvement in ministry a part of the overall requirements for graduation. The college desires the student ministry program to provide the student with challenging opportunities for service and to look upon these ministry opportunities as more than just meeting graduation requirements.
- 11.9.2. All students are expected to be involved in these student ministry assignment. Students are required to attend their ministry assignment, training session.
- 11.9.3. Students are required to be punctual and faithful in all assigned duties and projects. Students are expected to manifest a positive and teachable attitude at all times.

11.10. Evaluation Criteria

- 11.10.1. *Attendance:* Faithful attendance is required at the planning and evaluation sessions and is also required at the assignment point ministry.

- 11.10.2. *Attitude:* A spirit of enthusiasm and cooperation is to be evidenced at all times.
- 11.10.3. *Participation:* Students are expected to participate faithfully in all aspects of the student outreach ministry and to successfully complete all assigned tasks.
- 11.10.4. *Spiritual Growth and Development:* Students are expected to demonstrate growth in spiritual maturity and development in understanding of ministry.

Students' Financial Policy @ ABC, 2008 1st ed., 2015 2nd ed.

Section 1: Fees Payment

- (a) All students are expected to pay their school fees as required by the College's demarcation of payments periods.
- (b) No student is allowed to seat for classes, stay in the College's dormitories, or be provided with meals without payments.
- (c) No student is allowed to seat for the final examination with an unredeemed school fee bill. All debts must be settled before a student seat for the final examination.
- (d) It is the responsibility of each student to ensure that his or her sponsor is paying the school fees on time.

Section 2: Payment Methods

This here outlines mainly bank details that prospects/students need to use in paying their fees.

(a) Existing Student

- i. College students may pay fees at any branch of **Barclays Bank** of Botswana to

Account Name:	Assembly Bible College
Bank:	Barclays
Account number:	2714874
Branch:	Mall

- ii. After paying your fees, you may proceed through the ABC Finance Manager to drop a copy of the deposit slip, who will in turn give you a prove of your payment for academic registration.

- iii. *Copies of proof of payment, (with full student names & National ID or Passport Number) can also immediately be send by fax to: Fax: +267 392 8305 or e-mailed to assemblybiblecollege@gmail.com*
- iv. *For international payments, students may pay into our Barclays Bank Account details of which are as follows:*

Account Name:	Assembly Bible College
Bank:	Barclays
Account number:	2714874
Branch:	Mall
Branch Code:	001
Swift Code:	BARCBWGX

- v. *Copies of proof of payment, (with full student names noted on them) should immediately be send by fax to: Fax: +267 392 8305 or e-mailed to assemblybiblecollege@gmail.com*
- vi. Students who are in receipt of sponsorship letters must deliver copies of the same and get financial clearance from the Finance Manager office before proceeding to complete registration.

(b) Prospective Students

- i. Candidates or prospective students **who** wish to apply for admission may pay application fees at the following bank:

Account Name:	Assembly Bible College
Bank:	Barclays
Account number:	2714874
Branch:	Mall

- ii. A copy of the deposit slip (with your name & you national ID or passport Number written on) should be attached to Application Forms when these are submitted or sent to ABC Admissions Office. Applicants who pay fees in this manner

need not queue at College Finance Manager's Office for payment before submitting application forms. This method of payment also avoids acquisition of post office Postal Orders for onward transmission to the College as a form of payment.

- iii. International students residing in Botswana should bring with them copies of employment contract and residence/work permit for their parent(s). For self-employed, bring tax certificate, company certificate and residence/work permit. Such students should also present passports for appropriate identification by country of origin.

(c) All international

- i. All international students shall be required to make advance payments of "half" of their tuition fees at the point of admission. These advance payments shall be non-refundable, except where the circumstances in Section 8 below apply. The balance is due at the start of the second block.
- ii. We bring to your attention that this is a Probationary Admission until the following information is processed and verified.
 - Apply for a study permit/visa.
 - Your Probationary Admission will be effective from the day of your admission to allow you process your VISA/Study Permit Application. Failure to do this means loss of Admission.
 - Prove of Medical coverage.
 - Proof that you have sufficient financial stability securing Botswana government that you will have enough money to cover your fees for the three years.

- (d)** If you are applying for your study permit/visa, you are advised to consult with ABC to assist you make sure that you have the necessary documents that are required by the Government for foreign students with the interest to study in Botswana. These include:
- i.** Request for Issuance of Study Permit
 - ii.** Admission Letter
 - iii.** Curriculum
 - iv.** Classes schedule
 - v.** Prove of Institution's Legal Operation

Withdrawal & Refund Policy: Local and International Students

Section 1: Relevant Dates

- (a) The enrolment date is normally determined by the semester/term start date in the offer letter.
- (b) The date of withdrawal will be the date at which a completed withdrawal form is authorised by the Campus Registrar.
- (c) It is the student's responsibility to formally notify the College of their withdrawal at the point at which they leave the course.

Section 2: Complete Withdrawal

- (a) Students who completely withdraw from the College may return to their program of study and shall receive a refund in line with the mechanism set out in section 4, and additional information outlined in section 8 below.
- (b) Once a student has accepted the offer of a place on a College program they have the right to cancel acceptance by informing the College in writing within 14 days from course start, after completing the Withdrawal & Refund Form.
- (c) Cancellation within 14 days from course start will entitle the student to be refunded any Tuition and Exam fees paid.

Section 3: Fee Refund Calculation

- (a) Fees shall be refunded to the person or organisation paying the fees and not to any third party. The Withdrawal & Refund Form must be used to apply for a refund.
- (b) The standard mechanism for calculating fee refunds for each year of study is as follows and is dependent on a student's course start date:

- i. Within 14 work days from program starts: Tuition & Exam
- ii. After 14 work days from program starts: Zero

Section 4: Temporary Withdrawals

- (a) Students who temporarily withdraw from the College are, by definition, expected to return within a year period. This shall be actioned after the Withdrawal & Refund Form is completed.
- (b) The fee to be paid for the year in which a student temporarily withdraws shall be withheld by the college until the student returns.
- (c) Refunds will not be issued for temporary withdrawals and any resulting credit will remain on the student's account and be carried forward to the following year to count towards further fees charged.
- (d) Where a student temporarily withdraws part way through a term, and re-enrols at the same point (during or after the same week the following year), they will be charged for any remaining study at the new fee rate, if the full fee was paid the previous year they must pay the inflationary increase for the remaining study.
- (e) Before returning to the program, it is the student's responsibility to make the necessary arrangements with Registry including confirming their intended return date. Registry will then communicate with Finance to ensure that the correct fee is charged for the student when returning to study.
- (f) Students who temporarily withdraw from their studies remain liable to pay any outstanding semester fees due to the College and re-enrolment will not be permitted until outstanding fees have been paid.

Section 5: Outstanding Fee Payments

- (a) Once a withdrawal has been actioned, the outstanding fee shall remain on the student account and shall be pursued by the College or its collection agents, which may incur additional fees.

Section 6: Conditions of Refunds

- (a) Refund of Deposit will be granted:
 - i. No refund will apply where entry clearance is refused due to submission of fraudulent documents/deception.
 - ii. In cases of exceptional mitigating circumstances (documentary evidence may be required).
- (b) Refund of fees where a student completely withdraws:
 - i. In cases of exceptional mitigating circumstances (documentary evidence may be required).
 - ii. Authorised refunds may not be paid until the College has evidence that the International student has returned to their home country (documentary evidence may be required). Please check with the International Office.
 - iii. Authorised refunds will be made in line with the mechanism set out in section 4 above.
- (c) Temporary withdrawals
 - i. Fee arrangements for those International students with authorised temporary withdrawals will be made in line with section 5 above.
- (d) In circumstances where the College is requested to make a refund by a student, in line with sections 4, 5 and 9, refunds will be issued.

- (e) No refunds will be given for students withdrawing from a pre-session course unless the student has withdrawn within 14 calendar days after completing the online registration process or 14 calendar days from the official course start date, whichever is later.

Section 7: Sponsored Students

- (a) Students will be liable for fees until the College receives evidence and no refund shall be made to the student until the College has received the appropriate fee from the sponsor.
- (b) Any overpayments from sponsors will be returned to the sponsor or carried forward to subsequent study on formal request in writing. Refunds will be calculated according to the mechanism set out in section 4 above.
- (c) It is the student's responsibility to ensure any agreed sponsorship of tuition fees is paid within stipulated days of the school calendar.
- (d) In the event that a student's sponsor withdraws sponsorship or does not pay, the tuition invoice will be issued directly to the student and must be paid in before end of semester's final exam.

Class Attendance Policy

Students must make themselves aware of the requirements of the Attendance Policy and the Lateness to Classes and Examinations guidance.

1. A demonstrably regulated attendance policy is required both by Botswana ministry of education law and by our accreditation body, HRDC. Attendance is also of key pedagogical importance. Successful progress towards a diploma depends on the full cooperation of both students and faculty members. Most courses at the Assembly Bible College utilize lectures and classroom discussions, which means that regular attendance and active participation in classes are essential parts of the educational process.
2. Attendance is required in all courses. In any course, students who accumulate more than the permitted number of absences, will receive an attendance failure for that course. This automatically means that course will not be recorded on the student's transcript, therefore, the student will have to choose either to enrol for that course during the semester is offered; **or** choose not to enrol for it, therefore, will not graduate with credits less than what is required to graduate at ABC.
 - a. In courses that meet three times per week, students may not have more than five absences.
 - b. In courses that meet twice per week, students may not have more than three absences.

Absence Recording

1. Attendance is taken by instructors on an attendance registers within the college's student records system. As the registers are constantly updated as students add and drop courses, attendance in all courses is taken from the first day of the semester week.
2. It is the student's responsibility to report any mitigating circumstances to the instructor and the dean of students Affairs.

3. Absences are recorded within the attendance monitoring system as "excused" or "unexcused." The decision as to whether or not to accept an excuse on the part of a student regarding an absence lies with the instructor in the first instance.
4. Students should note in particular that illness does not automatically excuse an absence from class, as the policies detailed above are designed with expectations as to material to be covered in the course, and in consideration of the connection between contact hours and credit awarded. In other words, if absence due to illness means that, in the instructor's judgment, course work cannot be satisfactorily completed, the absence(s) will not be excused.
5. If the number of unexcused absences exceeds that detailed above, regardless of the reason, an attendance failure should be issued. We urge students who are legitimately ill to contact dean of students and take time to recover. Dean of Student Affairs will accept documentation regarding illness and will follow up with instructors.
6. Any absence from a class session does not exempt a student from the completion of all required work for a course. The student is responsible for making up any missed work, and for covering the material covered in any missed class session.
7. Currently, the college enrol even the physical disabled. Students with a disability must provide the Dean of Students Affairs with the appropriate documentation. Dean of Students Affairs will then inform the Academic Dean, who will liaise with instructors. Reasonable accommodation will be made for students with disabilities with regard to attendance (for instance if a hospital appointment cannot be rescheduled), but the points above concerning material to be covered in class must be observed by all students.
8. It should also be emphasized that if a student is late for a class session, and enters after attendance has been taken (and an absence has been

registered), it is his or her responsibility to alert the instructor to this immediately after class. Changing an attendance entry from “absent” to “late” is entirely at the discretion of the instructor, and such a change will not be considered at any other time than the actual date of the late entry.

9. Appeals against the Attendance Policy must be taken up directly with the instructor who has lodged the absence in a course in the first instance. Students who have received an attendance failure for a course may continue to attend the class, submit assignments and sit the exam. A request may then be made to the instructor (in the first instance) for the grade arising from attendance failure to be reviewed on the basis of subsequent academic achievement. Students who are dissatisfied with the outcome of this request may appeal to the Academic Dean for a review of the decision and subsequently to the college’s Vice President.

Policy Guidance on Lateness to Classes and Examinations

1. Assembly Bible College is committed to promoting professional behaviour, academic responsibility and a serious approach to conduct on the part of its student body and faculty.
2. Attendance is of key pedagogical and andragogical importance to successful progress through the ABC programmes of study and regular attendance and active participation in classes are essential parts of the educational process.
3. Students are expected to attend all classes and their attendance at each session is recorded and monitored in the College’s record system.
4. Classes are taught in timetabled slots that allow time for students to reach their new class from the previous session, and to have left at the end of the session in sufficient time for the next class to enter the class room and be seated. Teaching begins at the published start time of the session and must finish promptly at the published end-time. Attendance is taken in the first five minutes of a new session.

5. Any student's personal convenience scheduled during class sessions is prohibited, unless is a legal issue. However, in any case, legal or not, should this happen, when it is the responsibility of the student to discuss the matter with the instructor, it is entirely upon the instructor's discretion to agree or deny the student the opportunity as per the request.

Late arrival to College classes

1. Entering classes after a session has begun disturbs other students who have made the effort to arrive in good time. It also disrupts the prepared flow of academic information about the topic that the faculty member is presenting. Such unprofessional behaviour is discourteous to the tutor/instructor and the other students.
2. Students arriving late to class should enter the room with minimum disruption to the tutor or instructor and other students, and make an apology and explanation at the end of the class session. Negotiation to make up any lost content should take place at the end of the class session and outside the classroom in which the class session took place.
3. Attendance is recorded at the beginning of the class session. Any student not present at the start of class when attendance is taken is officially late for the session and must be marked as absent.
4. A student who enters within the first 20 minutes of a teaching session, but after attendance has been taken and an absence has been registered, is responsible for alerting the lecturer to their presence and negotiating a change to an attendance entry from "ABSENT" to "TARDY." Changing an entry is entirely at the discretion of the instructor, and such a change will not be considered at any other time than on the actual date of the class.
5. Students will be marked as ABSENT from any class if they arrive more than twenty (20) minutes after teaching has begun, but will not be excluded from attending the remainder of the class session or any subsequent class sessions.

Late Arrival to College Examinations

1. Students will be permitted to enter the examination room up to 30 minutes after the start of a College examination, provided that no other exam candidate has already left the room.
2. Entry to the examination after 30 minutes, after the exam has begun, will be permitted entirely at the discretion of the Academic Dean and with regard to the effect that such entry may have on the students already present in the examination.
3. Students permitted to enter the examination late must finish their examination at the scheduled time.
4. No student may leave an examination earlier than three-quarters of an hour after the start of the examination except with the permission of the invigilator.
5. No student may leave and re-enter the examination room unless escorted by an invigilator throughout the period of absence.
6. Students may not leave the examination room during the last 15 minutes of an examination.

Late Submission of Coursework

Students at ABC are expected to submit all coursework on time as scheduled by the instructor.

Rationale

The ability to provide work on time and to manage competing demands is a vital life skill. Providing the opportunity to develop this skill, and encounter the consequences for not delivering, is part of the educational experience at the Assembly Bible College. Meeting deadlines is also important to ensure fairness and that all students are treated equally.

1. Deadlines (specified by day and time) for submission of coursework will be provided to students by faculty in writing, either in the syllabus, or via email during the semester.
2. Any item of work submitted late will be subject to an automatic deduction of **two points** per day from the final grade of the course.
3. Any coursework submitted more than one week (seven work days) after the original deadline will receive a zero score.
4. Where there may be mitigating circumstances (sometimes referred to as ‘good cause’) for the late submission the instructor must be informed in advance, by email, and evidence should be provided to the instructor in writing when the course work is submitted. Mitigating circumstances normally refer to documented illness or detrimental personal circumstances beyond an individual’s control. For issues of sensitive personal circumstances a student may choose to provide the information through the Dean of Students Affairs who can ensure that reasonable steps are taken to ensure privacy.
5. Please note that the following are some things that **DO NOT** constitute mitigating circumstances:
 - a. Computing or IT issues (unless these are because of a clear and demonstrable failure by the College)
 - b. Having other items of course work due on the same day or in close proximity
 - c. Having visits from friends or relatives
6. Students with Special Educational Needs who are entitled to some form of special accommodation (e.g. additional time in exams) should discuss this with the Academic Dean and the Dean of Students Affairs at the start of the semester to ensure that the instructor is informed of any allowances for coursework.

7. Appeals against the Late Submission of Coursework Policy should be made with the Academic Dean.

Student's Grade Appeal Process

Step 1: Appeal with Instructor

1. Students' grade appeal must be taken up directly with the instructor of the course in the first instance.
 - i. Students have the right to discuss and defend their work with a teacher. Teachers will change the grade if the student has just cause.
 - ii. The final decision after the appeal has been lodged shall depend on the agreement between the student and the instructor.
 - iii. However, the general outcome of the decision is entirely depended up on the discretion of the instructor.

Step 2: Appeal with the Academic Dean

1. A Student who is dissatisfied with the instructor's decision may appeal to the Academic Dean for a review of the decision.
 - i. The student can meet with the academic dean to discuss a grade if s/he is not satisfied after meeting with the teacher.
 - ii. It is at this step where the final decision is taken.

Let's Be United!

To live in harmony with our brothers and sisters in Christ was Jesus' desire and is taught in Scripture. Harmony is created musically when various notes are played together in the same key. A melody (one note at a time by itself) can be beautiful, but becomes monotonous and annoying without harmony to support it.

The students, faculty and staff of ABC are made up of many different personalities and cultural backgrounds. There are not two of us who are alike. The beautiful thing about harmony is that not everyone has to play the same note. The beauty comes from the many various notes woven together, all played in the same key.

As long as all of us at ABC are "in the same key" there will be unity and harmony on campus. When one or more persons attempt to begin their own melody, then disharmony and disunity result. There is plenty of opportunity, within the harmony of ABC for many different notes to be played – as long as we all agree to stay in the same "key."