

STUDENT RULES AND REGULATIONS

(Revised December 2023)

Members of the Churches of Christ will receive a bursary consisting of free tuition, board and lodging, *subject to availability, academic achievement, moral and ethical behaviour and general attitude.*

Therefore, the Southern Africa Bible College expects students to comply with all its Rules and Regulations.

PLEASE NOTE: Students may NOT request foreign visitors, or congregation or individuals in South Africa, for financial assistance. All such requests MUST BE channelled through the College.

PLEASE NOTE: STUDENTS MUST PURCHASE OR DOWNLOAD: A reputable Bible Dictionary.

PLEASE NOTE: These Rules and Regulations may be amended at any time depending on circumstances.

PLEASE NOTE: The covered parking at the back of the main hall is reserved for the use of staff and faculty, Monday to Friday, during the period 07.30 to 13.30. Students may park their vehicles in the covered parking outside these hours but must move their vehicles by 07.30 unless otherwise arranged.

I. GENERAL

- A. **NOTE:** *the college and its employees accept no responsibility for injury, or damage, or theft incurred by the student and/or his/her family during his/her stay at the College and/or on the College properties.*
- B. **NOTE:** *The College may inform home congregations, family (in the case of minors) or supporters of a student's progress and behaviour. YOUR ACCEPTANCE AND SIGNING THE RULES AND REGULATIONS IS CONSIDERED YOUR AGREEMENT WITH THIS RULE.*
- C. **NOTE:** *The ONLY language to be spoken outside student's dormitory rooms is ENGLISH.*
- D. **NOTE:** Students will be dealt with based on individual needs.
- E. Only members of Churches of Christ, who are recommended by their congregations and their leadership, are eligible for bursaries when studying full-time on the Campus.
 - 1. **NOTE:** They must have been faithful and regular members of their local congregation for at least one year *before applying for admission.*
 - 2. Applicants must be in good standing with their recommending congregation.
 - 3. The decision of the Chief Executive Officer (CEO), Directorate and Faculty in regard to acceptance or non-acceptance is final and not subject to correspondence or discussion.
 - 4. This does not mean that applicants will be accepted automatically
 - 5. **NOTE:** Applicants must meet all other admission and enrolment requirements.
- F. The primary intended purpose of this College is the training of leaders for Churches of Christ. Preference in admission to full-time studies at the Campus will therefore be given to members of the Churches of Christ. Other interested parties may be accepted for full-time studies at the College subject to a decision by the CEO and the Faculty.
 - 1. They will have to pay for their tuition and any other fees and costs as determined from time to time. These are reviewed regularly.
 - 2. The decision of the CEO and Faculty in such cases is final and not subject to

- correspondence or discussion.
- G. All students are subject to the rules of the College without exception, prejudice, ethnic, or cultural distinction or partiality.
 - H. Intimidation and / or any form of violence or abuse, physical, verbal or psychological, will be treated as an offence. Offenders may be reported to the authorities and may be dismissed.
 - I. Instructions from the CEO and Faculty must be obeyed.
The College will not accept foreign students or refugees or asylum seekers who lack valid visas or other required documentation.
 - 1. Asylum Seekers (Refugees) must have lived in South Africa for at least one year before applying for admission.
 - 2. Applicants who do not have a South African Matric with an endorsement to enter Higher Education or a National Senior Certificate indicating what level of Higher Education they qualify for will have to obtain a certificate of exemption from The Matriculation Board or whatever institution may assume its functions, which must indicate that they qualify for Higher Education in South Africa and what programme level they qualify for.
 - J. **NOTE:** The College reserves the right to search student's luggage and rooms while on campus or when they leave the dormitory and campus.
 - K. The College uses Septic Tanks and French Drains. No articles other than toilet paper may be thrown into the toilets.
 - 1. Dormitory students must use the dormitory bathroom facilities at all times. The toilets in the passage are off limits to dormitory students, **except during exams**.
 - 2. Do not remove soap, toilet paper or towels from the public toilets.
 - L. Students must provide their own textbooks (if applicable), writing paper, pens, stapler, paper punch and stationery.
 - M. It is not the College's responsibility to provide tablets, laptops or desktop computers for students' use.
 - N. Students are not allowed in the administration offices or copy room/records office without permission.
 - O. Day to day transportation is not the responsibility of the College. Students must make their own arrangements. Students may be asked to pay for petrol if College transport is used for personal needs other than transport to a doctor or medical facility within reasonable distance from the College.
 - P. In the event of disagreement regarding the interpretation of any rule, the CEO's and Faculty's decision is final.
 - Q. Students should communicate their queries to the Student Representative/s, if appointed. If they feel that their query has not been addressed to their satisfaction, they may approach the Dean of Students.
 - 1. Conflict/problem resolution must follow the biblical guidelines and principles.
 - a. Speak to the person with whom you are in conflict or have a problem.
 - b. If that does not resolve the conflict or problem, ask two or more witnesses to go with you and repeat the process.
 - c. If the conflict has still not been resolved approach the Dean of Students or other member of the faculty, if the Dean of Students is not available.
 - 2. Any other course of action is classified by the scriptures as gossip. If you feel intimidated, ask the Dean of Students for advice before attempting to resolve the conflict.
 - R. All students must register annually and pay the annual registration fee. All such applications will be evaluated before acceptance and a bursary is provided. PLEASE NOTE: Key deposits are refunded only if all other fees have been paid and if the rooms are in good order when leaving the College.
 - S. The dormitories close during the various holiday/non-lecturing periods, no student may

remain in the dormitories. **NOTE: Students must sign an indemnity if they wish to store their personal belongings in their rooms during the recesses when leaving the dormitories during such recesses, subject to circumstances.**

- T. Students are to assist with keeping the Campus neat and tidy.
 - 1. Please pick up any rubbish found lying around.
 - 2. Keep your rooms, bathrooms, passages, lounges neat, tidy and clean at all times.
- U. Students may **NOT arrive late for beginning of classes or the orientation period** except in an emergency.
 - 1. The College **MUST BE** informed immediately of such an emergency.
 - 2. The student may be required to provide proof of such an emergency.
 - 3. *Foreign students MUST therefore work on the South African visa requirements immediately after they have received the Letter of Acceptance from the College.*
 - a. Failure to start the visa proceedings immediately may result in receiving the visa too late to arrive in time for the opening of the College.
 - b. **NOTE: students who arrive late may have to return home. The College DOES NOT refund travelling costs under such circumstances.**
- V. **NOTE:** Students who are accepted as single students and get married while at the College may have to provide their **OWN** accommodation and **OWN** financial support due to the College's financial budgetary restraints, **HOWEVER:**
 - 1. Students who have sexual intercourse outside of legal marriage will be expelled.
 - 2. The Bible refers to this as sexual immorality.
- W. **NOTE:** *Students who complete the Higher Certificate and wish to enroll for the Bachelor's degree must follow the enrolment procedure for enrolment in the new programme.*
 - 1. Acceptance is conditional on the level of academic achievement and overall behaviour while in the Higher Certificate programme, and various financial considerations.
 - 2. ALL courses of the Higher Certificate program must be passed before enrolment in the Bachelor's programme is possible.
- X. **PLEASE BE CONSIDERATE:** COLLEGE STAFF AND FACULTY ARE **NOT** AVAILABLE TWENTY-FOUR HOURS A DAY EXCEPT IN EMERGENCIES. THEY NEED A BREAK FROM THE STRESSES INVOLVED IN THEIR VARIOUS DUTIES AT THIS COLLEGE. BEFORE CONTACTING THE STAFF AND FACULTY IN THE EVENINGS OR ON THE WEEKENDS PLEASE CONSIDER IF YOUR NEED IS URGENT OR AN EMERGENCY. THIS INCLUDES PHONE CALLS, MESSAGES OR ANY OTHER FORM OF COMMUNICATION.

II. CONDUCT AND BEHAVIOUR

- A. **All students must be of unquestionable Christian character and display a degree of maturity and dedication that will enable them to carry the heavy workload of about 45 HOURS OF STUDIES PER WEEK IN ADDITION TO CLASS TIME.**
 - 1. Tertiary studies cannot be completed by studying during the week only. Weekends must be considered as study time.
 - 2. The College will assist students with setting up timetables if required.
- B. **Since students are preparing themselves for positions of leadership in the Lord's church, they will be more readily open to censure and criticism. They must, therefore, be especially careful of their behaviour at all times, including when they are off campus and during non-lecturing/holiday periods.**
 - 1. The College will suspend or dismiss any student who discredits the Bible College or the Church.
 - 2. Strict vigilance will be maintained on the conduct of students.

3. **NOTE: Activism, causing division and dissension and rebellious behaviour will not be tolerated and will result in the immediate cancellation of the bursary.** The student will have to pay for his/her tuition as well as the cost of board and lodging.
4. A student may also be expelled under such circumstances.
- C. Any student found guilty of a violation of the law or criminal acts, which includes sexual harassment, will be expelled. The authorities will be informed at such time.
- D. Immorality, adultery, lasciviousness or any form of moral impurity are not tolerated and will result in expulsion.
- E. Profanity, vulgarity and gambling will not be tolerated and will result in expulsion.
- F. Drinking alcoholic beverages in any form, is prohibited and will result in expulsion.
- G. Use of tobacco or habit-forming drugs, other than prescribed medication, is strictly forbidden and may result in expulsion.
- H. Students may not pierce their bodies or wear rings or studs or similar items. Female students may have pierced earlobes and wear earrings.
- I. Attending places of questionable entertainment and viewing movies, videos or other materials which are blasphemous, pornographic or calculated to interfere with biblical morals and good habits, is prohibited and may result in expulsion while a student at Southern Africa Bible College.
- J. The privilege of watching television programmes is at the CEO's and Faculty's discretion.
- K. Dishonesty, cheating, lying or bullying is not allowed and may result in expulsion.
- L. Physical violence may result in immediate expulsion.
- M. Cheating of any kind may result in immediate expulsion.
- N. Students who disrespect the property, rights and privileges of others will be expelled.
- O. Students will be held responsible for the cost of any damages caused to College property.
- P. Propagation of negativism or activism (including gossip) will not be tolerated and may result in expulsion.
- Q. Students should assist and encourage each other to live moral and ethical lives and request the intervention of the faculty should offenders refuse to repent. Refusal to inform the faculty of immorality and a lack of ethical behaviour, such as cheating in tests and exams, may result in expulsion.
- R. *NOTE: Any student out of harmony with the overall interests and direction of the College and student life may be asked to withdraw without having committed any specific offense. It will not be pleasing to God our Father if the College graduates students who break the rules or are liars. Jesus states in John 8:42-45 that if we lie, we belong to Satan – the father of lies.*

III. CAMPUS DRESS CODE

- A. On campus, during regular school hours, *i.e.* between 08.00 and 13.00, students must wear dress shirts or golf shirts; T-shirts and shorts are not permitted during this time.
- B. Torn clothing and shoes are not acceptable during school hours. NOTE: Depending on circumstances, the faculty may change the dress code to meet climatic circumstances.
- C. Male students with beards must keep these short and trimmed; hair may not be grown beyond the collar.
- D. No clothing, insignia or accessories with a specific religious connotation or significance will be permitted to be worn on the Campus or during attendance at assemblies of Churches of Christ.
- E. Indecent or immodest dress is not tolerated. Mini dresses or skirts, tight clothing, tight trousers or similar dress may not be worn by either male or female students in order to avoid tempting students to behave immorally.
 1. Outside the dormitory men may not wear sleeveless tops on the campus except when

- engaged in approved sporting activities.
2. **NOTE:** Students who assist at or visit various congregations must observe the same dress code.
- F. **NOTE:** Informal though modest clothing may be worn during exam periods.

IV. RELIGIOUS LIFE

- A. All students are required to attend daily chapel periods on the campus even if they are not taking classes on a particular day.
- B. All male students, who are members of the Church of Christ, are required to give chapel and devotional talks on a regular rotation basis; these talks may be graded.
- C. Separate devotional periods may be arranged for female students.
- D. Dormitory devotionals are to be used as a period for spiritual growth; attendance at these is compulsory. Failure to attend dorm devotionals may result in disciplinary action which may include suspension or expulsion.
- E. Devotionals arranged for the student body (*ie* both male and female combined) must be attended by married students living in the married quarters on the main campus (*ie* plots 13 and 14 alongside Cloverdene road).
- F. Participation in mission trips, campaigns in local cities, lectureships away and Holiday (Vacation) Bible Schools and teaching during Lectureship, are mandatory when students are requested to participate. Such activities are considered to be part of the student's training.

V. CHURCH LIFE

- A. Church attendance at the regular meetings of a congregation is compulsory for all students and their families if accompanied by them. This also applies to non-lecturing / holiday periods. No exceptions will be made other than for reason of illness or emergencies.
1. Failure to comply may result in expulsion.
 2. Students who miss assemblies or Bible studies just before exams or tests may be suspended or expelled. Feeling ill should not become an *excuse* for not attending the assemblies. Speak to the dorm supervisor if you are feeling ill.
- B. Congregational attendance:
1. All resident first-year students are required to attend the services at Benoni Church of Christ, subject to availability of transport.
 2. Second and third year students must obtain permission from the Dean of Students and the Dean of Academics if they wish to assemble with a congregation other than Benoni.
 3. **This is restricted to students who are passing their courses and are in good standing with the College and is granted in exceptional circumstances only.**
- C. First year students require permission to become involved in leading a church ministry or a regular church activity once in the second semester of their first year. *Maintaining a 65% average pass rate is mandatory before permission may be granted in exceptional circumstances only.*
- D. **Second and third year students may get involved in ministry activities at Benoni, or one of the local congregations, as long as the following requirements are met:**
1. Approval from the Dean of Academics and Dean of Students.
 2. Maintenance of a 65% average pass rate.
 3. Students whose academic performance or general behaviour is not satisfactory may not visit their home congregations or teach or preach at any congregation.
 4. Submission of assessment forms of activity performed in a congregation must be

handed to the Academic Dean. Such reports will be confirmed by a faculty member. Forms are available from the Dean of Academics. This is part of your academic training.

5. Only students who have been asked to teach, preach or perform some other function will be permitted to attend congregations other than Benoni, unless asked to visit congregations for the purpose of promoting the College.
6. This means that just visiting a congregation may only take place under special circumstances, such as a public relation visit. At any other time only those actually performing a function may miss the Benoni assemblies.

VI. WORK AND FINANCES

NOTE: The College authorities must be kept informed of all regular support received, and financial reports must be submitted upon request. Due to the funding model of the College, bursaries may be reduced or withheld depending on a student's overall support. Failure to inform the College of other financial support received is a serious breach of the College's rules and is likely to result in College support (ie the bursary) being withheld.

- A. Since all students receive some form of scholarship / bursary they will be required to perform work for the College without pay.
- B. Foreign students on a Student Visa require a valid work permit to work off campus. Any such work must be performed during the non-lecturing recesses.
- C. No student may contract a debt, hire purchase account or experience a change in his/her major assets without prior permission from the College administration.
 1. The College accepts no responsibility for any debt incurred by the student prior to or during his / her period of study.
 2. The College may suspend a student to allow him to settle his debt.
 3. A student suspended for such purpose will have to re-apply for admission to the College, paying all fees and costs, and may have to start his/her studies from the beginning, depending on the time elapsed since their last attendance at the College.
- D. **NOTE: STUDENTS WHO ARE EXPELLED OR DROP OUT BEFORE THEIR STATED COURSE OF STUDY HAS BEEN COMPLETED, WILL BE HELD RESPONSIBLE FOR FULL REPAYMENT OF ALL FINANCIAL AID, I.E. THE BURSARIES FOR TUITION AND BOARD & LODGING, RECEIVED FROM OR THROUGH THE COLLEGE.**
- E. Refundable key and maintenance deposits are payable at the beginning of the student's first semester.
 1. **NOTE:** This deposit will be refunded to the student at the end of the student's residence in the dormitories / married quarters provided that there are no damages to the student's room / married quarters other than normal wear and tear and if all other fees have been paid.
 2. If a student loses the key to his / her domicile the student must pay for its replacement. ***This will not be paid for from the key and maintenance deposit.***
- F. The annual registration fee and all other fees as may be set from time to time are payable at the beginning of each year.
 1. Applications for Admission must include proof of payment of the administration fee.
 2. Once students have been accepted the registration fee and any other fee(s) set by the College must be paid before students will be accommodated in College housing or dormitories or before they will be permitted to begin studies.
 3. All students have to register annually and pay the annual registration fee.
 4. It is NOT the College's responsibility to provide students with finance for transport

- or other expenses or to provide students with paying jobs.
- G. **Students whose fees / costs are not paid up to date will not be graduated. Only grade reports will be made available on request.**
 - H. Students will receive a final and free Grade Report and Transcript upon completion of their studies.
 - 1. PLEASE NOTE: additional copies of these will be made available upon payment of a fee.
 - 2. Transcripts may be emailed to educational institutions on request by such institution. Please note: In terms of the Protection of Personal Information Act signing the rules and regulations gives Southern Africa Bible College permission to provide academic information to such educational institutions.

VII. KITCHEN

- A. The kitchen **is out of bounds to everyone who is not on duty at a specific time.**
- B. The kitchen fridges belonging to the College are not available for storage of student's personal food.
- C. Students must ensure that they are on time for their meals. The College may not keep food for students; this is in accordance with Health and Safety Regulations.
- D. Should a student require special meals for medical reasons, a valid medical certificate and dietary sheet must be presented to the kitchen as soon as possible so that the necessary arrangements can be made. Such a student may have to defray the additional expenses incurred by the College.
- E. Meals are to be eaten at the tables provided in the dining area.
 - 1. Students are not permitted to take meals to the dormitories. Due to Health and Safety Regulations students contravening this instruction will be penalized.
 - 2. Students may take only bread and / or fruit to their rooms after supper.
- F. In view of the fact that so many in the Benoni area have no food, it must surely be sinful to waste it THEREFORE PLEASE: DO NOT DISH UP MORE THAN YOU ARE ABLE TO EAT.
- G. With regard to kitchen duties A COMPLETE LIST OF DUTIES IS DISCUSSED BY THE PERSON IN CHARGE OF THE KITCHEN AT THE START OF THE ACADEMIC YEAR:
 - 1. The kitchen floor is often slippery. It is each student's responsibility to wear footwear which minimizes the danger of slipping. The College accepts no responsibility for possible injuries or damage of property.
 - 2. Appropriate clothing should be worn when working in the kitchen. Aprons are available.
 - 3. Every student who receives food from the kitchen will be required to work in the kitchen. A duty roster is provided.
 - 4. Students must obey the instructions of all kitchen staff, including the student(s) assigned as kitchen supervisors.
 - 5. Students must complete their assigned responsibilities **before** going off duty.
 - 6. NOTE: Kitchen duty commences at the time stipulated. You may not do your kitchen work at a later time. If you cannot perform your duty at the appointed time, please arrange for a replacement.
 - 7. Students **MUST** wash their hands before they work with food.
 - 8. The duties are allocated by the person in charge of the kitchen and the Dean of Students in consultation with the kitchen supervisor(s).
- H. No student may leave his / her assigned kitchen work during his / her duty period without permission.

VIII. DORMITORY AND HOUSING

- A. Problems related to housing/bathrooms *etc.* should be communicated to the Maintenance Department.
- B. Students may only live at approved accommodations.
- C. NOTE: Male students are NOT PERMITTED to enter the Women's Dorm unless instructed by a faculty member.
- D. NOTE: Female students are NOT PERMITTED to enter the Men's Dormitory unless instructed by a faculty member.
- E. All students, both married and single, are expected to keep their domiciles neat, clean and in good order. Dormitory inspections will take place on an *ad hoc* basis.
- F. All students are expected to observe acceptable levels of personal hygiene. This includes using deodorants daily to avoid bad odours, showering daily, washing clothes and bedding frequently, and brushing teeth for health and hygiene reasons.
- G. Students may not keep pets of any kind in the dormitories. Married students may not keep pets of any kind in their appointed housing.
- H. No dormitory student may be absent from the dormitory overnight without prior permission from the Dean of Students or other appointed official. Offenders will be disciplined, repeat offenders may be expelled.
- I. Dormitory students are required to sign out in the register provided in the lounge when they leave and return to the dormitory. Failure to do so may result in disciplinary action.
- J. Students' guests are not permitted to stay in College housing without prior permission from the Director and Faculty regardless of the nature of the relationship with the student(s). **This includes the accommodation of married students.**
- K. Noise levels in the dormitories are to be kept at a low level at all times so as not to disturb those who wish to study. After curfew all noise in the dormitories is to stop.
- L. Dormitory control.
 - 1. To be handled by the Dean of Students in conjunction with the dormitory supervisor.
 - 2. The Dean of Students in conjunction with the dormitory supervisor and duly appointed students will perform various functions as advised from time to time including:
 - a. Control of the sign-out book.
 - b. Control rowdy or disruptive behaviour.
 - c. Arrange the dormitory devotionals.
 - d. Do regular room inspection.
 - e. Arrange the cleaning schedules for the bathrooms.
 - f. Any other duty related to dormitory supervision which may be necessary.
- M. Devotionals.
 - 1. Devotionals will be held in the dormitories on Monday, Tuesday and Thursday nights; attendance is compulsory for all dormitory students and may include married students (see above). Failure to attend may result in disciplinary action.
 - 2. A roster of speakers will be drawn up by the dormitory supervisor.
- N. Dormitory rooms.
 - 1. Rooms should be kept tidy at all times, beds should be made, clothes picked up *etc.*
 - 2. *Clothing, sheets, blankets etc. are to be washed on a regular basis to avoid unhygienic conditions, bad odours and the possibility of disease.*
 - 3. Inspections may be held at any time by any faculty member or dormitory supervisor.
 - 4. Should rooms be consistently untidy and unhygienic, disciplinary action may be taken. This may include dismissal from the College for repeat occurrences.

5. It is imperative to save electricity and water; therefore, switch off appliances and lights when leaving rooms.
 6. Nothing may be attached to the walls in student's rooms by any means whatsoever. Students may attach rosters, notes etc. to the wardrobes by means of "Prestik" only. **DO NOT USE GLUE. THE COST OF REMOVING GLUE OR REPAIRING WALLS WILL BE DEDUCTED FROM YOUR MAINTENANCE DEPOSIT.**
- O. Bathrooms & Showers:
1. The bathrooms are locked, only showers are available for use.
 2. The maximum time allowed for showering is 15 minutes.
 3. Showers may not be turned up full during periods of water restrictions.
 4. The shower cubicles **must be cleaned each time after use; there will be disciplinary consequences if this rule of common hygiene and courtesy is not obeyed.**
 5. Do not place anything in the toilet that might block the drains. You will be asked to pay for the plumber's work if this request is ignored.
 6. NOTE: The municipality does not have a water tower which supplies water to the College. A pump is used instead. This may at times result in low water pressure and insufficient water supply. The College has no influence over this.
 7. **The cleaning of the bathroom and toilet facilities is shared by students. If you feel this to be below your dignity you should consider becoming an external day student instead of a dormitory student.**
- P. Radios, TV's, Media Players, etc.:
1. After curfew ALL noise in the dormitories **must** stop.
 2. No TV's are permitted in individual dormitory rooms.
 3. Access to the television set used by students may be restricted.
 4. Persistent offenders may have their equipment confiscated till the end of the semester.
 5. Students who watch unwholesome movies on their computers/laptops/tablets/cell phones *etc.* may be dismissed.
 6. **NOTE:** The College reserves the right to check a student's equipment should that be deemed necessary.
- Q. Laundry privileges:
1. Washing machines may not be overloaded. Such may result in damage to the washing machine and the student concerned will be required to pay for the repairs.
 2. Washing machines may only be loaded halfway up the drum.
 3. Blankets and duvets may not be washed in the College washing machines.
 4. The College does not provide washing powder.
 5. Washing must be kept within reasonable limits and all washing will be done by every person himself / herself.
 6. Students are responsible for their own ironing. This must be done in the laundry. **INSURANCE STIPULATION: Ironing in your rooms is not permitted under any circumstances and refusal to comply herewith will result in the dismissal from the College due to the risk of fire in your rooms.**
- R. Dating, visiting and other absences from the dormitory. (Also refer to XI)
1. First-year students are strongly discouraged from staying out over night during the first six weeks after their arrival at the College so that they may adjust to new routines.
 2. Any overnight absence requires permission from the Dean of Students; if the Dean is not available, a faculty member or dormitory supervisor may be approached. Application must be made on the prescribed form **at least 24 hours before the time.** **Refer to 11 below.**
 3. If students arrange transportation or participation in some activity before requesting permission to miss classes, and thus presenting the Dean with a firm arrangement before asking permission, they will have their requests denied.

4. Students should not stay out for more than one night per weekend, except when visiting family. Overnight absences during the week will only be permitted in cases of emergencies.
5. **NOTE:** Students are strongly advised to restrict dating to Fridays and Saturdays.
 - a. THE COLLEGE WILL RESTRICT TIME SPENT DATING IF A STUDENT'S ACADEMIC RESULTS ARE NOT SATISFACTORY.
 - b. Students are reminded that their tuition fees and board & lodging are provided by Christians who expect students to focus on their studies. Low academic performance or behaviour not in tune with scriptural principles is disrespectful of the sacrifices made by donors. Such is not acceptable.**
 - c. Close contact between students, such as cuddling, hugging and kissing while on the Campus is not allowed.
6. Transport is made available on the Friday afternoon to married students after the bursaries have been paid. Single students may go along if sufficient space is available on the busses, to an appropriate venue as determined by the College. Shopping trips are also arranged for all students at various times.
7. As mentioned above, all dormitory students must sign the register when leaving their dormitory and when returning.
8. Students may not seek invitations to visit church members so as to avoid becoming a nuisance.
9. Students are not permitted to visit places of questionable reputation, such as discotheques, bars, pubs, clubs, or any other place with an ungodly atmosphere.
10. Curfew times:
 - a. Students will be advised of the curfew times from time to time since these may change depending on circumstances.
 - b. No exceptions will be made except in emergencies. NOTE: Church activities are not an exception to this rule unless permission is given by the Dean of Students.
11. AGAIN: Except in emergencies, requests for overnight absences must be made at least 24 hours in advance.

IX. AUDITORIUM AND SPORTS.

- A. Sporting activities or practices in the auditorium at any time may only take place after 14.00 and must be arranged with the dorm supervisor. These activities must conclude 30 minutes before supper time.
- B. All sporting activities involving non-residents must be arranged in advance with the Dean of Students. Any activity arranged by students that has not been agreed to by the Dean of Students or other faculty member may be cancelled by the Dean or faculty member.
- C. Students may arrange their own sporting activities, but they are expected to conduct themselves in a godly manner at all times.
- D. Breakages of facilities must be paid for by the person(s) responsible.

X. MARRIED STUDENTS

- A. Married students must have the full support of their wives and families.
- B. Whenever possible, married students must be accompanied by their wives, subject to availability of married accommodation.
- C. Married students may be required to attend either group or individual counseling at the discretion of the College.
- D. All wives are required to attend special classes designed for them, *when these are offered*. Attendance at these classes is compulsory. If wives are not working to help support their

- husband / family, they will be advised what classes they have to attend.
- E. Problems related to housing should be communicated to the Maintenance Department.
 - F. Wives are to read the Rules and indicate that they have done so by their signature.
 - G. Married students are not permitted to keep pets during their stay at the College.
 - H. Married students who have serious marital problems must attend counseling with the Dean of Students or member of the faculty. They are required to follow the advice and instructions given by the counselor in an effort to rectify their problems. *Failure to do so may result in suspension or dismissal.*
 - I. Married students must keep their properties and yards neat and presentable. Lawns and flower beds must be maintained at the resident's expense. The College assists with equipment.
 - J. Students living in married quarters are responsible for their own municipal expenses. *This will be deducted from their bursaries.* Subject to the availability of sufficient funding the College **may** subsidise a married student's municipal expenses.
 - K. THE MAINTENANCE DEPOSIT WILL BE USED TO CLEAN UP RESIDENCES, REPLACE TORN OR SMELLY MATRASSES (especially as a result of children wetting the bed), OR FIXING DAMAGES OTHER THAN WEAR AND TEAR. INSPECTIONS WILL TAKE PLACE ON A REGULAR BASIS. IF THE DEPOSIT DOES NOT COVER THE DAMAGE OF AN ABUSED MATTRESS THE STUDENT WILL BE RESPONSIBLE FOR PAYING FOR ITS REPLACEMENT. UNTIL THE DEBT INCURRED HAS BEEN SETTLED ALL QUALIFICATIONS WILL BE WITHHELD.
 - L. **PLEASE NOTE:** Married students are strongly advised to NOT leave the campus after dark due to the crime in this area.

XI. WEEKENDS AND VACATION PERIODS.

- A. The College will not necessarily follow the same timetable as used by the public school system.
- B. Students are amenable to the College for approximately ten months of the year.
 - 1. Only the December / January recess is a holiday period. Students may be required to attend campaigns or special functions during the other non-lecturing recesses. Public holidays may be used for classes or other activities, depending on need. Such is subject to approval by the student body and faculty.
 - 2. When no formal classes are conducted, the student should use the time for revision and research.
 - 3. Students who wish to be away for the weekend must meet the following requirements:
 - a. His / her work is caught up satisfactorily. Late papers automatically disqualify a student from being away for the weekend.
 - b. He / she does not have kitchen duty that weekend or has arranged a substitute to take his/her place.
 - c. Permission must be obtained from the Dean of Students on the prescribed form or the Dean of Academics if the Student Dean is not available.
 - d. This should not become an every-weekend occurrence.
 - e. **NOTE:** Students who are not coping with their work will be allowed only one weekend absence per month under special circumstances.
- C. Dormitories close during the non-lecturing periods unless campaigns are planned. Students need to make their own arrangements for accommodation during these closure periods.

ACADEMIC REGULATIONS

I. PROGRAMME ENROLMENT

- A. Courses are available to all interested parties.
- B. Enrolment for a qualification is restricted to those who meet the necessary entrance requirements.
 - 1. Applicants must either be able to produce a matriculation certificate with endorsement or a national senior certificate stating which programme they qualify for.
 - 2. In case of doubt, applicants will have to request an exemption from the Matriculation Board or whatever statutory body has jurisdiction.
- C. Those not qualified to enroll for a qualification may attend classes but will NOT receive a qualification upon completion of such studies. They are, however, required to complete all research assignments and sit exams to the best of their ability since the College provides bursaries to members of the Church of Christ for tuition and board and lodging, when available.
- D. Attendance in the non-degree program is generally restricted to a maximum period of two years but may be extended at the discretion of the CEO and faculty upon request. This is dependent on academic achievement and general moral and ethical behaviour. The decision of the CEO is final.
- E. This is subject to the availability of funding.
- F. Continued receipt of a bursary is contingent on the student's academic progress and moral and ethical behaviour. Activism has no place at a Bible College. This will be evaluated on a regular basis.

II. GENERAL ACADEMIC RULES

- A. Students will follow the curriculum set by the College and attend all prescribed classes.
- B. Exemption from any course may be obtained on consideration of other equivalent academic work from an accredited institution. The administration's decision is final.
- C. Class Work and Study Time
 - 1. A devotional is held daily during the course of the morning, Monday through Friday, at a time set by the faculty. Attendance is compulsory.
 - 2. Regular classes are held from Monday to Friday during each semester from 8:00 to 13:00. Additional classes may be arranged at other times, *i.e.* afternoons, evenings or Saturdays, as the need arises.
 - 3. *NOTE: Any national events, such as a pandemic, may result in a drastic change of class time and lecturing via digital media.*
 - 4. *NOTE: No tests will be set, or research papers assigned for completion during the week before the start of the exam week, referred as the Study Week. Since exams generally start on a Tuesday or Wednesday students have in fact 7/8 class days with a considerably smaller class load. This will provide additional time for exam preparation. Should students want further time for exam preparation this will have to be taken from the scheduled breaks.*
 - 5. **NOTE:** The student is expected to spend about 45 hours per week in study, preparation for tests or assignment preparation in addition to formal class periods, depending on need.
 - a. The program requires much dedication from students.
 - b. *This therefore requires a student to restrict his / her social activities, including dating.*
 - c. **NOTE:** The College reserves the right to limit a student's dating time depending on

a student's academic performance.

6. Absences

- a. A student is expected to attend all classes. The high standard of the programmes requires sufficient time for students to comprehend the complexities of course material.
- b. A student who misses more than 10% of class time in any course for whatever reason, will not receive credit for the course. This means that a student may not miss more than five Monday/Wednesday/Friday classes or two Tuesday or Thursday classes.
(1) **NOTE:** This is based on the number of notional hours required for a particular programme.
(2) The Council for Higher Education does not make allowance for prolonged illness.
- c. This does not mean that a student is allowed to plan absences. Classes may only be missed when there are good reasons for doing so. Three tardies (*i.e.* late arrival in class) will be counted as one absence. Being late for classes on a regular basis without valid reason may result in disciplinary action, suspension and / or a stoppage of the bursary.
- d. Appointments for routine medical consultations, dental work, job interviews or any other activity must be arranged for a time when classes are not in session, if at all possible. *NOTE: Such absence must be discussed with the Dean of Academics before obtaining permission from the Dean of Students.*
- e. ***NOTE: Students who need to be absent must FIRST obtain permission from the lecturers whose classes they will miss and the Dean of Academics. THEN permission must be obtained from the Dean of Students. Should lecturers not be approached for permission first, permission may be withheld or cancelled by the lecturer concerned or the dean.***
- f. In the case of emergency appointments, the Dean of Students or staff/faculty members must be informed.
- g. Students are held accountable for work missed due to any absence. All assigned work must be made up. ***Note: it is not the lecturer's responsibility to update students with missed work or information should a student miss class time***

III. STANDARD OF WORK

- A. Due to the academic requirements of national accreditation in South Africa, the College maintains a high standard of education which requires diligent and dedicated study by students.
- B. **NOTE:** the regulations for the compilation of research papers are provided to students during the orientation period. They **MUST BE** complied with. Papers that do not comply will be returned for correction.
 1. Research assignments may not be more than 15% percent longer than the requirement set by the lecturer. (For example: a 3000-word paper may not be longer than 3450 words). Any additional information should be appended as end notes **WHICH WILL NOT BE USED FOR GRADING THE PAPER.**
 2. This will reduce the student's workload.
 3. Sermonizing and long-windedness are not acceptable academic practice.
 4. The grade of a research paper that is shorter than the prescribed length will be reduced.
 5. A maximum of 20% of any research paper may consist of direct, verbatim quotations **in the proper format**. The rest of the assignment must consist of **summarised** material, in the student's own words. *Refer to the instructions "How to Write a Research Paper" and the "Assignment & Plagiarism Procedure".*
 - a. Students may add their own comments in the introduction and conclusion as well as

- in the body of the document where that is appropriate.
- b. No research paper may have a large amount of the student's own ideas and thoughts since the purpose of a research paper is to investigate what various authors believe the meaning of a particular passage / topic to be. If you disagree with such comments, you may state this BRIEFLY, giving your reason, either within the body of the paper or the conclusion. Remember, you are NOT writing a sermon consisting mainly of your own ideas, but you are researching the meaning of certain concepts and passages. Your lecturer wants to see whether you have considered the comments of various authors before you make your own conclusion.
 - c. *NOTE: Plagiarism is unlawful and violates the Copyright Act of South Africa. It is unscriptural since it is theft of intellectual property. Any copying of material from any source without identifying such source in the correct format is forbidden. Students WILL be penalized if found to have plagiarized. Such penalty may include suspension or expulsion from the College. NOTE: Reproducing more than 20% of researched information verbatim is not acceptable; any verbatim quotation must always be identified as such.*
 - d. TO REPEAT: REPRODUCING MORE THAN 20% OF RESEARCHED INFORMATION VERBATIM IS NOT ACCEPTABLE EVEN IF SUCH QUOTATION IS IDENTIFIED. NOT IDENTIFYING YOUR SOURCE IN THE CORRECT FORMAT IS PLAGIARISM.
 - e. Students must sign the Declaration of Authenticity and attach it to every research paper.
 - f. Research papers containing 20% of verbatim material which is **not** correctly identified will be returned to the student for correction. Such correction has to be completed within 48 hours.
 - g. Research papers containing more than 20% of verbatim material but correctly identified will be returned to the students for summarization of such excess verbatim material within 48 hours.
 - h. Papers with more than 20% of material that is not correctly identified (ie plagiarised), may be failed. Students MAY be given an opportunity to amend their paper. Students may also have to do the paper over. Such amendments or re-submissions must be completed within 72 hours. Repeated offences will result in a FAIL grade and may result in expulsion.
 - i. Up to four lines may be quoted within the body of the paper provided the quotation is in quotation marks with the source reference and page number stated at the end of the quotation. More than four lines must be set apart from the body of the paper as an indented block quotation. This does not have quotation marks but must have the source reference and page number at the end the quotation.
 - j. **PLEASE NOTE:** providing false source references is not acceptable. The student must amend such papers and he may penalised. This is a form of lying.
6. Research papers must be in outline or essay, or paragraph format based on the lecturer's preference.
 7. First Year students are not permitted to use electronic sources, internet or CDs or DVDs or similar media but must make use of the library.
 8. Second and Third Year students are restricted to a maximum of twenty percent of electronic sources, internet or CDs or DVDs or similar media and must make use of the library for the remainder of their research. This means that only 20% of the content and 20% of the cited sources may be electronic.
 9. PLEASE NOTE: you may be requested to produce your sources so that the accuracy of information in your paper can be ascertained.
 10. Giving incorrect source information will result in the paper being returned to the student

- for correction within 24 hours.
11. *Summarizing more than two pages of your source at a time is not acceptable. Papers will be returned to the student for correction.*
 12. Due dates (these will be set by the Records Office):
 - a. Students submit their assignments electronically as a Word document attachment (not PDF's) via WhatsApp to **0656515787** or email to: records@sabiblecollege.co.za by 23:55 before due date. (ie. If due date is 20 February, the paper must be submitted not later than 5 minutes before midnight on 19 February)
 - b. Late papers are not acceptable *unless there are special circumstances*.
 - c. Papers submitted 24 hours late will be downgraded by 20%. Papers more than 24 hours late will generally be failed.
 - d. Late papers will be annotated state "Late Paper -- Deduct 20%" or "Fail" depending on how late the submission is.
 - e. ALL assignments must be completed and submitted to qualify the student for writing the exam even if they have been failed.
 - a. Lecturers may give an extension for assignments and tests to the whole class if this is warranted by exceptional circumstances.
 - b. Individual extensions will be granted ONLY in the most exceptional circumstances
 - c. NO assignment will be due in the last week before the start of the exam period.
- C. Strict vigilance will be maintained on the academic progress as well as moral and ethical conduct of students. Refer to: *Programme Enrolment* above.
1. Students will be given whatever assistance is deemed necessary to help them complete their work.
 2. In extreme cases study schedules may be rearranged to allow them to complete their intended course of studies. This normally results in an additional year of study. NOTE: Bursaries have to be applied for by students for studies longer than one year for Higher Certificates or three years for the Bachelors'.
 3. NOTE: Students may also be required to rearrange their extra-curricular and social activities.
 4. NOTE: NO student will be permitted to study at any other institution while studying at Southern Africa Bible College.
 5. The College will review a student's academic progress as well as his/her overall attitude and moral and ethical behaviour at the end of each semester.
 6. Bursaries for tuition and board and lodging will be reviewed at the end of each semester and may be withdrawn depending on a student's academic progress as well as his/her overall attitude and moral and ethical behaviour.
 7. Grading system:

<u>Classification</u>	<u>Mark</u>	<u>Symbol</u>	<u>Grade Points Toward Grade Average</u>
Superior	90 - 100%	A	4
Above Average	80 - 89%	B	3
Average	70 - 79%	C	2
Fair	60 - 69%	D	1
Mediocre	50 - 59%	E	0
Failure	below 50%	F	0
Incomplete		I	
In progress		IP	

- D. Courses are based on a two-semester system, with a course meeting for 3 hours per week per semester being designated a three-hour course and courses meeting for 2 hours per week a two-hour course. Credits awarded are based on the total estimated time required to master the material.
- E. Students who fail to maintain a grade point average of 1.8 (an average of 65%) may, after an official warning, have their scholarships/bursaries suspended or rescinded. A student who fails courses will be required to repeat them if a supplementary exam or additional research work cannot be applied. In such instance, the student will have to pay fees at the current level per course / per semester and for board and lodging.
- F. Grade Point Average (GPA) is calculated in the following way:
The points assigned to the grade for the course are multiplied by the number of credits for that course. (NOTE: Courses taught on Mondays, Wednesdays and Fridays are 3-hour courses. Courses taught on Tuesdays and Thursdays are 2-hour courses.) The figures arrived at for all the courses taken are totaled. The total number of achieved points is divided by the number of credits attempted; the result is the GPA.

Example:

Course	Credits	%	Grade	Value	Points
Greek	10	85	B	3 = (3 X 10 credits)	30 points
Pastorals	8	75	C	2 = (2 x 8 credits)	16 points
Isaiah	8	92	A	4 = (4 x 8 credits)	32 points
John	5	75	C	2 = (2 x 5 credits)	10 points
Hebrew	10	95	A	4 = (4 x 10 credits)	40 points
Revelation	6	52	E	0 =	0 points
Totals	47				<u>128 points</u>

GPA 128/47 = 2.72 GPA

- G. In order to obtain credit for a course, a student must obtain an aggregate average of 50% on all prescribed work.
- H. NOTE: A course can only be credited to a student when **all** assignments, papers and examinations have been submitted, regardless of grade. *Students may not write exams until all semester work has been submitted.*
- I. Progression from the Higher Certificate program to the Bachelor's program can only take place if ALL requirements for the Higher Certificate have been met, without exception.
- J. Cheating on tests or examinations will result in the student being expelled from the College.
- K. Permission to wear school badges will be granted to students who successfully complete their first year and maintain good attitudes. Badges remain the property of the College in perpetuity and must be surrendered in case of serious misconduct at any time. This is the only understanding under which the badges are sold and distributed.

IV. TYPES OF QUALIFICATIONS CONFERRED

- A. The Board of Trustees will, in conjunction with and on the recommendations of the CEO, Dean of Academics and Faculty, subject to achieving the required credits and payment of all fees and costs, award the following qualifications:
1. *Bachelor of Arts in Theology*. The candidate must:
 - a. Gain a minimum of 360 credits.
 - b. Have manifested wholesome behaviour and positive attitudes.

2. *Higher Certificate in Theology*. The candidate must:
 - a. Gain a minimum of 120 credits.
 - b. Have manifested wholesome behaviour and positive attitudes.
- B. The conferring of Qualifications will normally occur at the Lectureship following the student's final year, **provided all administration, registration, dorm and library fees have been paid.**

V. PROBATION

- A. All students are on academic probation for six months after enrolment to assess their ability to cope academically and emotionally with the stress of concentrated study. This probation period may be extended subject to a student's academic progress as well as his / her overall attitude and moral and ethical behaviour.
- B. Academic probation may be extended or reinstituted depending on the student's academic progress as well as his overall attitude and moral and ethical behaviour.
- C. A student who is not coping may have to leave the College.
- D. Ongoing enrolment, attendance of classes and awarding of bursaries are at the discretion of the CEO and faculty and are based upon:
 1. Faithfulness to Christ, and spiritual growth.
 2. Grades and marks.
 3. Attendance.
 4. Attitude and general demeanour, morals and ethics.
 5. Diligence, cooperation, effort and application.

EXAMINATION POLICY

I. ADMISSION TO FINAL EXAM

Students will be allowed to write exams only if:

- A. All assigned work for the course has been submitted as stipulated above.
- B. A minimum overall **semester mark** (assignments, tests etc.) of 40% has been achieved.
- C. All library books taken on loan have been returned.
- D. All library fines, fees and deposits have been paid.

NOTE:

- E. Supplementary examinations:
 1. These will be set as and when deemed appropriate. If they are requested by reason of a medical condition the student must provide a certificate from the consulting doctor / hospital.
 2. NOTE: *Supplementary examinations as the result of a student failing the original examination will be set under the following conditions:*
 - a. **The student must have achieved at least 30% in the original exam.**
 - b. The exam fee is paid for each supplementary exam. This is generally R250 for each exam.
 - c. The student will have to write supplementary exams during the period set aside for that purpose.

II. REQUIREMENTS TO PASS A COURSE

- A. A minimum of 40% in the **final examination**.
- B. A minimum **combined, aggregate** mark of 50% for all assigned work and the final examination. (See Composition of Final Grade below)

III. ABSENCE FROM A FINAL EXAM

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

IV. COMPOSITION OF FINAL GRADE

- A. *All final exams will account for 60% toward the final grade.*
- B. All other course work will make up the balance of the course grade.
The methodology for working out the final course grade is:
 - 1. Assume the grade for the final exam is 71%.
 - 2. Multiply 71 (the exam grade) X 60 (the proportion of the overall grade) = 4200.
 - 3. Divide 4200 by 100 = 42(%). This is the portion from the final exam toward the final grade.
 - 4. Assume there were three assignments: 59%, 74% and 76%. Add these together (209) and divide by three = 69,666.
 - 5. Multiply 69,666 X 40 (the course work's proportion of the final grade) and divide by 100 = 28(%)
 - 6. Add 42% and 28% = final course grade = 70% ("C")
 - 7. NOTE: The final grade is calculated electronically via a spreadsheet.

V. STUDENT PROGRESSION

- A. Students enrolled for the Higher Certificate
 - 1. Students will be given a maximum of two years to complete this program.
 - 2. Students who achieve less than 60 credits in the first year will not be allowed to continue.
 - 3. Students who need to repeat courses which they failed in their first year may be required to pay tuition fees and for board and lodging.
 - 4. Students who are successful in this program (*ie* who have passed ALL courses which are part of the Higher Certificate program), achieving an average of at least 65%, may apply for admission to the Bachelor's program but will receive credit for only half the credits of the Certificate program.
- B. Students enrolled for the BA Degree
 - 1. Students will be given a maximum of five years to complete this program but may have to pay tuition fees and for board and lodging beginning with their fourth year.
 - 2. Students who obtain less than 60 credits in their first year will have to withdraw from the Bachelor's program. They may enroll for the Higher Certificate programme but may have to pay tuition fees and for board and lodging.
- C. **NOTE:** Students who fail courses in any program will be required to repeat these courses. They may be required to pay for tuition and board and lodging.

The Applicant is to sign the following declaration and hand it to the College. In the case of a married student the spouse must sign as one of the witnesses.

Acceptance as a student is conditional on the student signing this Declaration. The Rules and Regulations are part of a contract and undertaking between the Southern Africa Bible College and the Student.

I, , understand fully that the Southern Africa Bible College is sponsored by fellow Christians who have a righteous expectation that the money given for my education will be used for the purpose for which it was intended, based on God's commandment written through Paul:

"Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth." 2 Tim 2:15

The typical secular student lifestyle of indulging in the pranks, jokes or the vices of this world are not acceptable from students who love the Lord and keep His commandments and cannot therefore be tolerated.

He who has My commandments and keeps them, it is he who loves Me. And he who loves Me will be loved by My Father, and I will love him and manifest Myself to him." John 14:21

In essence I realize that my presence at the SA Bible College has been made possible by the **genuine sacrifice** of **individual Christians**, thereby helping me to be equipped to bring people to Christ.

I understand that this is a religious institution and **MY** dedication to the work of the Lord must be reflected in such a way and to such a degree that the College may freely recommend me based on my dedication, hard work and a love for the Lord.

Failing to perform at a satisfactory academic level, or manifesting a pattern of behaviour which is not in keeping with Christianity and Christian principles, for instance causing division/dissensions (Romans 16:17) by any means whatsoever, can lead to the Southern Africa Bible College cancelling my contract and/or bursary and terminating my stay and studies at the College.

In addition, a rebellious behavioural pattern reflecting the above, more often than not, reaches the congregations in the church and totally negates or jeopardizes the placing of such students after their studies. This also affects the reputation of the Southern Africa Bible College which cannot be tolerated.

I therefore declare my understanding of the above provisions as well as the rules and regulations of the College and give my sincere irrevocable undertaking to abide by the rules and standards of the Southern Africa Bible College. I understand fully that noncompliance of the rules on my part may result in my dismissal from the Bible College.

I, , understand that my work will be evaluated on a regular basis in order to determine whether I am still able to continue with my studies at the Southern Africa Bible College.

Signed on this day of 20 at Benoni.

Signed by Student

Signed by Witness

Signed by Witness