

Christian Leaders' Training College

# Student Handbook 2022

14 January 2022

## Banz Campus

PO Box 45,  
Banz, Jiwaka  
Papua New Guinea

*Telephone:* 546 1001  
*Email:* [cltc@cltc.ac.pg](mailto:cltc@cltc.ac.pg)  
*Website:* [www.cltc.ac.pg](http://www.cltc.ac.pg)

*“CLTC ... equipping people for Christian leadership in today’s world.”*

## Welcome to CLTC

We welcome you to our College family. You will probably be living with us here for two years or more. We pray that your time in training will be a real blessing to you and to your people.

An important lesson you will learn here at CLTC is about the way you should live together with people from different places and with different customs. Another important lesson that you must learn well during your student days is about the proper use of your time.

The rules of the College and policies you will read in this Student Handbook have been developed to help you live together with your fellow students and to get the most benefit from your training. The Word of God tells us that "*everything must be done decently and in order*" (1 Cor 14:40). To do everything in a good and proper way there must be a carefully planned program to guide us in our College life. The rules of the College are therefore given to us so that we can keep good order, fellowship and unity among the whole College family. Please read these rules thoroughly and pray that the Lord will help you in keeping these rules, so that your life as a student will be a blessing and a testimony to others.

The College is divided into three divisions: Education Division, Support and Services Division, and Poultry Division.

### Education Division is responsible for:

Academic programs  
Theological Education by Extension (TEE)  
The IT Department,  
Kindy, Elementary School, FODE,

Graduation requirements,  
Accreditation standards,  
Ministry to churches outside the campus,  
Student discipline,  
Library.

### Support and Services Division is responsible for:

Buildings (including student houses),  
College property,  
Roads,  
Water,  
Plumbing,  
Vehicles and transport,

Security on campus  
Electricity  
Fuel  
The Guest House  
The Clinic

Support and Services Division also operates the farm with beef cattle, rice and vegetables. The Poultry Division operates the CLTC poultry business with the help of Signature Poultry Ltd.

This Student Handbook has been written with input from both divisions. Though there are two divisions, we are ONE COLLEGE, united in our aim to *of equipping people for Christian leadership in today's world.*

We want you to know that we are here to help you and to encourage you in the service of our Lord and Saviour Jesus Christ. **If there is anything you are not clear about, please ask!** A good text for you to take and hold to as a promise for your own student life is:

*"The one who calls you is faithful and he will do it."* (1 Thessalonians 5:24).

## TABLE OF CONTENTS

1. <i>Student Program</i>	4
2. <i>Spiritual Development</i>	5
3. <i>Personal Development</i>	6
4. <i>Student Wives</i>	6
5. <i>Children</i>	7
6. <i>Academic Policies and Procedures</i>	8
7. <i>Plagiarism</i>	11
8. <i>Computers</i>	11
9. <i>Social Media Policy</i>	13
10. <i>Student Leadership</i>	14
11. <i>Student Counselling</i>	15
12. <i>Security and ID</i>	16
13. <i>The Library</i>	16
14. <i>Discipline</i>	18
15. <i>Grievance Procedures</i>	21
16. <i>Work Duties</i>	22
17. <i>Leaving the College Campus</i>	23
18. <i>Terms and Semester Breaks</i>	23
19. <i>Visitors</i>	25
20. <i>Family Life</i>	25
21. <i>Children's Education</i>	26
22. <i>Relationships between Men and Women</i>	27
23. <i>Marriage</i>	29
24. <i>Supplies</i>	29
25. <i>Student Gardens</i>	30
26. <i>The College Store</i>	30
27. <i>Meals</i>	31
28. <i>Health and Sickness</i>	31
29. <i>Travel and Transport</i>	33
30. <i>Care of College Property</i>	34
31. <i>Water</i>	35
32. <i>Out-of-Bounds (Prohibited) Areas</i>	35
33. <i>Safety Precautions</i>	36
34. <i>Pets</i>	36
35. <i>Radios, TV and Audio Players</i>	36
36. <i>Mobile Phones</i>	37
37. <i>Alcohol, Smoking and Betel Nut</i>	37
38. <i>Dress Code</i>	37
39. <i>Fees and Finances</i>	38
40. <i>Writing to Supporters</i>	40
41. <i>Storing Personal Belongings</i>	40
42. <i>Statement on the Holy Spirit</i>	41
43. <i>Important Forms</i>	42
44. <i>Faculty Responsibilities</i>	48
45. <i>College Calendar 2022</i>	49

# 1. Student Program

## 1.1 Student Timetable

Time	Mon	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
6:00	PERSONAL MEDITATION, PRAYER AND DEVOTIONS						
7:00	BREAKFAST AND DUTIES						
8:00	Sectional Prayer	7:30am Chapel	Class	7:30am Principal's Hour	Class	Study or Garden-ing	Family Time
9:00	Class	Interview with mentor		Cell Group Meeting			
10:00	MORNING BREAK						Church (9:30am)
10:30	Class	Class	Class	Class	Class		
11:30							
12:30	LUNCH BREAK						
2:00	Class	Work Duties	Class	Study	Work Duties	Sports and Family Time	Family Time
3:00				Sports			
4:00	Study	Study	Study	Church Groups			
5:00	Free Time/Family Time					Family Time	
7:00	Study						

## 1.2 Class Timetable and Attendance

The class timetable will be pinned to the notice board outside the Faculty building each term. Please make a note of the classes you are required to attend and be organised to go to each class. Getting organised is a big step towards being successful in your studies.

All students are expected to attend all the classes for their courses. A timetable is prepared for each term which sets out clearly the courses being taught each week.

Attendance is also compulsory for:

- Chapel on Tuesday mornings
- Principal's hour on Thursday mornings
- Half-days of prayer
- Cell group meetings
- Student's interview time with cell group mentor
- Ministry weekends
- Ministry week
- Missions week
- Weekly sectional fellowships
- Sports
- Work duties

These activities are an important part of the curriculum (Community Based Learning and Ministry Placements). They are assessed in terms of attendance, participation and reflection in a learning journal.

### ***1.3 Private Study***

Attendance at classes is not sufficient to complete a course successfully. Students are required to do private study and ministry assignments. Depending on the course students are required to do between one and two hours of learning outside of the class for each one hour spent in the classroom.

Students normally have 14 hours of class a week, so on average students should spend an additional 21 hours of personal study each week.

Students should use some of their study time to review their lectures to make sure they understand and learn what is covered in lectures. The rest of the time is spent doing assignments.

The library is open during study times and on Saturday mornings. When classes are not held students are able to use the time for study.

### ***1.4 Absence from class due to sickness***

Students who are sick and cannot attend classes must go to the clinic for assessment. The clinic staff will give you the appropriate form which is to be shown to the Dean of Students and teachers.

Those who are sick during the term must still catch up with course work, although extensions can be granted if the extension is submitted and approved. Absences of more than two weeks for sickness or other reasons will result in the student repeating the course.

## **2. Spiritual Development**

CLTC takes seriously its responsibility to nurture and develop the spiritual character of its students. Therefore, the student program includes many opportunities for spiritual development.

### ***2.1 Personal Meditation and Prayer (Quiet Time)***

A time for private Bible reading and prayer is scheduled between 5.30 and 6.30am each morning. This is vital for the spiritual growth of every student.

There should be no noise after 10.00 pm at night to allow students to sleep. Mobile phones are to be switched off between 10.00 pm and 7.00 am for those living in shared accommodation.

### ***2.2 Chapel Services***

On Tuesday mornings (7.30-8.30 am) and Sunday mornings (from 9.30 am) the whole College community gathers for worship. All students are expected to attend and contribute to these times of community worship unless they are on organised ministry.

### ***2.3 Prayer Times***

Single women meet as a whole group for prayer on Monday mornings (8.00-9.00 am). Each evening single women have the opportunity to pray with their roommates.

Single men meet as a whole group for prayer on Monday mornings (8.00-9.00 am). House groups will also specify a time for sharing and prayer once a week (eg 9.30-10.00 pm). Your house leader will lead you in your house prayer meeting or appoint someone else to do it. During this time you will learn to pray together and help one another.

Married students meet either with their family or with their sectional group on Monday mornings (8.00-9.00 am). Families should pray together at other times also.

### ***2.4 Monthly Half-Day of Prayer***

One morning each month is set aside as a College half-day of prayer. During this time students, staff and workers gather together to praise and worship God and to pray for the world and the work of the College as a whole. **Attendance is compulsory for all students.**

## **3. Personal Development**

### ***3.1 Cell Groups***

All students are assigned to a Cell Group for the year. Cell groups meet for one hour a week for fellowship, prayer and mutual encouragement. Each cell group has a student leader (appointed by faculty) and a mentor (usually a faculty member). Participation in Cell group meetings and activities is compulsory for all students.

### ***3.2 Faculty Interviews***

Each student is assigned to a faculty member who will act as his/her mentor for the year. The student will meet with the faculty mentor at least once a term to discuss the student's progress with his/her studies, ministry, character and spiritual development (compulsory).

### ***3.3 Student Ministry***

Two weekends per term, all students are required to join with their Cell Group in practical ministry in a local church or other ministry outside of CLTC. Once a term the teams will stay at the church for the whole weekend and once a term the team may go just for the Sunday. Permission must be obtained from the Dean of Students if, for sickness or other reasons, a student cannot participate in a ministry weekend. During the year there may also be opportunities for students to be involved in other ministry teams.

### ***3.4 Sport***

Sport is important for our physical well-being and is a good opportunity for fellowship. All students should participate in sport from 3.30pm onwards on Thursday afternoons. Consider this a time to relax with other students and enjoy their company in a different context.

### ***3.5 Use of English***

One of the basic purposes of training at CLTC is to help students become fluent in English so they can make good use of the English resources available in the library. This will happen only if each student uses English as much as possible outside the classroom.

In outreach programs students should use the language which will most effectively communicate the Word of God to the hearers (*Tok Pisin, Tok Ples* or *English*). In the context of community worship, it is recognised that there are people who may not understand English very well and so some concessions may need to be made to communicate God's message.

## **4. Student Wives**

### ***4.1 Certificate of Bible and Ministry***

All student wives (who are not in the Diploma or Degree Programs) are required to attend the Certificate program. At CLTC we believe that it is very important for a wife to be trained in order to develop her own spiritual gifts and to support her husband in ministry.

Some subjects usually taught in the Certificate program include:

- Pidgin literacy
- Bible and Christian Ministry
- The Christian Home

- Hygiene
- Sewing; Cooking
- Child Welfare

Other subjects may be taught in place of, or as well as, those mentioned above, depending on the availability of teachers and resources.

Wives are expected to attend all lectures scheduled for them and to share in the crèche to look after students' preschool children. If one of the wives or children is sick she must get permission from the Dean of Student Wives to be absent from lectures.

Participating in sport is encouraged for all women on Thursday afternoons except those who may need to be absent for medical reasons.

Any wives with special problems are very welcome to talk with the Dean of Student Wives' or other members of the faculty or faculty members' wives.

#### ***4.2 Diploma and Degree Program***

A married woman who meets the requirements for Diploma or Bachelor level studies may apply for these programs by seeing the Registrar and filling in the Application Form and completing the English Entrance Test. The Selection Committee will make a decision about her acceptance based on the usual selection criteria for applicants.

Mothers of young children will normally do one less course per term to allow time for family.

## **5. Children**

Children are the adults of the future. Whatever behaviours we teach our children while they are young are the behaviours they will display when they become adults. The time to form healthy attitudes in our children is NOW. Children need the positive guidance, teaching and correction of their parents to become adults who love the Lord and respect and care for themselves and other people. As Christians living in community together we ask you to put into practice Biblical principles for family life.

Parents need to know where their children are at all times. Teach your children about the rules of living in the college community. If your child breaks any of the college rules or policies, you as parents may be required to appear before the Disciplinary Committee as a result. Student parents may be disciplined for their children's offences.

Parents will be responsible for damages or breakages of College property by their children. They are asked to make sure that their children do not play in the College gardens, on the roads, work sites and other prohibited areas (see Out of Bounds section).

Adherence to family time is very important. The intention of this guideline is that families learn to spend time together and model this in their ministry.

**Family time on weekends:** Students are encouraged to be creative in their use of family time. It is expected that children will be with their parents during family times, whether in the house or taking part in some family activity together.

Additional important information about family life and care of children is contained under Section 13.

**All children must be in their own homes by 5.30 pm each evening (compulsory).  
The supervision and safety of your children is your responsibility!**

## 6. Academic Policies and Procedures

### 6.1 Accreditation by Department of Higher Education

In 2015 CLTC received full institutional accreditation as an Institution of Higher Education from the Department of Higher Education, Research, Science, and Technology (DHERST). This was renewed in 2018. To ensure CLTC's academic standards are in keeping with the educational institutions in PNG and internationally, our core courses must meet the requirements outlined in the PNG National Qualifications Framework.

### 6.2 Grading of Assignments, Tests and Courses

All students' assignments and tests are marked with a grade (see next page). The grade is entered on the student's transcript.

### 6.3 Late Assignments

1. A student is unable to complete an assignment by the due date they can apply for an extension. A form for this is available from the faculty secretary and must be signed by the student's mentor and lecturer. This form must be completed before the due date. It is at the discretion of the lecturer whether the request for extension is granted.
2. If a student does not have an extension, and does not turn in work on the given date, a deduction of 5 percent (one grade) for the first day and 2 percent for each subsequent days. For example, if the assignment is submitted three days late the student will have 9 percent deducted from their score.

### 6.4 Failure to Achieve Pass Marks

1. If a student fails a course, he or she may be given the opportunity to do extra work during a break to increase the grade. Normally this opportunity is only given to students who have obtained at least 45% in the course. Otherwise, the student **may** be offered the opportunity to repeat the course.
2. A student must have at least a C average at the end of the first year to be able to continue in the second year.
3. The above matters are brought to the attention of the Dean of Undergraduate Studies and the Academic Committee for discussion. Ultimately the Academic Committee has the discretion to decide the outcome for an individual student regarding their pass/fail and whether he/she will continue as a student.

### 6.5 Missed Classes

1. **A student must not miss more than 25% of classes for any subject.** A student who misses more than the equivalent of two weeks' classes in an eight-week term or one week in a four-week term (25%) will not receive credit for that course. This includes sickness or family reasons.
2. Students who miss classes must communicate with the teacher to find out how they can catch up. Where possible, the teacher should be informed before class that the students will be absent.
3. The student may apply for an extension to assignment due dates because of sickness or personal reasons (see 6.3).
4. To graduate, a student must fulfil the number of credit hours required by CLTC which is determined, in part, by accreditation requirements established by DHERST and CLTC's Academic Committee.



Grade	Percentage	Possible Descriptions	Grade Point
A+	95-100	Demonstrates mastery of the subject area. Able to correctly evaluate, synthesise and critique materials, drawing from wide range of appropriate sources. Able to think and communicate in abstract terms Produce totally errors free written material, which is publishable.	4.3
A	90-94	Demonstrates excellence in the subject area. Able to evaluate synthesise and critique abstract material. Employs a wide range of specialized research skills. A broad knowledge base with substantial depth in some areas. Produces error free written material.	4.0
A-	85-89	Demonstrates a high degree of proficiency in the subject area. Is able to analyse, evaluate and critique materials. Able to communicate in abstract terms. Competently relates topic to other areas of study.	3.67
B+	80-84	Demonstrates a sound comprehension of subject area. Able to respond to and interact critically with other materials. Thinks and communicates in abstract terms. Able to write on specific areas in substantial depth.	3.33
B	75-79	A good working knowledge of the subject area. Able to respond to and integrate material from various sources. Employs a broad range of learning skills, discretion and judgment.	3.0
B-	70-74	A working knowledge of the subject area. Able to incorporate theoretical concepts into thinking. Interacts with other material and generates new ideas.	2.67
C+	65-69	Basic knowledge of the subject material, but unable to make evaluative, critical or analytical judgments. Able to explain some concepts in abstract terms.	2.33
C	60-64	A knowledge of the subject material, though unable to integrate facts with abstract material. Some generation of new ideas though with limited scope. Little analytical interpretation of information.	2.0
C-	55-59	Demonstrates knowledge of the subject material but unable to utilize in forming argument or logical reports. Recalls in narrow range of competence. Large number of errors in choice of vocabulary and structure. Demonstrates a lack of discernment in recalling and using material.	1.67
D	50-54	Barely demonstrates knowledge of the subject material. Recalls in a narrow range of competence. Large number of errors in choice of vocabulary and structure. Demonstrates a lack of discernment in recalling and using material.	1.0
F	0-49	Fails to submit work at all. Demonstrates lack of knowledge in subject area. No indication of possession of basic practical skills in thinking, researching or writing. Unable to make valid use of facts.	0.0

### ***6.6 Ministry Week and Missions Week***

Each year the college introduces students to additional experiences in ministry and mission as part of the academic program. These events usually run for five days during mid-term and mid-semester breaks. Participation is compulsory for all students and credit is recorded on students' transcripts. Absence is permitted under the same conditions which apply to class absences. Unexplained absences will be brought to the Disciplinary Committee for action and may result in the student not being permitted to graduate.

### ***6.7 Eight-Week Practicum for Advanced Diploma Students***

Second year Advanced Diploma students will complete an eight-week practicum, normally in the final term of the year. They will be assigned to a church, NGO, or community for an eight-week immersion experience. Students will be supervised and mentored by a leader in the church or organisation.

Where possible student families are to live with the church or in the community they are assigned to. Where necessary, students can apply to leave their families on campus and spend a maximum of two nights a week on campus with them.

Students are to explore ministry placement options with their faculty mentor and ministry coordinator and apply for a particular posting. The application must show the opportunities for ministry, the suitability of a supervisor/mentor, and details of the living situation.

Students will write a weekly report on their ministry and the supervisor/mentor will report to College once during the term and once at the completion of the practicum.

### ***6.8 Internship for the Bachelor of Theology Degree***

Those students invited into the Bachelor of Theology Degree program are required to complete ten months of practical internship, supervised by their church, another ministry field or in a cross-cultural setting. Internship generally occupies the whole year between completing the Diploma of Ministry and the commencement of the Bachelor studies but this arrangement may be varied in some circumstances.

During internship, students are required to work full-time for their ministry or mission placement. Employment in a secular job or doing secular work for the church is unacceptable (unless for a very limited period only with specific approval granted by the Internship Coordinator).

Students are encouraged to experience a wide range of ministries during their internship year. Some possible ministries are: preaching; teaching; leading Bible studies; leading worship; pastoral care, counselling and visiting; evangelism; Theological Education by Extension (TEE); Sunday School, children's work and youth work. Other opportunities for ministry may also become available to enhance the student's experience.

Satisfactory completion of internship according to the above guidelines is a requirement for graduation with the Bachelor of Theology Degree. The completion of at least two TEE studies is required as part of the Internship Year. These will be arranged by the Internship Coordinator.

Wives are expected to support their husbands as well as be involved in their own ministries.

### ***6.9 Community Based Learning***

Students receive academic credit for the non-formal part of the curriculum. This includes chapel services, cell group meetings, church fellowships, Principal's hour, faculty mentoring, work duties and sports. This part of the curriculum is called "Community Based Learning."

In order to get credit for this, students must maintain a 70% attendance at these activities, plus write weekly entries in a learning journal. The learning journal will be assessed by the faculty mentor based on the frequency of entries and the depth of reflection. Students should write a paragraph or two at least three times a week and cover at least one page in an exercise book. The reflections are not just a summary of what was said or done, but some thinking about how this is relevant and applicable to one's life and how that can be acted upon.

### ***6.10 Spirituality and Character Development***

It is not only a student's academic results which qualify him/her for graduation. A student's spiritual maturity and character, involvement in daily College life and in outreach ministries are also essential for him or her to graduate from CLTC.

A student who does not show acceptable standards in his/her attitudes to all parts of the training program may receive an alternative award (e.g., Certificate of Studies). Alternatively, he/she might be directed to leave the College for a period of time with a view to returning to complete his/her studies at a future date. Disciplinary matters are discussed in Section 13 of this Handbook and may have an impact on a student's eligibility to graduate.

A student who has been suspended and has not returned to the college to complete his/her studies will not receive a Certificate of Studies or other award.

A student who is expelled will not receive a Certificate of Studies or other award.

## 7. Plagiarism

### 7.1 Definition of Plagiarism

At CLTC we encourage you to use the many resources available to you. The resources are provided to enhance your study, help you with your assignments and to equip you for further ministry. But you must avoid plagiarism.

**Plagiarism** is the use of material from a book, journal, newspaper, website or other source without acknowledging where it came from. Plagiarism is taking someone's work and using it as if it is your own. Your work must be original, or it must be acknowledged in order to avoid plagiarism.

The *CLTC Format Guide* sets out the ways in which you should acknowledge other people's work in your assignments. If in doubt, ask for assistance from a faculty member. The Plagiarism Policy is given here and must be followed by every student. If you do not provide information about where the work came from, you are stealing someone else's work.

If you use another author's work and provide the correct information, there will be no problems. However, **if you do not properly provide this information you will be penalised for plagiarism.**

### 7.2 How to avoid plagiarism

It is very easy to avoid plagiarism by following three simple rules:

1. If you quote the words of someone else, show these with quotation marks at the beginning and end of any quote ("...") and then cite the source in brackets as required in the Format Guide.
2. If you use the ideas or facts from a source, you do not use quotation marks but you still by cite the source in the required way.

Check the CLTC Format Guide for a full description of citations.

**While students may work together, their papers must not be identical for more than two sentences.** However, direct quotations of more than two sentences are permitted. **Under no circumstances** may another person (student or non-student) write portions of a paper or a whole paper for any student. Penalties will apply for plagiarism.

### 7.3 Actions regarding Plagiarism

The Faculty member may at his or her discretion take one of the following actions:

- a. Show grace to first-year or newly enrolled students by allowing the student the opportunity to rewrite his or her paper as described below. However, if the student has plagiarized before, the faculty member will take this into consideration.
- b. Allow the student to rewrite the plagiarized portion of the assignment, with a penalty of 10 or more percent depending on the extent the paper is plagiarised.
- c. Fail that student for that assignment, without option of resubmitting.
- d. Refer the matter to the Disciplinary Committee to act as it sees appropriate.

## 8. Computers

Computers are expensive items of equipment and we are grateful for the donations of computers from overseas supporters and partners of CLTC. We show our appreciation through words and we must also show it through our actions too, by the way we look after the computers.

Every user must be responsible for his or her actions when using computers. The following policies give direction about the use and care of computers.

### **8.1 Use of computers**

Always be considerate of other students! Remember, there will be someone waiting to use the computer.

Computers are provided for students' use only. Students have access to the computers in the computer labs for College assignments and to increase their typing and computer skills.

If you find a computer is not working correctly please report it immediately to the librarian (for the library) or to the senior student responsible for the computer lab. Do not leave it for someone else to report!

### **8.2 Flash drives**

Each student is expected to purchase a flash drive for use in computer classes and to save their assignments.

### **8.3 LOGIN and usage**

You must use only the student logon ID and password. You are not allowed to Logon as an administrator.

You may use any software already installed on the computer. Do not store any of your private work on the computer. Ensure that you have a flash drive to store your documents after working on them. The IT team will check the computers on a weekly basis to ensure there are no unnecessary documents stored on the computers in the lab or library.

Do not store photos or music files on the computers. If the IT team finds music or photographs, they will delete them without hesitation.

Do not make any changes to the desktop settings on the computers. They have been placed there for students and lecturers to use in the Computer Skills Class and it is important that they are never changed. Leave them as they are!

### **8.4 Viruses**

Viruses are frequently brought into the college computers via material downloaded onto flash drives. Viruses can be very difficult to fix and take a lot of time for the IT department to eradicate them. Anyone being careless with the use of a flash drive may face disciplinary action.

ALWAYS scan your flash drive every time before you do any other work on a college computer.

### **8.5 Use of the Internet**

A computer is located in the faculty building and another in the library which have internet connection. Students are required to sign in and out by stating the times at which they have started and finished on the log sheet.

Some students have personal email accounts which they may access on these computers.

The abuse of the internet includes, but is not limited to, the following:

- Accessing pornographic or other offensive material
- Circulating gossip, abusive or untrue information
- Anything that brings the college reputation into disrepute

Students are not permitted to have access to the CLTC server under any circumstances.

### **8.6 Laptops**

Students are encouraged to bring their own laptop computers to CLTC. A lot of course materials will be provided to students electronically through the Moodle system. Having one's own laptop allows students to view this material and work on assignments in the classroom or in their house.

The policies that apply to the use of CLTC computers also applies to students' own laptops. College is not responsible for payment of repairs or replacement due to power surges or any other kind of electrical problems. It is the student's responsibility to provide power guards or other kinds of protection for their own laptops.

### ***8.7 Repairs of laptops***

The IT Department has a charge rate for the repair and maintenance of personal laptops. Repairs to students' computers are prioritised and are done only as time permits for IT staff amongst their many other responsibilities. You may need to wait for your repairs to be attended to. Please be patient in the circumstances.

You must NEVER approach a member of the IT team to do personal work for you outside of the IT department. You must NEVER bring a friend or *wantok's* laptop from outside to be repaired or worked on by our IT staff.

The breach of any of the above policies is likely to lead to disciplinary action.

## **9. Social Media Policy**

### ***9.1 Description: What is Social Media?***

Social network is a website that allows users to share information with a selected group of friends. Examples of social network sites are Facebook, Twitter, LinkedIn, YouTube and others.

### ***9.2 Introduction***

Students at Christian Leaders' Training College enjoy the opportunities and rewards that being a member of CLTC brings. Therefore it is expected that you will uphold the ethos of the college inside and outside the campuses (Banz, Lae and Port Moresby) whenever you engage in social media interactions and you will not use social media in such a way that the image of CLTC is brought into disrepute nor in a way that harms members of the CLTC community.

Social media can be, when appropriate, an effective educational, promotional and social tool for the sharing of information, news and ideas and a useful way of keeping in contact with friends and relatives in other parts of PNG or the world.

Be careful what you put on social media. All your details and postings should be considered public (or potentially public) information. Once you put information online, you have lost control over it. Also carefully consider whom you add as a friend to your social media site. Do not add people unknown to you.

### ***9.3 Rationale***

The purpose of this policy is to set standards of behaviour for the use of social media that are consistent with the broader values and expectations of the CLTC community.

### ***9.4 Rights and Responsibilities***

Students are expected to show respect to others, including all members of the CLTC community. Students are also expected to give due respect to the reputation and good name of the college.

### **9.5 When using social media**

- DO NO HARM
- Remember that anything published on social media is potentially or actually in the public domain
- CLTC expects students to use social media in a respectful and responsible manner
- Do not bring up matters that can be sorted out either with another student or a member of faculty or staff. This is important because people have a variety of perception and interpretation.
- Respect the rights and confidentiality of others
- Do not impersonate or falsely represent another person
- Do not use content that has malicious or harmful intent, such as bullying, intimidation, abuse or harassment
- Social media should not be used to insult, present offensive or inappropriate content or to misrepresent CLTC or any member of the CLTC community
- Do not make slanderous comments
- Do not make assumptions: always verify facts
- Do not include links to malicious sites which could compromise the college's network security
- The content must not involve the spread of viruses, Trojans or worms
- Do not harm the integrity, reputation and good standing of CLTC or those within the CLTC community

### **9.6 Breaches of policy:**

A breach of this policy will be considered by the Disciplinary Committee and will be dealt with on a case by case basis. Refer also to the 2013 Student Handbook, Section 13, "Discipline".

## **10. Student Leadership**

### **10.1 Dean of Students**

The Dean of Students is a member of faculty and is appointed to care for the physical and spiritual well-being of students. He or she works with student leaders to organise the daily life and work programs. Some students in their senior year of studies will be appointed for special duties in the leadership of student life. Wives in the Wives Program are under the care and direction of the Dean of Student Wives.

### **10.2 Student Representative Council (SRC)**

A Student President, Vice President, Work-Duty Supervisor and members of the SRC are elected by the students and approved by the College Faculty each year. The SRC should be a balanced group of male and female, single and married senior students.

The Student President and the senior students are to supervise and serve the students, to ensure that all students share in all aspects of College life.

The Dean of Students will meet with the Student President and senior students at least once a month for prayer and encouragement and to co-ordinate responsibilities. The sectional leaders and class captains will also be invited from time to time. The Dean of Students attends all official SRC meetings but is not able to vote.

The SRC has the following responsibilities:

1. To ensure the general wellbeing of students and good relationships between students in their living arrangements.
2. To maintain and encourage high standards of spiritual life and involvement in study and outreach among students.

3. To take responsibility for organising:
  - College sports programs (with a Faculty member and other staff/workers).
  - College social programs (with a Faculty member).
  - Student house devotionals.
4. To ensure that students behave in accordance with the standards of the Student Handbook and ethos of the College.
5. To counsel and encourage students in their own spiritual lives and to arrange prayer groups and prayer fellowships for the student body.
6. To represent the views and concerns of the students to faculty and to pass on concerns of the Faculty to the students.
7. To pass on student suggestions or concerns to faculty and to receive reports from representatives who attend faculty meetings. The Student Council may be asked to send representatives to faculty meetings.
8. Such other responsibilities as agreed to by the Student Council and Faculty.

The Student Council has power to appoint subcommittees to fulfil some of its responsibilities. The SRC may also, with faculty approval, raise funds to help in fulfilling its responsibilities or for special student functions.

### ***10.3 House/Section Leaders***

A House Leader will be elected for each single student house and a Section Leader for each group of married students. They are elected by the students who belong to that house (for singles), or section (for marrieds).

The House/Section Leaders are responsible for spiritual leadership and fellowship of the students under his/her care. He or she must make sure that each student takes part in the whole College program. **If there is a problem among the students the House/Section Leader should report it to the Student President or Dean of Students at the first available opportunity.**

The House/Section Leader must make sure that the student houses are kept neat and clean. If anything is in disrepair he/she must report it to the Student President. The house or section leader must also make sure that sick students or family members attend the Clinic for assessment and treatment.

### ***10.4 Class Captains***

Each class will elect a class captain who will coordinate the activities of the class. This includes fellowship times, taking the attendance roll, checking that students are wearing their ID's and rostering students to keep the classrooms clean.

## **11. Student Counselling**

Students are encouraged to discuss any problems they may have with a Senior Student, Faculty Member, their Cell Group leader or Mentor. The College Chaplain is also available to all members of the college community, including students.

Faculty have been appointed not only to teach but also to share in your spiritual journey. They want you to feel that you can approach them at any time to discuss your joys, problems or difficulties. Interview times will be scheduled with your Faculty Mentor, but if problems come up at other times do not hesitate to share them with your Mentor, another Faculty Member or a Senior Student.

## 12. Security and ID

You will be issued with CLTC photo identification. Your ID must be worn around the college campus at all times. You may be asked to leave class to go and get your ID if you forget to wear it. Please avoid this disruption to class time by wearing your ID.

If you lose or damage your ID you are required to notify the Faculty Secretary and you will be charged a small fee for its replacement.

All employees and permanent residents of CLTC are issued with an ID. If you see any strangers wandering around campus, advise the Senior Student and/or security immediately.

When you are leaving the campus for any reason, take your ID with you. You will not be allowed back into the college campus unless you can show your ID. The security guards have been advised to refuse entry to any person who does not have a CLTC ID.

CLTC employs a security company which has security guards on campus 24 hours a day. However, security is everyone's responsibility. Do not leave any belongings (e.g. shoes, clothes) outside your house or dormitory at night and do not leave your houses unlocked, except when specifically asked to do so by faculty for house inspections.

From time to time other security measures will be introduced (e.g. curfews), depending on circumstances. Students must always adhere to security measures made known to them.

## 13. The Library

The library has been established through the dedicated work and sacrifice of many people who have a vision for CLTC and its purpose of training Christian leaders. Most of the books have been donated from private libraries or generous funding from Overseas Council of Australia. **Many of these publications cannot be replaced if they are stolen or lost.**

**NO BOOKS OR OTHER ITEMS SHOULD BE TAKEN FROM THE LIBRARY  
WITHOUT USING THE PROPER BORROWING PROCEDURES.**

Students who take items from the library without using the correct procedures will face disciplinary action.

### 13.1 Borrowing Procedures

Books can be borrowed when an authorised person is available to use the correct borrowing procedures. An "authorised person" means the librarian, a library helper, a visiting librarian or other designated person.

Take the book to librarian or the library helper operating the scanner on the library loans computer to complete the borrowing procedures:

- i) Diploma students may borrow up to 10 books at one time, and BTh may borrow up to 20 books.
- ii) For Masters students, special arrangements will be in place for each Masters course under the direction of the Dean (or Associate Dean) of Graduate Studies.
- iii) All books must be returned on or before the due date.
- iv) If a book is overdue you will not be allowed to borrow any more books till the overdue book has been returned.
- v) You are responsible for any book borrowed in your name including those borrowed by your spouse or child. You will be charged for the replacement cost of any book not returned.
- vi) Loans may be extended after approval by the librarian or visiting librarian.
- vii) If another student's name is on the waiting list for the book, it will not be renewed.



### **13.2 Reserved books**

Reserved books cannot be borrowed, taken to the journal room, upstairs, to study tables or any other location in the library. You may use them only at the table provided in front of the reserved shelves only.

### **13.3 Items which CANNOT be removed from the library.**

The following items are not to be taken from the library under any circumstances:

- i. Reference books.
- ii. Books on reserve.
- iii. Senior reference books.
- iv. Journals/periodicals/magazines.
- v. Archive books.

### **13.4 Children in the Library**

- i) Children under 11 years old must be accompanied by an adult in the library.
- ii) Children under age 11 are allowed in the library every Tuesday from 3 to 5 pm.
- iii) Children, ages 12 to high school, are allowed in the library every Tuesday from 3 to 5 pm, Friday from 4 to 5 pm and Saturday between 9 am and 12 noon.
- iv) Children must ask the librarian or a library helper when they wish to borrow books.

### **13.5 Hours of Use and Supervision**

The library is open during normal class hours Monday to Friday (normally 8 am to 5 pm). In addition, it is open 7 to 9 pm Monday to Thursday evenings, and 9 am to 12 noon on Saturday mornings.

### **13.6 General Conditions**

The following rules apply to all members of the community who use the library:

1. Do not write in library books or mark them in any way (e.g., underlining is forbidden).
2. If you notice that a book has been damaged or defaced notify the librarian immediately so it can be repaired. Do not wait for someone else to report it.
3. You will be charged for the replacement of any book borrowed in your name and not returned, and you may be charged for damage to books borrowed in your name.
4. No eating or drinking in the library.
5. Keep talking to a minimum and speak quietly.
6. Do not wear shoes/thongs in the Library. Leave them *inside* the front door on the shelving provided. Do not leave them outside.
7. Bags and *bilums* are to be left on the shelves inside the library doors. No bags or *bilums* are to be taken past this point.
8. The librarian and faculty members have the right to check bags and student houses to make sure books have been borrowed properly.
9. Mobile phones **MUST** be turned off in the library.
10. The library is not a place for friends (whether of the same sex or opposite sex) to meet and talk.

### **13.7 Overdue Books**

Unfortunately too many borrowers do not return their books promptly, thereby preventing other borrowers from being able to use those books. Therefore the following rules will apply:

1. A list of books falling due each week will be posted near the entrance to the library. You must then either:
  - a. Return all overdue books in that week.
  - b. If you are still using the book you can ask the librarian or the library helper on duty to extend your loan for another two weeks.

Please note that you will **not** be permitted to have a second extension of the due date as the book must be returned to the shelf at that time so that it can be accessed by other students.

2. If you do not return your books during the week they are due or obtain an extension of the due date then:

- a. You may incur a library fine of K1.00 per day on the overdue book commencing on the Monday following the due date of the book, **and**
- b. You will not be permitted to borrow any other books until **all** overdue books have been returned.

3. If you have lost the book, please be honest and inform the librarian immediately. We will then calculate the approximate value of the book and will require you to reimburse the college accordingly.

4. Disciplinary action will be taken against students who frequently have overdue books, breach other library policies or do not follow the instructions of the librarian or visiting librarian.

### ***13.8 Access to the Senior Reference Room***

Access to the Senior Reference Room must always be approved by the senior librarian who may stay with the student to provide information.

## **14. Discipline**

### ***14.1 General***

Policies and procedures are in place to:

- Enhance the community life of the College for everyone.
- Show respect for other people and their belongings.
- Care for the spiritual, moral and physical welfare of all.
- Care for and maintain the College property.
- Guard against actions or behaviours which would damage the reputation of the college.

The word “discipline” means training, instruction and learning obedience. There are two parts to discipline. The first part is teaching people the right way to do something; the second part is to correct people when they do something the wrong way.

The Senior Students, House/Section Leaders and staff members have the responsibility to make sure that all students know and follow College policies and procedures.

If at a student is reported to be breaching a College policy, the first step is for an Observation Report to be completed and/or the Dean of Students or another member of faculty will talk to the person concerned. Copies of Observation Reports are given to the Dean of Students, Dean of Undergraduate Studies, Registrar and the Cell Group Mentor for the student concerned. At the discretion of faculty members, when a breach of College rules has occurred a student will be referred to the Disciplinary Committee at the first available opportunity

### ***14.2 Offences Committed by Students' Children***

Offences committed by students' children will be addressed and may be brought before the Disciplinary Committee. Students may be disciplined for their children's misbehaviour or offences.

### ***14.3 The Disciplinary Committee***

The purpose of discipline is to correct inappropriate behaviour and assist the person to become a responsible member of society and to follow the Lordship of Christ in his/her life. However, the welfare of the whole college community and the reputation of CLTC must be considered when breaches of college policy occur.

The Disciplinary Committee will meet to discuss an alleged offence. The student will normally be invited by the Committee to talk the matter over with them. The Committee reserves the right to

exercise discipline at its discretion in the circumstances surrounding the incident or offence brought before its members. The Disciplinary Committee or designated members will also meet with the student(s) involved in the matter.

The Disciplinary Committee will impose discipline in accordance with the seriousness of the offence committed. Usually the more serious the offence, the more severe the discipline administered by the Disciplinary Committee (e.g., for Very Serious Offences expulsion is the likely result for the student as determined by the Disciplinary Committee). Repeated or multiple offences or breaches of policy will also result in more severe discipline, even if these matters have not been brought to the attention of the Committee earlier. The Disciplinary Committee reserves the right to administer discipline at its discretion in each individual circumstance. The student's church may in some situations be informed of disciplinary issues. Restoration and development of Christian character is the goal of discipline.

Students may respond to the decisions of the Disciplinary Committee if they believe them to be unfair or the student feels the matter has not been adequately heard.

#### ***14.4 Offences of a Criminal Nature will be Referred to the Police.***

#### ***14.5 Types of Offences***

Any action which breaches college policy or is harmful or potentially harmful to the individual or to another member of the college community or the public, or is against the ethos of the college, is likely to result in disciplinary action. Some examples of breaches of college policy are listed below. They include, but are not limited to:

##### Very Serious Offences

- i. Sexual relationship (outside of marriage) with a member of the opposite gender or a member of the same gender.
- ii. Sexual harassment, threats or intimidation of another member of the college community whether in person, phone calls or texts, written communication, email, social media or by the involvement of a third party
- iii. Harassment, threats or intimidation of any other nature
- iv. Possessing, buying, selling or consuming illegal drugs, including marijuana
- v. Abusing or physically assaulting any person
- vi. Stealing property belonging to the College or another person
- vii. Causing malicious or wilful damage to property
- viii. Falsifying or forging any document including entry into the College under a false certificate or document
- ix. Repetition of "major" offences

##### Major Offences

- i. Drinking or possessing alcohol or enticing others to drink alcohol
- ii. Smoking tobacco or chewing betel nut or enticing others to do so (for example by selling or distribution)
- iii. Developing a secret relationship
- iv. Possessing or viewing pornographic or other offensive material
- v. Inappropriate use of the internet including accessing pornographic sites, material that would cause offence or bring the college into disrepute
- vi. Taking a library book out of the library without following correct borrowing procedures
- vii. Leaving the College without permission
- viii. Entering single women's houses by male students or single men's houses by female students
- ix. Cheating in a test or assignment

- x. Conducting business or engaging in external commercial activities while a student or any activity that interferes with your studies
- xi. Entering prohibited areas (e.g. hatchery, see Out of Bounds Areas)
- xii. Selling College provisions, e.g. rice, kaukau, toilet paper.
- xiii. Repetition of “other” offences
- xiv. Any other action which spoils the name of the College or damages its reputation

#### Other Offences

- i. Speaking a language or *tok ples* in front of students or members of the college community from a different area which may create suspicion
- ii. Keeping pets or livestock on the College campus
- iii. Misusing College facilities
- iv. Returning late from permitted leave from College
- v. Repeated lack of effort in or being absent from work duties
- vi. Use of mobile phones including making or receiving calls or texts between 10.00pm and 7.00am.
- vii. Using mobile phones (whether calls, texts or internet access) during class, study times, cell group activities, in the auditorium, work duties, sectional or denominational meetings or during any other college program
- viii. Over involvement in recreational activities to the detriment of your own or other students’ study. This includes a wide range of activities, a few examples of which are sports, games, watching TV or movies, use of social media
- ix. Interfering with another student's study in the library or in student houses by making excessive noise or disturbance or using mobile phones.
- x. Refusing to comply with a reasonable request from the Dean of Undergraduate Studies, Dean of Students, Student President, Senior Students or a faculty member
- xi. Disturbing classroom teaching
- xii. Spreading false rumours
- xiii. Improper use of ablution blocks
- xiv. Being insolent or cheeky to a staff member, worker, student or another member of the college community
- xv. Swearing or using offensive language
- xvi. Being late for class or absent from class without permission
- xvii. Using slingshots within the College property or other items which could be perceived as potentially causing injury to persons or property
- xviii. Having *wantoks* or other people stay overnight without permission
- xix. Plagiarism (see separate policy)
- xx. Other offences not listed here may also result in disciplinary action

#### **14.6 Other Student Issues**

Other issues which may need to be addressed by a member of faculty and/or other members of the college leadership include, but are not limited to, are:

- i. Inadequate provision for your family
- ii. Non-attendance by your children at school (other than sickness)
- iii. Other matters concerning your family life
- iv. Relationships within the CLTC community
- v. Relationships with those outside the college community
- vi. Relationships with your church (for example, if the church has promised financial support but has not fulfilled its commitment)

### **14.7 Types of Discipline**

The type of discipline which may be imposed includes, but is not limited to, and may be singular or a combination of the following:

- A letter of apology to those affected by the student's actions
- Financial restitution in part or in full e.g. for damage to college property
- A meeting of reconciliation and restoration may be deemed appropriate and arranged accordingly

### **14.8 Extra Work Duties.**

The student may be required to do extra work duties for a specified period of time as determined by the Disciplinary Committee (e.g. additional Saturday work duties for one month, two months or other amount of time).

### **14.9 Probation for a Period of Time**

This may be for one month, three months or any other time frame as determined by the Disciplinary Committee)

- **Students on probation are not permitted to hold any leadership position in any group in the College, and will not be permitted to leave the College grounds except for approved ministry trips. The breaking of any College rules while on probation is likely to lead to suspension or expulsion.**

### **14.10 Suspension**

- The student must withdraw from studies and leave the College for a minimum of one year. A letter will be written to the student's church explaining the circumstances of the suspension. After the period of suspension is completed he/she must be recommended by his/her church before re-admission is considered. The recommendation will be brought to faculty for consideration and the approval of faculty is required before suspended students can be re-admitted.
- Students who are permitted to return after suspension shall be on probation for one semester. Their continuation as a student will be conditional on satisfactory completion of the probationary semester. The conditions outlined above for students on probation will apply.

### **14.11 Expulsion.**

The student must leave the College and will not be permitted to return.

## **15. Grievance Procedures**

CLTC is committed to providing an environment which is safe, and which is free from harassment and discrimination. Safety issues may include something that should be occurring and is not, or something not up to standard.

Harassment and discrimination may be offensive behaviour or unwanted attention. It may involve an abuse of power to disadvantage, discriminatory behaviour, or insult. Any kind of harassment is unacceptable – sexual, racial, academic, religious, or any other form of discrimination.

Structures are therefore provided within CLTC to address complaints from students or other interested parties.

### **15.1 Academic Complaints**

For course related concerns, including teaching, grading and examinations:

- If a student has a concern relating to just one course, they should speak to the teacher involved. If the matter remains unresolved, or if the issues relate to more than one course, the student should refer it to Undergraduate or Graduate Dean.

- If this proves unsatisfactory the matter should be referred to the National Academic Committee through the Student Representative on the Committee.
- If all these procedures do not result in a satisfactory resolution of the concern, the matter may be referred to the Principal.

### ***15.2 General Complaints***

- If the complaints relate to personal, pastoral, or community matters, they should be referred in the first instance to the Dean of Students.
- If this does not resolve the matter, the student should refer the matter to the Vice Principal Education.
- If the above avenues do not result in satisfactory resolution, students may refer their concerns to the Principal, through the Principal's Personal Assistant.
- If all these procedures do not result in a satisfactory resolution of the concern, the matter may be referred to the Chairperson of the CLTC Council (see the Principal's Personal Assistant for contact details).

## **16. Work Duties**

There are three main kinds of work duties at College:

### ***16.1 Morning Duties***

Early morning duties include keeping houses, toilets, cookhouses and College buildings neat and tidy. Some single students will be marked to prepare food for each day at this time. This is to be organised in house groups. Students are to make sure they know what duty they are assigned to and what is required for these duties each day.

### ***16.2 Work Duties***

Afternoon duties take place on Tuesdays and Fridays. These are a compulsory part of the College program. Sometimes students will be assigned to general work teams, and other times they will be asked to serve the College with particular skills they have. MTh student attend work duties just on Fridays.

Work duties help to develop a character of service and character. They also help the College reduce costs to maintain tuition fees at a low level.

### ***16.3 Saturday Work Duties***

Students work one Saturday morning (4 hours) per term. Students will be divided into work teams and will report to the Dean of Students or their appointed supervisor on the appropriate Saturday.

Senior Students will prepare lists of essential duties which must be done over the weekends. If any students is not sure what their work duty is, they should ask the Student President or a Senior Student.

### ***16.4 Duties for Student Wives***

Wives are expected to keep their own houses and the area around them clean and tidy. Wives do work duties around the College each Friday afternoon. Wives will be rostered during the breaks to do one day of work duties for each week they are on campus.

### ***16.5 Duties during Break Weeks***

During the term breaks (April and September) students are to do one full day of work duties for each week they are on campus. During the semester break (June-July), students are to do two full days of work duties for each week they are on campus.

## 17. Leaving the College Campus

Please follow the simple guidelines below about being away from the college campus.

- a) Students can leave the College campus on Saturdays between 8 am and 4 pm without permission. At any other time, permission from the Dean of Students must be obtained. Contact him on his mobile if necessary. In the absence of the Dean, students must get permission from the Dean of Undergraduate Studies or nominated faculty member.
- b) Students who want to stay out overnight must first receive permission from the Dean of Students by filling in a form and waiting for the Dean's response. It is advisable to complete the forms a few days in advance of your intended overnight absence. The Dean of Students has the authority to decline your request. You must return at the time stated and not stay out longer than the agreed period of time.
- c) Students must sign the book at the gate when time they leave and return so that there is a record of whereabouts.
- d) A CLTC bus is provided on some Saturday mornings for members of the College community to go shopping in Mt Hagen. Students can travel on the bus by booking and paying the required fare at the Finance Office. No student is permitted to travel unless the fare has been paid prior to travel and permission has been given by the Dean of Students.
- e) A student may request permission to leave college to attend a funeral where the death is that of an immediate family member (father, mother, brother, sister, husband, wife, child, grandfather or grandmother). The Dean of Undergraduate Studies and the Dean of Students will decide if permission is to be given to leave college to attend the funeral of another person who is not an immediate member of the student's family. Permission is not automatically granted for students to attend the funeral of a person who is not an immediate family member.

## 18. Terms and Semester Breaks

The academic year is made up of two semesters. Each semester has two terms.

- Semester One consists of Terms 1 & 2
- Semester Two consists of Terms 3 & 4

There is usually a two week break in March or April between terms 1 and 2, and another two week break in September between terms 3 and 4. In the middle of the year (between semesters) there is a longer break of four weeks.

### 18.1 Term Breaks

Students are expected to remain on campus during **term breaks**. Usually at the end of classes for the term the College conducts Missions Week and Ministry Week which are compulsory parts of the academic program. Also during term breaks students will be rostered onto work duties and will need to continue their study and assignments.

### 18.2 Semester Breaks

During the **semester break** (June/July between terms 2 and 3) students are required to remain on campus for any official college activities. After official programs have been completed and provided their academic work is up to date, students may return to their home locations. Travel costs are entirely the responsibility of the students and/or their home churches. Students are to request permission from the Dean of Students **before** they start making arrangements to leave the campus.

Parents of school children must also consider the school terms and the needs of their children's education before they make any plans to travel out of the college. Children should not be absent from school during the school terms. This applies especially to children still attending school at the end of term four.

If students want to remain on campus during the semester break, they should notify the Dean of Students well in advance so that the two days of work duties can be properly organised.

Married students who are returning home during the semester break are expected to take their families with them. However, if students are engaged in a specific ministry for no more than four days, permission may be obtained for families to remain at CLTC. It is expected that wives and children accompany husbands during break times and it is an exception to the rule to leave families at CLTC.

For students involved in ministry please also refer to the section "Ministries During Breaks".

### ***18.3 End of Year Break - December/January***

CLTC will normally have an eight-week vacation from early December to late January. It is the responsibility of the student's home church to make arrangements for their student over the December-January holiday period. Since the College facilities may be used for other ministries during these months it will be expected that students will leave the college and return home unless arrangements are made to remain on campus.

Alternatively, students may take up some practical ministry in association with another church or mission.

Students who face difficulties returning home due to excessive costs of travel or if a member of the family is seriously ill, may request to remain at CLTC.

A student wanting to remain at the College over the vacation should write a letter to the Dean of Students or an appointed delegate. Your letter will need to be written **before** the holiday period begins. There may be an opportunity for some students to have paid employment at the College, but this is not guaranteed. Students who remain at the College must provide their own food and pay an accommodation fee. For 2021 the fee was K150.00. This fee may have to be increased depending on costs. Support and Services Division together with Faculty will determine the fee payable for students remaining on campus.

### ***18.4 Ministries during Breaks***

- i) Outreach ministries may be held in the term breaks or the mid-semester break. Students should discuss the proposed ministry with the Dean of Students **before** making any arrangements. Details should include: the church or venue where the ministry is to take place, the person with whom the arrangements are being made, the names of those who will be on the team, the dates for commencing and finishing the ministry, travel arrangements. Other information may also be requested by faculty.
- ii) No student will be allowed to participate in outside ministry unless all current class and academic work has been completed. Once academic clearance is received permission must be granted from the Dean of Students in order for a student to leave campus on ministry. Where teams include single men and single women, proper arrangements must be made beforehand to ensure that right relationships are maintained during the period of ministry. A married man, and preferably a married couple, must always be in a team where single women and single men are involved.
- iii) All College rules apply when the student is out of college for any type of ministry, whether during term breaks or while on internship.
- iv) Any student who arrives back late for classes without prior permission will face disciplinary action.
- v) Churches which want to invite students for ministry during the breaks should make requests in advance to the Dean of Undergraduate Studies. The following will apply in regard to the church making the requests:



- The church must initiate the request. Notice of the request should be received at least one month in advance in writing.
- The church and/or students must be responsible for the cost of travel and looking after accommodation and food needs of the person or team.
- Any aeroplane bookings must be made by the church. No fares are allowed to be charged to CLTC.
- Written permission must be obtained from the Dean of Students at least one week before the break begins.
- We strongly recommend that wherever possible, the wife and children should accompany the husband on the ministry trip. If this is not possible the husband should only leave if he is sure the family can cope in his absence. 4 days is the limit for being away from your family.

## 19. Visitors

The College welcomes your visitors but there are some rules which must be followed.

- Students must get permission by filling in the Visitors Authorisation form. The request must be approved by the Dean of Students and the Vice Principal Education.
- The signed form will be copied and lodged with the PA for the VPE.
- One copy of the signed form is to be given by the student to security before the visitors arrive.
- There are rules stated on the form about how many visitors are permitted and how long they are permitted to stay.
- There will be occasions when the Management Executive Team (MET) will impose special conditions on visitors. You will be notified well in advance.
- Visitors are given a temporary CLTC ID and must wear it at all times when moving about the college.

Only College vehicles are permitted inside the gate (with a few exceptions allowed by the MET.) If your visitors arrive in a vehicle, they must leave it just inside the gate in the area between the Sales Store and the Clinic.

Your visitors are your responsibility and they must abide by the college policies while they are on the premises.

The MET has the right deny or withdraw permission for visitors and to tell visitors to leave the college if they are not complying with college policies or for the protection of themselves, others or college property.

## 20. Family Life

### *20.1 Husbands and Wives are a Team*

God gave Eve to Adam as a suitable companion to help him (Gen 2:20). At CLTC we believe that this applies to couples in ministry, so that if a man is being trained to do the Lord's work, his wife needs to be trained to work beside him. For this reason we expect all students to come with their families and we expect all wives to attend the Wives' Program or participate in study. This puts some extra stress on the family, since wives have classes and study, but the home and family still need to be kept running smoothly. Husbands need to understand that this is a different situation to what they have come from at home, and need to take a new role to help the family to adjust.

**Husbands:**

- i) You will need to help your wives in the household work and in looking after the children. This may be new to you, but remember that our Lord took a towel and washed His disciples' feet. Ask for His grace to help you to become a servant of your family.
- ii) Help and encourage your wife in her study. If she has very little education she will struggle to sit in classes and to do homework. If she is just learning to read, take time to help her every day. This is one way you can show that you love her. Your own ministry will be strengthened when you have a wife who is confident in God's Word and able to share it with others.
- iii) Occasionally give your wife time alone by looking after the children. She needs quiet time alone with God. Help get the children ready for church on Sundays so that both of you can go to worship the Lord with hearts that are quiet and ready to worship. You are encouraged to sit together as a family during worship if you are comfortable to do so. Your children must be under your control while attending services.
- iv) A Pastor or Christian worker is very often judged by his children and the Bible speaks about this too (1 Timothy 3:4-5). Do not let your busy study program take you away from your children. Make sure you spend time with them every day - have fun with them, pray and share Bible stories, discipline and guide them. Have time with your family each day and during the weekends to build up your family life. Ask your Mentor for advice when you need it.

**20.2 Wantoks, Baby-sitters**

No wantoks are permitted to live with single students or student families. Only the student's natural or legally adopted children are allowed to live with student families at CLTC. No babysitters are allowed. Crèche facilities are provided while mothers are in class.

**21. Children's Education**

**The compulsory fee you pay does not include the fees charged by the schools for your children's education.** Please note the school fees for children are listed under "Additional Costs of Coming to CLTC" on the Fee Information Schedule and must be paid separately.

School fees for children are entirely the responsibility of the parents. Please be sure you have paid the fees set by the school or schools your children are going to attend. CLTC does not pay the school fees on your behalf.

The College will only assist students' biological or legally adopted children. No other children will be brought to live with them at CLTC.

**21.1 Education of Children while at CLTC**

School age children are expected to attend school at their appropriate grade level. There is a Kindy-School on CLTC campus for children in Kindy, Prep, Grade 1 and Grade 2.

From Grade 3 onwards, children will attend the local primary and secondary schools. The College tries to arrange for children to attend the Giramben Community Primary School. Secondary school children attend either Fatima or Waghi Valley.

In the mornings parents should keep their children at home until ten minutes before school time for those attending school on the CLTC campus or at Giramben.

For school children attending secondary schools, the College provides a morning and afternoon bus run. Children must be at the pick-up points before the bus is due to depart. The bus WILL NOT WAIT for any child who is late. Those who are late will be left behind.

If children are having any problems in relation to their schooling, parents should talk to the staff member responsible for the student children's schooling.

### ***21.2 Education of Children during Internship***

A student's child may not live on the Banz campus while the student is on internship. Students who have children in ninth grade or above may want to consider having their children board at Fatima or another school during their internship. Fatima does not offer boarding for children below the ninth grade.

When students are invited into the BTh program, discuss your plans with faculty to ensure that your children's education is not disadvantaged.

## **22. Relationships between Men and Women**

Customs concerning relationships between the sexes are changing quickly in Melanesia. At CLTC we have to find new ways to both enjoy the freedom which is ours in Christ and to keep the standards of holiness and freedom from sin which our Lord expects. Therefore relationships between men and women should be marked by Christian respect and discipline at all times. Students must be careful of their behaviour and avoid even the appearance of wrongdoing. The following guidelines can help achieve these aims.

### ***22.1 Remember your Purpose for being at CLTC***

Keep the purpose of your training clearly in mind: The Lord has given you this opportunity to get to know Him and His Word. Don't let wrong friendships or wrong relationships hold you back from enjoying the Lord's best for you as a student. The student who spends his or her time thinking about the opposite sex or trying to arrange friendships will be missing out on God's blessing.

### ***22.2 Give Christ First Place in your Relationships***

Most single students hope to get married in the future. As you see members of the opposite sex at CLTC who love the Lord and want to serve Him you are sure to think, "Perhaps he or she would be a good partner for me!" But make up your mind to follow the Lord's good plan in finding your life's partner. Do not try to arrange this part of your life in your own strength or in your own way. Give these desires to Christ and let Him control these arrangements for you. He will choose the best person at the right time if you will let Him do so.

If you feel that you have a growing interest in someone, promptly share this with the Dean of Students, your mentor or another member of faculty or a faculty member's wife. They will discuss it and pray with you. They may advise you to talk it over with your parents and/or your church. Let them help you to know the Lord's will regarding the situation. If you keep Christ first in these things then you will prove the truth of Romans 12:2 "The will of God [about your future partner] is good and acceptable and is the very best".

Both parties to a new relationship should approach their church and parents and ask for written approval of the relationship. The college will not give permission for the relationship to continue without the consent of the parents and the church.

It is important that a developing relationship is brought out into the open so that we can give you support and guidance. Relationships should not be hidden as secret relationships have the potential to become ungodly.

### ***22.3 Learn Healthy Habits of Thinking and Acting***

Problems in relationships come about when we follow wrong habits of thinking. Philippians 4:8 shows us a better way: "Finally, brothers [and sisters], whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is

excellent or praiseworthy – think about such things.” At College in our social nights, worship services and daily programs, there are healthy and holy opportunities to develop right ways of thinking and relating to the opposite sex. Problems are likely to arise when small groups or couples want to meet on their own in private. Please avoid these situations.

#### **22.4 Gladly follow these Clear Standards of Relationships**

The following patterns set the standard of behaviour among us at all times:

- i) Single men and single women have to be very careful about the impression they give others when they are spending time together for any reason. A single man and single woman should only be together if they are in a very public place during daylight hours where they can be easily seen.
- ii) The single women's dormitories are out of bounds to all men students and male staff members. Single women staff houses are out of bounds to male students unless the students are visiting as part of an organised group such as a cell group. Single men's houses are out of bounds for all single women students and female staff members.
- iii) Single students may visit the homes of other students or staff who have teenage children ONLY when the parents of the teenagers are present.
- iv) In the library, all students must use the tables marked for them for study.
- v) Single women are advised to go in pairs or groups if they need to move around the campus after dark (e.g. to college meetings, to visit married students). Single women are not allowed to go out at night on their own as this poses an unacceptable security risk. When women finish their evening study at the library, they are to go straight to their houses. The women senior students will lock the doors at 10.10pm each evening.
- vi) Single women students should inform a senior student where they are going if they want to go visiting within the Campus. They should be back at their house by 10.00pm unless they have special permission. We encourage you to restrict visiting to Saturdays and Sundays so that your study during the week is not affected.
- vii) When single women visit married students in the evenings, out of courtesy and for security, the married couple should walk with the single women back to their house. Married students or staff members should not invite a single man and a single woman at the same time.
- viii) Single men and women should not ask another single student of the opposite gender to do any academic tasks for him/her (for example, typing assignments, proof reading).
- ix) Single men and women should not ask another single student to do tasks or domestic chores for him/her (e.g. washing, ironing, mending clothes, cooking).
- x) Men and women should not accept personal gifts from each other, for example money, jewellery or clothing. If a person (who is not your spouse) offers you a monetary or other gift, report it immediately to the Dean of Students.
- xi) If you are concerned about the behaviour or attitude towards you of another member of the college community, please bring it to the attention of the Dean of Students or another faculty member. It is wise to speak up about your concerns early.

These standards of behaviour will not be a burden for students if they are seeking to please Christ in all they do.

## 23. Marriage

Married students must have been married for at least twelve months before beginning studies at CLTC.

If a single student wishes to marry and continue his studies as a married student, the following conditions apply:

- a) The Dean of Students and the Internship Coordinator must be notified of your plans.
- b) The student must stay away from College for a full twelve months following marriage before recommencing studies at CLTC. This means that a student could marry at the very beginning of his or her Internship year, and return to CLTC the following year to complete his/her course as a married student (provided the church is satisfied with his/her performance during Internship).
- c) In order for a married student to return to College, they must complete *a new application form* to come to CLTC with his wife. This requires Church support.
- d) Any student who gets married secretly during his/her course and returns without the spouse will be asked to leave the College.

## 24. Supplies

### 24.1 College Supply

The student allowance can be used to buy food and other personal needs. The College store has basic food supplies. Locals are also invited to sell produce at the College gate two times a week.

### 24.2 Toilet Tissue and Gas

The College supplies a certain amount of gas and toilet paper per week. A senior student issues toilet paper and students can purchase additional quantities from the store.

### 24.3 Cooking

Gas cookers are provided by the college. You may never have used one before.

**Please be careful!!** These cookers can you a huge danger if they are not used correctly.

- Never leave the gas tap on for more than 3 seconds while you are trying to light it. Turn it off and start again.
- The college strictly bans all electric stoves. They must not be used.
- Kerosene stoves are okay but they are more expensive to run than gas and you will not be supplied with kerosene.
- Please do not be wasteful with the gas supplied.
- Do not leave the stove going when it is not in use. You are allowed 52 Kg of gas for the year. If you use more you will have to pay for it.
- Cut kaukau into small pieces so it takes less time to cook.
- If you smell gas, there is a leak. Turn off the tap at the bottle and tell your senior student as soon as possible so the engineering department can be informed. NEVER use the gas if you suspect a leak.
- Keep your stove in an area where there is no wind. This will save gas usage.
- Mumus are permitted, but must be within your own garden area.

### 24.4 Providing for your Family

Both singles and families must learn to budget their food and money. Students are expected to provide for themselves and their families. A student should not rely only on the college provision for their food and nutrition. It will not be enough to meet your needs. Do not rely on other students or staff members to assist you with food and money on a regular basis.

### **24.5 Gifts of Food**

As a Christian community we want to encourage sharing of what we have with others. Where you have excess food you are encouraged to share it with those whom you feel would benefit from it. For some students it may be possible for their churches to send food to them.

## **25. Student Gardens**

All students (married and single) will be allocated a plot of land to grow vegetables. The land should be sufficient to grow enough vegetables for your family. The garden plot is linked to the student house that has been assigned to you. Single students will be given a plot of land for the house group they are in.

Use your garden wisely. It will save you a lot of money. Prepare and plan your garden carefully to supplement the other food that has to be purchased out of your monthly living allowance.

There are some important things about gardens that students should remember:

- a) The Dean of Students is responsible for the allocation of houses and gardens. A student who has a special need for extra land can discuss it with the Dean.
- b) The College has the right to take back a piece of land at any time.
- c) Students should not establish gardens outside their allocated area.
- d) The student is responsible for cultivating the garden. The College may do some preparation of the ground but drainage, cultivation, fertilisation and maintenance are the responsibility of the student.
- e) We can provide good fertiliser at a small cost. Ask the Dean of Students who will liaise with the General Manager Business or the Farm Operations Manager.
- f) Students are asked to respect College resources when working their gardens. Thus they must not cut down or spoil any trees on the College property or on the property next to the College.
- g) For the same reason fires for clearing gardens are not allowed.
- h) When students graduate or if they are moved from one house to another, they must leave their gardens behind for the new occupants of the house. Students who shift houses cannot continue to use their old garden. Graduating students cannot "give" their gardens to *wantoks*, other students or anyone else but must leave it for the next occupants of the house.
- i) You may have received some garden produce from the previous student gardener. When you are graduating from the college you are required to replant the garden ready for the next student who will be coming to college.

## **26. The College Store**

The College operates a store which sells some basic items such as rice, tea, coffee, sugar, beef and chicken (when available).

Trading at the College Store is on a CASH ONLY basis. Please do not ask for credit as it will not be granted.

The opening hours for the store are:

Monday-Friday	8.30 am to 1 pm and 2.30 pm to 5.30 pm
Saturday	8 am to 11 am

## 27. Meals

Meal times at CLTC are times of fellowship just as elsewhere in Melanesia. But because we are a large and diverse community some things have to be done differently from our village meal customs.

### 27.1 Married Families

At College most husbands and wives learn to talk and share with each other and their children in a new way. Eating together as a small family group is an important part of this growing together in Christ.

### 27.2 Single Students

Each group of single students is responsible for organising among themselves the gardening, budgeting, food purchase and preparation and cleaning up. House leaders should coordinate these activities. Students need to take turns at each role. Some of the money paid as your allowance may need to be pooled together for the purchase of the food for the house group.

It is intended that this be a learning experience of working together as a team and learning from each other. Where there are difficulties, a senior student or the Dean of Students should be approached. They will help you work out strategies to resolve conflicts.

### 27.3 Eating in other people's houses

Students are free (when invited) to have meals in other people's houses. The weekends are the preferred times to offer and receive hospitality. Visiting one another's homes during the weekdays is discouraged because this time should be devoted to study.

When students go to eat in another student's house the following problems need to be avoided:

- i. Wasting food which has been prepared for you in your own house.
- ii. Married students going short of food if singles come and eat with them. This can lead to arguments and tension between husbands and wives.
- iii. The other family who shares the kitchen may find it difficult to prepare food properly when there are frequent visitors with their "*wankitchens*."

In general, students may not spend excessive time at staff, workers' or other students' houses. Students must respect the privacy of others. Students should not become a burden to other families who are carefully managing their money and garden food.

## 28. Health and Sickness

### 28.1 Sickness of a Student, Student Wife or Child

The College Health Clinic has well trained staff. They are there to assist you when you need medical attention. Any student, student wife, or child who is not well should report to the Clinic during normal working hours. Do not wait until the symptoms of your sickness become serious.

Sick students should report to the Clinic as soon as it opens at 8.00am for assessment. The Nursing Officer must give a sick student written notification before he/she is permitted to be absent from classes. If the Nursing Officer has not given written notification, the student should attend classes as normal. The notification slip must be given to the Dean of Undergraduate Studies at the earliest possible time.

If the Nursing Officer believes you should be referred to the doctor at Kudjip or see a dentist, he /she will make the necessary arrangements. Students are not to demand that these arrangements

are made. If you are not satisfied with the Nursing Officer's assessment of your health, you should report your concerns to the Dean of Undergraduate Studies or the Dean of Students.

### **28.2 Clinic hours:**

#### **Normal Clinic**

Monday – Friday:	8.00am to 12.00 Midday 1.30pm to 4.00pm
Saturdays:	8.00am to 9.00am
Sundays:	12:00 to 1:00pm

#### **Baby Clinic**

#### **Family Planning**

#### **Ante Natal (Skelim Bel Mama)**

Tuesdays  
Wednesdays  
Thursdays

For after-hours emergencies such as accidents or serious illness which cannot wait till the next clinic time, call the nurse on duty. A mobile number is usually listed in the weekly "Harim" (on main noticeboards)

### **28.3 Precautions for Covid 19 and Other Diseases**

Preventing the spread of diseases has become more vital because of Covid 19.

The following measures are required at all times:

1. Wash your hands thoroughly after using the toilet and before touching food.
2. Wear a mask in motor vehicles with others, especially in public vehicles.
3. If you feel sick, visit the house clinic (wearing a mask), and then stay at home and isolate from others.

If there are cases of Covid in the Province, then other precautions will be enforced such as social distancing and restricted access in and out of the campus.

### **28.4 Family Planning**

Planning your family is the responsibility of **both** the husband and wife. Married couples are encouraged to take this responsibility seriously and (where possible) to space their children in such a way that they do not become an unacceptable stress on your family life and marriage relationship. It is advisable for married couples to take the opportunity of going to the Family Planning Clinic while you are at CLTC. This knowledge and openness will also help you as you minister to married couples in the future.

### **28.5 Pregnancies**

A student wife who is expecting a baby should tell the Nursing Officer as soon as she knows she is pregnant. She should attend the weekly Ante-Natal Clinic for expectant mothers. Student wives are also requested to tell the Dean of Student Wives' of a new pregnancy.

### **28.6 Children under 5 years old**

Mothers of all babies 5 years old and under must come once a month to the Clinic to have their babies weighed and discuss their development.

### **28.7 Returning Equipment**

All equipment, bandages, medicine, etc., given out from the clinic must be returned in clean and reasonable condition as soon as the student has finished with it. Students must pay for borrowed items that are not returned.

No student, student wife or child is allowed into the Clinic unless the Nursing Officer has given permission.



## 29. Travel and Transport

### 29.1 *New students*

While the College has no obligation to provide travel for new students, every effort will be made to help them with their first arrival at CLTC. If they are not coming all the way to CLTC (e.g. if they are arriving at Mt Hagen Airport) students should advise the Dean of Students or designated person at least three days in advance of their arrival so that transport can be arranged if possible.

### 29.2 *Returning students*

It is entirely the responsibility of the student to make his/her own way to college. You may contact the Dean of Students to find out if a bus will be in Mt Hagen and if there is space available on it but special bus runs will not be arranged. The cost of getting a ride in a College bus will be at the expense of the student.

### 29.3 *Travel at the End of the Year*

Students returning home at the end of the year will be delivered to Kudjip and Mt Hagen during the week after graduation. Your trip should be booked and paid for in advance at the Finance Office. Travel is not guaranteed for the day of your choice. You will need to be adaptable to fit in with others' needs. Please be very clear about the required departure time.

### 29.4 *MAF Bookings*

Students who want to travel by MAF during the semester break or at the end of the year must make arrangements through the Faculty Secretary.

MAF offers heavily subsidised fares for theological students but strict conditions apply and must be adhered to. The subsidy is usually 80% of the full commercial fare. Non-compliance with MAF's conditions will result in loss of your subsidy and you will be required to pay the full fare. It is very important that the College maintains a good relationship with MAF and if students do not follow MAF's directions, this good relationship will be damaged.

The conditions include, but are not limited to:

- Make your booking **at least 4 weeks in advance** of the date you intend to travel
- You may not be able to travel on your preferred date. MAF will advise you of your travel date
- MAF will advise you of the date by which your fare must be paid (usually about 2 weeks before you are due to travel). The fare must be paid by the due date or the subsidy will be lost
- If you are given a subsidy, you must travel on that date. No changes of date are allowed
- MAF has policies regarding how much cargo is included with your fare
- MAF has charges for excess cargo
- Excess cargo may not go on the same flight as the student but may have to be transported at a different time

The above conditions are correct at the time of publication of this Handbook but changes may be made by MAF during the year.

### 29.5 *General Policy on Transport.*

Students may inquire through the administration secretary if a vehicle has been organised to travel on college business. If space is available the appropriate fare can be paid and the ticket presented to the driver before travelling.

Other bus runs can be approved **ONLY** by heads of departments, e.g., the Vice Principal Education or the General Manager Business. No other bus runs are permitted.

College vehicles are also used for transporting students and staff for various outreach ministries. The Dean of Students or the Dean of Undergraduate Studies will arrange these vehicles. You cannot ask for diversions or changes to these schedules.

PMV travel is available to and from Banz and Mt Hagen and is entirely the individual's responsibility.

## **30. Care of College Property**

### ***30.1 Routine Cleanliness and Maintenance***

The college provides you with a house for your stay on campus. You are required to keep the house clean and tidy.

If repairs or maintenance need to be done by members of the Support and Services Division, you must make a request through the Dean of Students so it can be fixed promptly. Do not neglect to report things that need attention because they will only get worse and become more difficult and costly to repair.

Inspections will be done throughout the year for two reasons:

- a) to check on maintenance issues
- b) to make sure you are keeping your house clean and tidy.

At the end of the year, if your house is not left clean, tidy and ready for the next occupant, your house bond will not be refunded.

### ***30.2 Student Household Equipment***

All students must bring with them or buy a grass knife and spade for use in College work duties and for gardening. Married students need to provide their own basic kitchen and eating utensils. They should bring with them a pot, kettle, bucket, basin, and gardening equipment. Some of these items are for sale at the College store, Banz and Mt. Hagen.

### ***30.3 Breakages***

When students, student wives or their children damage any College property (tools, windows, parts of buildings, etc.) it must be reported at once to the Dean of Students. The student responsible must pay for the damaged property if it is the result of his or her carelessness, neglect or wilful damage, or that of their children or visitors.

### ***30.4 Stealing***

If a student has any money, clothing or property stolen he must report it immediately to the Dean of Students. If a student sees anybody taking something which does not belong to him/her, please report the matter immediately to the Dean.

### ***30.5 Lights***

Please turn off any lights which are not being used. If you are the last person to leave a building, please turn off the lights. Electricity is a huge expense for the College.

### ***30.6 Trees***

**DO NOT CLIMB TREES** and tell your children **NOT TO CLIMB TREES**.

Many of them are close to power lines and therefore are dangerous!

Students **are not permitted** to cut down trees or branches from trees on College property. If you want firewood, please speak to the Dean of Students.

## 31. Water

Water is a precious resource for us all. ALL our water for drinking and cooking comes as rain water. If you leave a tap running or waste water, WE WILL RUN OUT OF WATER.

To make sure that we always have enough fresh water, we must get into good habits about using water, even when there is plenty.

- **ALWAYS** turn taps off tightly after you have finished with them.
- Children should not collect water from tanks. They often cannot turn the taps off tightly or forget to do so.
- Never wash children, clothes, vegetables or anything else under running water. Always put the water in a container.
- **NEVER** leave a tap running to fill a container while you go and do something else.
- Don't use rainwater for work that Wahgi water could do – e.g. watering gardens.
- Keep the guttering of your house clear so that all the rainwater gets into the tanks.
- **DON'T WASTE WATER.** If water does become short, rations will be introduced by faculty and enforced by senior students. This is normally one bucket per family each morning and afternoon but will be determined by the circumstances at the time.

## 32. Out-of-Bounds (Prohibited) Areas

The college is a working farm with livestock, heavy equipment and vehicles. The farms and other aspects of the Support and Services Division are here to provide funding for your theological education. If the farms fail, the income which supports you will not keep coming in. Therefore your cooperation is essential in keeping the farms running efficiently and safely.

Many areas are strictly out of bounds for students and their families for the following reasons:

- Physical safety of you and your children
- Strict Bio-Security requirements. This means you could be carrying a disease (without having any symptoms yourself) that could kill the poultry.
- Maintaining standards of hygiene for you and your family.
- Protection of staff and workers from disruption to and interference with their work.
- Protection of livestock from those who are not trained to work with them.
- Too many unauthorised people in the areas for which they have no responsibility.

The following list includes, but is not limited to the places that are out of bounds:

- i) The hatchery
- ii) The poultry houses and farm areas
- iii) The engineering department, garages and mechanical workshops
- iv) The plumbing, electrical, carpentry and joinery workshops
- v) The rice growing, milling and harvesting areas
- vi) The kitchen and storerooms in the Hazel Nate Hall
- vii) Staff houses (unless you are invited and the staff member is at home).
- viii) Other people's gardens
- ix) The college gardens
- x) Paddocks where cattle are feeding. You may walk around the farm but not in paddocks with cattle in them.
- xi) Sales Office. If you wish to purchase goods you must go to the front counter outside the gate.

If you have an official reason for being in one of the above areas (e.g., to do work duties) you must be there for that reason only and not at any other times.

In the daily work of the College there are many cars, trucks, tractors, motor bikes and other vehicles driving around the College roads.

**Students must keep their children from playing on or near the College roads at all times. You are responsible for your child's safety.**

### 33. Safety Precautions

- **Earthquake**  
In the case of an earthquake, hide under a strong table or bed until the shaking is finished.
- **Fire**  
With a fire, stay low to avoid the smoke and exit the building immediately. Do not try to take belongings.
- **Gas Leak**  
If you smell gas or think there is a leak, please open windows and doors immediately and turn off the gas bottle. Request assistance from the engineering department to check for leaks.
- **Storms**  
In strong winds, stay clear of tall trees. In strong rain, stay clear of drains and streams. In lightning storms, go inside.
- **Evacuation**  
Where evacuation of houses or buildings is necessary, please assemble together on the grass close to the Hazel Nate Hall. If you hear sustained regular beating of a bell or garmut please move to the assembly point. Once there, the Student President and/or Dean of students will call a roll to account for people before going back to your houses.
- **Farm**  
On the roads, be watchful and keep clear of vehicles. Some fencing is electrified and should not be touched. Keep clear of poultry sheds because of possible transfer of disease. Do not walk-through paddocks with cows, and do not chase them or excite them.
- **Wahgi River**  
Swimming in the Wahgi river is not advised. This is because it is a dangerous current and because the water is polluted by upstream activity.

### 34. Pets

No student is permitted to keep a pet animal or livestock, eg. pig, dog, chickens, wallabies, cassowaries for the following reasons:

- The time taken to look after animals is time taken away from your study.
- Animals kept around student housing causes problems for other students.
- The risk of disease being spread to CLTC livestock is a reality which must be avoided.

### 35. Radios, TV and Audio Players

Students are not to listen to music, watch TV or movies or other media during quiet times or during scheduled study hours. At other times students must always respect the needs of others. For example, if students in your dorm are sick or wanting to study, you are required to keep your entertainment at a low level or use headphones. The volume must be low enough that the sound cannot be heard by those around you.

## 36. Mobile Phones

### ***36.1 Switch off your phone!***

Mobile phones **MUST** not be used (whether calls, texts or internet access) during classes, study times, cell group activities, in the auditorium, work duties, sectional or denominational meetings, during any other college program or after hours.

If a mobile phone is on during classes a lecturer or member of staff may:

- Tell the student to leave the class or activity
- Confiscate the mobile phone. The lecturer will advise the student when he/she can collect it again.
- Write an observation report
- Apply a combination of the above actions.

Mobile phones must be switched off in dormitories between 10pm and 7am unless permission is granted by the Dean of Students under special circumstances.

### ***36.2 Inappropriate use of Mobiles***

Telephones are not to be used for establishing or maintaining secret relationships. The normal procedures for talking to the members of the opposite sex need to be followed as stated in this handbook.

### ***36.3 Accessing the Internet***

The policies previously stated in this Handbook about internet access also apply to internet access via mobile phones.

Disciplinary measures will be implemented for inappropriate use.

## 37. Alcohol, Smoking and Betel Nut

Students are not permitted to drink alcohol, smoke tobacco or marijuana or to chew betel nut, either on or off campus. This includes students on internship. If you have developed a habit with any of these substances, please seek counsel from your cell group mentor, College chaplain or someone else who can help you. Do not allow these unhealthy habits to continue. Please refer to the CLTC Lifestyle Commitment. If you cannot adhere to this pledge, please bring your difficulty out into the open. It is preferable to be honest about your struggles so you can receive help, than to face the Disciplinary Committee for breaching College policies.

Betel nut is **not** to be used as pain relief for dental or other problems. Assessment and treatment by qualified staff is required for these conditions. You must go to the Clinic for appropriate care. A referral will be arranged by the Clinic Staff if required.

## 38. Dress Code

It is recognised that CLTC is a community made up of a diverse cultural mixture. As such we have a unique opportunity to live together as Christians. As staff and students of this college serving the evangelical churches of Melanesia, special expectations are placed upon us with regard to the standards of modesty. The college affirms that the Biblical principle governing our decisions about what we wear while we are part of the community of CLTC is that of modesty and being sensitive to the views of others.

It is also recognised that modesty is determined, in part, by cultural context. In respect of cultural context it is an additional responsibility for overseas students to recognise that standards of modesty in the Melanesian context may be different from those which are experienced in their home settings and allowances need to be made for this. The same principle applies to students

who might have come from an urban context where dress reflects a greater influence of western culture than in rural settings.

Furthermore, the college recognises that different styles of clothing are appropriate for different activities; for example, clothing suitable for sport is not suitable for work in an office, worship service or classroom.

In the CLTC environment inappropriate clothing includes tight or revealing clothing. Tight clothing includes any clothing that is tight to the skin, either in the legs or body. Clothing which gapes under the armpits or hangs loosely in the neckline might also be a possible cause of offence. These guidelines apply to both men and women.

If these suggestions cause you problems personally, please come and talk this through with the Dean of Students or another faculty member. Students are asked to accept these guidelines as a personal call to ensure that the enemy cannot make you either a cause for stumbling or a cause for gossip either within the college family or in the wider world in which you are called to serve.

## 39. Fees and Finances

The College asks both the student and the sending church to share in paying for the following costs which are necessary to give the student an adequate training.

### 39.1 Travel Costs

The sending church and/or the student are responsible to arrange payment for the cost of travel to and from College. This is a matter for the Church and student to decide together.

### 39.2 College Compulsory Fee

**The Compulsory Fee must be paid each year before the academic year commences.**

The Compulsory Fee is only a portion of what it actually costs to train a student at CLTC.

The Compulsory Fee is the amount the students must pay and is approximately 28% of the full Training Fee.

The Training Fee is the actual amount it costs to train a student at CLTC. This includes the cost of accommodation, electricity, cooking fuel, course notes, books and materials, faculty wages and the student's practical ministries while at CLTC.

The bulk of the Training Fee is covered through the College's Support and Services Division. Another means of support is through donations from overseas organisations such as Overseas Council of Australia.

Any additional contribution the student, church or your sponsor can give towards the Training Fee is welcome and helps to relieve the burden on the College to make up the difference between the Training Fee and the Compulsory Fee. It means we can train more people for ministry.

Each student is responsible to pay the Compulsory Fee at the start of each year. Married students must pay the additional compulsory fee for each child they bring with them, no matter the age of the child. This is a fee for the child living on campus and does not include the cost of sending the child to school. The cost of each child's education is a separate additional cost to the student.

Before a student comes to College, he must discuss these costs with his church leaders. As part of your application form, the church should have made a commitment to help you financially. If you are a self-sponsored student, you should be sure you have sufficient funds to provide all your needs while at CLTC.

**As the College is not financially able to support students who arrive at the college without paying the Compulsory Fee they will be sent home at their own expense.**

### **39.3 Further Information about Fees:**

- i) All new students must have completed the full payment of their fees and charges by 5.00 pm on the Friday of Orientation Week. No new students will be permitted to attend any classes until all outstanding fees and charges have been paid.
- ii) All returning students must have finalised the payment of fees and charges by the end of the first week of classes. At least 75% of the fees must be paid to begin term 1 classes. If there are any fees or charges outstanding at the start of classes the following Monday, the student will not be allowed to attend classes.
- iii) If 8 hours of normal class sessions are missed because of the non-payment of fees, the student will become ineligible to continue study for the entire year. No students will be allowed to defer their study until the start of term two, three or four.

Students who are unable to remain at CLTC due to inability to pay fees will not be able to defer their acceptance until the following year. CLTC receives enough good applications each year that we cannot hold spaces for the following year. Instead, the student will need to reapply and be re-considered for the following year's intake. A student who withdraws due to lack of fees is not automatically given a place for the following year or any future intake.

Students who have not paid their Compulsory Fee should not take money from their CLTC account for other purposes. Payment of your Compulsory Fee is a priority.

All students should keep a minimum balance in their accounts of K200.00 for emergencies, such as medical or travel needs. Any balance remaining in your account at the end of the year will be refunded to you provided that you have no outstanding debts with the college. This includes library fines, house bond, electricity costs, etc.

### **39.4 Student's Monthly Allowance**

You were required to bring your living allowance with you when you came to school. This money is paid back in a fortnight allowance for the purchase of food and personal items. The allowance must be used wisely and **it will not be enough to cover all your needs.**

Students may also have their own **personal allowance (from your own funds)** or your local church or other sponsor may send a personal allowance during the year. The church or sponsor should notify CLTC Finance Office saying how much personal allowance they are sending to their student.

Please note the following information:

- The allowance begins on the first fortnight of classes **provided that the student has paid his or her fees in full.**
- If your fees have not been fully paid you will not receive an allowance.
- Allowances are paid every fortnight from February through November.
- Both singles and families must learn to budget their food and money.

### **39.5 Your CLTC Account**

The Education Division has its own Finance Office located in the faculty building. You may withdraw from your CLTC account (provided you have funds and have paid your Compulsory Fee). You will be provided with the correct form to fill in. You may also deposit funds into your CLTC account.

### **39.6 EFTPOS**

The S&S finance office has EFTPOS facilities so you can withdraw cash from your Westpac or BSP account. A limit may be put on the amount of cash you can withdraw at any one time if the Finance Office is short of cash. It is essential that your Compulsory Fee is paid before you use your funds for other things. EFTPOS transactions are only done at the S&S Finance Counter.

### **39.7 Theft or Loss**

To avoid theft or loss, you are strongly advised not have large amounts of cash on you or in your house. Looking after your cash and property is your responsibility.

### **39.8 Finance Office Hours**

The Finance Offices have strict hours for serving students.

9:30 – 10:30am Mon and Fri

2:30 – 3:30pm Mon, Tuesday, Thu, Fri.

Please do not request attention outside of these hours. The Finance Office has many other tasks and will not be able to assist you at other times.

### **39.9 End of Year Expenses**

At the end of each year, students want to take part in a number of close ups, for example with their class, cell group, denominational group etc. Faculty and SRC strongly recommend that the number of close-ups be kept to a minimum and it is also recommended that the cost of these close ups be kept as low as possible.

Students must budget for end of year expenses. By the semester break in June/July, students should have enough funds in their accounts to cover these additional costs, including student travel home.

### **39.10 Graduation Expenses**

Graduating students have further additional expenses. The college has gowns, caps and tassels for hire. These items are to be returned following the graduation ceremony.

Students may arrange to purchase or borrow gowns from other sources, but this is entirely the responsibility of the individual student. Faculty will not arrange the purchase or hire of gowns from elsewhere.

Sashes are made here at the College and students keep these after graduation.

The total cost for hire of graduation regalia in 2013 was K100.00 for Masters students. Others as determined by the Graduation Committee each year.

## **40. Writing to Supporters**

As part of the student's life at College, they will write letters to those people who are praying for them and helping to support them while they are in training. All students are expected to write a thank you letter to the Overseas Council of Australia (OCA) or the CLTC Support and Services Division twice each year and to any other supporters who contribute to their stay at CLTC.

In addition, those students who have been awarded scholarships will be required to write to the scholarship donors twice a year.

## **41. Storing Personal Belongings**

While a student is away from CLTC on internship, it may be possible to store personal belongings, depending on the amount you need to have stored and the amount of space available. You will need to discuss this with the Dean of Students but please note that it may not be possible for CLTC to store any belongings. If permission is given, possessions will be stored **at your own risk. The college will not be held responsible for theft, loss, or damage of anyone's belongings.**

The college will not store belongings longer than one year unless there is a letter from the student or the church with a legitimate reason for extending their internship absence. In that case, there



may be a storage fee charged for the additional year. Upon their return, the student will need to pay the fee before claiming their belongings or continuing with their studies.

If the student does not return for their cargo, the college will NOT arrange for the transfer of personal belongings. Personal belongings left unclaimed will be regarded as abandoned and will be discarded or distributed to other members of the College community without further reference to the student.

## **42. Statement on the Holy Spirit**

Every true Christian who has received the Lord Jesus Christ by faith has the Holy Spirit dwelling in him/her and shares in the life of the Spirit (Romans 8:9; Ephesians 1:13-14, Galatians 4:6; 1 Corinthians 6:19-20).

Every Christian is commanded to be filled with the Spirit. Christians are not to grieve the Holy Spirit or make Him sad. They are not to quench the Holy Spirit or push down his work in their lives (Ephesians 4:30; 5:18; 1 Thessalonians 5:19). Therefore it is not right for Christians to be happy when their lives are not showing the life of the Holy Spirit; and it is not right for Christians to think they have nothing more to learn or discover about the life and power of the Holy Spirit (Philippians 3:12-13). There is always more of our thinking, feeling and acting which we can yield to the Holy Spirit for him to rule and control.

The Holy Spirit dwells in the Christian as his/her Counsellor, Helper and Friend (John 14:16). He is the Spirit of Truth who teaches us. He bears witness to Jesus Christ and guides the Christian into all truth (John 14:26; 15:26; 16:12-15).

The Holy Spirit gives Christians the power to witness for Jesus Christ. He brings to light and judges wrong in the Church. He chooses and sends out his servants to preach the Good News and guides them in their work (Acts 1:8; 4:8; 5:3; 13:1-4; 16:6-8).

God the Father and Jesus Christ the Son give many different gifts to believers through the Holy Spirit (1 Corinthians 12:4-6, Ephesians 4:7-12; Romans 12:6-8). These gifts are given where, when, and to whom God chooses (1 Corinthians 12:11).

The Holy Spirit gives some gift, ability or work to every Christian. They are given for the good of all Christians, not just the person who has the gift (1 Corinthians 12:7, 11 and 12:14-16). Gifts are given for us to serve one another, not to make us either proud or jealous.

No one gift is given to every Christian (1 Corinthians 12:29-30). Therefore, the Bible does not teach that one special gift is the only true mark of being 'baptized with' or being 'filled with' the Holy Spirit.

1 Corinthians 12:12, 13 says that the 'Baptism with the Spirit' is the work by which the Holy Spirit joins every Christian into the Church and makes every Christian share in the life of the Spirit.

1 Corinthians 14 warns against using the gifts of the Spirit in wrong ways. This chapter gives the following guidelines for the right use of the gifts of the Holy Spirit:

- In public meetings we should use gifts which build up all Christians, not gifts which only build up the one who uses it (Corinthians 14:6-13).
- Gifts which make a person's mind and thinking work, as well as his spirit, are more helpful gifts and should be used rather than gifts in which only a person's own spirit is working (1 Corinthians 14:14-20).
- We should not use gifts if they will give wrong thinking to non-Christians or spoil a non-Christian's interest in the faith (1 Corinthians 14:21-25).
- A person must use their gifts only in ways that encourage peace and not confusion in public meetings (1 Corinthians 14:26-33).

- Therefore we should follow three basic rules for using spiritual gifts (1 Corinthians 14:39-40):

We should encourage the use of gifts which build up others (like inspired preaching). We should not forbid the use of gifts which help the individual (like the gift of tongues) and we should make sure that all things are done decently, properly and in order.

To apply these guidelines in the life of the College, CLTC would not prevent a staff member or student from using the gift of tongues in private or within a family. CLTC expects staff and students not to use the gift of tongues in public College meetings (including those held in their homes), because this practice may be a problem and a stumbling block to students or staff from other churches who have different interpretations of Scripture on this matter (Roman 14:13).

1 Corinthians 13 teaches that humble, Christ-like love is the only proper way to use and control all spiritual gifts. Since CLTC is an interdenominational College serving many different churches and missions, this way of true love means that we respect the beliefs and teachings of every church and mission we serve. We respect the personal beliefs of each staff member and student. This way of love also means we expect staff and students to keep faithful to the teachings of their own home churches and missions.

- This way of love also means we cannot allow any student or staff member to teach or try to force others to follow their particular beliefs which may bring divisions or disagreements into the College family.
- This way of love means that staff and students will all work hard to keep the unity of the Spirit. (Ephesians 4:1-3; Philippians 2:1-5).
- This way of love means we will hold strongly to the things that we all agree about and will keep these things in a more important place than the things we do not all agree about.

The teachings of Matthew 7:15-23; 1 Corinthians 13:1-3; Galatians 5:22-25 show that we should seek to demonstrate the fruit of the Spirit because these show the Holy Spirit's true work more clearly than the gifts a person has.

The chief aim of everything the Holy Spirit does is to give glory to the Lord Jesus Christ. (John 16:14). We can be sure that every true work of the Holy Spirit and all His true gifts and fruit will lift up our Lord Jesus Christ and keep Him always in first place. We pray for this kind of work of the Spirit of God and long to see in all the life and work of CLTC.

## **43. Important Forms**

43.1 CLTC Community Lifestyle Commitment

43.2 Essay Marking Sheet

43.3 Extension Form

43.4 Assignment Cover Sheet

### ***43.1 CLTC Community Lifestyle Commitment***

Christian Leaders' Training College (CLTC) is a Christian community joined together for the purpose of academic study, personal development and spiritual growth. We are committed to the Lordship of Jesus Christ and believe that the scriptures establish the basic principles that should guide our life together. These principles include the responsibility to love God with all our being, love our neighbours as ourselves, seek after righteousness, practice justice, help those in need, forgive others, seek forgiveness and responsibly exercise freedom with loving regard for others.

One of the important lessons you will learn here is about the way you should live together with people from different places and with different customs. We acknowledge that it is impossible to create a community with expectations that are totally acceptable to every member. Nevertheless, clearly stated expectations promote orderly community life. The Word of God tells us that “everything must be done decently and in order” (I Cor. 14:40).

*As a member of the CLTC community, I will strive to practice stewardship of mind, time, abilities and finances. I will pursue opportunities for intellectual and spiritual growth and demonstrate care for my body. I will also exercise social responsibility in my standard of living and use of economic resources. Realizing the destructive character of an unforgiving spirit and harmful discrimination based on prejudice, I will seek to demonstrate unselfish love in my actions, attitudes and relationships. I will be honest and show respect for the rights and property of others. I recognize that some social practices are harmful to me, as well as harmful or offensive to others. Therefore, respecting the values of others and the mission of Christian Leaders’ Training College, I recognize my responsibility as a member of the community to refrain from sexual relationships outside of marriage, sexual harassment and abuse, pornography, acts of violence, abusive or demeaning language and the use of illegal drugs. I will respect and abide by the college policy that prohibits the use of alcohol, tobacco, and betel nut both on and off campus and during internship. I pledge myself to carry out this commitment in a spirit of openness and helpfulness through mutual accountability which is motivated by Christian love.*

I have read the Community Lifestyle Commitment and understand the purpose and mission of CLTC. I accept the lifestyle expectations as my own while I am a student at CLTC.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

## 43.2 Essay Marking Sheet for Papers

Name: \_\_\_\_\_ Marker: \_\_\_\_\_

Topic: \_\_\_\_\_

### 1. Research and reading (10%)

You must show good understanding of what other scholars have said about the subject. For most essays around ten quality sources are needed (not including dictionaries and Bibles). These may include books, journal articles and interviews. Try to find sources that present different viewpoints not ones that are all saying the same thing.

Extensive	Wide	Adequate	Sketchy	Poor	None
10	8	6	4	2	0

Marker comments:

### 2. Understanding and use of ideas from reading (15%)

Use significant and relevant ideas from your reading in your essay. Spend time trying to understand the ideas you read. If you do not understand something you read, then do not use it in your essay. Don't just quote a few sentences from your sources, but discuss their viewpoint and its strengths and weaknesses.

Perceptive	Discerning	Adequate	Weak	Poor	None
15	12	9	6	3	0

Marker comments:

### 3. Treatment of main issues (20%)

Your essay must address the main issues of the topic. Begin by understanding the essay topic and instructions very carefully. Ask for help if you are not sure. Do sufficient research so that you know what the main issues are and then focus on those main issues in your essay. Include ideas in your essay that contribute to your arguments. It is easy to fill up an essay with words and ideas that are not important.

Thorough	Essentials	Adequate	Omissions	Barely	Off track
20	16	12	8	4	0

Marker comments:

### 4. Development and organisation of topic (15%)

The essay should show clear and logical thinking. It should start with an introduction to establish the scope and purpose of the essay. The body of your essay should progress logically, emphasizing points that develop your main arguments. Use headings to help the reader follow the flow of thought in your essay. The essay should have a conclusion that draws together all the issues and states clearly your position. Finish with a conclusion not just a summary.

Convincing	Clear	Adequate	Partly clear	Lacks logic	Jumbled
15	12	9	6	3	0

Marker comments:

**5. Evidence of original thinking (15%)**

Do not just report on what you have read. Comment on and evaluate the ideas you have read. Do you agree or disagree with them? Why? Consider the application of ideas to your context. Be specific and practical with your suggestions.

Extensive	Good	Adequate	Some	Little	None
15	12	9	6	3	0

Marker comments:

**6. English: style and readability (15%)**

Your writing should be easy to read and easy to understand. Try to avoid spelling, punctuation and grammar mistakes. Take full advantage of computer word processing software, as it will check your spelling and grammar. Make sure you use complete sentences and there is subject-verb agreement within the sentence. Use short sentences and short words in preference to complicated words and sentences.

Very clear	Good	Adequate	Uneven	Poor	Unreadable
15	16	12	8	4	0

Marker comments:

**7. Rules concerning format (10%)**

Title page, headings, paragraphs, font, referencing, margins and general presentation of the paper must be in accordance with the CLTC Academic Writing Guide.

All rules are met	Most rules are met	Some rules are met	Few rules are met
10	7	4	0

Marker comments:

Percentage Mark (Total of above)	
----------------------------------	--

Grade:	
--------	--

Additional comments:

Signed by marker: \_\_\_\_\_ Date: \_\_\_\_\_

**43.3 Request for an Extension of Due Date for an Assignment**

A request for an extension must be submitted to the lecturer concerned at least **TWO** days before the due date of an assignment. Extensions will normally be permitted only for reasons of extreme ill health or on compassionate grounds. Please fill in both parts of the form below and take it personally to your mentor and the lecturer.

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Lecturer: \_\_\_\_\_ Course: \_\_\_\_\_

Assignment: \_\_\_\_\_

\_\_\_\_\_ Due Date: \_\_\_\_\_

Extension Requested to: (Date) \_\_\_\_\_ ( Time) \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Student: \_\_\_\_\_ Signature of Mentor: \_\_\_\_\_

Signature of Lecturer: \_\_\_\_\_

(This slip must accompany your assignment when you hand it in)

**Cut here** ----- **Cut here**

**Request for an Extension of Due Date for an Assignment  
(Registrar's Copy)**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Lecturer: \_\_\_\_\_ Course: \_\_\_\_\_

Assignment: \_\_\_\_\_

\_\_\_\_\_ Due Date: \_\_\_\_\_

Extension Requested to: (Date) \_\_\_\_\_ ( Time) \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Student: \_\_\_\_\_ Signature of Mentor: \_\_\_\_\_

Signature of Lecturer: \_\_\_\_\_

**43.4 Assignment Cover Sheet****STUDENT'S NAME** \_\_\_\_\_**LECTURER** \_\_\_\_\_**COURSE # AND NAME** \_\_\_\_\_**ASSIGNMENT TITLE** \_\_\_\_\_**DUE DATE** \_\_\_\_\_ **DATE SUBMITTED** \_\_\_\_\_**% OF TOTAL GRADE** \_\_\_\_\_ **EXPECTED HOURS FOR COMPLETION** \_\_\_\_\_**EXPECTED WORD COUNT** \_\_\_\_\_ **ACTUAL WORD COUNT** \_\_\_\_\_

---

**Disclaimer of Plagiarism and Collusion**

I declare that, to the best of my knowledge, no part of this assignment for the above course has been copied from any other student's work or from any other source except where due acknowledgement is made in the text.

**I declare that no part of this assignment has been written for me by another person except where such collaboration has been authorised by the lecturer concerned.**

**Signature:** \_\_\_\_\_

## 44. Faculty Responsibilities

NAME	POSITION	RESPONSIBILITIES IN ADDITION TO TEACHING
Maxon Mani	Principal	College management and governance.
William Longgar	Vice Principal Edn (acting)	Staff management, oversight of programs.
Phil Tait	Vice Principal Edn (remote)	Curriculum, accreditation, other campuses.
George Mombi	Dean of Post Grad. Studies	MTh program, thesis writing, and Associate School services.
Abel Haon	Dean of Undergrad. Studies	Diploma & BTh programs, time-table, research projects, and faculty roles.
Marcus Fitakec Patricia Kambua	Academic Registrar Assistant Registrar	Student applications, transcripts, records, promotion, and alumni relations.
Newton Ekoda	Dean of Students	Student housing, work duties, pastoral care and discipline.
Damaris Misha	Dean of Student Wives	CBM program, creche and pastoral care of student wives.
Steven Duncan Rachelle Haon	Senior Librarian Librarian	Library use, catalogue and book acquisition.
Jenny Tobul	School Board Chairperson	Kindy and elementary school.
Isaac Pulupe Laura Konia	Assoc. Dean of Distance Ed. Office Manager	TEE courses and tutor training.
Kuo Sevenifa Daniel Mango	IT Manager IT Technician	Computer access, internet, emails, computer management and repair.
Nicholas Sireo	Faculty Administrator	Course notes, stationery, and printing.
Joseph Mango Valeria Elel Esther Mani Iru Longgar Marguerite Tom Simon Patras	Faculty	
Lionel Tom Gordon Tobul	Study Leave	
Reggie Howard Silas Yangaran Dan Anderson Patrick Hall Joseph Kondave Peter Kui Bernard Gunn	Adjunct Faculty	
Cooper Christian Issachar Meikwar Elizabeth Meikwar	Chaplain Youth Pastors	Prayer and counselling needs. Programs for youth



## 45. College Calendar 2022

	Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>January</b>		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20 New students arrive by today	21 Faculty mtg	22
	0	23	24 Orientation week	25 Returning students to arrive	26	27	28	29
	1	30 Commencement Service	31 Term 1 begins	1	2	3	4 NAC mtg	5
<b>February</b>	2	6 Denomination groups	7	8	9	10	11 Bethany open Faculty mtg	12
	3	13 Regional groups	14	15 Prayer morning -Faculty	16	17	18 Faculty in-service	19
	4	20 Ministry Sunday	21	22	23	24	25	26
	5	27	28	1	2	3	4 NAC mtg	5
	6	6 Denomination groups	7	8	9	10	11 Faculty mtg	12 Faculty Bazaar
<b>March</b>	7	13 Regional groups	14	15 Prayer morning, CGs 1 & 2	16	17	18	19 Ministry Weekend
	8	20 Ministry Weekend	21	22	23	24	25 Faculty in-service	26
	9	27	28 Exam Week	29	30	31	1 Council Exec	2 Council Exec
	10	3 Denomination groups	4 Ministry Week	5	6	7	8	9
<b>April</b>		10 Regional groups	11 Break week	12	13	14	15 Good Friday	16
	1	17 Easter Sunday	18 Easter Monday	19 Term 2 begins	20	21	22	23
	2	24	25	26	27	28	29	30
<b>May</b>	3	1 Ministry Sunday	2	3 Prayer morning CGs 3 & 4	4	5	6 NAC mtg Bethany talent	7
	4	8 Mother's Day Denomination groups	9	10	11	12	13 Faculty mtg	14
	5	15 Regional groups	16	17	18	19	20 Faculty in-service	21
	6	22	23	24	25	26	27	28 Ministry Weekend
	7	29 Ministry Weekend	30	31 Prayer morning -student wives	1	2	3 NAC mtg	4
<b>June</b>	8	5	6	7	8	9	10 Faculty mtg	11 Faculty Bazaar
	9	12 Denomination groups	13 Queens Birthday	14 Exam week	15	16	17 Academic Board	18 Academic Board
	10	19 Regional groups	20 Missions week	21	22	23	24	25

	Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		26	27 Break week	28	29 Faculty retreat	30 Faculty retreat	1 Faculty retreat	2
July		3	4 Break week	5	6	7	8	9
		10 Denomination groups	11 Break week	12	13	14	15	16
	1	17 Regional groups	18 Term 3 begins	19	20	21	22	23 National Remembrance
	2	24	25	26	27	28	29	30
August	3	31 Ministry Sunday	1	2 Prayer morning CGs 5 & 6	3	4	5 NAC mtg	6
	4	7 Denomination groups	8	9	10	11	12 Faculty mtg	13 Bethany Bazaar
	5	14 Regional groups	15	16	17	18 CLTC Council	19 CLTC Council	20 CLTC Council
	6	21 Thanksgiving	22	23	24	25	26	27 Ministry Weekend
	7	28 Ministry Weekend	29	30 Prayer morning - Cell groups 7 & 8	31	1	2 NAC mtg	3
September	8	4 Father's Day	5	6	7	8	9 Faculty Mtg	10
	9	11 Denomination groups	12 Exam week	13	14	15	16 Independence Day	17
		18 Regional groups	19 Break week	20	21	22	23 Bethany retreat	24 Bethany retreat
	1	25	26 Term 4 begins	27	28	29	30 NAC mtg	1
October	2	2 Ministry Sunday	3	4	5	6	7 Bethany election Faculty mtg	8
	3	9 Denomination groups	10	11 Prayer morning S and S Division	12	13	14 Bethany close Faculty in-service	15
	4	16 Regional groups	17	18	19	20	21	22 Ministry Weekend
	5	23 Ministry Weekend	24	25	26	27	28	29 Graduating Women Retreat
	6	30 Graduating Women's Retreat	31	1	2	3	4	5 Graduating Men's Retreat
	November	7	6 Graduating Men's Retreat	7	8 Prayer morning Cell groups 9 and 10	9	10	11 NAC mtg
8		13 Denomination groups	14	15	16	17	18 Finance & Business Cmte	19 Finance & Business Cmte
9		20 Regional groups	21 Exam week	22	23	24	25 Faculty mtg	26
10		27 TEE Graduation	28 Graduation week	29	30	1 Celebration night	2	3 Graduation
December		4 Commissioning Service	5	6	7	8	9	10
		11	12	13	14	15	16	17
		18	19	20	21	22	23	24
		25 Christmas Day	26 Boxing Day	27	28	29	30	31