



Student Handbook

Contents Page

WELCOME TO THE BIBLE INSTITUTE OF SOUTH AFRICA!	5
Letter from the Principal – Dr Daniel Simango	5
1.1 INTRODUCTION	6
1.2 CHRISTIAN CHARACTER	6
1.3 WALKING WITH CHRIST IN A CHRISTIAN COLLEGE	6
1.4 PROMOTION OF SPIRITUAL GROWTH	7
1.5 CHRISTIAN COURTESY AT COLLEGE	9
1.6 SPOUSES INVOLVEMENT	9
2. COLLEGE REGULATIONS	9
2.1 ARRIVAL AND END OF YEAR DEPARTURE	10
2.2 NOTICE BOARDS	10
2.3 FULL-TIME AND PART-TIME STATUS	10
2.4 LECTURES.....	10
2.5 CLASS ATTENDANCE	10
2.6 PRIVATE STUDY.....	11
2.7 OUTSIDE WORK AND STUDY.....	11
2.8 STUDY PERIODS	11
2.9 CLASS NOTES.....	11
2.10 INTERNET SERVICE AND EMAIL FACILITIES.....	11
2.11 DRESS GUIDELINES	12
2.12 VISITORS	12
3. ACADEMIC REGULATIONS	12
3.1 ACADEMIC ACCREDITATION.....	12

3.2 BISA COURSE “DROP AND WITHDRAWAL” POLICY	12
3.3 GRADES AND MARKING POLICY	13
3.4 WRITTEN ASSIGNMENTS	14
3.5 TESTS AND EXAMINATIONS	14
2. Invigilation of examinations	14
3. Moderation of examinations	14
4. Missing examinations	14
5. Oral examinations	15
6. Supplementary examinations	15
3.6 REQUIREMENTS FOR GRADUATION	15
3.7 CHANGES IN PROGRAMME	16
3.8 ACADEMIC PROBATION	16
3.9 FULL-TIME STUDENTS AND THE DISTANCE LEARNING PROGRAMME (DLP)	16
3.10 ACADEMIC INTEGRITY	16
1. Plagiarism	16
2. Honour note	17
3. Cheating in examinations	17
4. Duplicate submission	18
3.11 PENALTIES FOR VIOLATION OF ACADEMIC INTEGRITY	18
4. LIBRARY REGULATIONS	19
4.1 LIBRARY HOURS	19
4.2 LIBRARY LOANS	19
4.3 RESERVE BOOKS	19
4.4 REFERENCE WORKS	19
4.5 JOURNALS	19
4.6 LIBRARY DATABASES	19
4.7 LIBRARY ETIQUETTE	20
4.8 GENERAL INFORMATION AND SERVICES	20
4.9 PENALTIES AND DISCIPLINARY ACTION	20
4.10 GENERAL	20
5. RESIDENCE AND DINING HALL REGULATIONS	20

5.1 GENERAL.....	20
5.2 MEALS.....	21
5.3 SELF-CATERING.....	21
6. DISCIPLINARY POLICY.....	22
6.1 GENERAL.....	22
6.2 DISCIPLINARY PROCEDURE.....	22
6.3 ENFORCEMENT.....	23
7. ADMINISTRATIVE MATTERS.....	23
7.1 OFFICE HOURS.....	23
7.2 REPORTING PROCEDURES.....	23
7.3 FIRE DRILL.....	24
7.4 EMERGENCY DRILL.....	24
7.5 FEES AND REFUNDS.....	25
1. Payment of fees	25
2. Late payment penalties	26
3. Refund of fees	26
7.6 FINANCIAL AID.....	26
7.7 GARDENING.....	27
7.8 ACCIDENT AND HEALTH INSURANCE.....	27
7.9 STORAGE.....	28
7.10 PRIVATE MOTOR VEHICLES.....	28
7.11 USE OF COLLEGE VEHICLE.....	28
7.12 ELECTRICAL AND ELECTRONIC EQUIPMENT.....	29
7.13 SECURITY.....	29
7.14 MAILING LIST.....	30
7.15 BREAKAGES AND DAMAGES.....	30



WELCOME TO THE BIBLE INSTITUTE OF SOUTH AFRICA!

Letter from the Principal – Dr Daniel Simango

It is a privilege to welcome you to the Bible Institute of South Africa. You are becoming part of more than 96 years of history together with men and women who prepared for a lifetime of Christian ministry here.

At BISA we are committed to providing the best possible Christian environment and training in order for you to be better equipped for God's call on your life. From this you may have gathered that we are passionate about our students. While we commit ourselves wholeheartedly to you, we also expect a lot from you. We expect you to commit yourself fully to the Lord and to come to grips with His Word during your time of study. This is succinctly summed up in our vision statement, '*To Know Christ and to Make Him Known.*'

Knowing Christ is more than knowing about Jesus Christ. Certainly, you will be learning about Christ in your studies, but *knowing Him* requires much, much more. Knowing Christ is deeply relational, devotional and sacrificial.

Paul's words to the Philippians (3:7-8) tell us that he has given up all things in order that he might know Christ. It is our desire and our purpose to help you to know your Lord Jesus and for you to walk in obedience to Him all your days.



You will also be trained to make Jesus known. This doesn't mean just equipping you with knowledge, tools and skills for life and ministry. It also means helping you spiritually to develop a heart and a vision for reaching out in Christian witness to a non-Christian world wherever the Lord sends you and however He has gifted you for His service.

We believe that God has brought you to study for a purpose. Each true believer is a new creation in Christ with special gifts, strengths and abilities. We encourage you to ask the Lord to show you how He would like you to develop these so as to use them to His glory, first here on campus and then for use in the wider world. As you make your special contribution to the family of Christ here at BISA, let us together exhibit a Christ like character and attitude. May we all excel in our holiness, purity, integrity and humility even as our Lord expects.

Welcome to BISA. May God grant you an abundance of His grace and a very fruitful time with us.

1. COLLEGE LIFE

1.1 INTRODUCTION

The Bible Institute of South Africa is a non-denominational, international theological college committed to the evangelical faith of our confessing protestant Reformational Heritage. It serves the Church of the Lord Jesus Christ by equipping Christian men and women in Biblical truth and ministry in order to fulfil the Great Commission in Africa and throughout the world.

You have come to BISA to learn and grow in your preparation for your Christian service to the Lord. You will soon discover that the college is a unique place, and that you have joined a special family. Not only is BISA renowned for its thorough training of men and women in the historic evangelical faith, but also for its emphasis on spiritual growth and nurturing. It is with this latter component that the Student Handbook is primarily concerned. The Student Handbook in other words, is not only a book of rules and regulations (though by necessity, that forms a big part of it), but a student's guide to college life.

When BISA was founded in 1923, it was responding to a need for quality evangelical theological training to meet the needs of the church in Southern Africa and elsewhere. Since then, it has existed for the purpose of training men and women for various types of Christian ministry by equipping them with the tools required to accomplish their God-given task.

The college therefore offers programmes, taught by a faculty committed to the historic evangelical faith, both as creedal affirmation and as living experience. Furthermore, the college seeks to shape the whole of its corporate life to educate, nurture and equip men and women to become mature leaders in their Christian vocations world-wide.

1.2 CHRISTIAN CHARACTER

The college places a high value on the development of Christian character. Indeed, a Christlike character is a requirement for graduation. The following practices on the college campus are designed to promote the development of Christian character:

- fellowship between staff and students in our weekly fellowship groups
- attendance at our bi-weekly chapel worship services
- devotional Bible study and prayer (personal and communal)

When these practices are regularly observed in a spirit of grace and humility, with God's blessing they provide a campus environment that is conducive to the growth of a Christlike character.

1.3 WALKING WITH CHRIST IN A CHRISTIAN COLLEGE

As a Christian student, there are some areas of primary importance:

1. **Your relationship with God:**

The Lord desires that you trust and love him with all your heart (Deut 6:5; Prov 3:5) and walk humbly before him (Micah 6:8). In other words, as you run the Christian race, you are to fix your eyes on Jesus and throw off every sin that entangles (Heb 12:1-2). It is with such an

attitude that the Spirit is pleased to work in your life and fulfil the Lord's commands. Such spiritual fruit includes love, patience, kindness, and self-control (Gal 5:22). You are encouraged to read the Scriptures with this in mind, always combining the Word with faith (cf., Heb 4:2); and continually praying to your Father who loves you and delights in you (Zeph 3:17; 1 Thess 5:17).

2. Your relationships with others:

All that God commands is summarised by loving others (Gal 5:14). In our context, this has special reference to your relationships with other students. We encourage you to look out for the interests of your fellow students and in humility consider them better than yourself (Phil 2:3-5). Considering the widely differing church and cultural backgrounds of all who come to BISA, your time here will be one of growing to love, accept, and appreciate others who are different from you. In fact, this diversity is one of the colleges' most attractive features. It is a distinctive of our campus life. Please pray for and seek to cultivate loving relationships with everyone in the student body, and not only with those with whom you have most in common.

3. Your personal discipline:

"Every man for himself," cries the world, but Christ commands: *"If any man will come after me, let him deny himself ..."* (Mk 8:34), and the apostle Paul exhorts us to *"give preference to one another in honour"* (Rom 12:10).

Students are strongly urged to live as in the presence of the Lord Jesus Christ. Our students are encouraged to grow in the fruit of the Spirit as they resist temptation. In Paul's message to the Galatians (5:19-23) the Holy Spirit highlights both negative and positive Christian characteristics.

'The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery; idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy; drunkenness, orgies and the like. I warn you, as I did before, that those who live like this will not inherit the kingdom of God. But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Those who belong to Christ Jesus have crucified the sinful nature with its passions and desires. Since we live by the Spirit, let us keep in step with the Spirit. Let us not become conceited, provoking and envying each other.' (NIV)

4. Your personal discipline:

The foundation of all Christian discipline, and therefore the discipline of this college, is the Lord's own moral standards, summarised in the Ten Commandments, and expressed in their full significance by our Saviour, particularly in the Sermon on the Mount. We know that you, as one of His true disciples, will endeavour, sincerely and consistently, to conduct yourself in accordance with these standards. See section 6 of the Student Handbook for the college policy regarding the upholding of moral standards and the exercise of discipline on campus.

1.4 PROMOTION OF SPIRITUAL GROWTH

Though BISA is an educational institution and not a church, (and therefore does not and should not fulfil the pastoral and spiritual functions of a local church), it nevertheless seeks to foster individual and corporate spiritual growth. For this reason a whole range of communal activities and events are organised and attendance at these is of the utmost importance.

1. Orientation week and student camp:

Orientation week commences on the day of registration. All full-time students are required to attend the student camp which forms part of the orientation programme. Here the wider college family has an opportunity to meet and get to know each other, *especially* the new students both informally and through the formal events arranged by the Student Representative Council in co-operation with the faculty. This camp is considered a very important event, as it sets the tone for the coming year.

2. Chapel services:

The Tuesday and Thursday Chapel services are the heartbeat of the college, and it is here that the spiritual enrichment of the college community is maintained. Chapel is where we worship the Triune God together in preaching, testimony and song, where we share joys and sorrows with one another, pray for one another and where we are encouraged in maturing faith. **Attendance at twice weekly Chapel is mandatory for all full-time students** unless excused by the Dean of Students. Part-time students are encouraged to attend if on campus

3. Fellowship groups and prayer groups:

All students are assigned to a fellowship group which meets once a week for prayer and fellowship. These groups have proven their value in fostering the students' spiritual life. In addition to the fellowship groups, various prayer groups are run voluntarily at different times and venues. Students are encouraged to join or form prayer groups and to pray regularly with at least one prayer partner. **Attendance at weekly Fellowship group is mandatory for all full-time students.** Part time students are encouraged to participate

4. Visiting Christian workers and missionary prayer meetings:

The link between the college and outside ministries is very important as it introduces students to the wider arena of Christian ministry. With that in mind we are privileged to host mission and other Christian agencies once a week. **Attendance at weekly VCW and Missionary prayer meeting is mandatory for all full-time students.** Part-time students are encouraged to attend if on campus.

5. Private devotions:

The Christian needs constant spiritual nourishment, something only possible in the context of prayerful and systematic Bible study and meditation. A spiritual life that is not renewed on a daily basis soon withers. It is like a stream soaking away in a desert. Attendance at lectures on Bible subjects is no substitute for personal devotions!

6. Quiet days:

These days, held twice per year, are set apart entirely from academic study and are devoted to worship and prayer. To regard these as optional is to regard the regular communal worship of the Lord's people, prayer and the ministry of God's Word and Spirit as unimportant. **Attendance at BI's Quiet days is mandatory for all full-time students.** Parttime students are encouraged to attend if on campus.

7. The Lord's Day:

Following the example of the early church, staff, faculty and students will gather at their respective local churches for worship with the Lord's people on the first day of the week. We make it possible for every student to rest and to be involved in Christian ministry on this day, by having no classes on Monday mornings. Students who do their PTA's during the week **must** attend a local church on Sunday for the purposes of worship, fellowship and encouragement.

1.5 CHRISTIAN COURTESY AT COLLEGE

BISA has a rich diversity in its student body, as students come from all over world

In such a multi-cultural environment, great care has to be taken in behaviour towards one another in order to create a healthy and safe environment within which all can work and study. Any form of racial or sexual harassment will not be tolerated and will be swiftly addressed. BISA's sexual Harassment policy is posted on the website

BISA is a special place with a distinct ethos created by its multi-cultural and interdenominational diversity. As you commence your studies, be prepared to be challenged in your thinking and in your behaviour. But also be encouraged that as you contribute to the lives of others, you will be greatly enriched yourself.

With regards to relationships between the sexes, it must be noted that maximum Christian courtesy is to be maintained. Campus rules do not permit male students within the ladies' dormitory (excepting, with certain provisions, the Daintree Common Room) and vice versa. A number of problems can arise through varied cultural understandings of behaviour such as public displays of affection. To address this, a seminar is conducted (*usually during orientation*) on these and other cross-cultural matters in order to spell out clear principles of conduct on campus. If there is need for further clarity on any of these matters, the Dean of Students should be consulted.

The college has many visitors to campus, and we oftentimes function as a 'shop window' for the Gospel. Make sure that your Christian behaviour is demonstrated by mutual consideration, punctuality, respect, modest dress and appropriate manners.

1.6 SPOUSES INVOLVEMENT

We encourage our married student's spouses (and family) to be a part of college life. We have a "BISA Ladies' Fellowship" which seeks to serve all women of the college in fellowship: all ladies fellowship events are open to spouses. BISA also offers to spouses a partial tuition exemption, and the option of auditing two courses per semester. Please refer to the Admissions Policy for details on rulings and eligibility.

2. COLLEGE REGULATIONS

The Scriptures exhort us that “all things are to be done properly and in an orderly manner” (1Cor 14:40). College regulations are designed to promote order and effectiveness for the edification and benefit of all.

2.1 ARRIVAL AND END OF YEAR DEPARTURE

All students are **expected to be present on the day of registration as well as the day of graduation** as indicated in the BISA Google calendar on our Website homepage. Students are also expected to vacate the residences on the Friday morning following graduation unless special arrangements have been made with the college administration.

2.2 NOTICE BOARDS

Regulations concerning the library, residences, kitchen and dining-room, and fire and examination regulations are posted on the board in Roxton Foyer. No notice may be placed on the notice boards without the SRC approval.

2.3 FULL-TIME AND PART-TIME STATUS

A full-time student is anyone enrolled in the BTh and who does 9 or more credit hours per semester of campus lectures. A part-time student is anyone who does 8 credit hours or less per semester.

2.4 LECTURES

Contrary to what often happens at secular universities, BISA lectures are not merely a means to an end of passing examinations. We view the lectures not merely as times of academic instruction, but also as times of fellowship, when lecturer and student together explore the Holy Scriptures, learn God’s truth, and “grow in grace and in the knowledge of our Lord and Saviour Jesus Christ”.

2.5 CLASS ATTENDANCE

BISA recognizes that theology and ministry are best done in community. One third of residential coursework is devoted to the classroom. Therefore, residential students are expected to attend all classes of the courses for which they register, as well as other mandatory functions of the college such as fellowship groups, ministry week, chapels, visiting Christian workers, gardening day and orientation & graduation events.

If a student is unable to attend a class or other mandatory function they must inform the BISA receptionist of the reason, in advance where possible. Lecturers may penalize students for absences of up to 20% of class hours. If a student misses more than 20% of class time for a course, regardless of the reason, the Registrar must be informed and the student will be withdrawn from the course pending an appeal to the Academic Dean.

Students who have missed classes must report to the relevant lecturer on return to college.

If a student misses a lecture, it is the student's own responsibility to find out what was missed by consulting other students or the lecturer.

2.6 PRIVATE STUDY

It should not be necessary to be reminded of the need for disciplined, private study. As a basic guideline, the average residential student is expected to do **2 hours of private study for every hour of classroom lecture**. As others around you will be studying, please show your consideration by being quiet and leaving them undisturbed at such times. There are no daytime classes at college on Mondays but bear in mind that there are evening classes on Mondays at 19:00. **Monday is a self-study day; it is NOT a rest day.**

2.7 OUTSIDE WORK AND STUDY

Any student planning to take outside employment more than 20 hours per week (*during term times*) must take less than 9 credit hours per semester. In other words you cannot be a full time student at BI *and* have a part time job exceeding 20 hrs work duties per week during the term. You may, however, be employed during the holiday periods.

2.8 STUDY PERIODS

1. In order for students to cover the work required, they should plan to spend about 30 hours per week in private study. Remember, the average student is expected to spend **two hours studying for every hour spent in lectures**.
2. On campus the period between 19.30 and 22.00 on weekdays is a compulsory quiet period. Students who devote this time to study may not be disturbed in any way.
3. Students are requested to act in a responsible manner in making and receiving of telephone calls during quiet period. Cell phones may not be used for calls in the library.

2.9 CLASS NOTES

1. Students will be provided with course syllabi and basic notes through BISA's online learning management system.
2. Further notes may be provided by the college at a nominal fee.
3. All notes are to be treated as copyrighted and may not be re-copied without the written permission of the author.
4. Lectures may require that students purchase course textbooks. The lecturer will clarify if there is a textbook fee.

2.10 INTERNET SERVICE AND EMAIL FACILITIES

1. BISA provides Internet access for students; each student will be issued with a personal pin code allowing them access to the student desktop PCs in the library.

2. Wireless access for personal notebooks, devices, phones and tablets is available for a once-off connection fee. Although Internet access is available on campus throughout the week, occasional restrictions may be imposed by the BISA Administration.
3. Web surfing is primarily for e-mail communication and for assignments and theological research.
4. The college reserves the right to limit Internet use where abuse has been noted.
5. Faculty reserves the right to monitor the use of electronic devices for note-taking in class. Where the use of such devices is permitted, students may not access the internet for any other purpose during class time. Any such unauthorized use of the internet will be viewed as a disciplinary offence.

2.11 DRESS GUIDELINES

Students are to dress appropriately, with modesty, and due respect in consideration of others at all times. This simply means that we are to have due respect for all our brothers and sisters especially those whose culture differs from our own. (Rom 14:13ff).

Students are required to comply with these guidelines while on the BISA campus or at any other official college function.

2.12 VISITORS

Students are welcome to invite visitors to attend lectures and meals but must obtain permission from the lecturer before the visitor is brought to the class. A lunch voucher must be purchased at BISA reception, by 10:30 on the morning of the visit.

3. ACADEMIC REGULATIONS

3.1 ACADEMIC ACCREDITATION

The Bible Institute contact mode programme prepares students for the Bachelor of Theology. The Bible Institute of South Africa NPC is provisionally registered with the Department of Higher Education and Training until 31 December 2022 as a private higher education institution under the Act. Registration certificate No. 2018/HE08/002.

The Christian Foundations Gap Year is not accredited by CHE.

3.2 BISA COURSE “*DROP AND WITHDRAWAL*” POLICY

For a full semester (14-week) course, a student will be permitted to drop a course before entering the third week of classes with no ramifications academically. In that case, nothing at all will appear on the student's transcript.

Between the third week and the ninth week of a full semester course (that is, before the start of the tenth week), a student may withdraw from a course. In that case, the student will

receive a W on their transcript. This W will not affect the student's overall average, but the course will need to be retaken.

After the ninth week, a student who withdraws from a course will automatically fail that course and the student will receive a zero mark on their transcript unless some of the completed course work has already been credited to the student. This mark will be factored into the student's overall average. The course will need to be retaken.

In the case of a one term (7-week) course, the following policy will apply:

DROP - permissible before the start of the second week.

WITHDRAW - permissible before the fifth week.

FAIL - withdrawal after the fourth week.

In the case of an inter-term/modular course (2-weeks/10 days), the following policy applies:

DROP - permissible before the start of the third day

WITHDRAW - permissible before the start of the second week

FAIL - withdrawal during the second week

This policy also applies to Distance Learning Programme courses.

3.3 GRADES AND MARKING POLICY

1. The pass mark for all courses is 50%.

- **Less than 50%** - For a student to receive this mark means that they have failed to achieve the minimum standard required. If the student achieves a course mark of at least 45%, the lecturer concerned may allow the student to do supplemental work to reach the minimum standard of 50%.
- **50 - 64%** - This range indicates an average student. Obviously, within this range there will be a high and a low average. Students who fall into this classification have done only that which was expected of them according to that which is set out in the syllabus.
- **65 - 74% - Commendation range.** For a student to achieve a mark in this range means that he or she has done work that exceeds the expectations as set out in the syllabus. They have shown the ability to function using higher critical thinking (Analysis, Synthesis, Evaluation, and Application levels).
- **75% and above – Distinction range.** For a student to receive a mark of distinction:
 - i) He or she must demonstrate the ability to do all course work using higher critical thinking methods. The higher the student's ability to work at that level, the higher the mark that may be assigned.
 - ii) The level of work must be of such calibre that the product could be reworked and considered for publication.

2. According to accepted SA university standards, the **class average** for each subject should fall in the **56% - 66% range**. BISA course standards are set according to this norm.

3. BISA applies an 'anonymous' marking policy to Examinations and Assignments. In effect, students are only identified by means of student numbers on their written assignments and

examination answer sheets. Student numbers will be assigned to new students at registration. Returning students will continue to use their same student numbers.

3.4 WRITTEN ASSIGNMENTS

1. Each lecturer sets assignments along with their due dates for each class. The value of each assignment toward the final course mark will be specified in the syllabus. Penalties for late submission will also be set by the lecturer and strictly followed.

[Exceptions will only be made in the case of serious illness (medical certificate required), and on compassionate grounds, e.g., the death of a close family member].

2. All written assignments (including the bibliography) **must** be done according to the format set out in the ***BISA Writing Guide*** (available in the library and BISA online)
3. A student may be required to resubmit an assignment within three days to remedy a perceived deficiency in it. With any resubmission, a penalty may be imposed by the lecturer.

3.5 TESTS AND EXAMINATIONS

1. Written tests and examinations

Lecturers may set written tests and examinations for their courses. A student must obtain a class participation-mark (i.e. in all non-examination course requirements) of at least 40% to qualify to write the final examination. The amount of credit given for each test and examination must be specified in the syllabus. Final Examinations will generally be given during the examination week at the end of the semester. Examinations are usually 2 to 3 hours in length depending on the credit hours allotted to the course.

Where a course examination is required, the sub-minimum required to pass an examination in any course will be 45%, except where a higher sub-minimum has been specified in the course syllabus by the lecturer. No student may pass a course where this “examination subminimum” has not been attained even though the student’s overall course mark is higher than 50%. In such a case, however, the student is eligible to write a supplementary examination.

2. Invigilation of examinations

All examinations are invigilated as required by our accrediting body.

3. Moderation of examinations

All final examination answer sheets must be collected by the college and moderated by an external moderator. Therefore, no examination answer sheets can be returned to the student.

4. Missing examinations

No student may miss an examination unless there is an appropriate medical or compassionate reason. This reason should be communicated in writing to the lecturer involved, and a medical reason must be supported with a medical certificate. The missed examination will have to be written at another time, usually within a week of the official time.

5. Oral examinations

There are times when students have difficulties with taking exams. In these cases the student may apply, in writing to the faculty member involved, to take the exam orally. The college reserves the right to reject any such application.

6. Supplementary examinations

Students may qualify for a supplementary exam if they achieve a minimum of 40% (final Exam) and 45% (final course mark). A fee will be charged for the taking and marking of supplementary exams.

Students who do not take a final exam because of medical or compassionate reasons will be allowed to take a supplementary exam with no penalty.

Students who fail an exam and subsequently take a supplementary exam will receive a *final course mark* of 50% should they adequately perform well on the supplementary exam.

Please note: students who take supplementary exams because they could not sit for a final exam due to sufficient medical or compassionate reasons will have that exam averaged into their overall mark for the course per normal procedures. No penalty will be imposed. Students must pass the supplemental exam with a least 50% in order to pass the course.

3.6 REQUIREMENTS FOR GRADUATION

1. In order to graduate from the Bible Institute, all the prescribed courses in the BTh curriculum must be taken and passed. The BTh qualification may not be completed in a period of less than 3 years of full-time residential study.
2. Students are required to fulfil class attendance requirements as set by lecturers in the course syllabus.
3. Christian character will be taken into consideration in assessing a student's eligibility for graduation. It is possible for a student to have passed all academic work, but not qualify for graduation. For example, a student may be disqualified from graduating because of an unwillingness to abide by the Institute's rules and regulations (e.g. regular chapel attendance), or lack of moral integrity in any area of life or work. Likewise, the manifestation of an arrogant or unteachable spirit, a divisive or disruptive presence on campus, or any other attitudes or behaviour that are inconsistent with biblical principles may be deemed sufficient grounds to disqualify a student from graduation.
4. No student will be permitted to graduate, nor will a copy of his or her transcript be issued until all outstanding fees have been paid.
5. Students are required to fulfil all the requirements for Practical Training Assignments as set out in the PTA Course guidelines.
6. Requests for transcripts may only be approved upon full payment of outstanding fees.

3.7 CHANGES IN PROGRAMME

A semester consists of fourteen lecture weeks. A Credit Hour is one lecture period. Students may only make changes to their course registrations in the first two weeks of the semester, with the signed permission of the lecturer and the Academic Dean. This includes switching between taking courses for credit or for audit only. All course or programme changes must be made with the signed permission of the lecturer and the Academic Dean.

3.8 ACADEMIC PROBATION

Academic probation is designed to alert students to a deficiency in their academic performance, and to prescribe a remedy. While students must earn a grade of 50% to pass each course, they are also expected to maintain an average of 55% in the three year programme, and 60% in the Honours programme.

At the end of each semester the Academic Dean will review the academic record of each student. Any student who does not maintain the expected minimum average for their programme in the previous semester may be placed on academic probation for the following semester. The Academic Dean will meet with those students to discuss their situation and to prescribe a remedial course of action, which may include requiring a reduced course load and/or stipulating deadlines for makeup work. At the end of the following semester the student's academic performance is reassessed. If the student's average in that semester is satisfactory then the probation period will end; otherwise, the student may be required to withdraw from the programme.

3.9 FULL-TIME STUDENTS AND THE DISTANCE LEARNING PROGRAMME (DLP)

As a general rule, no full-time residential student may take DLP courses. However, when the student has failed a course in the residential programme that may delay their graduation, the Academic Dean may recommend the student to redo the course. In such cases the student is required to apply for permission from the Academic Dean to take the course by DLP using the form supplied by the DLP office. A deadline for completion of the whole course will also be stipulated in consultation with the relevant lecturer.

3.10 ACADEMIC INTEGRITY

1. Plagiarism

The offence of plagiarism is committed when an individual represents the work or ideas of someone else as his or her own work. Plagiarism constitutes theft and deception, both serious violations of God's unchanging moral law as reflected in the Ten Commandments given to Israel on Mount Sinai, and repeated in the New Testament as commandments for disciples of Jesus Christ to observe:

Eph. 4:25 - *Therefore each of you must put off falsehood and speak truthfully to his neighbour, for we are all members of one body.*

Eph. 4:28 - *He who has been stealing must steal no longer.*

Reflecting the character of Jesus Christ (who was tempted in all things yet never committed theft or fraud) is not optional for the Christian, but is rather something that we must all require of one another, and Christians must prefer to receive even a failing grade for a course rather than to sin against God and their brethren by committing plagiarism. To fail after trying one's best is not a sin and does not defile the conscience or jeopardise God's blessing; plagiarism does. Those who have been raised to believe that failing a course involves "losing face" and is thus worse than cheating must put off such unbiblical thinking and put on Jesus Christ and his righteousness. Those who have been trained to memorize large portions of material as part of their education must realize that reproduction of memorized material must be treated as any other sourced material; it cannot be plagiarised.

If the plagiarism is done for a commercial work, the theft involved is monetary, as the plagiarist stands to profit financially from the work of another. Or the plagiarism may involve receiving an honour or some other non-monetary benefit that is not due him since someone else actually did the work for which the honour or benefit is received. In an academic setting, the theft is that of an unearned grade on an assignment, thus contributing to an unearned grade for a course, and ultimately an unearned degree or diploma. The degree or diploma is thus obtained by fraud, however much hard work went into obtaining it. As written assignments may be graded in part by comparison with assignments of other students, the thief, by handing in a "superlative" assignment which is in reality the work of another, also offends against his fellow students, potentially reducing the grades they have earned in integrity by hard work.

The student must avoid the sin of plagiarism by acknowledging sources used by the use of quotation marks, footnotes, and bibliographies, as appropriate (see *the BISA Writing Guide – available in the Library*).

Students are also advised that facilitation of plagiarism by another student (for example, by providing another student with your assignment to copy) is a violation of the honour code on the part of both students - the one borrowing and the one lending.

2. Honour note

With the submission of assignments and other course requirements, all students are solemnly asserting that, in preparing the specific assignment or course requirement, they have fully complied with the Bible Institute library rules regarding the use of books (including Reference and Reserved Shelf books), and that they have in no way plagiarized any Internet or other material. Consequently, no student may plead ignorance of the college rules and regulations regarding library use or plagiarism.

3. Cheating in examinations

Cheating on examinations may take several forms, for example copying examination answers, or portions of examination answers, from another student. This is another form of plagiarism. Another form of cheating is to use materials for the examination beyond those that are allowed by the lecturer for the examination. For example, if use of a Bible without notes is allowed, but the student uses a Study-Bible or puts additional notes in the Bible, this is cheating. Another form of cheating is to take longer to write the examination than is permitted by the lecturer giving the examination. Another example would be gaining access to the examination questions ahead of exam time, beyond sample questions given out by the lecturer to everyone in the class. Enumeration of these forms of cheating does not preclude other practices not

mentioned here from being considered cheating as well; such as any practices that give a student an unfair advantage in an examination.

4. Duplicate submission

Duplicate submission occurs when substantially the same essay, presentation, sermon, or other assignment is submitted for credit in more than one course. For example, a sermon written for one course may not be later preached in substantially the same form in a homiletics course. In addition, work already submitted towards the earning of another degree may not be resubmitted for a course at BISA.

3.11 PENALTIES FOR VIOLATION OF ACADEMIC INTEGRITY

Penalties for violations of academic integrity listed above shall be in keeping with the seriousness of the offence, and shall take into account whether the student demonstrates repentance from the offence.

1. Plagiarism:

If plagiarism is judged to be minimal and accidental, with no deliberate intention on the part of the student to represent someone else's work as his own, but rather is due to carelessness, the lecturer shall counsel the student and may require the paper to be rewritten in acceptable form. If plagiarism is judged by the lecturer to be systematic and represents a deliberate attempt to represent someone else's work as his own, and the student is unable to refute the evidence against him, the offence shall be reported to the Academic Dean with the lecturer's recommendation for penalty. The maximum penalty for a first offence is failure of the course in which plagiarism was committed, and a letter of reprimand placed in the student's record. For subsequent offences the maximum penalty is expulsion from the college. The academic committee shall provide the student with an opportunity for a hearing before any adverse action is taken. The committee shall in turn recommend appropriate action to the faculty as a whole, which shall again provide the student with an opportunity for a hearing before any adverse action is taken. The faculty shall vote on appropriate penalties. In addition to applicable quorum requirements for faculty meetings, the Principal or his designated representative shall be present at any faculty consideration of a violation of academic integrity. The student has the right to appeal to the BISA Board of directors against any adverse action taken.

2. Cheating on examinations:

Penalties and procedures shall be as for deliberate plagiarism (see above).

3. Duplicate submission:

Penalties and procedures shall be as for deliberate plagiarism (see above).

4. LIBRARY REGULATIONS

4.1 LIBRARY HOURS

Library Hours – Weekdays: 08.00 – 21.30; Saturdays: 09.00 – 17.00. The library is closed on Sundays. Times are subject to change during vacations.

4.2 LIBRARY LOANS

Up to 4 library books or media may be taken out at any one time for a maximum period of 7 days. They may be renewed for a further 7 days if not on request by another student. When borrowing a book, you must record it on the User computer on OPAC software.

4.3 RESERVE BOOKS

Books on the “Reserve” shelves have certain restrictions: Be considerate of the needs of other students.

1. Reserve Books must remain in the library at all times.
2. Only one book may be accessed at a time. The book may **not be taken out** of the library at any time except for photocopying in the student computer room. If a fellow student requires access to the same reading material, it should be returned to the ‘Reserve’ shelf after no more than two hour’s use.
3. Reserve Books must be returned only to the designated ‘Reserve’ shelf.

4.4 REFERENCE WORKS

Reference books i.e. those with the letter R preceding the Dewey number may not be taken out of the library.

4.5 JOURNALS

Journals/magazines are not to be removed from the library.

BISA subscribes to 60 hardcopy & archived journal titles and has an “in house” indexed database of 26,000 journal articles. All the journals indexed can be accessed in hard copy format in the Reference Library.

4.6 LIBRARY DATABASES

BISA subscribes to ATLA religion database which includes 305 theological journal titles; the journal articles are often in PDF format and can be printed online. We have 155,000 E books via EBSCO Host which are available to past students on application.

4.7 LIBRARY ETIQUETTE

1. Please ensure that the library is a quiet place that is conducive for study by keeping noise-levels and/or conversations to a minimum out of respect for your fellow students.
2. Due to limited working space, tables are to be kept clear of personal possessions.
3. Breakages or damaged/lost books must be reported to the librarian.
4. Do not deface library books in any way. Underlining is unacceptable.
5. No eating or drinking is permitted in the library, or in Roxton classrooms.
6. Removal of any material from the library without “booking out” is strictly prohibited.

4.8 GENERAL INFORMATION AND SERVICES

Library assistants (assigned students) oversee the activities in the library after-hours and on Saturdays.

4.9 PENALTIES AND DISCIPLINARY ACTION

Fines will be levied where library regulations are contravened.

4.10 GENERAL

1. **Shelving of books:**

Do not shelve books; this is done by the Librarians assistant. Returned books are to be placed on the trolley in the Library.

2. **Mending of books:**

Never attempt to mend a broken book. Damaged and broken books are to be handed to the Librarian.

5. RESIDENCE AND DINING HALL REGULATIONS

5.1 GENERAL

The following guidelines are intended to contribute to the smooth running of campus life. Students should feel free to discuss with the Student Council any difficulties they may experience regarding meals or rooms.

Residential students will undertake the following responsibilities:

1. **All live-in students are required to pay a deposit prior to occupation of their room.**
This deposit will only be refunded to students after they have vacated their room and left it in an acceptable and tidy state, with all the features, fittings and furnishings in place.

2. Live-in students will receive keys to their room and food-storage cupboard. Lost keys will be charged to the student's account.
3. Students must maintain their quarters in an acceptable and tidy state. **Students will be held liable for any careless or negligent damage to their rooms or to campus property.**
4. Students must leave the public areas of the residences - toilets, bathroom, shower, lounge - as they would like to find them.
5. Water is a precious commodity in South Africa. Please do not waste water.
6. Visitors may only be accommodated overnight in student rooms with the prior approval of the BISA Administration. Where such approval is given, a facility charge will be levied for the accommodation, payable in advance at Reception.
7. No irons, kettles or hot-plates may be used in student rooms. All ironing must be done in the laundry-room in the residence. Coin-operated washing machines, a tumble dryer and Ironing-boards are provided. Please bring your own iron.
8. If you are sick please notify BISA reception so that meals may be brought to your room, it is your responsibility to see that all utensils are returned to the kitchen.

5.2 MEALS

1. Residential

Residential students share a cooked meal daily at 13:10 on weekdays during term time. You are expected, as a matter of courtesy, to be punctual for 'giving thanks.' If, however, a student is unable to attend any particular meal, the supervisor on duty must be informed ahead of time. There is a Meal list in the dining room where students can book a late meal; this must be done by the end of mid-morning tea. Please be prompt for lunch and do not abuse this privilege.

Do not remove campus cutlery and crockery from the kitchen or dining room.

2. Non-Residential

Lunch is available to non-resident students and guests at a set charge per person. You may sign up for a single meal on a specific day or for a full term. Please notify the Cook of your lunch order by 10:00 on the day.

Non-residential students are welcome to use the dining-room facilities to eat their own 'packed lunches' during lunch-time. Tea and coffee is available.

5.3 SELF-CATERING

Breakfast and supper and all weekend & vacation meals will be self-catering. Live-in students are expected to abide by the following guidelines:

1. All food must be prepared and eaten in the kitchen / dining room. No meals may be prepared or eaten in the students' bedroom (except in the case of sickness)
2. Space will be available for storage of refrigerated and non-refrigerated foodstuffs in the kitchen/dining room. Perishable food may not be stored in the student's bedroom.

3. Cooking pots and pans belonging to the college are available for student use in the kitchen. These **MUST** be washed and put away after use. Counters, tables and sinks are to be left in a clean and commendable condition.
4. Breakfast on weekdays must be finished and cleared away by 07:45, before classes commence at 08:00.
5. The kitchen is closed daily between 22:30 and 06:00

6. DISCIPLINARY POLICY

6.1 GENERAL

Any amendments in the Student Handbook will be circulated to Board members once a year prior to the final Board Meeting each year. This will enable the Board to comment, and possibly adjust and or ratify it before distribution to the subsequent year's students. Any major change to the Handbook during the year shall likewise be brought to the Board's attention at their next meeting.

6.2 DISCIPLINARY PROCEDURE

The BISA faculty will implement the rules and regulations as laid down, however the faculty may designate others to act on its behalf such as the Dean of Students, Student Council, Librarian etc. The faculty may take appropriate disciplinary action where necessary, but at all times shall act justly, consistently and with the goal of biblical restoration.

A student may be placed on disciplinary probation for misconduct. This includes theft, unlawful entry to campus facilities, unauthorised possession of keys for campus facilities, plagiarism, cheating, sexual misconduct, use or possession of alcoholic or tobacco on campus, use or possession of illicit drugs, acts of violence, disruption of institutional activities, non-payment of college fees, damage to property, disregard of established rules and regulations of the Bible Institute, and for excessive unexcused absences from regular college activities (such as Chapel, Quiet Days, Missionary prayer meetings and the Visiting Christian worker class).

Students who violate college standards may be asked to meet with the Dean of Students regarding their questionable conduct. Such students may be given a warning about continuing the activity, be placed under disciplinary probation, or be dismissed from the college. Disciplinary probation may include suspension from classes for a stated period of time. When a student is placed on disciplinary probation, the student will receive written notification of the action and the decision will be noted in the student's file.

BISA reserves the right to dismiss any student when, in its judgment, the general welfare of the campus community is in jeopardy. Disciplinary probation and dismissal is handled by the faculty in consultation with the Dean of Students. A student may choose to be accompanied by a member of the Student Council during any disciplinary proceedings. The student has the right of appeal to the BISA Board of Directors.

In the event that a student is dismissed from BISA, the college reserves the right to prohibit the student from visiting the campus and using campus facilities.

6.3 ENFORCEMENT

1. The method of dealing with those contravening regulations or disregarding courtesies is generally as follows:
 - i. A Student Council member gives a friendly word of advice.
 - ii. If no appropriate response results, the same Council member speaks in stronger terms.
 - iii. Failing a proper reaction, the Student Council as a whole takes up the matter.
 - iv. If there is still no response, the faculty deals with the offender.
2. The above does not preclude direct intervention by any senior authority when circumstances require it. Disciplinary action that may be taken consists of reprimand, restitution, temporary suspension or expulsion. In the case of the first option, a note will be made in the student's file, which may be removed and destroyed when the situation is resolved. Major decisions are taken, whenever possible, after consultation with the Pastor or other responsible leader(s) of the student's home church.
3. If all of the above procedures have been exhausted and the student considers him/herself to have been unfairly treated then and only then, may he/she appeal to the Chairman of the Board and finally to the Board.

7. ADMINISTRATIVE MATTERS

7.1 OFFICE HOURS

Administration provides an integral support service, of which general student affairs form a visible part. Office hours are 08:00 – 16:30 Mondays to Fridays (*during term time*).

7.2 REPORTING PROCEDURES

As a general rule, problems on campus relating to student affairs are to be reported to the Student Council. If necessary, the Student Council will report the matter to the Dean of Students. Matters of an administrative nature are to be communicated to the Administration. Problems of an academic nature should be discussed with the Academic Dean. In the interests of maintaining a positive Christian learning environment on campus, we do encourage students to deal with any problems as soon as they arise.

7.3 FIRE DRILL

Fires break out and other emergencies arise very quickly and are always unexpected. Much of the surprise factor can be removed by being aware of what to do in the emergency. It is therefore essential that all staff and students familiarise themselves with the drill outlined below:

This means YOU, and it could happen here!

1. Discovery of fire

- i. Immediately close all windows and doors to isolate the locality of the fire.
- ii. Alert staff or students in the immediate vicinity.
- iii. Switch off electrical current.

2. The fire alarm is the continuous sounding of the sirens along with the internal Electrical Bell.

NB. The prolonged ringing of the **hand bell** is the backup system.

Do not tamper in any way with the Fire Alarm System

3. Drill

- i. On the sounding of the alarm, do not panic; quickly and quietly vacate the room, close the window, shut the door and switch off the electricity mains in your quarters.
- ii. In the daytime go immediately to the assembly area on the upper lawn by the tennis court and congregate in the following groups, (facing tennis court: right to left): Living-in ladies, living-in men, living-out students, staff, Faculty and living-in families. Make sure that everyone is accounted for. Wait quietly in your groups until you are told what to do.
- iii. At night make sure that you have sufficient clothing before vacating your rooms. Proceed to the upper lawn making sure your room-mate and immediate neighbours have heard the alarm. Wait quietly in your groups until you are told what to do.

NB. When the alarm sounds go to the assembly area immediately. Do not wait in your room or in class. Do not go to your room for your belongings.

7.4 EMERGENCY DRILL

1. Report to the person in charge of your group as detailed in the Fire Team List.
2. The person designated will immediately contact Emergency services by telephone.
3. The Fire Team is solely responsible for bringing hoses and fire extinguishers into operation while awaiting the Fire Department.
4. The overall responsibility will be taken by the Emergency Controller and in his absence the most senior member of staff present: if no member of staff is available, the most senior

member of the Student Council present will assume responsibility, failing which a member of the Fire Team will take over.

5. The person in charge (as detailed above) will be responsible at night to ensure that all sections of the buildings have been roused and to send someone to inform the Principal and Vice Principal.
6. The "First Aid Team" will stand by to give first-aid in cases of injury prior to the arrival of ambulances and removal of casualties to hospital.
7. Await the directive from a representative of the Fire Department concerning reoccupation of the building(s).

7.5 FEES AND REFUNDS

1. Payment of fees

- i. The responsibility for the payment of all fees lies with the student. Students may elect to pay their tuition fees in terms of one of the approved payment plans.
- ii. College fees encompass all fees owing to the Bible Institute of SA by a student or his/her sponsor(s).
- iii. All Tuition fees are payable in advance per semester, and are due on or before the registration date.
- iv. A 5% tuition discount will apply if the year's tuition fees are paid on or before the registration date.
- v. Bursary and sponsored students must pay at least 25% of tuition fees and must submit a duly signed letter of commitment from the sponsor on or before registration. The responsibility lies with the student to see to it that the sponsored funds are paid to the Bible Institute of SA.
- vi. Fifty percent (50%) of the semester's fee is to be paid by mid-April / mid Sept and the outstanding balance by mid-June / mid-November.
- vii. Entry to the following semester will be refused if the student has any outstanding debt to the college at either the end of June or December.
- viii. Students who reside on campus must pay a refundable deposit (*conditions apply*), and a minimum of 25% of the semester's accommodation fees on or **before** the room is occupied.
- ix. All fees must be settled by the end of the semester or interest will be charged.
- x. **Foreign students from first world developed countries** pay tuition fees at 200% i.e. 2 to 1 of ZAR-rate.
- xi. Methods of Payment:
 - a. Payments may be made to the College in the form of electronic transfer (EFT) or direct deposit. Please note: the College does not have credit card facilities.
 - b. When paying an account via the bank please submit proof of payment.
 - c. Payments made from foreign countries may take the form of a bank draft or, preferably, via online banking such as electronic fund transfer (EFT) as this is a safer option. Please include the cost of the bank service fees for both drafts and EFTs

Our banking details are:

Account name: **Bible Institute of SA**

Account no.: **072125640**

Bank: **Standard Bank Ltd, 77 Main Road, Fish Hoek 7975**

Branch code: **036009**

Swift address: **SBZAZAJJ**

xii. Students are required to notify the College of incoming payments, particularly if they are transferred electronically. When depositing into the College account, it is important to use your name as the payment reference so that the College can identify the payment. xiii. Please note that all fees are significantly subsidized. xiv. Full-time students (2nd and 3rd years) in good standing may apply for financial assistance. xv. Fees do not include the purchase of textbooks.

2. Late payment penalties

Interest is payable on overdue accounts.

3. Refund of fees

Students may apply to the BISA Administrator for a refund of tuition fees for courses from which the student has withdrawn. Please note that administration and registration fees are non-refundable.

- i. A 100% course tuition refund applies if notification is given prior to the first day of the semester.
- ii. A 75% course tuition refund applies if notification is given within the first week of the semester. iii. A 50% course tuition refund applies if notification is given within the second week of the semester.
- iv. No fees will be refunded beyond the second week of the semester.
- v. Residence fee is not refundable after the student has taken occupancy.

7.6 FINANCIAL AID

According to finances at its disposal, BISA makes financial aid available in the form of bursaries to needy students **in full-time study at BISA.**

Financial aid is not made available to first year students and would be considered only for second and third year students who apply on the basis of a demonstrated financial need. These funds are allocated per semester and are not meant to cover all educational costs, but merely to supplement the student's own resources. The bursary covers tuition only, and is credited directly to the student's account once they have paid their own portion of their college fees. Any excess bursary moneys will be reversed to BISA at the end of the academic year. The college considers the enrolled student as the principal debtor who is responsible for all

college related expenses such as tuition, travel & living expenses and interest on unpaid fees. Minors are deemed to be acting on the behalf of their parents or guardians.

Students will **not be allowed to continue in their programme, should their previous semester's account remain unsettled by the beginning of a new semester**. In case of an unforeseen crisis, written application can be made to the BISA Administrator, who will review each case and determine whether the student will be allowed to continue, in which case interest will be charged on the outstanding amount.

Students are allowed to receive bursaries for the length of time it takes to complete a programme, but renewed application must be made each semester. Awarded bursary grants are subject to increase or decrease depending on the available funds, ongoing needs and the number of bursary applicants. The Bursary Committee will monitor and advise on the progress of all financial aid recipients across the academic year.

To be eligible for Financial Aid, students must:

- Be admitted into a regular programme at BISA in a full-time capacity.
- Be in good academic standing, and maintain such a standing.
- Be in good standing and received recommendation from their church.
- Clearly articulate their ministry goals in an attached letter.
- Complete the Financial Aid application form in every respect to be considered.

Students placed on academic probation may forfeit their bursary awards.

7.7 GARDENING

Periodically, time is set aside for students to help with gardening and general maintenance on the campus. On these occasions, students are allocated various gardening and maintenance tasks. It is hoped that these activities will encourage the development of a servant-mentality and hone practical skills for future ministry.

7.8 ACCIDENT AND HEALTH INSURANCE

BISA does not provide any accident or health insurance for students.

BISA is not liable for injuries sustained by students in their activity as students, even though such injuries occur on campus-premises or in class-related work. The college does not undertake to be the insurer of its students and its liability under law must be based on fault. Accordingly, students are advised to be certain that they are covered by personal accident and health insurance.

BISA subscribes to **CAPE MEDICAL RESPONSE**, an emergency medical response service which covers any **emergency** medical situation which arising on the campus. They may be contacted on 082 782 4444 after BISA hours. During BISA office hours, *please do not call CMR directly*, but instead report the matter to the reception office.

7.9 STORAGE

No personal effects may be left in students rooms during December and January. Limited storage-space is however available to all returning students who will be taking up residence on campus. Securely packed and marked excess baggage may be left in the campus storeroom. The college cannot be held responsible for any loss or damage to stored baggage. The student will be asked, per written form, to indemnify BISA against any loss or damage to possessions that may occur. Following the first month of the new semester any unclaimed goods will become college property and repatriation of baggage will be to the students account.

7.10 PRIVATE MOTOR VEHICLES

1. Provided space permits, students may park on campus at their own risk. BISA shall not be liable for damage to vehicles or for any loss sustained.
2. Cape Town is on phase 3 water restrictions (July 2019). Be aware of City Council restrictions on the conservation of water. The washing of cars is prohibited.
3. Please be considerate of others whenever you park or start your car either late at night or early in the morning. Please keep vehicle noise to a minimum.

7.11 USE OF COLLEGE VEHICLE

Use of the college vehicle is restricted to the following:

1. Official college business.
2. Christian Service purposes where BISA is intimately involved.

Emergency use will be rated at a 'per' km (vehicle) and daily (trailer) charge:

- Students: Student Council to facilitate this service and payment
- Faculty and Staff: Administration to coordinate service and payment

The vehicle and trailer have been allocated a garage or a specific parking bay on Campus and shall not be parked anywhere else on Campus.

Only drivers with valid, unendorsed licences, who have been in possession of their licences for not less than five years, and who have been cleared by BISA Administration are permitted to drive the college vehicle. A copy of their license will be retained for record purposes.

Authorisation must be given before the vehicle can be used. Written application on the prescribed form (SF/1) must be submitted to the Administration for authorisation and booking.

Collection of the official logbook and keys must be arranged with Reception, completed and signed in respect of each trip undertaken and the onus for this shall be upon the driver. Any distance travelled for private purposes on any trip must be declared in the logbook and will be billed.

Any unforeseen expenses incurred by the user in respect of official vehicles must be verifiable by means of a voucher (cash slip). Expenditure in excess of R100 requires prior approval from Administration. A refund will be made only on presentation of the relevant voucher(s).

In the event of a breakdown, attempts should be made to phone the BISA Administrator or the Principal to report the matter. If no action can be taken and the vehicle has to be left, it should be safely parked and securely locked.

Any damage to and/or faults in the vehicle should be reported to the BISA Administrator when the keys are returned. The BISA Administrator reserves the right to require a report in writing.

In the case of an accident, attempts should be made to phone the BISA Principal or Administrator immediately. At the same time, of course, the police should be informed. The driver will be responsible for submitting a full report, in writing, to the BISA Administrator within 24 hours of the accident.

The cost of use of the vehicle, i.e. for "BISA Christian Service or Emergency Use", shall be reviewed annually or more frequently if the need arises.

7.12 ELECTRICAL AND ELECTRONIC EQUIPMENT

1. Students are mandated to declare the type(s) of electrical ware and electronic equipment they plug into the colleges' electrical circuitry. These must conform to South African safety and security standards.
2. Electric heaters may be used in residences, provided they are approved by the Administration before each season of use. **A charge will be levied for such use.**
3. Heaters should always be switched off and unplugged each time the student's room is left unsupervised, because of the risk of fire.

7.13 SECURITY

1. Doors to residences should never be left unlocked and codes to the Main Gate and digital locks never disclosed to outsiders. As part of the security procedure, codes are changed routinely.
2. Theft of or damage to student vehicles, phones, notebooks, tablets, GPS or other electronic devices is not covered by BISA insurance. Please insure your own devices and vehicles.
3. All students are requested not to leave any personal effects in foyers etc. The possibility of an explosive device hidden in a bag or brief-case is real. You may leave your bags at reception. Any personal possessions found in public areas may be confiscated and inspected in the interests of security.
4. The cooperation of all students is sought in preventing a catastrophe. Please be observant. Your vigilance could help avert a disaster.
5. Living-in Student Council representatives must inform the Administration of any or possible security breaches or hazards as a matter of urgency.
6. Students must arrange with would-be visitors that they contact them, as to their time and point of arrival, prior to appearing on campus. During office-hours all visitors are expected to report to Reception first. Living-in Student Council representatives are expected to account for the flow of persons in the residences after-hours. Non-residents must not be

permitted to walk the hall-ways unattended. Workmen must have obtained clearance from Administration before they may enter the residences.

7. It is incumbent on living-in students to advise their Student Council representative or the BISA Administration of an envisaged overnight absence (incl. vacations) from the college.

7.14 MAILING LIST

Faculty are very conscious of the support students receive - both prayer and financial support from family members, friends and their home church. Consequently, they feel that it is important for such people to be on the college mailing list.

Students are accordingly invited to provide the names and postal addresses of those who support them, and also any friends who would be interested in receiving regular information about the activities of the College.

7.15 BREAKAGES AND DAMAGES

Breakages/damage to college property or equipment must be reported to the Administration promptly. Substantive neglect or indifference on the part of a 'liable' student can lead to recovery of costs from the student(s) to defray expenses.