



A Christian Bible-centred school offering a range of courses to those who wish to learn more about the Bible and become effective in Christian ministry.



Student Handbook PART 3

4.5. Student Resources



Resources Made Available for Students

Student Readers, Class handouts, Grace City Bible School website's Student Portal, MP3s, online blogs, Links to helpful and relevant websites.

The Grace City Bible School Online Student Portal has to be accessed via student login and password. Students receive this from the school administrator.

Students Are Required to Bring the Following Resources

Bibles, notebooks, highlighting pens, pens and pencils, the student reader, course handbook, a Bible Concordance (electronic or book), an open heart and a ready mind!

4.6. Calendar for the Year

The calendar states:

Lecture dates and times

Open Mornings

Public Seminar dates

Graduation and awards ceremony dates

Orientation of 1st year Students

Periods to take Peer tutorials and One to

One assessments

Prayer Meeting dates

4.7. School Office

The School Office co-ordinates the administration and operations activities.

The School Office is a point of contact for administrative issues relating to each subject studied.

The School Office is also the contact point for queries regarding all assessment related issues.

Currently the office is run online. All communications must be addressed by email to the

Administrator, Pastor Patsy Ferreira in the first instance

Email: admin@grace-city.org

School Office Address: -

Grace City Bible School

67 Melfort Road,

Thornton Heath, Surrey CR7 7RT

Office Telephone (Land lines): - You will be directed as to who to contact on these lines.

Christians in Action 0208 684 1603

True Vine Church 0208 684 4339

This year's lectures will take on Zoom.

Messages can be left for any of the academic tutors or any of the lecturers with the

Administrator at: -

Email: admin@grace-city.org

4.8. Communications

- If students are to be late or miss a session, they are required to give notice to the administrator by email.
- Students wishing to withdraw from courses or from a program must inform the Head of School in writing by email.
- Students must inform the school administrator of any change of circumstances of email, telephone or home address. It is important that we have your up-to-date details, as we will need to send you important communication, including your assessment results and all other correspondence.

5. ASSESSMENTS TO BE GIVEN IN THE 1ST, 2ND and 3rd YEAR COURSES



5.1. Types of Assessments

- Memory Verses, Journals
- Peer Tutorials
- One to One Oral Assessment with Academic Tutor/ Lecturer at the end of the course

The purpose of the assessments is to measure performance and understanding of students and results in a decision about further study, promotion, or award. A lack of evidence of regular entries and

observations in the Student Journal, or a student making no attempt to learn memory verses will adversely affect a student's grade. A student who does not take a one to one-to-one assessment will not pass the course.

5.2 Submission of Assignments

All final assessments are to be submitted by the deadline given and, in the format, requested. All essays submitted as assessments must have a bibliography and or a list of references. Scriptures must back assertions made. Marks will be lost for failure to supply references or scriptures.

Please see relevant Course Handbook for more details.

Students must send final course work assessments as Word Document file to assessment@grace-city.org and not to their academic tutors nor lecturers. **RESULTS** of FINAL ASSESSMENT will be published to students by email.

5.3. Grading criteria

All final assessments will be marked, feedback provided and graded accordingly. See Course Handbook for specific grading criteria.

GRADES that can be received are:

HIGH DISTINCTION (90% and above)
DISTINCTION (80% - 89%)
MERIT (70% - 79%)
GOOD (60% - 69%)
PASS (50%- 59%)
UNSATISFACTORY (40- 49%)
DID NOT PASS (Below 40%)

NOT PASSED. Any one or more of the following will cause an outright fail.

1. Complete failure to meet the agreed specification for assessment.
2. Failure in, or non-submission of assessment documentation.
3. Failure or non-attendance throughout the course.
4. Non-attendance of 2 of the 3 classes or 3 out of the 4 classes in the course. ,
5. Failure to pass their one to one-to-one assessments (i.e. giving evidence of regular journaling and memorizing scriptures)
6. Work that is plagiarized

5.4 Academic Offences - Cheating and Plagiarism

Guidance on plagiarism will be provided to students as part of the induction to all courses. Any student who during any part of the assessment process copies or appropriates the work of another will be deemed guilty of cheating.

Any student who knowingly assists another to cheat will also be regarded as having breached these regulations.

For the purposes of these regulations, plagiarism is defined as the presentation by a student of work for assessment which is not his/her own, in the sense that all or part of the work has been copied from that of another person (whether published or not) without attribution, or the presentation of another's work as if it were his/her own.

Any student who knowingly permits another student to plagiarise his/her own work will also be regarded as having breached these regulations.

The School recognises the benefits of informal student discussion of assignments requiring a group response. Nothing in the above definition precludes such activities, which are normal in an academic community. The offence of plagiarism takes place when, having had the opportunity of advice and guidance, a student submits for marking work which he/she knows contains matter taken from other sources and for which no attribution is given according to the conventions normally adopted in academic writing.

6. BIBLE SCHOOL SEMINARS



Grace City Bible School
Excellence in Biblical Training for Effective Christian Service
'You are the light of the world. A city that is set on a hill cannot be hidden.' Matthew 5:14

Grace City Bible School Seminar

This seminar will cover a range of topics, including living together, pre-marital sex, how to control sexual desires and how to respond to the challenges of sexual temptation in this generation.

It will also provide a platform to consider sex from a biblical and practical perspective for today.

WHAT ABOUT SEX?!?

SPEAKER: PASTOR FREDDIE ROBERSON
SATURDAY 4TH MARCH 2017
6.30PM TILL 9:00PM

Seminar Location:
Grace City Bible School
Christians In Action Church
Corner of Parkview & Bingham Road
Addiscombe, Croydon
CR0 7DF

This seminar is open to Bible School students; all church members of any denomination and anyone who wishes to attend.
Simply register confirmation of your attendance

REGISTER FOR YOUR FREE PLACE BEFORE 28TH FEBRUARY 2017 admin@grace-city.org

You will be able to give an offering to the Bible School at the event to support the Bible School's teaching program and continued training opportunities

These are organized during the year by the Bible School on topical or relevant issues. Guest ministers are invited to speak on these areas. These seminars are opened to all Bible School students, all church members of any denomination and anyone who wishes to attend. Grace Bible School Seminars are advertised on the Bible School website.

7. STUDENT AFFAIRS

7.1. Student Code of Conduct

These are simple rules that students should adhere to. These are here to help develop a spirit of excellence.

- Missing two lectures in a term a three lecture term (or 3 lectures out of 4 lectures in the term) will disqualify the student from taking part in the final assessment and receiving a certificate.
- Students are to attend lectures on time.

- Conduct of students should be in accordance with the Word of God.



- Students are expected to treat all members of the School community with the same courtesy and respect you are entitled to expect from them.
- Students are to provide full and accurate information promptly when requested by members of staff for the purposes of maintenance of School records and provision of services to students.

- Students are to pay all fees and any other School charges for which you are liable when they are due.

- Students are to comply with the School's Equal Opportunities Policy.
- Students are to keep themselves informed about developments within their course.
- Students are to keep all appointments they make with School staff and with other students or, if it is necessary for them to cancel an appointment, give reasonable notice and arrange an alternative appointment.
- Students are to respond to requests for feedback so that the School can continue to improve the student learning experience.
- Students are not to engage in any activity likely to bring the School into disrepute.
- Students are to follow rules and procedures as set out in this Student Handbook.
- Students are to abide by the following code of conduct in Lectures: -
 - Switch off mobile phones or put on silent so as not to cause disturbance in the class. Students are not encouraged to take phone calls during class sessions.
 - Students must first ask lecturers if they wish to record a lesson privately

7.2. The Student's Charter

Introduction

The purpose of this Charter is to provide a clear statement of the ways in which staff and students, as members of Grace City Bible School (hereinafter termed the School), can enhance and support the learning and research experience at the School and support an enjoyable and appropriate environment in which to work and study.



The Charter is an active document and is subject to periodic revision in the light of the changing needs of students and the updating and improvement of School services. The standards in this Charter apply across the School.

In demonstrating our firm commitment to equality of opportunity we will provide our services to all, regardless of age, colour, creed, disability, ethnic or national origin, family responsibilities, gender, marital status, political beliefs, race, sex, socio-economic background, or any other grounds of discrimination (current or subsequently enacted). We will deal promptly and fairly with any complaint.

You can expect your School to provide information on:

- all School courses and services
- entry requirements and final qualifications
- fees and any other charges associated with your course
- the facilities and support available for students with a disability
- deal with queries promptly during working hours
- provide a friendly, polite and efficient service

We will also:

- provide an indication of the costs of studying
- reply to any enquiry about how to join the School and the course you want to study within ten working days

You can further expect your School to:

- provide a programme of orientation to the School and its services and an induction to your course
- provide documentation outlining the syllabus, assessment requirements and essential learning materials for your course
- provide a Student Handbook, containing key information regarding services and procedures
- provide advice and information for students with disabilities
- provide a calendar for the academic year and a timetable for your first semester
- provide details of tutorials and other learning support arrangements, including who your tutors are and how you can contact them
- provide a statement about what you need to do to pass your course and what happens if you do not pass key assessments
- provide you with our policies on health, safety, smoking, the environment and equal opportunities
- provide guidance on financial matters, including what support is available if you are having difficulties
- provide details on the student complaints procedure.
- provide qualified experienced Christian teaching and support staff, who
- provide courses which are Biblically based, well planned, student-centred and supported by appropriate Bible references
- ensure that staff arrive punctually for all lectures/seminars/workshops and tutorials
- provide a range of assessment methods and learning activities which will encourage learning at each level of study
- assess your work fairly and informatively within an agreed time
- provide regular oral or written reports on your progress
- ensure that your achievements are recorded in a clear and comprehensive way during and at the end of your study
- deal with your enquiries promptly, courteously and effectively
- provide you with an opportunity to express your views on the learning experience and receive a response
- give as much notice as we can if we change the teaching arrangements
- provide details of how we will mark the assignment/assessment and the type of feedback you will get on it



We will expect you to:

- provide full and accurate information as requested
- keep your appointment for any interview you have agreed to attend or contact the School as soon as possible if you need to arrange an alternative date
- respond to any offer of a place that is made to you by enrolment
- inform the School if you have a disability and need special arrangements so that reasonable adjustments can be made
- tell us about any special help you need before you arrive
- familiarise yourself with the information the School has published about its courses
- provide evidence of your right to be in the UK if you are an overseas/international student
- be an active participant in the learning process and take increasing responsibility for your own learning as you progress through your course
- attend all timetabled classes within your course
- complete learning tasks and activities outside of class attendance as specified in your module study guides or set by your Academic Tutor/ Lecturer
- complete and submit all assignments on time
- explain to your Tutor or Administrator reasons for any missed attendance
- participate in assessments/evaluations.

Environmental Services

You can expect your School to provide a safe and secure environment.