

**Koinonia Theological Seminary  
Foundation Inc.  
Student Handbook  
2020 - 2021**

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# Welcome

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Welcome to the KTS student handbook for academic year 2019-20. This handbook provides you with all the information you require as a student to complete this year's studies for your particular program of study.

## Contact Information

Address: Koinonia Theological Seminary  
459 Interior Gen Luna St., 8000 Davao City

Mailing address: PO Box 80841, 8000 Davao City

Cell number: 0942 633 9952

0956 298 8320

Email: [ktsfi.registrar@gmail.com](mailto:ktsfi.registrar@gmail.com)

## Leadership

Seminary President: Mr. Teodoro Santos

Dean of Academic Affairs: Dr Wilson McMahan

Dean of Students: Prof. Ermela Deposa

## Program Information

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### List of programs

The following are the graduate programs offered at KTS.

Masters of Divinity (M.Div). For more information, go to [M.Div.](#)

Master of Arts in Theology with major in missiology (MATH). For more information, go to [MATH.](#)

Master of Arts in Counselling (MAC). For more information, go to [MAC.](#)

Graduate Diploma in Counselling (GDC). For more information go to [GDC](#)

### Program leadership

The M.Div program leader is Professor Hefin Jones.

The MATH program leader is Dr Wilson McMahan.

The MAC & GDC program leader is Professor Ermela Deposa.

### Accreditation & Recognition

#### Asia Theological Association

KTS is an accredited member of the Asian Theological Association (ATA). All three of our graduate degree programs, listed above, are accredited by the ATA. The graduate diploma in Counselling is still in the process of being accredited.

‘ATA is a body of theological institutions, committed to evangelical faith and scholarship, networking together to serve the Church in equipping the people of God for the mission of the Lord Jesus Christ.’ ([www.ataasia.com/about-us/](http://www.ataasia.com/about-us/)) . The ATA accreditation program is designed to enhance the quality of the theological programs offered by its member schools, by regularly evaluating how its member schools are performing. KTS last received a Visiting Evaluation Team (VET) from the ATA on 2016 and, the accreditation gained at that time is valid for five years, until 2021.

#### Commission on Higher Education (CHED)

In 2010, two of KTS’ graduate programs received CHED recognition, namely the Masters in Divinity program (GR No. 050, Series of 2009) and the Master of Arts in Theology with major in Missiology program (GR No. 049, Series of 2009).

CHED is an agency of the Philippine Government responsible for the governance of public and private higher education institutions throughout the Philippines.

## **Academic Calendar 2020-21**

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### **Semester dates**

Semester 1: August 18 – December 18 2020

Semester 2: January 12 – May 14 2021

### **Assessment deadlines**

Semester 1.	All assignments must be submitted by December 18 2020  Feedback from lecturers along with marks and grade will be returned to students by January 31 2021.
Semester 2.	All assignments must be submitted by May 14 2021  All assignments for graduating students must be submitted by April 16 2021  Feedback from lecturers along with marks and grades will be returned to students by June 30 2021.
Graduation	May 28 2021

## Staff List

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### Faculty

Professor L.J. Custodio	Lecturer in Missiology	lee-joseph.custodio@sim.org
Professor Ermela Deposa	MAC program leader Lecturer in Counselling	agapeging@gmail.com
Professor Hefin Jones	M.Div program leader Lecturer in NT	Hefin.Jones@omfmail.com
Professor Tom Macintosh	Lecturer in Missiology	mailtomacintosh@gmail.com
Professor Elvin Mijares	Lecturer in Evangelism & Discipleship	
Dr Wilson McMahan	MATH program leader Academic Dean Lecturer in Missiology	ktsfiad@gmail.com
Professor Joel Turner	Lecturer in Missiology	heyjoe@mailcentral.biz

### Administrative Staff

Argyll Almonte	Librarian	koinonialibrary25@gmail.com
Luz Mauhay	Office Manager	luzmauhay@yahoo.com
Luz Jatico	Finance Office	ktsfi.finance@gmail.com
Joanee Dionaldo	Registrar & TEL Facilitator	ktsfi.registrar@gmail.com
Jun Basilisco	Maintenance Officer	

## **History**

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KTS was incorporated as a seminary in 1993. The motivation for its founding was to provide graduate level training for Christian leaders in Davao City and throughout the southern Philippines. The reason for its founding was that prior to 1993, many Christian leaders went to Manila for their graduate studies and, afterwards, took up roles within Metro Manila churches or para-church organizations. This meant that Mindanao was experiencing a 'brain drain' of potential future leaders.

KTS is now in its 27<sup>th</sup> year and continues to function as an interdenominational graduate seminary that offers quality theological training in the heart of Davao City.

## **Governance**

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KTS is a duly organized interdenominational evangelical graduate school established under the auspices of the Koinonia Theological Seminary Foundation Inc. (KTSFI). It is governed by a board of trustees consisting of supportive Filipino leaders and representatives of sponsoring mission agencies. The board of trustees are responsible for the governance of the seminary. The board ensures that the seminary remains true to its own purpose, mission and values and to its theological and academic standards. The board also makes sure that KTS complies with government regulations on higher education where these apply to KTS programs. The board also has the final word on large institutional expenditure, the wages of staff and faculty, and the appointment of new members of staff.

## **Purpose Statement**

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"To glorify God by equipping Christians to become reflective practitioners, scholars and leaders, through quality theological education, for the advancement of God's Kingdom in Mindanao and beyond."

## **Vision Statement**

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"A centre of Excellence in Theological Education."

## Values

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1. Prayer, dependence on the Holy Spirit and submission to the Word of God
2. Academic integrity and excellence throughout the seminary
3. Practical, servant leadership taught and modelled
4. Commitment to integrated training for ministry & mission
5. Commitment to partnership with the local evangelical community
6. Exercising Christlikeness and truthfulness in relationships
7. Creating a welcoming & learner-centred environment

## Statement of Faith

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1. We believe the Scriptures, both the Old and New Testaments, to be the verbally inspired Word of God, without error in the original writings, infallible, god-breathed, and the divine and final authority for all Christian life and faith.
2. We believe in one triune God, Creator of all things, infinitely perfect and eternally existing in three Persons, Father, Son, and Holy Spirit, having the same attributes and perfection.
3. We believe that Jesus Christ of Nazareth is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. We believe that He accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice, and that our justification is made sure by His literal, physical resurrection from the dead. Further, we believe that He ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Advocate.
4. We believe that the Holy Spirit, the third person of the Trinity, convicts men, regenerates the believing sinner, and indwells, guides, instructs, and empowers the believer for godly living and service.
5. We believe that man was created in the image of God, but that in Adam's sin the race fell and is therefore all men are lost and only through regeneration by the spirit of Christ can salvation and spiritual life be obtained. The Holy Spirit as the indwelling One is the source of all power and all acceptable worship and service.

6. We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believed. This is totally apart from meritorious works. Those who receive Jesus Christ are born of the Holy Spirit, and thus, become children of God. It is a privilege of believers to rejoice in the assurance of their salvation taught by God's Word.
7. We believe that the Lord Jesus Christ left two ordinances to be observed by the church. The one is water baptism in the name of the Father, Son and Holy Spirit. The other is the partaking of the Lord's Supper. They are, however, not to be regarded as means of salvation.
8. We believe that the Church, as a spiritual fellowship, is the people of God, the fellowship of all true believers. The Church as an organized body is a local congregation of believers, organized for worship, to spread of the Gospel throughout the world. We believed that Christ is the Lord of the Church, both the spiritual fellowship and the local congregation.
9. We believe in the personal and imminent return of the Lord Jesus Christ and that His coming for his bride, the Church, constitutes the "Blessed Hope." His imminent return has a vital bearing on the personal life and service of the believer.
10. We believe in the bodily resurrection of the dead; the saved to everlasting life and joy with the Lord, the unsaved to judgment and everlasting punishment.
11. We believe that the saved, through the context of the local fellowship, are obligated to witness by life and by word to the truths of the Holy Scripture to all humankind.

## **Entry Requirements**

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An applicant for any of the graduate programs at KTS must first have gained an undergraduate degree from a reputable school of higher education.

**IMPORTANT: if the student wishes to graduate from KTS with a CHED-recognised masters degree, then they need to have completed an under-graduate degree that is also a CHED-recognised program.**

### **Application process**

An applicant must first complete an application form, which is available from the registrar - [ktsfi.registrar@gmail.com](mailto:ktsfi.registrar@gmail.com) . A link to the application form can also be found on our Facebook page and on our website at [www.ktsfi.edu.ph](http://www.ktsfi.edu.ph). It can also be downloaded from the website if that is necessary for the applicant.

The application form must then be submitted along with the following documents. These should be emailed to the registrar's address above.

- Pastor's Recommendation Letter. The student's pastor must write a letter of recommendation and then send it using their own email address to the KTS registrar - [ktsfi.registrar@gmail.com](mailto:ktsfi.registrar@gmail.com) .
- Employment Reference Letter. The student's employer must write a letter of recommendation and send it using their own email address to the KTS registrar - [ktsfi.registrar@gmail.com](mailto:ktsfi.registrar@gmail.com) .
- A written copy of your Christian testimony. (Focus on what the Lord has taught you in the last year that has changed or strengthened your faith)
- Scanned copies of the following: College diploma, Special Order Form and Transcript of Records ("Student's Copy" or "For Evaluation Purposes")
- Original or authenticated copies (not-scanned) of the following must be brought to KTS at time of the interview: 3 pcs 2" x 2" I.D Picture, Birth Certificate, Marriage Certificate, Honourable Dismissal letter from previously attended college/university, and, if a foreign student, a student visa.
- The above requirements must be completed before the end of the student's first semester at KTS. A student will not be able to progress to their second semester at KTS if these requirements have not been completed on time.

Once the application form and documents have been submitted, the registrar will schedule a time when the applicant can come to KTS and take the Bible and English entrance exam.

Following the entrance exam, the applicant will be interviewed by a member of faculty and afterwards will be informed if they have been accepted for a place at KTS.

### **Guidelines for Overseas Applicants**

A non-Filipino student or a Filipino student living overseas can apply for a place at KTS from where they are domiciled. The entrance exam can also be conducted virtually with KTS staff.

KTS is approved by CHED as a school that can receive overseas students who do not hold a Philippines' passport. Non-Filipino applicants will need to secure a visa that allows them to study in the Philippines. Information on securing a student visa for study in the Philippines, can be found on the website of the Philippine Embassy in the country where the applicant is living.

### **Transfer of credits**

A student wishing to transfer to KTS from another school, where they have already completed a number of courses in a graduate program, can have the credit points gained at their previous school, transferred to the KTS program, provided there is compatibility of subject matter between the programs.

In order to expedite this, the student must first request a certificate of transfer credentials from the school which he/she wishes to transfer from.

This certificate must then be passed to the KTS registrar, who will then complete the return slip from said certificate and make a request for the student's official transcript of records from their previous school.

**IMPORTANT: Credits from a previous course that is not recognised by CHED, can be transferred to a graduate program at KTS. However, it means the degree with which the student eventually graduates from KTS, will not be a CHED recognised masters degree.**

## Financial Matters

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### Fees

	New students from majority world nations	New Students from minority world nations	Returning students majority world	Returning students minority world	Auditing student majority world	Auditing student minority world	Staff or faculty spouse	Alumni	Summer class returning student majority world	Summer class returning student minority world	Graduate Diploma in Counselling (Online)	Students Domiciled outside of Philippines
Registration	200 Php	US\$5.00	200 Php	USD 5.00	200 Php	USD 5.00	200 Php	200 Php	200 Php	USD 5.00	200 Php	200 Php
Library fee	800 Php	US\$20.00	800 Php	USD 20.00	500 Php	USD 10.00	400 Php	500 Php	500 Php	USD 10.00		500 Php
Accreditation costs	500 Php	US\$10.00	500 Php	USD 10.00			250 Php	300 Php	300 Php	USD 5.00	300 Php	300 Php
Student council fee	500 Php	US\$10.00	500 Php	USD 10.00			250 Php	500 Php	500 Php	USD 10.00	250 Php	
Entrance exam fee	200 Php	US\$5.00									200 Php	200 Php
School ID	150 Php	US\$4.00			150 Php	USD 5.00						
Internet	300 Php	US\$6.00	300 Php	USD 5.00	300 Php	USD 5.00	150 Php	300 Php	150 Php	USD 5.00	300 Php	300 Php
<b>Total Enrolment fee</b>	<b>2550 Php</b>	<b>US\$80.00</b>	<b>2300 Php</b>	<b>USD 50.00</b>	<b>1150 Php</b>	<b>USD 25.00</b>	<b>1250 Php</b>	<b>1800 Php</b>	<b>1650 Php</b>	<b>USD 35.00</b>	<b>1250 Php</b>	<b>1500 Php</b>
Tuition fee cost per unit	2000 Php	US\$100.00	2000 Php	USD 100.00	1000 Php	USD 50.00	2000 Php	2000 Php	2000 Php	USD 100.00	2000 Php	2000 Php

## Payment of fees

A student must pay their enrolment fee at the time of enrolment for each semester. A student cannot begin classes until the enrolment fee has been paid.

The tuition fee for courses taken during a given semester must be paid in full before the end of the semester.

If a student has unpaid fees from a previous semester/s, that student cannot enrol in a new semester until those fees have been paid in full.

It is recommended that students pay their fees in instalments so that they are not faced with a very large payment at the end of the semester. The KTS finance team are happy to receive weekly payments from a student. If a student has enrolled in 3 sources, the tuition fee total will be 18,000 Php. A weekly payment of 1,000 Php will mean the total bill for fees is paid by the end of the semester.

The following is a table of weekly payments related to the number of courses taken in a semester:

Weekly schedule of payments for AY 2020-21				
# of courses taken/semester	# of units	Tuition fee/unit	Total for semester	Weekly payment for 18 weeks
1	3	2000 Php	6000 Php	334 Php/week
2	6	2000 Php	12000 Php	667 Php/week
3	9	2000 Php	18000 Php	1000 Php/week
4	12	2000 Php	24000 Php	1334 Php/week

## Fees refund

If a student has paid their enrolment fee and then decides to drop out of their course they will not be entitled to a refund of their enrolment fee. If a student has paid their tuition fee for the semester, or a portion thereof, they can be refunded 50% of the amount paid, within the first two weeks of the semester. After that no refund of tuition fees will be granted.

## **Scholarship grants**

At KTS we are very grateful for generous partner organisations who provide us with funds for student scholarships.

Any student enrolled at KTS can apply for a scholarship grant.

To apply for a scholarship, a student must complete a scholarship application form. See the registrar.

All applications will be considered by the scholarship committee.

The criteria for awarding scholarships are:

1. Whether or not the applicant already receives funding aid from another source.
2. The current income and expenses of the applicant

Only tuition fees are covered by scholarship funds. Enrolment fees cannot be paid for by KTS scholarship funds.

A student who has received a scholarship from KTS is expected to serve 5 hours/week in helping at KTS.

## **Scholarship renewal**

Scholarships are awarded on a semestral basis. A scholarship awarded to a student at the beginning of a semester is good for that semester only. If a student wishes to continue receiving a scholarship, they must apply at the beginning of each semester.

## **Completing the Study Program**

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### **Masters of Divinity (M.Div)**

The KTS M.Div is an ATA accredited degree and a CHED recognised program. In order to graduate with an M.Div from KTS the student must complete the required number of units of study. The required units of study for the M.Div program are as follows:

1. A student who has already completed an under-graduate degree in theology must successfully complete 78 units of study within the KTS M.Div program in order to graduate.
2. A student who has already completed an under-graduate degree in a non-theological discipline must successfully complete 90 units of study in order to graduate.

In addition to completion of the required units an M.Div student must also pass a comprehensive exam which is held in the final semester of a student's time at KTS.

A full list of all courses within the M.Div program are available in [appendix 1](#).

### **Master of Arts in Theology with major in Missiology (MATH)**

The MATH is an ATA accredited degree and a CHED recognised program. In order to graduate with an MATH from KTS the student must complete the required number of units of study. The required units of study for the MATH program are 60 units.

In addition to completion of the required units an MATH student must also pass a comprehensive exam which is held in the final semester of a student's time at KTS.

A full list of all courses within the MATH program are available in [appendix 2](#).

### **Master of Arts in Counselling (MAC)**

The MAC is an ATA accredited degree. In order to graduate with an MAC from KTS the student must complete the required number of units of study. The required units of study for the MAC program are 60 units.

In addition to completion of the required units an MAC student must also pass a comprehensive exam which is held in the final semester of a student's time at KTS.

A full list of all courses within the MAC program are available in [appendix 3](#).

## **Graduate Diploma in Counselling (GDC)**

This diploma program is being taught this academic year (2020-21) but has not yet been accredited by ATA. It is our plan to have this program evaluated by ATA in 2021, after which it will hopefully become an ATA accredited graduate diploma.

In order to graduate with a GDC from KTS the student must complete the required number of units of study and the required hours of counselling.

The required units of study for this diploma program are 30 units. The required hours of counselling are—40 hours of counselling which the student must complete with clients and 15 hours when the student will be counselled by a trained counsellor.

A full list of all courses within the GDC program are available in [appendix 4](#)

## **Information on semester and courses**

In accordance with CHED requirements a semester at KTS runs for 18 weeks. There are two semesters in an academic year.

Each course offered at KTS is worth 3 credit units, and requires around 100 hours of work for completion. That is, 40 classroom hours, and 60 hours of private study and assignment writing. The exceptions to this are the 'Thesis' (6 units) and the 'Internship' course (see below).

The 40 hours of classroom time is usually spread over 13-14 weeks within a semester. Each weekly period of classroom time normally lasts 3 hours. The exception to this arrangement are the modular courses (see below).

## **Modular courses**

A modular course, also known as an 'intensive', is an alternative way of delivering a regular 3 credit course. It involves a course being delivered 'intensively' over a single week. These normally happen during the period of summer break or during a semester, when a visiting professor is being used to deliver the course.

## **The thesis**

The thesis is a mandatory course within the MATH and is optional within the MAC and M.Div courses. The thesis requires more in-depth research and writing than the conventional 3 credit unit course and for this reason is weighted at 6 credit units.

For more information on the thesis, you can request a copy of the thesis guidelines from any of the program leaders.

## **The internship**

The internship course is a required course within all the masters programs at KTS. This course provides the student with the opportunity to gain course credits through practical involvement in Christian ministry. To complete this, a student must serve a placement for 40 hours in one semester within a church, NGO or para church setting that lies within mainstream Christianity in terms of its ethos and beliefs. This course allows the student to remain engaged with Christian service and to use their classroom learning to reflect theologically on the Christian ministry they are involved with.

In addition to serving the mandatory number of hours, the student must also complete a 3000 word, reflective, theological paper on their ministry experience. The guidelines for this reflective paper can be found in [appendix 4](#).

If a student is already involved in a weekly ministry, then they are exempt from having to undergo a placement. However, they must still complete the reflective paper.

## **Attendance requirements**

A student must endeavour to attend all the classes pertaining to any course which he/she has enrolled in. If a student is absent for more than three classes, then they will be considered as having failed the course and will have to retake the course in the future.

If a student believes they have a good reason for being absent for more than 3 classes, then they must communicate with the academic dean and explain by email, why they need to be absent. The academic dean will decide if the reason is a valid one.

## **Assessment procedure**

Assessment is carried out at KTS by evaluating students' assignments. Those assignments can be written work, oral presentations or exams. Many of our lecturers like to employ a mix of these as a means of assessment in any given course.

The written work can be varied in content and length. It can involve the following: reading logs, short reflective reports, book reviews, or substantive papers of 1500 words or more.

Those completing a thesis are also assessed on a defence of their thesis' proposal and a defence of their completed thesis.

The purpose of assessment is to evaluate the student's learning experience and to facilitate the ongoing development of the student's understanding and skills.

## **Late submission penalty**

If a student wishes to earn the maximum possible marks for an assignment, then they must submit the assignment on or before the stated deadline. For a list of assessment deadlines see the section above entitled '[assessment deadlines](#)'.

For late submission of an assignment, an assignment's mark will be deducted by one percentage mark for every day over the submission deadline. However, the mark will not drop lower than 75%, which is the lowest pass mark for an assignment.

However, if after two months from the submission date, an assignment has still not been submitted, and there are no extenuating circumstances, then the assignment will receive a fail mark.

## **Extension for assignment deadline**

At KTS we understand that a student may be unable to submit an assignment on time because of serious and unforeseen circumstances, such as a sudden illness or perhaps because of a death in their family.

If a student believes that serious, and unavoidable circumstances are preventing them from submitting the assignment on time, then they must write to the academic dean and request an extension to their submission deadline. A request for an extension will not be considered unless it is delivered in writing.

### **Failure and resubmission**

If an assignment receives a failing grade, then the student may be allowed to rewrite the assignment and then resubmit it to the course lecturer. If the resubmitted essay is of acceptable quality, it will receive a pass mark of 75%.

However, if the resubmitted essay also receives a failing grade then there is no opportunity for another resubmission.

There are occasions when an assignment with a failing grade may not be resubmitted. See the regulations related to 'Plagiarism' below.

### **Appealing a failing mark**

A student can appeal a failing grade for an assignment, or for a course, by submitting an appeal in writing, signed by the student, to the academic dean. The letter of appeal will be brought to the seminary's Academic Policy Committee (APC) who will assess whether or not there are sufficient grounds for an appeal. If the committee believe there are insufficient grounds for an appeal, then the appeal will be rejected and the failing mark sustained.

If the APC believe the student's grounds for an appeal are valid, then the APC will re-examine the failing grade by having the respective assignment remarked by another faculty member.

## Marking feedback and grading

When an assignment has been assessed by a lecturer the assignment will then receive a percentage mark. If a course involves multiple assessments, then the marks for each assignment are collated and a final mark for the entire course is awarded. This final mark is then translated into a grade using the index below.

GRADING SYSTEM	1.0 – 100	1.5 – 95	2.0 – 90	2.5 – 85	3.0 – 80	3.5 – 75	DRP - Dropped
	1.1 – 99	1.6 – 94	2.1 – 89	2.6 – 84	3.1 – 79	5.0 – 74 -Failed	P – Pass for Non-Credit Courses
	1.2 – 98	1.7 – 93	2.2 – 88	2.7 – 83	3.2 – 78	INC - Incomplete	A - Audit
	1.3 – 97	1.8 – 92	2.3 – 87	2.8 – 82	3.3 – 77	WP – Withdraw with Permission	
	1.4 – 96	1.9 – 91	2.4 – 86	2.9 – 81	3.4 – 76	WF – Withdraw failed	

All lecturers will endeavour to provide each student with feedback on their assignments. This feedback, along with marks and grades will be returned to students by the date stated on the [‘assignment deadlines’](#) section above.

### Assessment of substantive essay

The substantive essay is an important piece of writing which students will have to complete for most of their courses. It will normally be an assignment of 2000 words or more and is designed to help the student compose a paper with a strong, well-constructed argument, in which the student demonstrates substantial knowledge of the subject matter, engages competently and critically with numerous sources and demonstrates good writing ability.

The grading criteria used for this assignment is available in the next section below.

### Assessment Criteria for Substantive Written Assignments at KTS (August 10, 2019)

Grade	Argument & structure	Understanding	Critical Analysis	Use of Sources	Style
96-100	An outstanding paper with the question answered clearly and accurately; a very well-organised and structured argument with clear direction; exhibits exceptional scholarship for subject; publishable quality.	Extensive knowledge and understanding of key concepts, theories, practice and contexts related to the topic; knowledge of material beyond the module content;	Exceptional analysis and evaluation of sources. Excellent ability at establishing and defending a personal opinion; evidence of creativity and originality. Highly competent at applying theory and demonstrating relevance of topic to a context.	Extensive breadth and depth of reading. Excellent interaction with sources and very well used within the assignment. Conversant with a wide range of scholarly opinion	Outstanding writing skills. Excellent clarity and accuracy in the writing, with the norms of quality writing all observed. Excellent signposting. Publishable quality.
91-95	A very good answer. The question was clearly understood; a clear and very well presented argument within a well-structured assignment.	Very good understanding of the issues and theory pertaining to the subject. Demonstrates high levels of competency in the use of key terms and concepts	Very good analysis and evaluation of sources. Very good at presenting a personal opinion and sustaining it with reference to theory and context.	Very good interaction with wide and relevant reading. Very good interaction with sources and all accurately referenced within the assignment.	Very good writing and presentation skills. Very clear and accurate composition. The norms of good writing respected.
86- 90	A good, clear structure to the argument; good direction. The question was answered well with only a few omissions.	Major concepts, theories and terms were understood; good use of critical terms.	Good critical analysis for the most part. Able to assess the opinion of others and to sustain a personal opinion, to a reasonable degree.	Good use of a range of sources which were well incorporated into the paper. Norms of referencing well respected.	Well written, clear and readable. The occasional issue with grammar, spelling and/or sentence structure.

81-85	Question generally well addressed with a reasonably coherent structure. Some omissions and occasionally confusing for the reader.	General understanding of important theories and concepts. Adequate use of critical terms but with occasional inconsistency and/or confusion in places.	Some ability in critically analysing the writings of others and some attempt at presenting a personal opinion. More description than is necessary in some places.	Reasonable use of a moderate range of sources. The norms of referencing are for the most part observed.	Reasonably well written. Generally clear and readable. Some issues with grammar, spelling and/or sentence structure.
75-80	Some attempt at answering the question but incoherence with regard to the argument in places. Some irrelevant material and confusion for the reader.	Shows some level of understanding of key concepts and theories. Inconsistent use of terms and confusion in places.	Insufficient levels of critical analysis. Largely descriptive and little attempt to proffer a personal opinion.	Insufficient range of sources; sources underused within the assignment. Frequently careless in referencing.	Clear and readable in places but a general lack of care for the norms of writing.
Fail 74 or less	Question not answered; generally incoherent; too much irrelevant material	Poor understanding of the theory, concepts and critical terms related to the topic.	No evidence of any attempt at critical analysis. No attempt to sustain a personal opinion	Few sources used and little to no interaction with sources within the assignment. Plagiarism	Largely unclear and illegible. Untidy and careless writing. Norms of writing not respected.

# Academic Misconduct

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## Plagiarism

KTS takes very seriously all cases of plagiarism. Plagiarism is a form of academic misconduct that undermines the value of academic research and writing, as well as being contrary to the Christian values of integrity, honesty and truthfulness.

KTS runs a course entitled, Research, Study Skills and Writing, at which a student learns what plagiarism is; what the seminary's policy on plagiarism is; and how to reference sources properly in order to avoid committing plagiarism. There is therefore no legitimate excuse for the practice of plagiarism while completing written work at KTS.

Plagiarism, whether discovered at any stage of a student's programme of study, or following graduation, will be dealt with appropriately by the dean and Academic Policy Committee at KTS. Appropriate penalties will be applied.

Plagiarism is committed when the following happens.

1. A student submits written work, a portion of which, or the work in its entirety, is actually someone else's work.
2. A student submits written work that contains portions of text from a source, without acknowledging the said source.
3. A student performs a spoken presentation that contains portions of text from a source, without acknowledging the said source.
4. Quotations in written work are not properly arranged within quotation marks.
5. A student submits a piece of written work that contains such a large amount of text from other sources that it constitutes the majority of the text within said work, even if the sources have been properly acknowledged.
6. Two or more students produce a piece of work together and either one or all of them submit it as their own work.
7. A student has someone sit an exam on their behalf.

When what appears to be plagiarism has been detected within a student's work the following procedure will be applied.

The suspected text will be examined to determine whether it is a genuine case of plagiarism or an honest mistake on the part of the student. If the latter then the student will be issued with a written warning by the course lecturer or academic dean, and no penalty will be applied.

If it is determined that plagiarism has indeed been committed, the assignment will be marked as a 'fail' and the student will be asked to resubmit the assignment. Provided it is of adequate quality, the resubmitted assignment will be given a pass mark of 75%.

If the student in question commits a second case of plagiarism within the same course, or in work for another course, then the student will be given a 'fail' for the entire course and will have to retake the said course at another time.

If the student in question commits a third case of plagiarism the student will be expelled from the seminary on the basis of severe academic misconduct.

### **Cheating in exams**

Cheating during an exam is another form of academic misconduct that is taken seriously by KTS.

Exam cheating happens when a student tries to gain an advantage by accessing information during the exam that helps them to answer a question. This can be done by referring to written material brought into the exam room, by asking help from another exam student or by accessing information through the use of a cell phone or other electronic device.

If a student is guilty of cheating in an exam, then the exam will be given a 'fail' mark. If this is the student's first cheating offence, and the fail mark results in a student failing a course, then the student will be allowed to retake the course at a later time.

If the cheating took place during a comprehensive exam and is the student's first cheating offence, then the student will be allowed to retake the comprehensive exam at a later date.

If the student is found guilty of a second cheating offence, then the exam will be given a 'fail' mark and the student will be expelled from the seminary on the basis of severe academic misconduct.

## **Student Conduct and Discipline**

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Being a school that trains men and women of God for service in Christian ministry, means it is imperative that students grow in Christian character while studying at KTS. Each student is expected to exhibit Christian godliness in character and lifestyle.

### **Grounds for Disciplinary Action**

Contempt and breach of the seminary's policies and standards

Academic misconduct, such as plagiarism or other forms of cheating

Violent and/or indecent behaviour or language

Sexual misconduct

Physical and/or emotional abuse of any student, staff or faculty member

Intentional commission of fraud or deception

Theft or misuse of KTSFI property

Possession, sale or use of illegal drugs

Smoking, drinking of alcohol, drunkenness, substance abuse

### **Procedure**

If a student is believed to have committed actions that demand discipline, the case will be adjudicated by a committee comprising the academic dean, dean of students and one other member of the KTSFI faculty, in consultation with the student in question.

## **Student Services**

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### **Dean of Students**

The dean of students serves as an advisor to the student committee and their primary role is to advise and assist students in non-academic matters. Suggestions and questions about KTS' policies and procedures may be addressed to the dean of students who can then help or direct students for help to the appropriate office or individual. The current dean of students is professor Ging Deposa.

### **Student care groups**

Each student at KTS is assigned to a care group. A care group is made up of one's fellow students and is led by a member of faculty or staff. The purpose of the care group is to provide for the pastoral needs of students. The care group is a place where students and staff can pray together and support one another during their time as students at KTS.

The frequency of care group meetings and what a group does when they meet is something that can be decided by each group, keeping in mind that the purpose of the group is to provide pastoral support for students.

### **Student Association**

The KTS Student Association (KTSSA) is an official student body that is integral to the life of the seminary. The association plays a vital role in promoting the well-being of students studying at KTS and in helping create an atmosphere that is conducive to productive study and training of men and women of God.

The KTSSA committee is elected in the first semester of each academic year by the student association. The committee is responsible for the oversight of the KTSSA and has an important responsibility in seeing that the KTSSA runs smoothly, that it runs for the benefit of the student body and that there are good lines of communication between the KTSSA and the staff and faculty of KTS. The student committee is responsible for organizing elections and various student activities, such as 'Orientation night' and the Christmas party

The president of the KTSSA leads the committee and works closely with the dean of students in planning KTSSA activities.

## Common room

The common room, on the second floor of the KTS building, is available as a place where students can relax with each other, meet up, eat some food or do some work. It is a 'common' space that students share with KTS faculty and staff.

Please keep the common room clean and tidy. Dispose of left-over food, wipe surfaces clean after use and dispose of litter. Also, please turn off lights and the aircon if no one is in the room when you leave.

## Library

KTS has an excellent library of over 14,000 titles and is available to be used by everyone enrolled as a student at KTS or by anyone who is a library member.

Each student enrolled at KTS pays a library fee of 800 Php/semester. This fee is used to maintain the library's cataloguing system, provide new books and equipment for the library.

**Opening hours:** Monday – Friday, 9.00 am – 12.00 noon | 1.00 pm – 7.00 pm.

**Locating books.** We are always happy to show you where items are located. If you can't find what you are looking for please do not hesitate to ask our librarian, Argyll, or one of the faculty, for help.

**Using the Library Catalogue.** Our cataloguing system is the Open-source Automated Library System or OPALS. If you have access to the internet then you can browse our library catalogue from anywhere, by simply clicking on the following link - <https://ktsfi-ind.skathi.opalsinfo.net/bin/home>

The catalogue is easy to navigate, but if you should have any difficulty finding what you are looking for, then simply ask for help.

**Library conduct.** We want you to have a positive experience searching for books, doing your research and writing in our library. However, for this to happen, all of us who use the KTS library need to show each other mutual respect and observe the following:

- The reading area of the KTS library is available for quiet study. All library users are expected to respect the rights of each one to read and study in a quiet atmosphere.
- If you really need to chat to someone please go to the common room or outside the building
- Electronic communication devices such as cellular phones must be in silent mode.
- Text messaging is fine but please leave the library if you wish to answer a voice call
- No charging or cell phones can be allowed in the library. Sorry.
- Please do not bring food or drinks into the library
- Please treat all books that you handle with care.

**Borrowing and returning from 'general circulation'.** Only students enrolled at KTS can borrow books and remove them from the library.

The normal loan period is two weeks for books catalogued as part of 'general circulation'. This loan period can be extended if necessary by consulting with the librarian.

The maximum number of books a student can borrow is 10.

The maximum number of books a faculty or staff member can borrow is 15.

Each borrower is responsible for all books drawn on her or his name.

Borrowed materials should be returned by due date but may be subject for recall if needed as reference materials in class.

A fine of 5.00 Php/day will be levied for every late return of a book.

Date due slips are provided to the patron upon checkout; these, and other library transactions made by a student, can be viewed in their OPALS account. Materials must be returned to the Circulation desk during library hours.

**Borrowing from books on 'reserve'.** Items are placed on 'reserve' by the library at the request of instructors so students can complete specific required assignments. Both faculty and students can borrow reserve materials but for overnight use ONLY and over the weekend. Borrowing starts from 5:00pm and the reserve book must be returned on or before 9:00am the following day.

For every hour past the 9.00 am deadline, a fine of 10.00 Php will be levied.

**Using the Reference Section.** Reference books, periodicals (except for bound periodicals), theses and dissertations are not available for borrowing. Faculty members may arrange for short loans of reference books and periodicals for classroom use.

## **Computer and Internet services**

KTS provides Wi-Fi access to all enrolled students at KTS, all staff and all faculty. Access is available to these people only.

A student may connect one device only to the Wi-Fi. KTS needs to conserve bandwidth usage so that all users may benefit from the provision.

A computer room is available for students to use within the seminary. Internet access is also available through these computers.

KTS computers are provided for students to use in doing research and writing assignments. They can also be used by students for accessing their personal email accounts.

KTS computers cannot be used for commercial purposes such as running a business.

KTS computers and the KTS internet provision should not be used to engage in illegal acts such as hacking, creating or spreading computer viruses, or interfering in any way with another student's data.

Any student caught viewing or downloading pornography or extremely violent material on KTS computers will be banned from further use of the computers.

KTS computer users are not allowed to load software onto, nor are they allowed to change the configurations on KTS computers.

KTS computers must not be used for online gaming.

Any hardware or software problem should be reported immediately to the librarian.

# Appendix One

## Master of Divinity

(78 units for students with **AB Theology**

90 units for other students)

### Basic Courses (12 units)

Research Methods (COM 8420)	3 units
Hermeneutics (BIB 5310)	3 units
Spiritual Formation (MIN 5410)	3 units
Evangelism & Discipleship (MIS 5410)	3 units

### Major Courses (57 units)

Old Testament Theology (THE 6511) / NT Theology (THE 6610)	3 units
Old Testament 1 (BIB 5112)	3 units
Old Testament 2 (BIB 5113)	3 units
New Testament 1 (BIB 5132)	3 units
New Testament 2 (BIB 5133)	3 units
Hebrew 1 (HEB 6110) / Greek 1 (GRE 5110)	3 units
Hebrew 2 (HEB 6111) / Greek 2 (GRE 5111)	3 units
Systematic Theology 1 (THE 5110)	3 units
Systematic Theology 2 (THE 6110)	3 units
Systematic Theology 3 (THE 6111)	3 units
Christian Ethics (MIN 6511)	3 units
Homiletics (COM 5419)	3 units
Asian Church History (HIS 6313)	3 units
Biblical Theology of Mission and the Local Church (MIS 5311)	3 units
Church Planting (MIS 6415)	3 units

Counseling Ethics and Self-Care (COU 6321)	3 units
Educational Ministry of the Church (CED 6541)	3 units
Curriculum Development (CED 6211)	3 units
Internship (MIN 6418)	3 units

**Electives (9 units for students with AB Theology / 21 units for students without AB Theology)**

**Recommended for all students without an *A.B. Theology* or equivalent, if not done as MAJOR:**

Old Testament Theology (THE 6511) / NT Theology (THE 6610)	3 units
Old Testament 3 (BIB 5115)	3 units
New Testament 3 (BIB 5138)	3 units

**Recommended for Biblical Studies Focus, if not done as MAJOR**

Old Testament 3 (BIB 5115)	3 units
New Testament 3 (BIB 5138)	3 units
Hebrew 1 (HEB 6110) / Greek 1 (GRE 5110)	3 units
Hebrew 2 (HEB 6111) / Greek 2 (GRE 5111)	3 units
Hebrew 3 (HEB 6113)	3 units
Greek 3 (GRE 5112)	3 units

**Recommended for Pastoral Ministries Focus**

Leadership Development 1 (MIN 6411)	3 units
Advanced Preaching (MIN 5021)	3 units
Leading Small Groups (CED 6713)	3 units

**Other Electives**

Current Issues in Biblical and Theological Studies	3 units
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Current Issues in Mission	3 units
Current Issues in Ministry	3 units
Developmental Theories and Application (COU5313)	3 units
Counselling Theories Tools and Techniques (COU5510)	3 units
Marriage and Family (COU6415)	3 units
History of the World Christian Movement (MIS 6211)	3 units
Living Religions of East Asia (MIS 6631)	3 units
Contextualization of the Gospel and Ministry Practice (MIS 5513)	3 units
Cross Cultural Teaching and Learning (MIS 5413)	3 units
Christian Mission to Mindanao (MIS 6218)	3 units
Asian Theologies (THE 6824)	3 units
Creation Care (MIS 6340)	3 units
Thesis (COM 8440)	6 units
Comprehensive exam	pass/fail

## Appendix two

### Master of Arts in Theology, major in Missiology (With Thesis, 60 units)

#### Basic Courses (12 units)

Research Methods	3 units
Hermeneutics	3 units
Spiritual Formation	3 units
Evangelism & Discipleship	3 units

#### Major Courses (48 units)

Old Testament Theology	3 units
New Testament Theology	3 units
Systematic Theology 2	3 units
Biblical Theology of Mission and the Local Church	3 units
History of the World Christian Movement	3 units
Living Religions of East Asia	3 units
Contextualization of the Gospel and Ministry Practice	3 units
Cross Cultural Teaching and Learning	3 units
Church Planting	3 units
Christian Mission to Mindanao	3 units
Asian Theologies	3 units
Creation Care	3 units
Ethnographic Research Methods	3 units
Internship	3 units
Thesis	6 units
Comprehensive exam	pass/fail

## Appendix three

### Master of Arts in Counselling

<b>For Bible college graduates</b>			
<b>Thesis track (63 units)</b>		<b>Non-thesis track (54 units)</b>	
<b>Basic Courses (12 units)</b>		<b>Basic Courses (12 units)</b>	
Research Methods	3 units	Research Methods	3 units
Evangelism & Discipleship	3 units	Evangelism & Discipleship	3 units
Spiritual Formation	3 units	Spiritual Formation	3 units
Hermeneutics	3 units	Hermeneutics	3 units
<b>Major Courses (51 units)</b>		<b>Major Courses (42 units)</b>	
Phil'l, Psych'l, Social & Theo'l foundations of guidance & counselling	3 units	Phil'l, Psych'l, Social & Theo'l foundations of guidance & counselling	3 units
Counseling Theories, Tools & Techniques	3 units	Counseling Theories, Tools & Techniques	3 units
Psychological Testing & Assessment	3 units	Psychological Testing & Assessment	3 units
Organization & Administration of Guidance Services	3 units	Organization & Administration of Guidance Services	3 units
Group Process and Program Development	3 units	Group Process and Program Development	3 units
Developmental Theory & Application	3 units	Developmental Theory & Application	3 units
Career Counseling & Development	3 units	Career Counseling & Development	3 units
Counseling Ethics & Self-Care	3 units	Counseling Ethics & Self-Care	3 units
Origin of Human Problem	3 units	Origin of Human Problem	3 units
Crisis, Trauma and Addiction	3 units	Crisis, Trauma and Addiction	3 units
Systematic Theology 2	3 units	Systematic Theology 2	3 units
Marriage & family Counselling	3 units	Marriage & family Counselling	3 units
Internship 1	3 units	Internship 1	3 units
Internship 2	3 units	Internship 2	3 units
Thesis Seminar & Statistics	3 units		
Thesis 1	3 units	Comprehensive exam	Pass/fail
Thesis 2	3 units		
Comprehensive exam	Pass/fail		

<b>For non-Bible college graduates</b>			
<b>Thesis track (60 units)</b>		<b>Non-thesis track (60 units)</b>	
<b>Basic Courses (12 units)</b>		<b>Basic Courses (12 units)</b>	
Research Methods	3 units	Research Methods	3 units
Evangelism & Discipleship	3 units	Evangelism & Discipleship	3 units
Spiritual Formation	3 units	Spiritual Formation	3 units
Hermeneutics	3 units	Hermeneutics	3 units
<b>Major Courses (45 units)</b>		<b>Major Courses (36 units)</b>	
Phil'l, Psych'l, Social & Theo'l foundations of guidance & counselling	3 units	Phil'l, Psych'l, Social & Theo'l foundations of guidance & counselling	3 units
Counseling Theories, Tools & Techniques	3 units	Counseling Theories, Tools & Techniques	3 units
Psychological Testing & Assessment	3 units	Psychological Testing & Assessment	3 units
Organization & Administration of Guidance Services	3 units	Organization & Administration of Guidance Services	3 units
Group Process and Program Development	3 units	Group Process and Program Development	3 units
Developmental Theory & Application	3 units	Developmental Theory & Application	3 units
Career Counseling & Development	3 units	Career Counseling & Development	3 units
Counseling Ethics & Self-Care	3 units	Counseling Ethics & Self-Care	3 units
Origin of Human Problem	3 units	Origin of Human Problem	3 units
Crisis, Trauma and Addiction	3 units	Crisis, Trauma and Addiction	3 units
Internship 1	3 units	Internship 1	3 units
Internship 2	3 units	Internship 2	3 units
Thesis Seminar & Statistics	3 units		
Thesis 1	3 units		
Thesis 2	3 units		
<b>Electives (3 units)</b>		<b>Electives (12 units)</b>	
Marriage and Family Counseling	3 units	Marriage and Family Counseling	3 units
Community-based Counseling	3 units	Community-based Counseling	3 units
Child and Adolescent Therapy: Play Therapy	3 units	Child and Adolescent Therapy: Play Therapy	3 units
Systematic Theology 1	3 units	Systematic Theology 1	3 units
Systematic Theology 2	3 units	Systematic Theology 2	3 units
Systematic Theology 3	3 units	Systematic Theology 3	3 units
Old Testament Theology	3 units	Old Testament Theology	3 units
New Testament 1	3 units	New Testament 1	3 units
New Testament 2	3 units	New Testament 2	3 units
New Testament 3	3 units	New Testament 3	3 units
Comprehensive exam	3 units	Comprehensive exam	3 units

## Appendix four

### Graduate Diploma in Counselling

Developmental Theories and Application	3 units
Spiritual Formation	3 units
Counselling Theories, Tools and Techniques	3 units
Origin of Human Problems	3 units
Crisis, Trauma and Addiction	3 units
Marriage and Family Counselling	3 units
Counselling Ministry 1: Relational Issues	3 units
Counselling Ministry 2: Sexuality Issues	3 units
Counselling Ministry 3: Crises Intervention	3 units
Child and Adolescent Counselling	3 units
<b>TOTAL</b>	<b>30 UNITS</b>
<b>Internship (hours of handling counselling)</b>	<b>40 hours</b>
<b>Personal counselling (student with a counsellor)</b>	<b>15 hours</b>

# Appendix five

## Guidelines for writing the internship paper

Write a reflective theological paper, describing and critiquing the Christian ministry that you have been involved with as part of the KTS internship program. Include the following:

### **Section One: Introduction (300 words)**

A brief description of the ministry; its origins, where it is situated and who it serves.

### **Section Two: Description of the ministry (800 words)**

Brief ethnography of the people.

What are the aims and goals of the ministry and how does it achieve these goals?

What is your role within it?

### **Section Three: An analysis of a theological or ministry principle within the ministry (1500 words)**

What are the theological and ministry values running through the ministry?

Select one of these values. Describe this value and then explain how it is worked out in the ministry practice. Then critically analyse this value and how it is practiced. Explain how it could be done better using theological and ministry sources.

### **Section Four: Conclusion (400 words)**

Summarize your analysis and how you think the changes you suggest could benefit the ministry into the future.