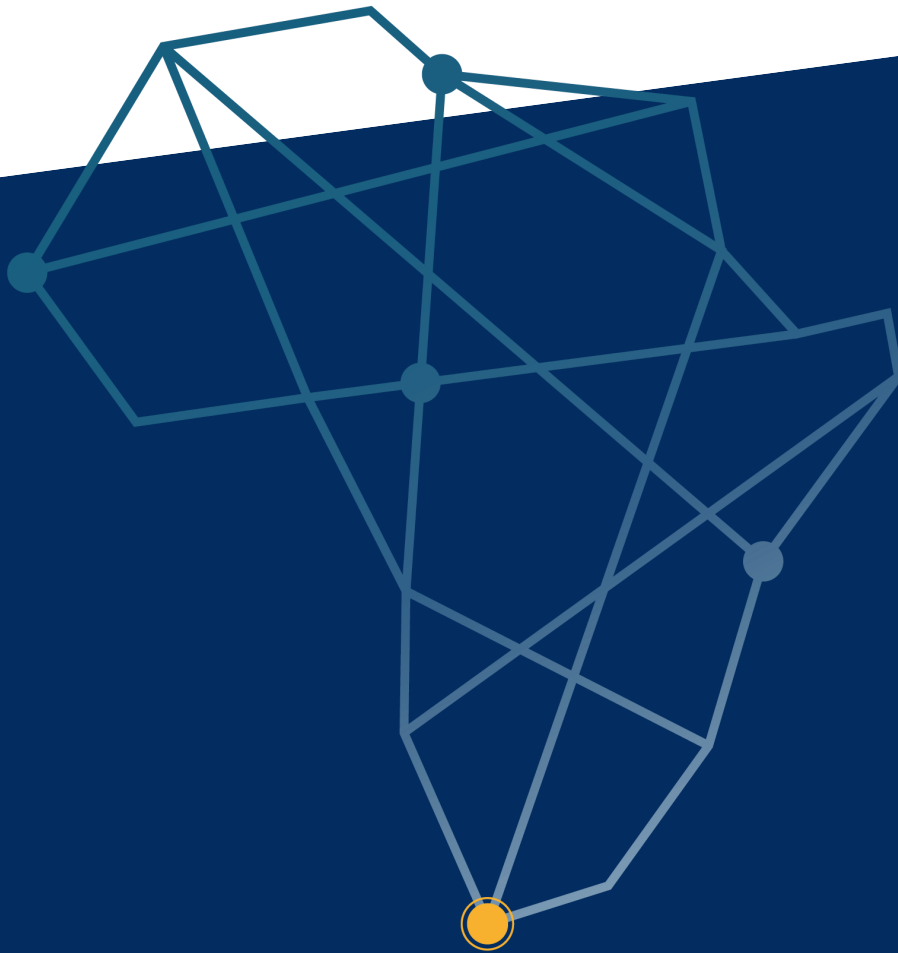




Theological Training in Africa for Africa

Student Handbook

2026



STUDENT HANDBOOK | 2026

GEORGE WHITEFIELD COLLEGE

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George Whitefield College NPC (Registration No. 2003/003197/08)

Registered as a non-profit organisation (NPO No. 042885)

Registered with the Department of Higher Education and Training as a private higher education institution, under the Higher Education Act, 1997, Registration Certificate No. 2007/HE08/002

Registered as a public benefit organisation (PBO Ref No. 18/11/13/3148)

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Welcome

We are delighted to welcome you to George Whitefield College (GWC). You have joined a community of learning which we hope will transform your heart and mind. At GWC, we continue to believe that the message that stands at the heart of the Christian faith is all about the way in which God is at work transforming the world according to his purposes. This transformation finds its focus in the transformation of individual men and women who are called into God's kingdom as they hear and then entrust themselves to the Bible's message of Christ's reconciling death on the cross.

Transformation is at the core of what GWC does. Our vision is about the transformation of the continent:

That Africa be filled with teachers and preachers who deeply love the Lord Jesus, and who have a profound understanding of Scripture, in order that Africa may increase its share in the Kingdom of God.

And our mission focuses on the transformation of our students to achieve this vision:

To shape minds via a classical theological education, nurture hearts devoted to Christian service, and train voices to effectively communicate the Word of God.

This mission statement makes it clear that we are concerned not only with our students' intellectual growth, but also with change in their affections and behaviour. Christian communities who send their prospective ministers to study at GWC entrust us with educating men and women that they might become better servants of Christ who will return to those communities and serve them faithfully. Our labours as staff and students to this end are undertaken with the guidance and instruction of God's word, the Bible, and the empowering of his Holy Spirit.

This Student Handbook contains information that will instruct and guide your learning experience at GWC. We welcome you to join our community and ask that you pay careful attention to what is written here for the sake of your academic progress and the formation of our character.

GWC Strategy 2023-2028

The current strategic plan (2023-2028) was developed in 2022 and published in January 2023. This strategic plan is the result of a series of workshops where the Operations Executive Committee (Ops Exec), the Chair of the college's Board of Directors and the Presiding Bishop of REACH-SA reflecting on learnings gleaned during the previous strategic cycle from across the institution. We continue to pray that God will be pleased with this strategy and that this strategy will serve both students, staff, external stakeholders, and ultimately lead to more people in Africa coming to know Christ.



1 GETTING STARTED

1.1 Using This Handbook

The Student Handbook serves to inform and guide you through your theological studies at George Whitefield College. You should familiarise yourself with the handbook in order to understand the College's expectations and procedures with regard to different aspects of college life. The handbook also serves as a guide to the respective responsibilities that exist between those who embody the College.

You can navigate this document by viewing the electronic bookmarks embedded in the PDF document and clicking on the item in which you are interested. In some PDF browsers, these bookmarks can be viewed by activating the navigation panel. In other browsers, you should simply select "Bookmarks" or "View Bookmarks."

Items in this handbook are drawn from our College policies. You may request an electronic copy of the College's policies from the Business Manager or Registrar. If, for some reason, the information in the policies differs from that of the Handbook, the policy takes precedence over this handbook.

This Handbook applies to all accredited programmes.

1.2 Orientation & Registration

The academic programme at GWC begins with Orientation & Registration. All full-time students are required to attend GWC's Orientation and Registration programme which is coordinated by the Registry department. You will be notified of these dates in the welcome information pack which is sent to you upon your successful application to the College.

During Orientation & Registration, you will be introduced to the GWC Faculty and Staff and you will be given your lecture timetable. You will also learn more about what it means to be registered students at GWC, and for residential students, what it means to live in the College community.

For residential students, in the first week of college, you will be given a student card which will give you access to the GWC campus, and which you can use to take books out of the library. You will also be given access to the College's Internet network. Please note the policies regarding IT use (see [section 3.9](#)).

1.3 Summer School

Most of GWC's academic programmes begin with an 8-day intensive language or research school. Students are expected to attend lectures set out for your year group on the Summer School Schedule. If you arrive late and miss summer school, you are responsible for catching up on what you have missed. GWC provides tutorial assistance for late arrivals as far as is practically possible in the college academic calendar.

1.4 GWC Launch

The College hosts a commencement programme called GWC Launch. This time will be used to foster community and to highlight any important aspects of college life to new and returning students.

1.5 Orientation to the Library

At the start of your programme and at beginning of each academic year, you will be assisted in becoming familiar with GWC's facilities, including the Library. During the Orientation & Registration program you will receive log-in details for the printers in the library as well as other preliminary orientation information regarding how the library works. Take your time to get familiar with how the library works—this is a significant resource for you while you study at GWC. Distance students are also provided with orientation sessions which will help you navigate GWC's digital learning resources.

More information on the Library operating hours, and on how book borrowing works, can be found in [section 3.10](#) of this document. Please familiarise yourself with this.

1.6 Faculty

Faculty

 Rev. Dr Mark Dickson Principal	 Rev. Dr Vuyani Sindo Vice-Principal Development, Head of Biblical Studies	 Dr Jonathan More Vice-Principal Academic, Academic Dean	
 Rev. Phumezo Masango Dean of Internal Relations, Lecturer	 Dr Jake Griesel Senior Lecturer	 Rev. Dr John-Paul Harper Senior Lecturer	 Dr Nathan Lovell Director of Research, Senior Lecturer in OT
 Rev. Dr Thapelo Khumalo Lecturer	 Rev. Sivuyile Lurai Lecturer	 Rev. Gerard Jampies Lecturer	 Rev. Dr Mark Norman Head of Systematic Theology
 Dr Elizabeth Mburu Resident Researcher	 Rev. Dr Richard Seed Lecturer	 Dr Caroline Seed Lecturer	 Nicola Bassett Assistant Programme Administrator

Faculty Support

 Ms Eden Grant Online Studies Facilitator	 Mr Matt O'Kelly Online Co-ordinator	 Ms Astrid Haskins English Tutor	 Mr White Zibophe Postdoctoral Fellow	 Dr Amy Pluke PG Academic Support
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1.7 The Faculty Board



Theological Training in Africa for Africa

GWC Board of Directors
2026



Mr P. Willig
Chairperson



Rev. Dr M. L. Dickson
Principal



Most Rev. Dr S. J. Ngubane
Chancellor



Rt Rev. R. Moodley



Mr M. A. Dundas



Mr D. E. Shaw



Mrs N. J. Giles



Mr T. D. Petersen



Rev. S. Mdluli



Mr J. M. de Freitas
Secretary

1.8 Staff



Rev. Dr Mark Dickson
Principal



Ms Simone Odendaal
Executive Assistant to the Principal

Principal's Office



Mrs Alison Lee
Advancement Executive



Mr Steve le Roux
Advancement Director -
GWC Ambassador



Ms Qukeza Xinwa
Advancement
Officer: Partner
Engagement

Advancement



Ms Diana-Jane Weaver
Advancement
Administrator: Salesforce



Mrs Nicole Cameron
Advancement Officer:
Communication



Advancement
Officer:
Marketing Services

Vice-Principals' Office



Dr Jonathan More
Vice-Principal Academic
& Academic Dean



Rev. Dr Vuyani Sindo
Vice-Principal Development,
Head of Biblical Studies



Ms Lelethu Ndlabu
Faculty Administrator



Rev. Phumezo Masango
Dean of Internal Relations



Mrs Diane Lovell
Dean of Women
On Missionary Furlough
(Semester 1)



Mrs Michelle de Freitas
Acting Dean of Women
(Semester 1)



Mr Collin Majackie
Chief Librarian



Mrs Rosemary Leyte
Library Assistant



Mrs Ledovrica Hendricks
Library Assistant

Library



Mr Manny de Freitas
Business Manager



Mr Allan Anderton
Accountant & Bursar

Business



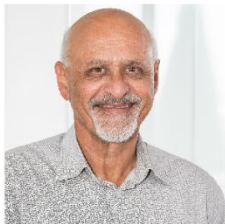
Mr Stephanus Lombard
Management Accountant



Mr Jody Leukes
IT Senior Support Specialist



Mr Alessandro Jeftha
IT Support Specialist



Mr Clive Alfino
Campus Manager



Mrs Anastasia Adonis
Campus Administrator



Ms Thandi Kumalo
Front Office Administrator

Campus



Mr Mxolisi (MX) Bosvark
Campus Janitor &
Maintenance Assistant



Mr Shane van Rooyen
Maintenance Assistant



Mrs Sylvia Ndlebe
Housekeeper

Campus continued



Mrs Lungi Gqum
Assistant Housekeeper



Ms Belinda Greeff
Housekeeper

Distance Learning (Explore)



Mr Mawonga Celesi
Explore Executive



Mr Nevil Carrington
Explore Consultant



Ms Saralee Molodi
Explore Operations Manager



Mrs Leatitia Meyer
Explore Administrator &
Team Leader



Ms Khayakazi Mgoduka
Explore Administrative Assistant



Mrs Lulu Jampies
Registrar



Mrs Nina van Veen
Assistant Registrar
Postgraduate programme support &
Bursary Administration



Mr Christo April
Assistant Registrar
Undergraduate
programme support

Registry



Ms Tyla Gill
Assistant Registrar - Academic
Administration & Student Services



Ms Faye Martin
Academic Officer

Chaplains



Rev. Phumezo Masango
Dean of Men



Mrs Diane Lovell
Dean of Women
On Missionary Furlough (Semester 1)



Mrs Michelle de Freitas
Acting Dean of Women
(Semester 1)



Mrs Maggie Odendaal
Staff Chaplain



Dr Nathan Lovell
Postgraduate Chaplain



Dr Jonathan More



Rev. Thapelo Khumalo



Ms Tyla Gill



Ms Miriam Zange



Dr Jake Griesel



Rev. Dr John-Paul Harper



Rev. Dr Vuyani Sindo



Mr Graham Heslop



Rev. Dr Mark Norman



Rev. Sandile Mthethwa



Rev. Sivuyile Lurai



Mr Manny de Freitas



Rev. Gerard Jampies

Theological Education Development Service (TEDS)



Rev. Dr Richard Seed
Director



Dr Caroline Seed
Academics & Postgraduate
Studies

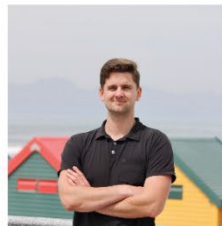


Nicola Bassett
Assistant
Programme Administrator

SRC 2025/2026



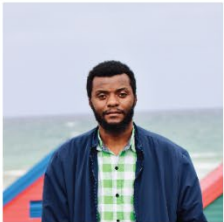
Leonard Kiwala
Chairperson



Ruben Myburgh
Vice - Chairperson



Musa Gerald Ntasi
Social Rep



Elie Maroy Ishara
International Rep



Amelia Ncalane
Day Student Rep



Thokozani (Sakhile) Mkhize
Security Rep



Jared Verster
Residence Rep

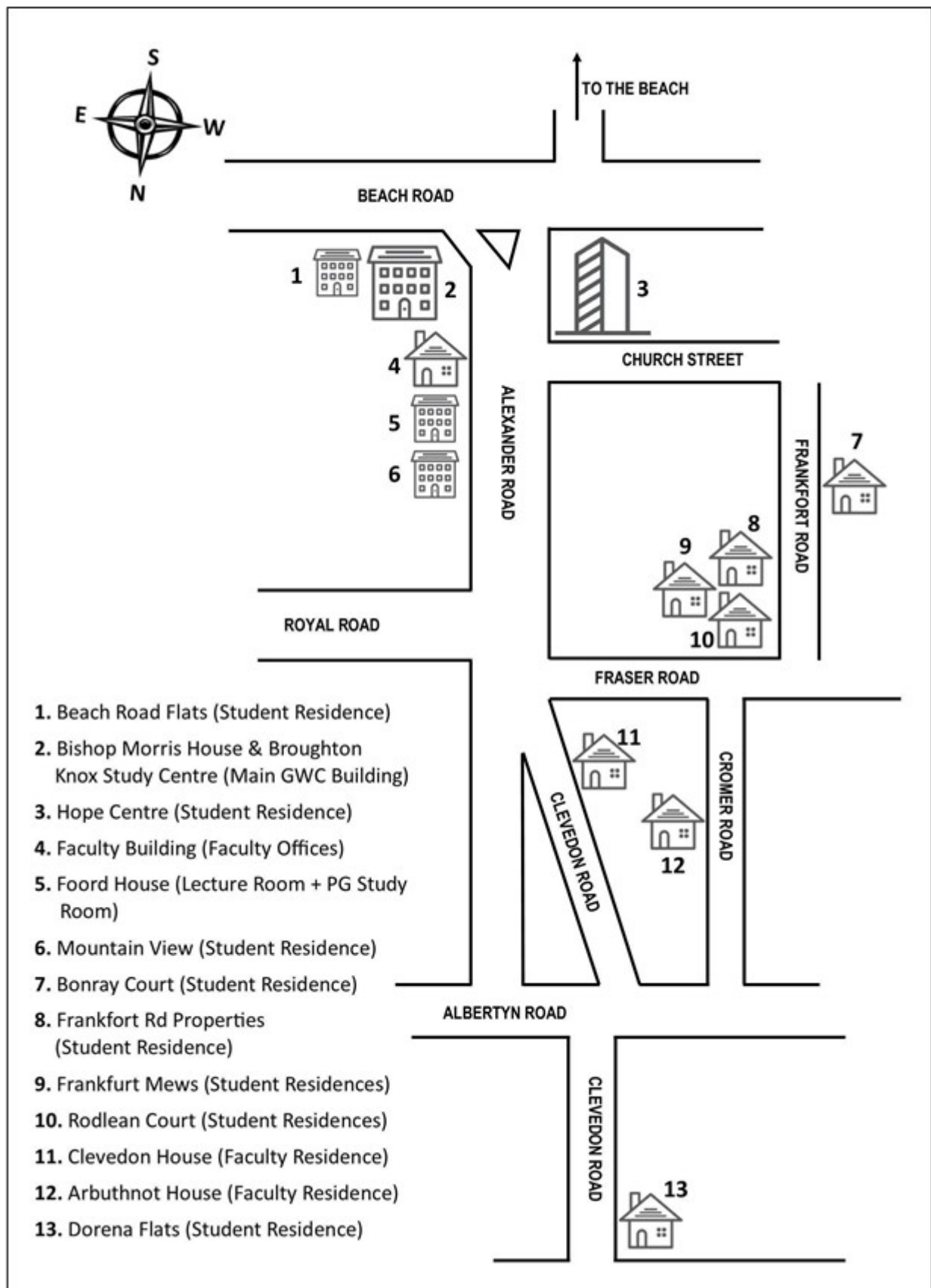


Misusera Sembajjwe
Treasurer



Bright Moono
Secretary

1.9 Campus Map












1.10 SRC

The SRC is a body of students selected by the student body to serve the students during a given academic year. These students are here to help you. The SRC sends representatives to various management committee meetings to speak on behalf of the students eg. Faculty Board, Student Welfare Committee and the Accommodation Committee. The SRC are involved with Registration and Orientation, Launch, end of year dinner celebrations as well as various sporting and social activities. Students should feel free to contact the relevant SRC representative for support and information.

Each SRC serves from Term 4 of one year to Term 3 of the following year. Elections are held towards the end of Term 3. You can contact the SRC on src@gwc.ac.za.

SRC 2025/2026

 Leonard Kiwala Chairperson	 Ruben Myburgh Vice - Chairperson	 Musa Gerald Ntasi Social Rep
 Elie Maroy Ishara International Rep	 Amelia Ncalane Day Student Rep	 Thokozani (Sakhile) Mkhize Security Rep
 Jared Verster Residence Rep	 Misusera Sembajjwe Treasurer	 Bright Moono Secretary

2 ACADEMIC REGULATIONS

2.1 GWC's Programmes

GWC is accredited with the South African Council on Higher Education and registered as a Private Higher Education Institution with the Department of Higher Education to offer the following accredited programmes:

- Higher Certificate in Theology (HCert (Theology))- 120 credits, NQF 5 and
- Bachelor of Theology (BTh)- 360 credits, NQF 7
- Postgraduate Diploma in Higher Theological Education (PGDip H.T.E)- 120 credits, NQF 8
- Bachelor of Theology Honours (BThHons)- 120 credits, NQF 8 and
- Master of Theology (MTh)- 180 credits, NQF 9

GWC offers the following non-accredited study options:

- Explore Correspondence Course
- Short Courses as determined by the Teaching and Learning Committee and advertised in the Prospectus

2.1.1 Matriculation

Every year, GWC hosts a matriculation service in Term 1. At this service, students studying for-degree purposes are inducted as members of the College's academic community. All students registering for-degree purposes are invited to matriculate in your first year of registration. It is expected that residential students will attend in-person and that distance students will matriculate in absentia. At this service, all full-time teaching staff are required to sign the matriculation book and the College's statement of faith as an expression of the teaching code of conduct which is upheld at the College.

2.1.2 Graduation

Every year, GWC hosts a graduation service in Term 1 for those who meet the requirements of their programme. The graduation service is a significant event where we recognise your hard work, dedication, and accomplishments throughout your time at GWC. It is a time to reflect on your academic growth, personal development, and the memories you have made during your studies at GWC. At this service, your qualification will be conferred on you. All students, regardless of your mode of learning, are invited to participate in this event. Participation in the annual graduation service is on your own account.

2.1.3 Mode of Instruction

The specific mode of teaching and learning adopted in GWC's programmes is described in the programme sections below. Your study guides will elaborate on how the specific mode of learning adopted in your programme impacts your learning in that particular subject. You are required to adhere to the mode of learning requirements for your particular programme.

2.1.3.1 Contact Mode

Contact learning takes place in English at the campus in Muizenberg. When required by extreme circumstances, learning may be offered through emergency remote learning or blended learning. You will normally complete each module of the programme over the course of a semester or, in some cases,

a term. GWC makes use of an online learning platform, Canvas, which streamlines the sharing of readings, assignments, announcements, and other academic resources.

2.1.3.2 Hyflex Mode

Some postgraduate programmes are offered in Hyflex mode which means you can sign up to attend class virtually (via an online platform) or in person. Students need to make it clear to the Registry at the start of the programme and/or module which mode of learning you choose. Attendance or virtual attendance is required to meet the attendance requirements of each module (see [section 2.1.3.1](#)). Students living in the College's student residences are expected to attend classes in person. Online class attendance is only available to those students who are not staying in college residence.

Certain postgraduate modules are offered as intensives, i.e., over a short period, usually one to two weeks. GWC makes use of an online learning platform, Canvas, which streamlines the sharing of readings, assignments, announcements, and other academic resources.

2.1.4 Language of Instruction

English is the language of instruction at GWC. You must therefore be proficient in English – reading, writing and comprehension. You may be required to undergo a language examination of GWC's choice as a prerequisite to admission. If you are applying for the BTh and fail to meet the minimum English proficiency requirements, you may apply for the HCert instead. The HCert includes two English language modules as electives and upon successful completion of this, you may be allowed to enter the BTh programme.

2.1.5 Academic Year and Attendance Rules

The academic year at GWC approximates to the calendar year. The academic year starts in mid-January and ends with a commissioning service in early December. The year is divided into two equal semesters with a break between semesters and at mid-semester. You will receive a calendar with details of important dates and a timetable showing when and where your learning will take place. These schedules are shared regularly in digital form for easy referencing.

Please note the following compulsory items in the lecture timetable for undergraduate students:

- Class times
- Chapel services
- College Community Lunch
- Fellowship Groups
- Preaching Groups

Please note the following compulsory items in the lecture timetable for postgraduate students:

- Class times
- Chapel services (strongly encouraged for all postgraduate students)
- College Community Lunch (encouraged for all postgraduate students who can access campus)
- ERF seminars (required for all research students regardless of mode of learning)
- ERF community activities

Hyflex students can join these activities via links provided.

2.1.5.1 Full-time Study

2.1.5.1.1 Undergraduate contact programmes

College hours are from 08:00 to 15:50 Monday to Friday. Full-time students are required to be on campus for their scheduled lectures, other activities and all official college functions (e.g. chapel, tea, luncheons, seminars, tutorials), unless excused by a faculty member. If you are unable to comply with the attendance requirements for any reason, you must advise your lecturer and the Registry office as soon as possible. A medical certificate is required for more than two days' absence due to illness. Please be aware that you may be debarred from completing a module if you attend less than 85% of the module's lectures.

2.1.5.1.2 Postgraduate programmes

Residential postgraduate students: you are not able to choose your mode of learning; you are required to attend postgraduate classes in contact mode. You are required to be on campus for your scheduled lectures, other activities and all official college functions (e.g. chapel, tea, luncheons, seminars, tutorials), as described in [section 2.1.3](#) above, unless excused by a faculty member. If you are unable to comply with the attendance requirements for any reason, you must advise your lecturer and the Registry office as soon as possible. A medical certificate is required for more than two days' absence due to illness. Please be aware that you may be debarred from completing a module if you attend less than 85% of the module's lectures.

Non-residential postgraduate students: you are required to attend your classes in the mode you have indicated on your study agreement. You are also required to attend all ERF research seminars and ERF community activities unless excused by Registry. If you are unable to comply with the attendance requirements for any reason, you must advise your lecturer and the Registry office as soon as possible. A medical certificate is required for more than two days' absence due to illness. Please be aware that you may be debarred from completing a module if you attend less than 85% of the module's lectures.

2.1.5.2 Part-time Study

Students can register for individual modules for non-degree purposes. You can audit these modules (no assignments or exams) or take the modules for credit (assignments and exams required). Students who wish to register to take modules for credit are required to qualify for the relevant programme. The fees for registering for individual modules are set out in the fees schedule. If you register for part-time study, GWC's registry department will advise you on attendance requirements. If you are unable to comply with the attendance requirements for any reason, you must advise the Registry office as soon as possible. A medical certificate is required for more than two days' absence due to illness. Please be aware that you may be debarred from completing a module if you attend less than 85% of the module's lectures.

2.1.6 Modules and Credits

Each module has a specified credit rating and each credit represents a nominal 10 hours of work. Thus, an 8-credit module would require you to put in 80 hours of work on average, of which contact lectures would normally cover 24 hours. Your module study guide will include a recommendation for allocating the remainder of the module hours (reading, study, assignments, etc.).

2.1.7 Higher Certificate in Theology (HCert (Theology))- SAQA ID 98789

2.1.7.1 Programme Description and Aim

The Higher Certificate in Theology has been carefully designed to provide basic theological and pastoral training for service in various church ministries, including pastoral work and children's ministry.

2.1.7.2 Programme Outcomes

HCert (Theology) graduates will be able to assist in congregational pastoral work or community leadership and be enabled to continue with lifelong theological education, either formal or informal. An HCert (Theology) graduate will be able to:

- Comprehend and teach the elementary aspects of a Biblical passage
- Interpret basic Biblical passages, being sensitive to form, content and context.
- Prepare a lesson or sermon on a passage and communicate it effectively, orally and/or written.
- Articulate the conspicuous character of a church community, the main ideas of the doctrine of the church and the character of church work.
- Attain a basis for continuation of their studies.

2.1.7.3 Entrance Requirements

National Senior Certificate or equivalent with a minimum of 30% in English language. (Per Government Gazette No. 751, 11 July 2008). Admission through Recognition of Prior Learning (RPL) is permitted for a maximum of 10% of the enrolment for any year. See [section 2.4](#) for details of RPL rules and application procedures.

2.1.7.4 Mode of Learning

Contact mode. Contact learning takes place in English at the campus in Muizenberg. When required by extreme circumstances, learning may be offered through emergency remote learning or blended learning. You will normally complete each module of the programme over the course of a semester or, in some cases, a term. GWC makes use of an online learning platform, Canvas, which streamlines the sharing of readings, assignments, announcements, and other academic resources.

2.1.7.5 Duration of Study

Full-time: minimum of one year

Part-time: maximum three years

This qualification can be completed part-time over a maximum of 3 years. Students who register to complete the qualification part-time will be given a part-time study agreement by the Registrar. Students who cannot complete the qualification within 3 years will be encouraged to take individual modules for non-degree purposes.

2.1.7.6 Applications for Credits

Applications for credit transfer for individual modules must be applied for in writing on Registration Day. See [section 2.5](#) for the regulations on Credit Accumulation and Transfer.

2.1.7.7 Qualification Requirements/Articulation

A minimum of 120 credits with passes in all core modules. See [section 2.9](#) and individual study guides for module and programme pass requirements. Holders of the HCert may apply for entry into the BTh programme. A limited number of credits from this qualification can be carried over towards GWC's BTh, see [section 2.2.1](#).

2.1.7.8 Study Guides

At the commencement of each module you will receive a study guide which sets out, inter alia, the following information:

- the aim of the module, showing how it contributes to the overall programme outcomes
- the module outcomes
- an outline of the lecture programme
- required and recommended reading
- the assessment requirements

2.1.7.9 Assessment

The aim of assessment is to determine whether the outcomes, as specified in the study guides, have been achieved. A variety of assessment methods are used, both formative (i.e. on-going) - tests, assignments, class participation; and summative (examinations). The exact method of assessment for each module is specified in the module study guide, available at the commencement of each module.

2.1.7.10 Programme Structure

The Higher Certificate in Theology is presently offered in both General and Children's Ministry tracks.

2.1.7.10.1 The General Track

This track consists of 9 core modules (80 credits) plus a selection of elective modules totalling a minimum of 40 credits. Guidance will be given to prospective students on appropriate elective module choices. GWC reserves the right not to offer electives for which there is insufficient demand. English tuition is also provided as elective modules for students identified through the English competency test.

2.1.7.10.2 The Children's Ministry track

This consists of 9 core biblical-theological modules totalling 80 credits plus 8 additional modules specific to Children's ministry.

In the tables below a credit is nominally equivalent to 10 hours of work.

2.1.7.11 HCert (Theology) Programme Modules (General Option)

Core Modules		Elective Modules*	
Study Skills	16	Introduction to Christian Ethics	8
Communication Skills	8	Religions and Worldviews	8
Introduction to Christian Thought	8	Word-based Ministries	8
Biblical Theology	8	Church Administration	8
Bible Book Study - OT	8	REACH-SA History and Liturgy***	4
Bible Book Study – NT	8	Student Ministry	8
Church History Survey	8	Evangelism	8
Bible Introduction	8	English TSI****	12
		English TSII****	12
Total Core Credits	72	(Select at least 52 CPs)	76

* GWC reserves the right not to offer electives for which there is insufficient demand. Electives may also be chosen from the Children’s Ministry option. See [section 2.1.7.12](#).

2.1.7.12 HCert (Theology) Programme Modules (Children’s Ministry Option)

Core Modules		Additional Modules*	
Study Skills	16	Children and God	4
Creative Communication	8	Child Evangelism	4
Introduction to Christian Thought	8	Music and Movement	4
Biblical Theology	8	Teaching Methods	8
Bible Book Study - OT	8	Children in South Africa	4
Bible Book Study – NT	8	Children’s Events	4
Church History Survey	8	Child Psychology and Development	16
Bible Introduction	8	Teaching the Bible to Children	8
		English TSI****	12
		English TSII****	12
		REACH-SA History and Liturgy***	4
Total Core Credits	72	(Select at least 52 CPs from)	80

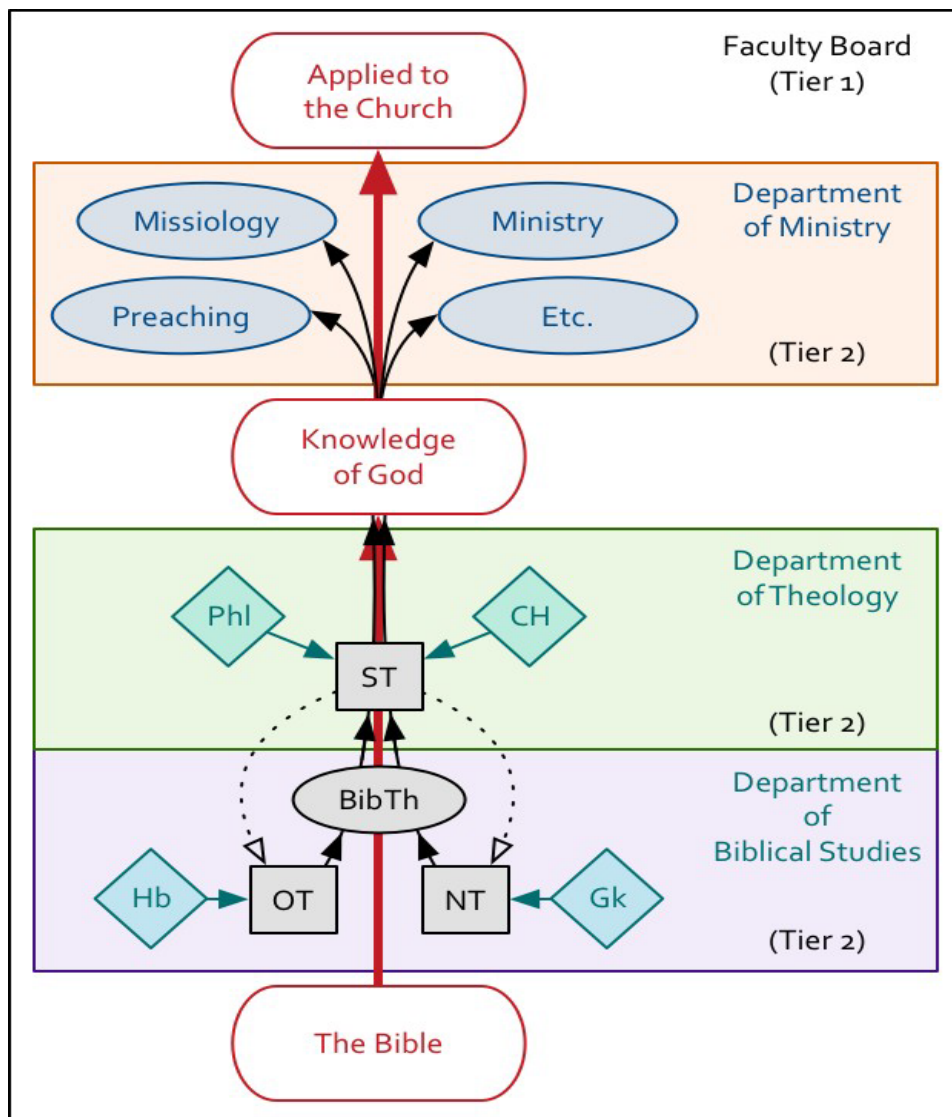
* GWC reserves the right not to offer the additional modules for which there is insufficient demand.

- ** HCert students are required to achieve a minimum of 120 credits in order to graduate. Therefore, it is recommended that students register for between 124-128 credits to ensure you have every opportunity to achieve the qualification.
- *** REACH-SA History and Liturgy is required for students who intend to work in REACH SA after graduating. If you plan on enrolling in GWC’s BTh, you may defer enrolling in this course until then.
- **** You may choose to do English TSI as an additional subject; or you may be required to register for it as a result of the English Proficiency entrance test.

2.1.8 Bachelor of Theology (BTh)- SAQA ID 61870

2.1.8.1 Programme Description and Aim

The Bachelor of Theology programme provides the education and training needed to equip a person for a professional teaching ministry of the Word of God and for leadership in a Christian church, community, or organisation. The qualification provides the opportunity to integrate knowledge of the Christian faith with essential skills to minister and lead Christian communities and contribute to the development and transformation of the broader society. The curriculum is structured as per the diagram below.



2.1.8.2 Programme Outcomes

Graduates of the Bachelor of Theology should be able to take a ministry leadership role in a Christian church, community or organisation, undertake a regular preaching or teaching responsibility, and train people for various ministries inside and outside the church.

2.1.8.3 Entrance Requirements

- National Senior Certificate or equivalent with a minimum of 60% in English language (HG first language) and coupled with an achievement rating of 4 or better in four subjects from the designated subjects list. (Per Government Gazette No. 751, 11 July 2008).
- Graduates of the GWC Higher Certificate in Theology (NQF Level 5).
- Admission through Recognition of Prior Learning (RPL) is permitted for a maximum of 10% of the enrolment for any year. See [section 2.4](#) for rules on Recognition of Prior Learning.

2.1.8.4 Mode of Learning

Contact mode. Contact learning takes place in English at the campus in Muizenberg. When required by extreme circumstances, learning may be offered through emergency remote learning or blended learning. You will normally complete each module of the programme over the course of a semester or, in some cases, a term. GWC makes use of an online learning platform, Canvas, which streamlines the sharing of readings, assignments, announcements, and other academic resources.

2.1.8.5 Duration of Study

Full-time: minimum three years

Part-time: maximum six years

Students who register to complete the qualification part-time will be given a part-time study agreement by the Registrar. Students who cannot complete the qualification within 6 years will be encouraged to take individual modules for non-degree purposes.

2.1.8.6 Applications for Credits

Applications for credit transfer for individual modules must be applied for in writing on Registration Day. See [section 2.5](#) for the regulations on Credit Accumulation and Transfer.

2.1.8.7 Qualification Requirements/Articulation

A minimum of 360 credits with passes in all modules as prescribed by the Faculty Board. See [section 2.9](#) and the individual study guides for module and programme pass requirements.

2.1.8.8 Study Guides

At the commencement of each module you will receive a study guide which sets out, inter alia, the following information:

- the aim of the module, showing how it contributes to the overall programme outcomes
- the module outcomes
- an outline of the lecture programme
- required and recommended reading
- the assessment requirements

2.1.8.9 Assessment

The aim of assessment is to determine whether the outcomes, as specified in the study guides, have been achieved. A variety of assessment methods are used, both formative (i.e. on-going) - tests, assignments, class participation; and summative (normally examinations). The exact method of assessment for each module is specified in the module study guide, available at the commencement of each module.

2.1.8.10 Programme Structure

Students commence at National Qualifications Framework (NQF) level 5 and exit at NQF level 7. Each NQF level builds on what has gone before.

In the table overleaf a credit is nominally equivalent to 10 hours of work.

2.1.8.11 Bachelor of Theology Programme Modules

1 st Year (NQF 5)		2 nd Year (NQF 6)		3 rd Year (NQF 7)	
Foundational Skills					
Study Skills	8				
Public Speaking	4				
Theology					
Doctrine Introduction	8	God and Humanity	12	Person & Work of Christ	12
Doctrine of Revelation	8	Church and the Future	8	Spirit and Salvation	8
Ethics 1	8	Ethics 2	8	Ethics 3	8
				Philosophy	8
Early Church History	8	Reformation Church History	8	Modern Church History	6
REACH-SA History and Liturgy*	4			African Church History	6
				Reformed Anglicanism**	8
Biblical Studies – Old Testament					
Biblical Theology	8	Biblical Hebrew 1	12	Exegetical Skills	4
Bible Introduction	8	Biblical Hebrew 2A or 2B	12	Deuteronomy (Hebrew A or B)	12
The Pentateuch	8	Former Prophets	8	Psalms and Wisdom (Hebrew A or B)	12
		Isaiah	8		
Biblical Studies – New Testament					
Greek 1	12	John (Greek A or B)	12	Romans (Greek A or B)	12
Greek 2A or 2B	12	1 Corinthians (Greek A or B)	12	Hebrews (Greek A or B)	12
Mark's Gospel	8				
Ministry					
		Preaching 2A	4	Preaching 3A	4
Preaching Theory and Practice	4	Preaching 2B	4	Preaching 3B	4
Ministry 1A	6	Ministry 2A	6	Ministry 3A	6
Ministry 1B	6	Ministry 2B	6	Ministry 3B	6
Missiology 1	8	Missiology 2	8	Missiology 3	4
CREDIT TOTALS (Excluding electives)					
	124*		128		124**

* Elective for REACH-SA students (128 credits)

** Elective for Anglican students (132 credits)

2.1.8.12 BTh Programme Module Prerequisites

In general, the BTh programme has very few prerequisites. The following prerequisite rules apply:

- Greek 1 is a prerequisite for Greek 2A, but students who fail Greek 1 can move into the Greek B stream (Greek 2B). A pass in Greek 2B allows a condoned pass in Greek 1.
- Hebrew 1 is a prerequisite for Hebrew 2, but students who fail Hebrew 1 can move into the Hebrew 2 Stream B (Hebrew 2B). A pass in Hebrew 2B allows a condoned pass in Hebrew 1.
- Greek 1 and 2 are prerequisites for 2nd year New Testament courses.
- Hebrew 1 and 2 are prerequisites for 3rd year Old Testament courses.
- DS207 Ethics 2 is a prerequisite for DS307 Ethics 3.
- In general, the Faculty requires students to pass at least 1 module offered in every major field in second year in order to take a module in that field in the third year. That is, students who fails all second-year modules in Theology, Old Testament, New Testament, Ministry, or Preaching, will not be allowed to take modules in that field in their third year until at least 1 of the second-year modules has been successfully completed.
- Ministry 3B is a requirement to achieve the BTh.

See [section 2.7](#) for more information on exegesis and Biblical language course rules.

2.1.9 Postgraduate Diploma in Higher Theological Education (PGDip H.T.E.)- SAQA ID 123321

2.1.9.1 Programme Description and Aim

The Postgraduate Diploma in Higher Theological Education (PG Dip HTE) is a part-time, online course, aimed at providing a professional qualification for lecturers and academic administrators in theological colleges and Christian universities across the continent of Africa and beyond. The aim of the programme is to equip participants with the skills and knowledge needed for leadership in theological and Christian education as higher education. This is achieved by integrating the Christian faith with current educational practice and research to identify and solve educational issues that arise in their contexts.

2.1.9.2 Programme Outcomes

Graduates of the PG Dip H.T.E. will be able to:

1. Synthesise concepts from the disciplines of theology and education as practiced in theological colleges to further their professional and institutional practice.
2. Apply a critically reflective habit to develop their professionalism in a philosophy and practice of teaching and learning, and administrative competence.
3. Demonstrate proficiency in utilizing the main conceptual frameworks and practical skills needed to provide theological education at a higher education level to their particular theological subject/administrative area.
4. Conduct and apply research to current practice and theory of higher education in their institutional and cultural context to meet its specific mission goals.
5. Lead change in the provision of theological education by identifying issues of concern and providing solutions in a coherent, theological, ethical and educational manner.
6. Work effectively as a team member within a theological institution setting to support institutional efforts to improve student learning in theological education.

2.1.9.3 Entrance Requirements

- Appropriate NQF Level 7 Bachelor's degree in theology or a discipline related to the curriculum needs of higher theological education, as determined by the Research Committee / Programme Coordinator
- Advanced Diploma in Theology at NQF Level 7.
- International applicants require an evaluation of your highest qualification from the SA Qualifications Authority which can take 3-6 months to acquire from SAQA OR proof of a qualification completed at an ACTEA accredited institution; as well as proof of English language proficiency through the IELTS test (6.5 overall and 6.0 for the written element) or TOEFL (computerised 232/575; internet based 90/91). Applications for exemption from the testing can be made (with appropriate motivation) to the Faculty Board, whose decision is final. Further details may be obtained from the Assistant Registrar.
- Admission through Recognition of Prior Learning (RPL) is permitted for a maximum of 10% of the enrolment for any year. See the RPL Policy or Student Handbook for details of RPL procedures.

2.1.9.4 Mode of Learning

Distance mode. The programme will be delivered as distance online learning comprising 1 week of synchronous interactive classroom sessions (14 sessions over 28 hours) per course. The synchronous nature of the delivery is necessary due to the highly practical nature of the course. Group discussions, seminars and presentations form an integral part of the learning and teaching strategy. The online mode is required as participants are expected to engage with the materials from their place of employment (as employed lecturers).

2.1.9.5 Duration of Study

The programme is offered on a part-time basis over two years.

2.1.9.6 Applications for Credit

Applications for credit transfer for individual modules must be applied for in writing on Registration Day. See [section 2.5](#) for the procedures and regulations for Credit Accumulation and Transfer.

2.1.9.7 Qualification Requirements/Articulation

This qualification comprises 5 compulsory courses on NQF Level 8 (90 credits) and 3 electives (45 credits) in NQF Level 8, of which learners chose 2. The minimum number of credits needed for graduation: 120 Credits.

Articulation possibilities from this programme are both horizontal and vertical:

Articulation Horizontal

This qualification might articulate with the following qualifications:

- Bachelor of Arts Honours in Mission Studies - NQF Level 8
- Postgraduate Diploma in Education Leadership - NQF Level 8
- Postgraduate Diploma in Higher Education - NQF Level 8

Articulation Vertical

Completion of a Postgraduate Diploma meets the minimum entry requirement for admission to a cognate Master's Degree in the following possible areas:

- Master of Theology (Mission) - NQF Level 9
- Master of Education (Theological Education) - NQF Level 9
- Master of Higher Education - NQF Level 9

2.1.9.8 Study Guides

At the commencement of each module, you will receive a study guide which sets out, inter alia, the following information:

- the aim of the module, showing how it contributes to the overall programme outcomes.
- the module outcomes
- an outline of the lecture programme
- required and recommended reading
- the assessment requirements

2.1.9.9 Assessment

A variety of tasks are used for assessment. These may include, essays, podcasts, lesson and learning material, action research reports, and lesson demonstrations, case studies, reflective diaries and a portfolio. The assessment tasks are mapped to the programme outcomes and the course intended learning outcomes. The course outcomes for each course are contained in the course descriptions below. All summative assessments are subject to internal and external moderation.

2.1.9.10 Programme Structure

The programme comprises 5 compulsory courses which include a research paper and 3 electives out of which 2 must be completed. This programme is offered in online mode.

2.1.9.11 Postgraduate Diploma Higher Theological Education programme structure

Postgraduate Diploma in Higher Theological Education (NQF 8)		
Compulsory courses (5)		Credits
HTEDS401	Theology of Theological Education	15
HTETL402	Learning and Teaching in Higher Theological Education	15
HTEAL403	Learning and Assessment in Higher Theological Education	15
HTECUR404	Curriculum Development in Theological Education	15
HTEMD410	Research paper	30
TOTAL COMPULSORY CREDITS		90
Elective courses (3)		Credits
HTEAL405	Academic Leadership in Theological Education	15
HTEMP406	Management and Planning for Theological Education	15
HTEONL407	Distance and Online Education	15
Choose 2 Electives out of 3		45
TOTAL CREDITS REQUIRED		120

2.1.10 Bachelor of Theology Honours- SAQA ID 97821

2.1.10.1 Programme Description and Aim

The Bachelor of Theology Honours programme builds on the Bachelor of Theology degree by providing for specialisation, consolidation and deepening of knowledge and expertise in three key areas of Christian theology: Old Testament, New Testament and Christian Doctrine. In addition, one further module will be provided each year chosen by the Research Committee from Church History, Pastoral Theology, Missiology, Homiletics or Ethics.

2.1.10.2 Programme Outcomes

Graduates of the Bachelor of Theology Honours programme will have advanced exegetical, theological and ministerial skills enabling them to contribute to Christian ministry in Church and society and to advance their intellectual theological skills.

2.1.10.3 Entrance Requirements

A Bachelor of Theology degree or equivalent (as determined by the Research Committee) with a final year average of 65%. Admission through Recognition of Prior Learning (RPL) is permitted for a maximum of 10% of the enrolment for any year. See [section 2.4](#) for details of RPL rules and application procedures.

Basic reading competency in either Biblical Greek or Classical Hebrew; the equivalent of 1-year full time. You can meet this requirement in the following ways:

- A transcript and curriculum outline showing you have completed Biblical Greek or Classical Hebrew language studies in the past 5 years covering material equivalent to GWC's Greek 1 & 2 or Hebrew 1 & 2 modules.
- A pass in the GWC Biblical Greek or Classical Hebrew Entrance Test for Postgraduate Students or
- A pass in GWC's Biblical Greek or Classical Hebrew 1 & 2 module which can be taken as self-study while completing the BThHons programme; students have access to contact lectures on campus in Muizenberg to support the self-study of either language. Full admission to this programme can only be granted once this entrance requirement has been fulfilled.

The Biblical language requirement has several purposes: (1) to foster a particular attitude towards the text of Scripture and a growing knowledge of the nature of Scripture, even when the original languages are not directly used or later kept; (2) to provide the opportunity to develop your ability in one or more original languages that you have begun in your undergraduate programme; and (3) to prepare you for future work in Biblical studies including engaging with technical commentaries in ministry, or continued research into the Biblical text in subsequent degrees.

International applicants require an evaluation of their highest qualification from the SA Qualifications Authority; as well as proof of English language proficiency through the IELTS test (6.5 overall and 6.0 for the written element) or TOEFL (computerised 232/575; internet based 90/91). Applications for exemption from the testing can be made (with appropriate motivation) to the Faculty Board, whose decision is final. Further details may be obtained from the Assistant Registrar.

2.1.10.4 Mode of Learning

Hyflex mode. This programme is offered in Hyflex mode which means you can sign up to attend class virtually (via an online platform) or in person. Students need to make it clear to the Registry at the start of the programme and/or module which mode of learning you choose. Attendance or virtual attendance is required to meet the attendance requirements of each module. Students living in the College's student residences are expected to attend classes in person. Online class attendance is only available to those students who are not staying in college residence.

Certain modules are offered as intensives, i.e., over a short period, usually one to two weeks. GWC makes use of an online learning platform, Canvas, which streamlines the sharing of readings, assignments, announcements, and other academic resources.

2.1.10.5 Duration of Study

Full-time: minimum one year

Part-time: maximum three years

Students who register to complete this qualification part-time will be given a part-time study agreement by the Director of Research. There is no academic penalty for extending the study beyond the minimum timeframe but there is a fee for every additional semester.

2.1.10.6 Applications for Credit

Applications for credit transfer for individual modules must be applied for in writing on Registration Day. See [section 2.5](#) for the procedures and regulations for Credit Accumulation and Transfer.

2.1.10.7 Qualification Requirements/Articulation

A minimum of 120 credits with passes in all modules. See [section 2.9](#) below and the individual study guides for programme and module pass requirements.

Graduates of the BThHons programme may apply for entry into the Master of Theology programme.

2.1.10.8 Study Guides

At the commencement of each module you will receive a study guide which sets out, inter alia, the following information:

- the aim of the module, showing how it contributes to the overall programme outcomes.
- the module outcomes
- an outline of the lecture programme
- required and recommended reading
- the assessment requirements

2.1.10.9 Assessment

The aim of assessment is to determine whether the outcomes, as specified in the study guides, have been achieved. A variety of assessment methods are used, both formative (i.e. on-going) - tests, assignments, class participation; and summative (examinations). The exact method of assessment for each module is specified in the module study guide, available at the commencement of each module.

2.1.10.10 Programme Structure

The programme comprises 4 coursework modules and an Issues Paper on a topic to be agreed with the Research Committee. Please note that certain modules are offered on an intensive (block) basis. A calendar is available at the beginning of each year.

2.1.10.11 Bachelor of Theology Honours Programme Modules

Module	Credits	Notes
Old Testament	16	Compulsory
New Testament	16	Compulsory
Christian Doctrine	16	Compulsory
Church History <i>or</i>	16	Elective
Pastoral Theology <i>or</i>	16	Elective
Missiology <i>or</i>	16	Elective
Homiletics <i>or</i>	16	Elective
Ethics	16	Elective
TOTAL – Course work	64	(One elective required)
Research Methodology	8	Compulsory
Research Proposal	8	Compulsory
Specialist Reading	8	Compulsory
Issues Paper	32	Max. 12,000 words Compulsory
TOTAL	120	

2.1.11 Master of Theology (MTh)- SAQA ID 101609

The MTh may be completed by coursework with a mini-dissertation or by research with a full dissertation.

2.1.11.1 Programme Description and Aim

The GWC MTh degree builds on the BThHons degree by providing graduates with the necessary knowledge, research skills and applied competence within a specialised discipline or field of study in theology. Graduates are able to do advanced independent research. The curriculum provides for a choice of coursework or full dissertation variants. The Research Committee will recommend the variant to be followed, having regard to the needs of the student. See Programme Structure below.

2.1.11.2 Programme Outcomes

Graduates of the MTh degree will be equipped with the necessary knowledge, research skills and applied competence within a specialised discipline or field of study in theology in order to act as leaders, educators and facilitators in their church denominations and in society at large.

Graduates will, with an advanced level of independence, competence and self-motivation, be able to analyse and interpret relevant primary and secondary Christian sources, critically evaluate and apply Christian theology and ethics in an appropriate manner, participate confidently in discussion and research into relevant issues and problems, and report their findings clearly in written and oral form.

2.1.11.3 Entrance Requirements

GWC BThHons degree (or equivalent as determined by the Research Committee. Admission through Recognition of Prior Learning (RPL) is permitted for a maximum of 10% of the enrolment for any year. See [section 2.4](#) for details of RPL rules and application procedures.

Applicants may be required to display competency in a language required for the discipline you will research in.

International applicants require an evaluation of their highest qualification from the South African Qualifications Authority; as well as proof of English language proficiency through the IELTS test (6.5 overall and 6.0 for the written element) or TOEFL (computerised 232/575; internet based 90/91). Applications for exemption from the testing can be made (with appropriate motivation) to the Faculty Board, whose decision is final. Further details may be obtained from the Assistant Registrar.

2.1.11.4 Mode of Learning

Hyflex mode. This programme is offered in Hyflex mode which means you can sign up to attend class or interact with your supervisor virtually (via an online platform) or in person. Students need to make it clear to the Registry at the start of the programme and/or module which mode of learning you choose. Attendance or virtual attendance is required to meet the attendance requirements of each module. Students living in the College's student residences are expected to attend classes in person. Online class attendance is only available to those students who are not staying in college residence.

For coursework students: Certain modules are offered as intensives, i.e., over a short period, usually one to two weeks. GWC makes use of an online learning platform, Canvas, which streamlines the sharing of readings, assignments, announcements, and other academic resources.

2.1.11.5 Duration of Study

Full-time: minimum two years

Part-time: maximum four years

Students who register to complete the qualification part-time will be required to sign a part-time study agreement with the Director of Research. There is no academic penalty for extending the study beyond the minimum timeframe but there is a fee for every additional semester.

2.1.11.6 Applications for Credit

Applications for advanced credit for individual modules must be applied for in writing on Registration Day. See [section 2.5](#) for the regulations on Credit Accumulation and Transfer.

2.1.11.7 Qualification Requirements/Articulation

180 credits with passes in all modules. See [section 2.9](#) and individual study guides for module pass requirements.

2.1.11.8 Study Guides

At the commencement of each module you will receive a study guide which sets out, inter alia, the following information:

- the aim of the module, showing how it contributes to the overall programme outcomes.
- the module outcomes
- an outline of the lecture programme
- required and recommended reading
- the assessment requirements

2.1.11.9 Assessment

The aim of assessment is to determine whether the outcomes, as specified in the study guides, have been achieved. A variety of assessment methods are used, both formative (i.e. on-going) - tests, assignments, class participation; and summative (examinations). The exact method of assessment for each module is specified in the module study guide, available at the commencement of each module.

2.1.11.10 Programme Structure – Coursework option

This option provides for further consolidation and deepening of knowledge and expertise in three key areas of Christian theology: Old Testament, New Testament and Christian Doctrine. In addition, one further module must be offered as specified by the Research Committee This module will be chosen from Church History, Pastoral Theology, Missiology, Homiletics or Ethics.

A 25,000-word mini-dissertation provides the student with the opportunity to develop further research capacity in a topic of her/his choosing within the College's focus areas. Prerequisites to the mini-dissertation are modules covering Research Methodology, completion of a Research Proposal, and Specialised Reading.

2.1.11.11 Master of Theology Programme Modules (by Coursework)

Module	Credits	Notes
Old Testament	22	Compulsory
New Testament	22	Compulsory
Christian Doctrine	22	Compulsory
Church History <i>or</i>	22	Elective
Pastoral Theology <i>or</i>	22	Elective
Missiology <i>or</i>	22	Elective
Homiletics <i>or</i>	22	Elective
Ethics	22	Elective
TOTAL – Course work	88	(One elective required)
Research Methodology	8	Compulsory
Research Proposal	8	Compulsory
Specialist Reading	16	Compulsory
Mini-dissertation	60	Max. 25,000 words
TOTAL	180	

2.1.11.12 Master of Theology Programme Modules (by Research)

Module	Credits	Notes
Research Methodology	8	Compulsory
Research Proposal	16	Compulsory
Specialist Reading	36	Compulsory
Mini-dissertation	120	Max. 50,000 words
TOTAL	180	

2.1.11.13 Research Options for Coursework and Research MTh

All modules / research at postgraduate level should fit within the confessional theological ethos of the College, broadly defined as Christian and Bible-believing. In the case of the dissertation, GWC offers supervision in the following fields. You should nominate this field at the time of your application:

- Systematic and Historical Theology
- Christian ministry understood as ministry of the Word (Preaching, Leadership, Counselling, Apologetics, etc.)
- Christian Mission and related disciplines (Theological anthropology, Cultural studies, etc.)
- Applied Theology (Ethics, Social ethics, Political science, etc.)
- Biblical Studies (Old and New Testament)
- Languages or Linguistics related to Biblical Studies
- Ancient History related to Biblical Studies
- Church History of any period or region
- Philosophy directly related to one of the above disciplines (such as Christian epistemology, Hermeneutics, etc.)
- Theological Education and related disciplines
- Bible Translation and related disciplines

GWC recognises our African context, and we value and encourage theological studies that apply their results to it. As a theological institution, all research at GWC should integrate Biblical or theological knowledge with any tools of sociological research that may need to be used. Studies without significant Biblical or theological components do not fit within our college mission.

The Research Committee will decide whether your research project can be supervised as part of the application process. In cases where we cannot provide adequate supervision, you will be encouraged to either modify your proposed research topic or defer your entrance.

2.1.11.14 Selection Criteria for Postgraduate Programmes

As per Policy 18 Postgraduate Policy and Procedures, the Research Committee is tasked with recommending candidates for Postgraduate study. Recommendations are placed before the Faculty Board for approval. The Research Committee considers the following factors in making their recommendations for postgraduate students:

- For postgraduate modules, room capacity and internet bandwidth should be considered to ensure all students have equitable access to the classes.
- Class size should also be managed with an eye to marking and moderation workload. Since some classes run across different programmes (that is, there will be students of more than one programme in the same class), this must be managed by the Research Committee in conjunction with the Registry department.
- Where a programme has one or more research projects in which the student selects their own area of research, GWC will try to accommodate these preferences within the focus areas outlined above. This is dependent on the availability of a suitably qualified supervisor. Guidance will be given to applicants to try to ensure a mutually acceptable research project.
- Some programmes may require the appointment of a supervisor at the time of admission.

- Applicant ability is considered, as evidenced by prior performance, academic transcripts (with particular attention to final year averages) etc.
- Some programmes may require a minimum academic performance in previous qualifications, or other means of assessing ability such as interviews, testimonials, referees, etc. These will be specified in the programme documents.
- Some programmes may require applicants to be engaged in, or planning to be engaged in, specific vocations prior to or after enrolment. These criteria will be specified in the programme documents.
- Some research projects require language competency in the source material relevant for the work. In some cases, GWC may be able to help you to acquire these languages, in most cases you will need to self-study as part of your commitment to your field of study. The languages required for your research will be determined by your supervisor and the Research Committee, and you will need to agree to acquire these. Students with competency in the language required for their research project will be prioritised for admission.

The specific process of final selection is outlined in the individual programme documents. Whatever procedure is used, admissions must be ratified by the Research Committee and the Faculty Board.

2.2 Applying to a New Programme

To enter a new programme at GWC, you must submit:

- a full application for the following programme, submitted via the GWC Portal
- a report from your current church placement
- Commitment to sponsor forms

before the due date for your application to go before the Faculty Board for consideration. The decision to admit you into any programme lies with the Faculty Board. Decisions on applications are normally communicated at least two weeks after the application review sessions. There are two review sessions in a year (July and September). The application window for all programmes at GWC closes in mid-September each year, although late applications may be considered under exceptional circumstances.

2.2.1 Applying to GWC's BTh After Completing GWC's HCert

If you have completed the HCert programme ([section 2.1.7](#)) and you would like to continue into the BTh programme, please apply in your GWC Portal. Graduates of the GWC Higher Certificate in Theology (NQF Level 5), who are in good standing with the College, generally qualify for entrance into the BTh.

Students who complete the HCert (Theol) programme and then go on to do the BTh can carry over a limited amount of credits into the BTh programme. The following modules qualify for credit transfer and accumulation into the BTh programme:

MODULE NAME (HCERT)	CREDIT APPLIED TO (BTH)
PS01H Communication Skills (NQF 5, 8 credits)	PS101 Public Speaking (NQF 5, 4 credits)
OT01H Biblical Theology (NQF 5, 8 credits)	OT101 Biblical Theology (NQF 5, 8 credits)
BE01H Bible Introduction (NQF 5, 8 credits)	BE101 Bible introduction (NQF 5, 8 credits)
PS01H Word-Based Ministries (NQF 5, 8 credits)	PS121 Ministry 1B (NQF 5, 6 credits)
DS02H Intro. To Christian Ethics (NQF 5, 8 credits)	DS107 Ethics 1 (NQF 5, 8 credits)

You will receive credit on your transcript when you register for the BTh programme. Please contact the Registrar for any queries on credit transfer.

In alignment with South African HEQSF, CAT and RPL regulations, not more than 50% of a complete HCert (Theol) qualification can be applied for credit in the BTh programme.

2.3 Part-Time Studies at GWC

Students can register for individual modules for non-degree purposes. Students can audit (no assignments or exams) these modules or take the modules for credit (assignments and exams required). Students who wish to register to take modules for credit are required to qualify for the relevant programme. The fees for registering for individual modules are set out in the fees schedule.

2.4 Recognition of Prior Learning (RPL)

2.4.1 Purpose and Motivation

RPL is defined as the comparison of previous learning and experience of a learner howsoever obtained against the learning outcomes required for a specified qualification, and the acceptance for purposes of qualification of that which meets the requirement (Government gazette No 35747). Entry to GWC's undergraduate programmes by RPL is provided for candidates who do not meet the standard entrance requirements, in keeping with the objectives of the National Qualifications Framework to support wider and more diverse access to higher education.

2.4.2 Who can apply?

Entry by RPL (which is normally limited to 10% of the intake for any year) is normally restricted to mature candidates with work and life experience. If you are in this category and believe that you have the competence to manage the programme level, you may apply. If you are still young (under 23) you are advised to rather upgrade your formal qualifications to the appropriate level.

2.4.3 How to Apply

You must complete the normal GWC application form plus an Application for Admission via RPL and pay the advertised application fee. The following must be attached to the application:

- a full curriculum vita in the specified format,
- an essay motivating entry by RPL of at least 500 words,
- certified copies of all qualifications, including a school-leaving certificate,
- any other documents that you believe will strengthen your case for admission.

2.4.4 A word to applicants

The assessors of your application will be aiming to determine whether you can engage properly at Higher Education level in terms of the breadth, depth and complexity required of GWC's programmes. GWC's programmes will demand a great deal of you and inability to manage the level will only cause you intense frustration. It is therefore important and in your interests for a careful assessment to be made. That said, we at GWC want to give every encouragement and opportunity for suitable candidates (especially educationally-disadvantaged candidates) to enter the HE programmes of GWC. We may therefore recommend further study or other prerequisites for entry to GWC. It is important that you have a good command of reading, writing and speaking English, GWC's language of instruction. The assessment therefore includes an English proficiency test. You will not necessarily be disqualified due to a poor test result but may be required to enrol for further English lessons either as a prerequisite to, or in conjunction with, GWC studies.

Please complete the application form as fully as possible and attach all the documentary evidence that you can obtain to ensure that the assessors have as full a picture as possible.

2.4.5 Assessment Procedure

The GWC Faculty Board will appoint a minimum of two assessors to make a preliminary assessment and recommendations to the Faculty Board who will decide which candidates should proceed to further assessment.

Further assessment will be conducted by at least two assessors appointed by the Faculty Board and may comprise any or all the following:

- scrutiny and assessment of the application's merits,
- scrutiny/verification of documents presented in support,
- an interview with each candidate,
- a test (similar to TOEFL or IELTS) to determine the level of English competency,
- a written test to determine the student's level of competence for entry into undergraduate studies.
- additional oral and/or written assessment for entry into undergraduate and postgraduate studies.
- scrutiny of postgraduate applicant's prior research projects.

The assessors will apply their minds to a reliable and fair assessment and will make recommendations to the Faculty Board who will decide either:

- to admit the candidate unconditionally,
- to admit the candidate with prerequisites and/or conditions, including additional tutoring, extension of time allowed, etc.,
- to require the completion of specified prerequisites before admission,
- to decline the application.

The Faculty Board meet in July and September to assess applications. The decision of the Faculty Board will be final.

2.5 Credit Accumulation and Transfer (CAT)

2.5.1 Purpose and Motivation

Credit Accumulation and Transfer (CAT) is the process whereby a student's achievements are recognised and contribute to further learning even if the student has not achieved a qualification. In terms of the CAT scheme, credits for an incomplete qualification may be recognised by the same or a different institution as meeting part of the requirements for a different qualification, or may be recognised by a different institution as meeting part of the requirements for the same qualification. Individual mobility between programmes and institutions is thus determined by curriculum requirements and is flexible.

2.5.2 Who may apply?

You may apply if you have received formal recognition (via a complete or incomplete qualification) of module credits which you believe substantially fulfil the outcomes of one or more modules of the programme for which you are applying.

2.5.3 Restrictions

You may only apply for a maximum of 50% of the credits of a completed qualification to be transferred to a GWC qualification, provided also that the transferred credits represent no more than 50% of the credits required for the GWC qualification. The purpose of this provision is to avoid the awarding of multiple qualifications for the same work. You may apply for all credits for an incomplete qualification to be transferred to a GWC programme, provided also that the transferred credits represent no more than 50% of the credits required for the GWC qualification.

2.5.4 How to apply

You must apply on or before registration day and include the following, as applicable to the application:

- a letter of motivation, clearly setting out the courses required,
- original certificates and/or transcripts,
- course outcomes as provided by the other institution(s),
- any other documentation or testimonials in support of the application.

Applications will be referred to the course lecturer(s) who will apply their minds to a fair and reliable assessment. The assessors will satisfy themselves that the course outcomes have been substantially met. A recommendation will then be placed before the Faculty Board.

The Faculty Board, in its sole discretion, will then decide either:

- to grant the credit, unconditionally,
- to grant the credit with conditions, i.e. certain prerequisites may be set,
- to grant the credit only on successful completion of an examination, test, or other written work,
- to refuse the credit.

Decisions will normally be given within two weeks of application. Where a credit is granted, the applicable credit points for the subject will be awarded but no mark will be given. The Faculty Board's decision is final.

2.5.5 Registration

All students are required to attend the Orientation and Registration programme at the beginning of each academic year. Registration at GWC cannot be completed without the following items:

- settled financial accounts,
- signed registration form,
- declaration of registration (as per government requirements),
- a valid study visa (where applicable),
- valid visas for all family members living on campus (where applicable),
- certified copies of all academic qualifications on your student file,
- a certified copy of your ID document/passport.

The Registry Department can assist you with any queries about the undergraduate and postgraduate registration process. You are responsible for ensuring that your academic registration is in line with your programme requirements set out in the Student Handbook.

Once your registration has been finalized, you will be able to view your courses in Canvas. Ensure that you have arranged your 'dashboard' so that you can view all your current courses.

2.6 Module Regulations (General)

2.6.1 Study Guides

You will be provided with a study guide for every module that will outline the expectations of the module. In particular, it will cover the following areas:

- **Introduction:** an indication of the purpose and scope of the module, as well as the way it contributes to the programme in which it is located;
- **Module outcomes:** skills that you should be acquire as a result of the module;
- **Teaching and learning:** a description of the way the module has been designed to facilitate your learning;
- **Module plan and schedule:** a list of planned lectures and topics covered;
- **Required reading and bibliography:** a list of set reading (see [section 2.6.3](#));
- **Assessment:** the specific requirements of every assessment item including tasks, due dates, and weighting of marks (see [section 2.6.4](#));
- **Student workload:** an estimation of how you might plan your time while studying this module. Each credit is equivalent to ten notional study hours. In an eight-credit module, for example, you will be expected to spend 80 hours throughout the semester in class, writing assignments, completing assigned reading, and possibly studying for an exam.

You should pay particular attention to the module outcomes, since the various elements of assessment are designed to test the extent to which you have acquired these skills.

2.6.2 General Requirements to Pass a Module

In order to pass a module, you must fulfil all of the requirements as outlined in the study guide. You will be awarded a percentage mark, which will fall into one of the following brackets:

- 75-100% Pass with distinction
- 65-74% Pass with commendation
- 50-64% Pass
- 40-50% Fail, but conceded pass or supplementary exam possible (see [section 2.6.5.9](#))
- 0-40% Fail

Failure to submit one or more required items will render your result “incomplete” until you do.

Note that it is a general requirement for admission into the examination in any module that you attend at least 85% of the lectures and fulfil all other prerequisites as specified in the study guide. In general, unless otherwise noted, you will need to pass the final exam of modules with a substantial final exam in order to successfully complete the module (see [section 2.6.5](#)).

2.6.3 Set Reading

Your study guide may recommend different kinds of reading:

- **Assessed Reading:** this is reading which will be assessed in the final exam of the course.
- **Set Reading:** this is reading which you are expected to do and directly contributes to the module outcomes. Time to do this reading is allocated in the study guide, but it is not directly assessed by a question in the final exam.

- **Recommended Reading:** this is reading which you might do to further pursue the subject area, or that you might find useful for assignments, but for which no time is allocated in the study guide.
- **Module Bibliography:** this reading indicates the scope of your preparation of the module, but there is no expectation on you to do it. It is provided for your own reference.

There is no maximum amount of set reading in a given module, though set and assessed reading must have time allocated in the study guide. The reading rates that we use to calculate reading time include time to annotate, record, note, or reflect on the reading. These are:

Type of Material	Pages* per Hour	Mins per Page*
Bible (lower high school reading level)	24	2.5
Intermediate or informal (upper high school reading level)	20	3
Advanced (high school graduate level)	15	4
Technical (college level, commentary, thesis, many journal articles, etc.)	12	6

*Based on an A4 page with standard margins, single spaced, and size-12 font, containing approximately 500 words. Reading Rate may need to be adjusted depending on how the text is type-set.

2.6.4 Assignments

Assignments must adhere to all of the specifications as outlined in the study guide for the module. Unless otherwise stated in the study guide, assignments should be:

- Written in a word processor and submitted via Canvas as a PDF, with consistent font, titles, formatting, and referencing.
- Accurately cite sources, properly referencing all such sources (see [section 2.6.4.7](#)).
- Contain a bibliography of sources cited (see [section 2.6.4.7](#)).

In addition, every assignment should have a cover page that indicates:

- Your student ID.
- The module code, year, name.
- The assignment question or title.
- The due date.
- The date you submitted.
- A word count that includes footnotes, but not your bibliography (see [section 2.6.4.7](#) and [section 2.6.4.8](#)).

Your name should not appear in your assignment anywhere, since assignments are marked anonymously.

2.6.4.1 Submission of Assignments

The due date and time for each assignment will be indicated in the study guide and on Canvas for the module. You must adhere strictly to these due dates.

There are two different submission processes. The study guide for each module will indicate which process you are to follow for that particular module.

Submission in Hardcopy:

Hardcopy submissions are less common nowadays, but if your lecturer requires you to submit a hardcopy it must be printed and securely bound or stapled together. An official cover page must be duly completed and stapled to the front of the assignment. Cover pages are available from the Student Services Desk outside Classroom 1 and 2. Your assignment must then be placed in the tray provided at the Student Services Desk.

Submission in Softcopy:

Softcopy submissions must be saved in one of the formats specified in the study guide for the module. If no format is specified, submit your assignment as a PDF document via the Canvas submission portal.

Your filename must include your student number, the course code, and a keyword that will allow you and the lecturer to recognise the identity of the assignment. Try to keep the keyword pithy. For example:

2018099_SK02H_Argument.docx	Acceptable
2018099_NT111_Atonement.pdf	Acceptable
2011014_Assignment 1.docx	Unacceptable
Jo Smith_Assignment 1.pdf	Unacceptable

Finally, upload your submission using the online submission process provided through Canvas. You must not email your submission directly to your lecturer unless he or she has specifically requested you to do so.

To assist you with time management and to ensure that your workload is manageable, you can download a provisional assignment calendar from Canvas; this displays all assignments which your lecturer has added on to Canvas. You are encouraged to use this calendar as a starting point to plan your work, **it may not be a complete schedule of your required work so ensure you cross check all assignment due dates in your study guides.** At the beginning of each semester, Registry invites the SRC and/or a class representative to check the assignment calendars for each year group and to ensure that work is reasonably spaced out after which the due dates are finalized and are unlikely to change. See [section 2.6.4.2](#) for information on assignment extensions for undergraduate studies and [section 2.6.4.3](#) for extensions for postgraduate studies.

Formative assessments should not be due in the two weeks before final exams. Summative assessments, where the module does not have a final exam, may be due in exam week, subject to approval by the Registrar and Moderator.

2.6.4.2 Late Submission and Extensions for Undergraduate Studies

If you require an extension on an assignment due date, please submit a request for an extension form which can be found in your student resources folder on Canvas. The Registrar will consider your request. Extensions will only be given where an adequate reason exists. Usually this would be a medical reason backed by a medical certificate, although there may be other valid reasons. Your lecturer will not assess

late assignment submissions without an appropriate extension (granted by the Registrar) and your assignment will receive zero. Extensions should not be discussed with your lecturer.

You must apply for an extension at least 3 days prior to the due date of the assignment. The process to apply for an extension is:

- Submit an electronic extension form to the Registrar; you can find this form on your student resources drive;
- Submit supporting documentation (such as a medical certificate);
- Indicate your preferred new due date for the assignment;
- The Registrar will assess your request, contact you if need be and confirm a new due date with you and your lecturer.

The Registrar may discuss your extension request with your lecturer, the Dean of Faculty, the Dean of Men/Women and/or your chaplain.

The Registrar will likely advise one of the following outcomes:

- Extension granted. You will be given a new due date and your assignment will receive the maximum number of marks.
- No extension granted. You will need to submit your assignment on the original due date. If you fail to do so, your assignment will receive zero.
- Extension granted with a penalty. You will be able to submit your assignment but a penalty will be applied to the final mark.
- In cases where you feel that an extension request has been unjustly denied or penalized, you may raise the issue with the Dean of Men or Dean of Women who, if necessary, will present your case before the Faculty Board.

Please note the following:

- Extensions will not be granted because you have too many assignments due at the same time. While the Faculty makes every effort to avoid assignments of different modules being due at the same time, it is your responsibility to plan your time to make sure everything gets done by the due date.
- Responsibilities with regard to student ministry position and other ministries are also not acceptable reasons for requesting an extension.
- Extensions will generally not be granted if you have not saved your work correctly or if you experience an electronics malfunction. Please ensure you are saving your work to your hard drive as well as to online/cloud services available to you.
- Extensions will not be discussed via email.
- Generally, assignment due dates cannot be moved into the two-week period before final exams and/or after exams.

2.6.4.3 Late Submissions and Extensions for Postgraduate Studies

2.6.4.3.1 General assignments

The following applies to all assignments submitted in partial fulfilment of any postgraduate module, except for the Issues Paper or Dissertation.

The process for obtaining an extension remains as per [section 2.6.4.2](#) above.

Late submissions without extension will be accepted for any reason until the beginning of the final week of the current semester. Such assignments will be marked on a pass-fail basis only. (That is, they will receive a maximum mark of 50%.)

Failed submissions can be resubmitted, but are treated as late without extension.

2.6.4.3.2 Issues Paper or Dissertation

It is not possible to submit an Issues Paper or Dissertation late for any reason. You will need to extend your candidacy if you do not submit your Issues Paper or Dissertation on time. The process for this is outlined in [section 2.8.5.1](#) in the Student Handbook. No academic penalty is applied, though extending your candidacy may have financial implications.

2.6.4.4 Reworking Assignments

If you fail an assignment, you can request permission from your lecturer to resubmit the work. Except in special circumstances, you will be awarded no more than 50% for a reworked assignment.

If your lecturer denies you the chance to resubmit the assignment, then you may discuss this issue with the Dean of Men/Women or with the Registrar.

2.6.4.5 Remarking Requests

If you believe that your assignment has been unfairly or incorrectly marked, you may apply for a remark of one or more specific sections. You must apply for a remark within one week of being informed of your assignment result. Remarking of an assignment is done by the moderator.

You can apply for a remark by completing the Remark Application Form (available in the online resources) and paying the remark fee. If your mark improves as a result of the remark, the fee will be refunded. The fee will not be refunded if the application is unsuccessful or if your mark remains unchanged.

2.6.4.6 Module feedback forms

At the end of every module, students have the opportunity to give anonymous feedback on material and presentation of the module. These module feedback forms are essential to gathering important data on student well-being. Feedback is read by the lecturer and the head of department. The feedback is reported to the Faculty Board and is also included in the annual reports to the Board.

2.6.4.7 Referencing and the GWC Referencing Handbook

Properly referencing sources is an important academic skill that you will need to develop. Every time you use someone else's idea, whether to mention it, quote it, argue with it, or follow it, you should include a reference to the place where the idea originally was published. There are several reasons for this. The first is academic integrity. Presentation of someone else's ideas or words as your own is known as plagiarism, and is morally blameworthy. See [section 4.2.3](#) for a discussion of plagiarism.

The second reason why referencing is important is that it helps your reader to be able to trace ideas back to their source and see where they come from. This is something you will do as you read other people, and you will appreciate it when they reference well, so do unto others also.

All quoted and referenced sources should be properly formatted according either to the standard normally used in your discipline and agreed by your supervisor (e.g. SBL Handbook of Style for Biblical studies) or according to:

PICKERING, J. 2016, *The Harvard System of Referencing*.

This style guide is available in the Canvas Student Resources. Unless explicitly stated otherwise in the study guide, every assignment should append a bibliography of sources cited. You should only include items in your bibliography if you have actually referred to them in your assignment.

You should reference consistently using the same system throughout.

2.6.4.8 Word Counts

The target word count for your assignment will be specified in the study guide. This is both a guideline for the amount of work that you should put into the assignment, as well as an exercise in self-discipline which involves the selection of the appropriate material to support your argument. The word count includes all footnotes and references, but excludes your bibliography, title page, and any material included in appendices (which are not marked). Your word count should appear on your cover page.

Your assignment should fall within 10% of the word count. For example, a 3000-word assignment should be at least 2700 words, and no more than 3300. Failure to observe this limitation will result in a deduction of marks.

2.6.4.9 Word Count for Postgraduate Studies

An assignment or Issues Paper or Dissertation word count limit is a hard limit. Assignments that exceed the word count limit will be returned for revision without marking. The revised assignment will then be treated as late without extension (see above).

Assignment word limits include:

all words in the body of the paper including headings, tables, charts, captions, citations, quotes, translations; and all words in any footnotes attached to the body of the paper, including references.

Assignment word limits do not include:

the bibliography; any abstracts, indices, tables of contents, dedications, acknowledgements, or other prolegomena that may be included; any extended translations of original text supplied in a separate section to the body of the paper; any text diagram of any kind (flow chart, structure diagrams, etc.) supplied in a separate section to the body of the paper; and any appendices.

Students may use at their discretion an appendix for secondary material, and this will not contribute towards the word count limit. However, any work in an appendix will not be marked.

2.6.5 Examinations

2.6.5.1 General Regulations for Examinations

Where the study guide indicates that there will be an exam for the module, the exam will be written during the official semester examination period. This regulation also applies to examinable modules that run in Term 1 or Term 3. For an exam to be written outside of the official examination period (particularly for modules in Term 1 or Term 3), all students in the class must be in agreement, and formal application must be made to the Faculty Board via the Examinations Administrator for approval.

Failure to obtain a sub-minimum specified in the study guide for a module examination or a mark of 50%, where a sub-minimum has not been specified, will entail a rewrite, either by way of a supplementary examination or by following a complete reworking of the module. In the case where the exam is a minor assessment within a module and if it is explicitly stated in the study guide, the lecturer may waive the 50% pass requirement for the exam if they deem that you have sufficiently met the learning outcomes for the module.

The Examination Schedule is finalised and published at the start of the second and fourth terms. No changes may take place after the schedule has been published. Where possible, examinations are written in the morning session. Where there are too many exams for morning slots only, some exams may take place in the afternoon session.

Students are required to abide by the examination schedule timeframes published each year, including being seated at the time the schedule indicates.

2.6.5.2 Extra Time for Exams

Extra time (ET) in examinations is automatically granted to students enrolled in SK10H English 1 and SK11H English 2.

Other students may apply for extra-time in exams only according to the two following criteria:

- Your previous academic qualification was not completed in English. Registry must see proof of this on the academic record of your previous qualification.
- You have a medical condition that warrants extra time. You must submit a medical report as confirmation that your condition warrants extra time.

Extra Time Application Forms are available in the online student resources folder. Forms must be completed in full, and returned to the Examinations Administrator no later than one month prior to the start of the start of the exam period.

The application will be carefully considered by a panel and the decision made is final.

ET grants you a further time-period for completing an exam, depending on the format of the exam. Below is the time-allowance for examinations which require mainly construction of English sentences, paragraphs, and essays:

- 1st year 20 min per hour of the exam
- 2nd year 15 min per hour of the exam
- 3rd year 10 min per hour of the exam
- Postgraduates – no extra time

Hebrew and Greek examinations do not normally have ET, unless they require substantial translations into English. ET is then adjudicated by the Examiner and Moderator, and in cases of doubt, referred to the Academic Dean.

Examinations consisting completely of multiple-choice do not require ET. Examinations that contain multiple-choice as well as essays/paragraphs must have the ET adjusted accordingly.

2.6.5.3 Exam Room Regulations

The Examination Room remains locked until it is opened by the Invigilator 15 minutes before the start of the examination. You must be seated at the time the examination schedule indicates.

You may bring only the following items into the Examination Room:

- pens (black /blue)
- pencil (important for when you are planning you essays)
- eraser
- Tippex/Whiteout
- ruler
- a bottle of water
- day-students: if you have a bag, you must leave it at the front of the venue.

You may not bring the following items into the Examination Room (hand in valuables at Reception):

- pencil cases
- cell phones and other electronic devices, including smartwatches.
 - Day students: if you have any electronic devices with you, switch them off and place them in your bag at the front of the venue.
 - If you are expecting a possible emergency call on their cell phone during the examination, your phone must be handed in at Reception, with details of name and number of the caller.
- your own Bible
- papers or books
- food or drink (other than a small bottle of water)

Where Bibles are permitted for an examination, you will be supplied with a plain-text Bible in the Examination Room. This Bible must be left on your desk when you submit your exam script.

You will be issued an Examination Script Cover, which has the question paper printed on the inside. Writing paper will also be supplied, as well as any other material permitted by the Examiner, including the plain-text Bibles.

You may only write in black or blue ink. Answers written in pencil will not be marked.

Write answers on one side of the supplied exam writing paper only. Do not write answers on the back of the page.

Each new section of the question paper must begin on a new sheet of paper.

You must write your student number at the top right corner of every answer sheet.

Every page of the answer sheets must be numbered. Before submitting the exam, answer sheets must be numbered and collated in the order of exam questions, not in the order in which you attempted the questions (e.g. 1, 2, 3, 4, 5, and not 2, 5, 1, 4, 3).

The Examination Script Cover must be correctly completed before submission. The numbers of the questions attempted must be written in the boxes on the Script Cover. Failure to complete the Script Cover fully could result in a penalty.

You may only leave the Examination Room during the exam with permission from the Invigilator. Only one person may go to the bathroom at a time.

You may not leave the Examination Room during the first 30 minutes, nor during the last 15 minutes, of the exam.

The Invigilator will take roll-call 15 minutes before commencement of the exam and then distribute the Examination Script Cover/Question paper, with any other materials permitted. You must first complete the top section of the Script Cover before opening to read the exam.

You may open the Script Cover and begin reading the question paper, when prompted by the invigilator 10 minutes before commencement of the exam. The examiner should be present during this time, in case anyone needs further clarification on any part of the question paper. You may not begin formally answering questions on paper during this time.

Planning is allowed during this time, but only by using a pencil. No one may use a pen until the official start of the exam.

Once the Invigilator has checked that your Script cover has been correctly completed, it will be accepted and marked-off as 'submitted' on the Exam Control Sheet, and you may leave the room.

Failure to adhere to the Examination Room Regulations may result in failing of the exam.

2.6.5.4 Online Exam Regulations

Study guides should explicitly state whether your exam will be conducted in-person or online. In the case of emergency situations where last minute changes to the mode of the examination are required, the lecturer should notify you as soon as practically possible with the new mode of examination.

Online exam question papers are made available to you via Canvas. You should complete your exams electronically, and submit them online on Canvas within the timeframe allocated for the exam.

If you do not have your own computer, you should book a Desktop computer in one of the study rooms with the exams administrator.

Starting time: The exam timetable determines when and where your exam will be written. Your examiner will stay online for the duration of the exam in order to deal with any questions you may have and take note of technical issues.

Format: The examiner will post the exam in Word or PDF format in the e-learning folder. You will be able to download the exam question paper, write your exam offline (if you prefer), and upload your answers to the e-learning platform when you are ready to submit.

Students who are unable to type their exams or who do not have access to a computer may choose to hand write their exams. Should you wish to hand write your exam, you must apply by emailing the Exam Administrator in advance. In your application, you need to:

- Indicate how you plan to scan your paper. No college scanners are available. If you don't own a regular scanner, you can download a scanner app on your smartphone. A helpful document on how to use a scanner app on your smartphone has been published in the Announcements email.
- Supply a sample scan (PDF) of two handwritten pages using the technology you plan to use for your exams. This sample must demonstrate that (1) the scan is clear and good quality, and (2) that you are able to scan multiple pages into a single PDF document.

Students who hand write their exams must source their own paper.

Time-frames for completing the exam: Online exams will have an extended time-frame compared to those exams which are normally written on campus. The extended time includes the usual reading time, extra-time students, and time to deal with any technical problems that arise during the submission process. In this regard, please pay careful attention to the examiners' instructions. You will generally be expected to answer questions based on your prior knowledge of the subject. If you need to do extensive research on a topic with which you are expected to be familiar, there is a very good chance you will run out of time.

Submitting your exam: Submit your exam through the online learning platform link in the format specified in your exam. Exams are given an extended time-frame to allow for possible technical difficulties. You should start submitting your exam at least 30 minutes before the deadline. If you are unable to submit due to some technical issue, you must email or phone your examiner immediately before the exam deadline so that an alternative arrangement can be made. Exams that are simply submitted late will not be accepted.

Students who submit scans of hand written exams must keep the original copy.

Please remember that the exam time includes extra time for uploading your exam. No late exams will be accepted. You must ensure that you are familiar with the procedures for uploading documents through the e-learning platform before the exam period begins.

Before you submit your exam, ensure that you have understood and consented to the following statement: "By submitting this paper I solemnly declare that

- I have not consulted or spoken to anyone other than the examiner during the time of the exam.
- Where I have used other sources, I have referenced them according to the college standards.
- I recognize that any contravention of the exam regulations will be considered cheating and will be dealt with according to the discipline procedures laid out in the student handbook."

Use of materials in the exam: All online exams are open-book exams. This means that you may consult any material you wish. You MAY NOT, however, consult other people during the exam period. While individual examiners may have more specific instructions, you will generally not be expected to consult other material and time spent doing so may distract you and hamper your ability to complete the exam.

Should you consult, cite or quote other material, this material should be referenced following the GWC referencing guidelines.

Illness: If you are sick and unable to do the exam, you must inform your lecturer beforehand, and you must also inform the Registrar and submit a valid medical certificate. A Deferred Exam (see [section 2.6.5.9](#)) will be arranged for a later date, during the Supplementary Exam Period.

Results: Results will be published by the Registrar on the first day 1 of Term 3 and the day after the final Faculty Board meeting in December; you will be able to view your transcript by logging into the Registry System that day. The results on the transcript contain the overall mark for each of your modules, not simply your exam mark. The examiners will make your marked exam scripts available to you on Canvas so you can view your exam mark and the examiner's feedback.

The Registrar will notify individual students who qualify for a Supplementary Exam (see [section 2.6.5.9](#)) as soon as exam papers are submitted to the Registry department.

2.6.5.5 Fair Marking of Scripts

You are to identify yourself on assignments, class tests, and examinations only by way of your student number. Lecturers will assess your work carefully and impartially, and give explanatory comments where needed.

2.6.5.6 Moderation

Before Examiners return marked exam scripts to Registry, their internal moderator must complete the moderation of exam scripts and complete the moderation form. Any discrepancies in marks must be discussed by the moderator and examiner, and agreed upon before returning the exam scripts to Registry. Exams for exit-level modules are also sent to external moderators before marks are finalised, published on the Registry System, and made available to students.

2.6.5.7 Remarking Requests

If you believe that your exam has been unfairly or incorrectly marked, you may apply for a remark of one or more specific questions. You must apply for a remark within one week of being informed of your exam result. If you qualify for a supplementary exam and believe your original paper should be remarked, you must apply for a remark before the date of the supplementary exam. Remarking of a paper is done by the moderator.

You can apply for a remark by completing the Remark Application Form (available in the Student Resources folder) and paying the remark application fee. If your mark improves as a result of the remark, the fee will be refunded. The fee will not be refunded if the application is unsuccessful or if your mark remains unchanged.

2.6.5.8 Failure to Sit an Examination

If you fail to sit for an examination, you will be required to do a complete rework of the module before being re-examined, unless an adequate reason exists. If you arrive late for the examination you may not be allowed entrance. This measure is in place to ensure that everyone has the opportunity to concentrate in the examination room. Please consult the examination schedule to ensure you know the relevant timeframes.

The reason for failure to sit for an examination must be communicated in writing to the Faculty Board via the Registrar. A medical reason must be backed by a medical certificate. Acceptance of the reason given is at the discretion of the Faculty Board. If an adequate reason exists, you might be permitted to write a Deferred Exam or a Supplementary Exam.

2.6.5.9 Supplementary and Deferred Examinations

You qualify to write a Supplementary Examination if you scored 40%-49% in an exam. If there is an adequate reason for not having sat the original examination (e.g. illness), you may apply for a Deferred Examination.

Supplementary and Deferred Examinations will be arranged on a date to be advised by the Registrar. These examinations are generally scheduled to take place in July and November each year.

No more than 2 Supplementary and/or Deferred Examinations may be written per Supplementary Examination Period.

The mark awarded for a Supplementary Examination may not exceed 50% unless an adequate reason exists. The reason given by the Examiner must be approved by the Registrar and Academic Dean. Full marks can be awarded for a Deferred Examination.

If you fail to obtain the pass mark for a Supplementary Examination, you will be required to do a rework of the module.

If you obtain 40% - 44% in the original examination, you qualify for a written Supplementary Examination.

If your original examination mark is 45% - 49%, the lecturer may assess the Supplementary Exam by written exam or by other means, e.g. oral examination, written assignment, etc. The final mark awarded may not exceed 50%. An oral examination must take place with the Head of Department present, or another member of the department, as approved by the Head. A written assignment must be moderated by the Head of Department.

A fee will be charged to you for each Supplementary Examination. Note that this is not covered by a student's bursary, and must be paid directly by you to the Bookkeeper.

2.6.6 Reworking a Module

If you fail to attain the pass mark in any examination, you will, subject to the provisions made above, be required to do a complete rework of the module before being re-examined.

One full semester must elapse before sitting for the Rework Examination, in order to allow you the time to rework the material.

The requirements for reworking a module will be set out by the lecturer; attendance at lectures is at the discretion of the lecturer.

An appropriate charge will be levied for each rework module and or Rework Examination.

Only one re-working of a module is normally permitted. However, should an adequate reason exist, the Faculty Board may waive this regulation. A motivation must be made to the Faculty Board whose decision will be final.

2.6.7 Failing modules and cancellation of registration

A student who fails four or more modules in any given year may be disallowed to re-register the following year, without a chance to re-attempt the failed modules. The Faculty Board may consider a motivation from the student, outlining any extenuating circumstances.

A student who the Faculty Board deems is unlikely to meet their programme requirements due to significant lack of progress, might be offered the opportunity to register for credit in **stand-alone modules for non-degree purposes**, for the purpose of enriching the student's future ministry work. Students in this scenario are required to sign a *Study For Non-Degree Purpose* agreement with the Registrar or Director of Research. Students need to be aware of the costs of studying for non-degree purposes as there is usually no financial aid available for this.

2.6.8 Marks and Transcripts

Marks for modules that have been finalised are available after the official release at any time for inspection online in Canvas and your GWC Portal (see [section 3.9.1](#)). You will be provided with an official academic transcript upon graduation. You can also request additional transcripts from the Registrar; fees for additional transcripts are published in the Fees Schedule for the year. Unofficial transcripts are accessible via the GWC Portal via Canvas.

2.7 Module Regulations (Exegesis Modules)

2.7.1 Format of these Courses

Biblical Studies modules at GWC begin with the codes BE (Biblical Exegesis), OT (Old Testament), NT (New Testament), HB (Hebrew), or GK (Greek). Most of these modules focus study on one book of the Bible, and follow a similar format that is designed to develop your skill as a reader and interpreter of Scripture. The major skill that you will develop is called exegesis, and there is a handbook to help you to understand what this is about. You'll need to get to know this handbook well as you progress through our programme:

LOVELL, N., 2017. Handbook for Exegesis at GWC. 5th Revision.

Initially exegesis modules are based on the English text of the book of study, but after you have enough Greek or Hebrew you will study the book in its original language.

2.7.2 Language Streaming

Except for the initial Greek and Hebrew introductory modules (GK101 and HB202), all modules that involve the Biblical languages at GWC are divided into A and B streams. This includes subsequent language modules, as well as exegesis modules which are based on the original languages. Stream–A modules are designed to equip you to read the Bible in its original languages, while Stream–B modules are designed to equip you with enough Greek and Hebrew so that you can engage with commentaries, and use the languages to help you to understand the English text better. There is a full language streaming policy available on request which outlines the rational and theoretical framework of our language streaming. Below is a summary:

2.7.2.1 Language Streaming Placement

All students study Greek 1 and 2, and Hebrew 1 and 2. At the end of the first year of study, students write either a Stream A or a Stream B exam for each language. This will be determined based on your results in throughout the year, and you will be placed into a stream by your lecturer. If you don't pass Greek 2A or Hebrew 2A, you will write a Stream B supplementary.

The process of choosing streams is not elective, though you can discuss the decision with your lecturer. Streams will not be assigned solely based on personal preference, your future plan for ministry, anxiety concerning your ability to learn languages, or the impact of the languages on other modules at GWC. The reason for this is that alternate streams are designed to deliver the same outcomes with the same workload. Thus, ideally, both streams prepare students for the same future ministries with the same amount of work, but they do so in a way that is most equitable for all students in the degree program. Streamed modules are not alternative elective options of the same modules.

However, if you think that you have been assigned to the wrong stream for whatever reason then:

1. Discuss this with your lecturer. In most cases this will resolve this issue.
2. But if you aren't satisfied then discuss the matter with the Head of Dept. of Biblical Studies, who can mediate the decision.
3. Appeal can be made in writing to the faculty board, whose decision will be final.

2.7.2.2 Switching Language Streams

Most students will stay with the same streamed program throughout their time at GWC, however in certain situations it may be appropriate for students to switch streams. The following are cases where you may apply to switch from language stream A to language stream B:

- In the case of unforeseen personal circumstances which negatively impact your ability to maintain your current language study.
- In the case where you begin to struggle academically with the general programme at GWC, reflected in declining marks or concern from lecturers or the Dean of Men or Dean of Women.
- In the case where you fail one or more Stream A modules, you may be asked to switch to Stream B.

The following are cases where a student may apply to switch from language Stream B to language Stream A:

- In the case when you excel in Stream B, reflected in excellent grades, you have no other academic problems in your progress through the degree, and you desire to switch to Stream A.

You may apply to switch streams at the beginning of any new Semester, by speaking with the Head of Department of Biblical Studies who will make the decision in consultation with the relevant lecturers for that Semester. Where an agreement between the student and Head of Department is not reached, students may appeal in writing to the faculty board, who will make a final decision. Students may ask the SRC to represent their case to the faculty if they so desire.

2.7.2.3 Progression through Biblical Studies

The languages that you learn are used in the exegesis modules in our programme. This means that you won't be permitted to begin the exegesis modules until you have enough Greek and Hebrew to be able to engage with them properly. Therefore:

- Entrance into 2nd year New Testament modules is dependent on successful completion of Greek 2 (A or B).
- Entrance into 3rd year Exegesis Summer School is dependent on successful completion of Greek 2 (A or B) and Hebrew 2 (A or B).
- Entrance into 3rd year New and Old Testament modules is dependent on successful completion of the 2nd year Exegesis Summer School.

Note that if you intend to progress into the Honours programme at GWC then you will need to complete Stream–A in either Greek or Hebrew.

2.7.3 Greek Vocabulary

You will be engaged with Greek throughout the entirety of your BTh program no matter which stream you find yourself studying in – either Stream A or Stream B. Learning vocabulary is an important part of handling Greek texts, and so you will need to continue learning new vocabulary through your entire programme. The vocabulary you will master is targeted not only towards general proficiency in Greek, but also specifically towards reading the books you are studying.

The Biblical Studies department don't want you to just get a grasp of NT Greek in your first year, we want you to continue to develop your skills and your understanding of the Greek language as you progress through your degree. This will result in a more in depth understanding of grammatical constructions and it will also result in a growing level of vocabulary.

2.8 Module Regulations (Research Modules)

2.8.1 Summary of the Research Process

The research process is divided into four modules, designed to help you progress through the programme. These culminate with the production of your Issues Paper or Dissertation. You should consult the individual study guides for more detail on this programme. The four modules are:

Research Methods (RM410/510)

This module usually runs in the first semester of the year in which you intend to write your dissertation. It consists of face-to-face lecture time as well as reading and assignment work, either in semester or intensive format. For full-time students this needs to be taken in the first semester of your programme. This module is designed to introduce you to the research process itself, help you to formulate a topic, work with a supervisor, and equip you with the skills you will need to successfully complete the programme. Students who enter GWC at Masters level without previously having completed a module in Research Methods at another institution may be required to audit RM410 in addition to taking RM510.

Research Proposal (RP410/510)

This module is designed to guide you through the initial phase of your research process, including the proposal of a topic, the appointment of your supervisor, an Initial Research Proposal, and a Final Research Proposal, all of which must be accepted before you begin writing your Issues Paper or

Dissertation. Your supervisor will be appointed in the first few weeks of Term 1, and after that point your supervisor will guide you through completion of this module. This module is normally completed after 1 semester of study.

Specialist Reading (SR410/510)

This module is designed to help you to build a bibliography that is relevant for your research, and to critically analyse the literature in your field. This work you do in this module will comprise the bulk of your research and thinking for your Issues Paper or Dissertation. Your supervisor will guide you through the completion of this module, which normally occupies the middle stages of your research programme.

Issues Paper or Dissertation (MD410/510)

This module is the Issues Paper or Dissertation itself. This module begins when your Final Research Proposal is accepted by the Research Committee (i.e. when RP410/510 is completed). Your supervisor will guide you through the completion of this module, which culminates in the presentation of your thesis.

2.8.2 Initial Topic and Supervisor Allocation

Your first task for the RP410/510 module is to write a brief summary that outlines what area you would like to study or the question you would like to address in your Issues Paper or Dissertation. You don't need to be too specific. If you have done some reading already, you should indicate a bibliography. There is a form (available on Canvas) for this purpose that must be submitted to the Research Committee. It also allows you to indicate a supervision preference if you have one.

The Research Committee meets shortly after the date of submission, at which time your supervisor will be allocated. Although the RC will take your preference into account, due to logistical constraints it may not be possible to allocate you to your chosen supervisor. Your supervisor will then work with you to refine your topic, which may change or develop freely at this stage.

2.8.3 Topic Confirmation

Your topic is confirmed when you submit your Initial Research Proposal (IRP) for RP410/510. When you do this, your supervisor will register your topic with the Research Committee. After this, minor refinements or corrections can be made by agreement with your supervisor. However, if you want to change topic entirely then you will need to request permission from the Research Committee. There is a form (available on Canvas) for this purpose.

2.8.4 Progression from Research Proposal to Issues Paper or Dissertation

Once your Final Research Proposal (FRP) is accepted by the Research Committee, you progress from the research proposal phase of the programme to the Issues Paper or Dissertation itself. After this, minor refinements or corrections to your topic can be made by agreement with your supervisor, but it is no longer possible to change topic entirely.

2.8.5 Submission Cycles

There are two submission cycles for Issues Papers or Dissertations in each academic year, one mid-year and one end of year. The precise dates involved will be published each year and made available to you. You would normally expect to submit an BThHons Issues Paper after 2 semesters of study (i.e. at the end

of your honours year), and a MTh dissertation after 3 semesters of study (i.e. mid-year in your second year of study).

It is not normally possible to be granted an extension for an Issues Paper. In general, if you are unable to submit your Issue Paper or Dissertation by the deadline for any reason, you will need to extend your candidacy for a semester (see [section 2.8.5.1](#)). This is due to time constraints before graduation. Extensions may be considered for mid-year submissions in cases involving medical or compassionate reasons.

2.8.5.1 Extending your Candidacy

To extend your candidacy you will need to submit a form (available on Canvas) to the research committee. This should be submitted no earlier than 2 months prior to your expected completion date. You will also need to indicate (i) whether you are requesting additional time in GWC accommodation, and (ii) whether you are requesting additional bursary funds. In the case of (ii) you will need to write a motivating letter, explaining why you believe your bursary should be extended.

If your supervisor agrees and you have successfully completed both the Research Proposal and Research Methods modules, you may choose to complete your Issue Paper or Dissertation off-campus or part time (e.g. while beginning another job). In this case you will still need to apply to extend your candidacy. In every case there is an extension fee involved, and you will be advised of this amount when you apply.

2.8.6 Working with Your Supervisor

Your supervisor will be appointed early in the process, shortly after you submit your initial topic proposal to the Research Committee. In general, your supervisor will be your first point of contact for any questions about the research process. In particular, they will guide you through all of the requirements for the Research Proposal (RP410/510), the Specialist Reading (SR410/510), and the Issues Paper or Dissertation (MD410/510) modules. Part of your RM410/510 module will be offering advice and setting out expectations concerning how to work well with your supervisor.

2.8.6.1 Changing Supervisors

You can request to change supervisors if you have a well-motivated reason. Changes can be made until the ratification of the FRP by the Research Committee. Changing after this is only possible where serious problems have developed. Changes would happen if you were changing the topic of your research to a different field but there may be other reasons also. In general, you will need agreement from your current supervisor, your new supervisor, and the Research Committee. You can apply in writing to the Research Committee. There is a form (available on Canvas) for this purpose.

2.8.7 Preparing and Submitting your Issue Paper or Dissertation

Your supervisor will guide you through the process of preparing and submitting your Issues Paper or Dissertation. The formatting, style, language, etc. requirements can be found in the MD410/510 Study Guide.

Note that regulations concerning proper submission are generally much more rigidly enforced at postgraduate level. This includes due date, word limits, formatting expectations, referencing, etc. Deviation from any of the expectations outlined in the study guides or this document may result in your work being returned without being marked.

2.8.7.1 Acceptance for Examination

Upon submission, and prior to marking, your Issues Paper or Dissertation will be checked to make sure it adheres to GWC's presentation, referencing, and word-limit. The checklist will be made available to you prior to submission.

In cases where the Issues Paper or Dissertation does not meet the minimum standards, as enumerated in that checklist, it will be immediately returned to you for correction without being marked. You will have 24 hours, from the time it is returned to you, to make the necessary corrections and resubmit. If this deadline passes, your Issues Paper or Dissertation will not be examined in the current submission cycle, your candidacy must be extended.

You should obtain your supervisor's approval before submitting an Issues Paper or dissertation. A supervisor might refuse approval for one of two reasons:

- A supervisor may recommend that the student's work is not ready to be submitted.
- A supervisor may have been given insufficient time to work through the dissertation before the due date.

In either case, you can still decide to submit. If you choose to submit without the recommendation of your supervisor, you will be required to sign a declaration to this effect, which is passed on to the markers and moderators of the dissertation.

2.8.7.2 Possible Outcomes

After the marking process, you will be notified of your result. This may be a pass (perhaps with distinction or credit), a request for correction, or a fail. If you pass, congratulations! If you have failed then you will need to extend your candidacy and correct your Issues Paper or Dissertation, resubmitting in the next submission cycle.

If you pass with corrections you will be advised on a new deadline, before which you must address the concerns of the marker and correct your thesis to the satisfaction of the Research Committee. You should resubmit your (corrected) thesis, as well as a memorandum that discusses changes you have made in light of the marker's comments. If you are unable to meet this new deadline, your candidacy will need to be extended.

2.8.7.3 Lodging in the Library

All Issues Papers or Dissertations are kept in an online repository in the library and catalogued within our system. It is your responsibility to submit a final version of the Issues Paper or Dissertation in PDF format for this purpose. The final version should be corrected according to the comments of the examiner(s), and the month and year of submission should be changed to the month and year in which the degree was conferred. You may also make other changes if desired. The degree will not be conferred until this is done.

You retain the copyright to the original content of your thesis. The final submitted copy becomes the property of GWC Library, who agrees not to reproduce or distribute it.

2.8.7.4 Appeals

If you are unhappy with either the result of your (mini)-dissertation, or the process used to mark it, you may appeal in writing to the Research Committee. You should state the reason for your appeal and the desired outcome. The Research Committee will consider the appeal and decide a way forward on a case-by-case basis. The decision of the Research Committee is final. If you are not satisfied, then you may lodge an academic grievance according to the process in this handbook.

2.8.7.5 Academic Probation

If you have an extended period of non-satisfactory progress, in spite of reasonable attempts by your supervisor to encourage your work and to discern any reason for the lack of progress, you may be put on academic probation. The purpose of academic probation is to promote accountability in measurable academic progress for students in Postgraduate Programmes at GWC. In this case, the following process will be followed:

1. The supervisor would normally attempt to encourage the student to work through the normal means of regular supervision. The supervisor should meet with the student and attempt to discern the reason for the lack of progress, and especially whether there are mitigating circumstances. Research is, by nature, uneven, and some periods of unproductivity are to be expected. The supervisor should keep a written record of their interactions with the student, so that this process can be substantiated.
2. If no progress is being made after an extended period, and the conversations above have already taken place, the supervisor should raise the concern with the Director of Research who may choose to speak with the student also.
3. If the Director of Research agrees that academic probation is warranted, then a letter is drafted and presented to the research committee for approval. The letter should follow the template provided by the Director of Research.
4. If the Research Committee agrees to the measure then either the Director of Research, the supervisor, or both meet with the student, and the probationary period is entered.
5. The normal end point will be the end of year progress review, which will indicate whether the conditions have been met by the student. If they have not, then the measures outlined in the letter should be applied without further discussion required.
6. If you disagree with the decision of your supervisor or the Director of Research, you may appeal in writing to the Research Committee. Appeals can be lodged via email with the secretary of the Research Committee. See [section 2.8.7.4](#).

Academic probation is not punitive. It will in no way impede your future academic progress or results, and is not noted on your transcript.

2.9 Criteria for Earning GWC's Qualifications

GWC is an accredited academic institution, which means that the College will award a certificate or degree if you successfully complete all the academic requirements of the programme. In most cases this means passing all the core modules in the programme (but see [section 2.9.1](#)), achieving the required number of credits, while maintaining the requisite attendance record.

2.9.1 Criteria for Successful Completion of Undergraduate Programmes

In certain cases, you may be awarded a qualification without having passed one or more modules, as long as you have earned at least 120 credits per academic year. Such cases are exceptions that are made at the discretion of the Faculty Board, and should not be relied upon for graduation.

Such exceptions may be considered if

1. you have demonstrated competency in all the key fields of study covered in the curriculum, particularly: Systematic and Historical Theology, New and Old Testament (including the languages for the BTh), and Pastoral studies.
2. you have demonstrated competency in the key skills which the curriculum is designed to teach, particularly: critical reasoning, writing, argumentation, exegesis, and preaching.

These guidelines are followed at the faculty's discretion. All cases are treated on an individual basis, considering your academic record.

2.9.2 Criteria for Successful Completion of Postgraduate Programmes

The above exceptions do not apply for postgraduate programmes. You must pass every module and fulfil all other academic requirements of the programme to graduate.

2.10 Academic Transcripts and Certificates

Students can access unofficial transcripts via the GWC Portal on your Canvas account. Full instructions on how to access your unofficial transcript are made available regularly in the GWC announcements. Transcripts are a full reflection of your academic history and cannot be altered. Your final average is a weighted average, taking into account the credit weighting of each module. Final averages on transcripts cannot be automatically rounded up. A change to a final average can only be approved by the Faculty Board, and only where a special moderation exemption is given. The final average reflecting on the transcript won't usually change; rather a note about the special moderation exemption will be included on the student's transcript. Official transcripts are given to students upon graduation and/or can be requested from the Registrar or via the website.

Certificates are issued at graduation when you have met the requirements of the programme. Certificates are only issued once and can only be replaced if you provide an affidavit confirming the original was lost or stolen.

The fees for re-issuing transcripts, electronic transcripts and certificates are published in the annual fees schedule.

If you notice that there is an error on your personal details on your transcript/certificate, please notify the Registry and provide copies of your ID documents to ensure corrections are made according to your legal documents.

GWC portal services are not available to students who are auditing stand-alone modules.

2.11 Withdrawal, Suspension and Termination of Study

2.11.1 Withdrawal: General

If you would like to suspend your studies (if you need an extended leave of absence for medical, mental health, compassionate, maternity or any other reasons), you must complete a Withdrawal Form and submit it to the Registrar. Please attach all supporting medical documentation and/or pastoral documentation.

If you desire to recommence your studies, you will be able to do so upon the Faculty Board's approval. You may be requested to provide evidence that you are ready to recommence your studies.

Upon your withdrawal:

- the College will reconcile your account.
- you will be subject to your bursary award conditions.
- the College will notify the South African embassy in your home country about your withdrawal.
- you will need to vacate your campus accommodation at a time agreed upon between you and the Campus and Estates department.
- the Registrar will inform the relevant GWC departments and the student body about your withdrawal. No public reasons will be given for your withdrawal unless you ask the Registrar to share this with the community.
- in some cases, communication regarding your withdrawal may need to be sent to GWC's donors. A generic reason, with your consent, will be given to the donors. Generic reasons include: Academic, Pastoral, Financial, Family, Personal).

2.11.2 Withdrawal: Student Pregnancy

When a student falls pregnant, the college will make accommodations as far as reasonably possible to allow a student to complete her studies. Each pregnancy will be dealt with on a case-by-case basis, and with the well-being of the mother and child as the primary focus. The following principles apply in the case that a student falls pregnant during her studies:

- Information given to the college by a pregnant student will be treated confidentially and can be passed on to the college's staff members for the purposes of supporting the student. Notifying staff members about the situation should be discussed with the student.
- The student will be encouraged to seek counsel from the Dean of Students and their church leadership and their health care provider as to the best way to pursue their studies whilst remaining healthy during their pregnancy.
- The student should notify the Registrar regarding the pregnancy if the student requires any Teaching and Learning accommodations to be made.
- The Dean of Students will offer support to assist students in the pregnancy journey.

The following academic accommodations can be considered in the case of student pregnancy:

- Adjustment assignment dates as far as is possible within the bounds of the academic year and programme progression rules. The relevant lecturer's schedules will be taken into account.
- Approval for absence from classes to attend medical appointments, with arrangements in place for the student to catch up on missed work. The student should be proactive in clarifying with their lecturer what should be caught up. In order to be admitted to write the relevant exam, the lecturer will still need to be satisfied that the student has covered enough work and is likely to pass the exam.

- Approval for deferred exams to be counted as first attempts where the pregnancy prevents the student from taking the main exam.
- Switching from full-time to part-time studies. There may be financial and bursary award implications for this that the student should be aware of.
- Approval of a leave of absence as per the above criteria. The student should be aware of where their academic journey would re-commence when they return.
- In the case of research students, the Director of Research and the supervisor should monitor the students' research progress. Where needed, the Director of Research and the student can discuss a leave of absence. The Registry should be notified of any discussions of a leave of absence to advise on financial and bursary award implications.

Teaching and learning accommodations for pregnancy will be arranged for a set amount of time—any accommodations are not considered permanent. These should be agreed on between the Registrar and student, in consultation with the Faculty Board, and a written agreement will be signed. The college will not be able to take a flexible approach to the student's programme of study, or provide specific support to the student unless it knows about the situation.

Students who, due to their wife's pregnancy, may not be able to meet the academic obligations of their programme, are responsible for informing the Registry as soon as possible. The student must provide relevant medical and other supporting documentation, such as confirmation of pregnancy, medical appointments, expected date of delivery, confirmation of birth or the like.

In alignment with South Africa's labour law, it is expected that a pregnant student will be resting at home four weeks prior to the baby's due date. If the four weeks of leave falls in the term time, the Faculty Board would need to give special permission for absence from contact mode learning where contact mode learning is required.

2.11.3 Suspension or Termination

2.11.3.1 For Non-Payment of Fees

You may be suspended from the College (temporary) or your studies may be terminated (permanent) if you do not pay all the fees owing to the College by the appropriate date. If you are struggling to pay your fees, please arrange to meet with the Bursar to reach an agreement on the way forward.

2.11.3.2 For Disciplinary Reasons

You may be suspended from the College (temporary) or your studies may be terminated (permanent) for certain disciplinary reasons, which may include:

- moral or ethical misconduct (see [section 4](#)) or
- academic misconduct such as plagiarism (see [section 4](#)).

The procedure followed in such cases is outlined in [section 4](#).

2.11.3.3 For Academic Reasons

You may be suspended from the college (temporary) or your studies may be terminated (permanent) if you do not make sufficient academic progress and/or where the Faculty Board determine that you are unlikely to complete the programme in the permitted period of study.

3 EXTRA-ACADEMIC REGULATIONS

3.1 Fees

3.1.1 Payment

You will need to pay your college fees according to the payment terms as set out in the current year's fee structure. You can obtain the fee structure from the Bursar.

- Receipts are only issued for cash payments
- If you are being sponsored, it is your responsibility to contact sponsors to ensure payments are met
- Statements are sent out monthly via email. You must ensure that you check your statement. Statements will be considered correct if no written communication is received within 30 days of the statement date.

The following payment methods are acceptable:

- Cash & Cheques (to be paid to the Bookkeeper)
- Bank Deposits & Transfers (banking details can be obtained from the Bursar or Bookkeeper)
- Online Payment via Credit Card on our website: <https://www.gwc.ac.za/pay-fees/>
- SnapScan & Zapper (codes can be obtained from the Bursary or Bookkeeper)

3.1.2 What if I can't pay my fees?

If you cannot meet the payment terms as set out in the current year's Fee Structure, you will need to meet with the Bursar as soon as possible to discuss a payment plan. Without explanation, non-payment of fees may result in suspension of your enrolment (see [section 2.11.3.1](#)).

An academic transcript will not be issued if you have outstanding fees.

3.1.3 Refund of Fees

In 2023, the student fees refund policy was revised. The student fees refund policy is as follows:

- 0-2 weeks: **85% refund** of module fee (this helps us get some admin fee from processing a withdrawal/drop of a module(s));
- 2-6 weeks: **50% refund** of module fee (this helps us ensure students don't just 'test the waters' in a module/programme and that we pay the lecturer for any material/teaching done for the student);
- 6+ weeks (1 term): **no refund**
- Postgraduate intensive modules refund policy: fees due at the start of the module. No refund after the 1st day of the module.

3.2 Bursaries

The GWC provides bursaries to individuals for study, research and teaching in connection with training for Christian ministry. The bursary review process can be summarized as follows:

3.2.1 How do I apply for a bursary?

You can obtain a Bursary Application Form from the Assistant Registrar. It is important to complete the information required fully and candidly, and that you supply all additional documentation requested. Incomplete applications will not be considered.

3.2.2 How are GWC Bursary Candidates chosen?

Bursaries are provided for, but not limited to, financially disadvantaged students who have been accepted to study in one of the programmes at GWC. Specific funds may also be available for other training options, e.g. curacy training. However, in general, applicants must be able to show that they are training for Christian ministry and that they are financially disadvantaged.

The Bursary Committee is appointed to assess applicants and provide a budget for the award of bursaries. The committee considers carefully the submissions made by applicants in the light of finance available, suitability for ministry and, in the case of returning students, academic performance. The committee consults others, especially the College Faculty, in making its decision.

3.2.3 What does the bursary cover?

Generally, bursaries are awarded according to the costs of a single student. If you wish to bring your families to college, you are required to cover their costs. In certain cases, the Bursary Committee may also award certain family costs within a bursary, but this will be at the discretion of the Bursary Committee and priority is given to REACH-SA Students.

Items you can apply for:	Policy & procedure
Tuition Fees	These can only be applied for if you are not applying for any other category of support
Accommodation/meals (single students)	This is awarded to students who are in GWC residence and eating at the GWC dining hall.
Flat Rental (married students)	This is awarded for college accommodation ONLY.
Living Allowance	Set allowances are decided by the business department.
Medical Aid (foreign students)	All foreign students must be on medical aid. This award will cover the annual medical aid fees for the student Momentum medical aid scheme. If a student chooses to use a different medical aid scheme, they will have to cover any additional cost.
Transport costs (home end of year)	Bursary awards for transport are dependent on the bursary funds available each year. If a transport allowance is awarded, it is to go towards your return trip home at the end of the year the bursary applies.

Transport costs (local while at college)	Only for non-resident students' travel to college.
Field Research costs	This allowance is awarded on the recommendation of the Research Committee.
*School Fees for children	Set allowances are decided by the business department (Primary & High school only)
*School Uniforms	Set allowances decided by the business department (Primary & High school only)

* Family costs are awarded at the discretion of the Bursary Committee and priority is given to REACH-SA students.

3.2.4 How are bursaries paid?

Bursary money is credited to your GWC account or is paid directly to organisations or institutions, such as medical aid or school fees. Money that is paid directly to a student, such as a living allowance, is paid by the bursar into the bank account that you have nominated. If you have any queries or concerns regarding any bursary payments, you can make an appointment to see the Bursar.

3.2.5 Is a bursary for the duration of the programme?

Bursaries are awarded for a single academic year only. New applications must be made for each year of the programme.

3.2.6 When can I apply for a bursary?

Bursary applications open at the start of Second Semester (July) and close mid-August for current students, and mid-September for new students. These applications are for a bursary for the following year.

3.2.7 What is required of me as a bursary student?

Your bursary is contingent on your academic success. The Bursary Committee in consultation with the Faculty Board must be persuaded that you are likely to successfully complete your programme.

Apart from the academic requirement, by accepting a GWC Bursary, you commit yourself to the following:

- Executive Ambassador support (see [section 3.2.8](#))
- Bursary Work (see [section 3.2.9](#))

3.2.8 Executive Ambassador support

If you are a bursary student, you are required to assist the Executive Ambassador by:

1. writing the following letters to those contributing to their bursaries:
 - a letter of introduction (first year) or a letter of progress at the beginning of the year (second and third year).
 - a newsletter in Easter and July
 - a concluding letter for graduates indicating future plans and ministry progression.

2. meeting funders and complying with any special reporting requirements they might have; when these are required, they will be facilitated through the development department.
3. being willing to share your stories in the form of a ministry video, blog, or newsletter.
4. working with the Executive Ambassador in raising your support by, for example, providing names of contacts who may support you.

3.2.9 What is Bursary Work?

All GWC bursary students are required to serve the College for a set number of hours each week, wherever the College deems necessary, and with the principle of “giving back out of gratitude for what you have been given” in mind.

3.2.9.1 How many hours do I have to work?

A Bursary Student is required to work for three (3) hours a week for the College during term time, including exam periods, but excluding holidays. This means 21hrs (3hrsx7 weeks) for term 1&3, and 27hrs (3hrs x 9 weeks) for term 2&4. This is a total of 96hrs a year. Bursary work placements exist in various departments and are divided into specialised and general jobs. Specialised jobs require certain sets of skills and are therefore allocated to students who meet those requirements.

3.2.9.2 Who decides which job I am required to do?

The Assistant Registrar is responsible for the allocation of both Specialised and General Jobs. Specialised jobs will be allocated to 2nd year - PG students and, if the supervisor is satisfied with the student’s work, the job will be kept by the student throughout their time at the College. General jobs will be allocated at random, and in rotation each year.

3.2.9.3 How do I keep track of my worked hours?

Supervisors will monitor a student’s bursary work within their department. Students are required to complete and sign their termly timesheet which your supervisor will keep. These timesheets are monitored by the Registry department. Failure to complete your required hours may result in the students living allowance being withheld until the time sheet is up to date.

3.2.9.4 How do I excuse myself from my bursary work?

If you are unable to work your hours in any given week, it is your responsibility to plan with your supervisor to catch up the hours at another time. In extenuating circumstances, temporary relief from bursary work can be formally requested by the student from the Assistant Registrar. This may be requested based on ill-health, absence from the College, or that the student is struggling academically. This must be requested from the Assistant Registrar (not the supervisor) and is at the full discretion of the Assistant Registrar. This will also only be given for a limited period, also at the discretion of the Assistant Registrar.

3.2.9.5 What will happen if I fail to fulfil my bursary work commitment?

If you fail to fulfil your bursary work commitment, for reasons other than ill-health, absence from the College, or that the student is struggling academically, the following process will be followed. The Supervisor will meet with you to discuss the problem and agree on a solution. If this fails to resolve the problem, then you will receive a warning letter from Registry. If, after one (1) month of this letter being

received, you have not made any effort to rectify the problem, your living allowance will be withheld, starting from the 1st of the following calendar month, until you have caught up the outstanding hours.

3.3 Community Activities

3.3.1 Chapel, Fellowship Groups, and Community Events

Community worship and other fellowship activities are an integral part of community at GWC. There are many positive benefits. They express our unity in the body of Christ as we gather as his people, we are instructed and challenged by God's word, and are driven to prayer to express our various concerns. Very importantly, in our context, they remind us all that that the proper object of knowledge and learning is worship and we shall not be able to attain any true knowledge of God without worship. The following activities are compulsory for full-time undergraduate students:

- Chapels
- Community lunches
- Fellowship Groups
- Preaching Groups

Part-time students are welcome to attend where possible.

Postgraduate students are encouraged to participate where possible in the abovementioned community activities (cf. [section 2](#)).

3.3.2 Fellowship Groups

Fellowship groups are led by senior student leaders and each group will have their own unique ways of providing pastoral care. Chaplains are either full-time lecturers, part-time lecturers or people from the wider community with pastoral ministry experience. Fellowship Groups meet weekly on campus. Chaplains and student leaders are part of the support network offered to students

Fellowship Groups and their assigned chaplains are part of the systems in place that engender and encourage mutual care and encouragement between in our college community. Chaplains provide on-campus pastoral care for the student body. Student Fellowship Group Leaders and Assistant Leaders administer and manage the Fellowship Groups.

Chaplains serve for approximately four (4) hours per week in overseeing the pastoral needs of a Fellowship Group. Chaplains form part of the spiritual support and welfare structures for the students and they work alongside the Deans of Students to provide a safe and healthy learning environment. They guide and assist their Fellowship Group's Student Leader (and Assistant Leader if there is one) in administrating the group, but do not necessarily provide weekly input and teaching themselves. That aspect is normally undertaken by the Student Leader. Chaplains meet weekly with their groups as part of the regular timetable but also meet one-to-one with students. Chaplains prepare a short confidential report annually on each student which forms part of GWC's student wellness and academic support mechanisms.

Student Leaders serve up to three (3) hours per week in administering the Fellowship Group and leading each week's conversation. This leadership position is an opportunity to develop group management and pastoral skills. Student leaders have the freedom to direct and lead the group in a way that reflects the group members' interests, experiences and ministry plans. Assistant Leaders can serve either as a co-

leader or only to fill in when the Student Leader is absent due to ill-health. Leading a Fellowship Group as a Student Leader (not Assistant Leader) counts as Bursary Work.

3.3.3 Community Events

There are regular community events which provide opportunities for students and staff to build strong relationships. All members of the College community are encouraged to take advantage of the regular community events.

3.3.4 Chapel

We use the Anglican prayer book (South African version) for our chapel services. Students will have the opportunity to lead a service. They will be assessed by the preacher on the day and that assessment sheet can be added to the student's Ministry 3B Portfolio.

3.3.5 Participation of Female Students in Chapel and Preaching Classes

Given the diversity of our student body, and the various positions held within the worldwide church on the role of women within public worship, it is understandable that occasionally the issue of women's participation in various chapel activities and preaching classes may be raised. We understand that this can be a sensitive issue for men and women alike, as we all seek to be faithful to the Scripture's teaching on the ways that our God-given gendered nature is best expressed in our shared lives. GWC's position on the participation of women in college community activities is as follows:

1. We acknowledge the goodness of God's creation of humanity as male and female, and that we are not identical. God's purpose for human gender includes different roles in life, family, and church. Our relationships to each other should express our gender in a way that is faithful to God's purpose. This includes all aspects of gendered relationships, including human sexuality, marriage, procreation, family, and authority. Sometimes these differences are expressed by various cultures in different ways, and sometimes they are mandated by the teaching of Scripture to which all cultures are subject.
2. There are a range of views specifically concerning the role of women in the public worship of the church which are acceptable within this framework. As with all issues of contention, we must carefully listen to Scripture and then to each other, and each of us must be faithful to God's instruction to us.
3. Even so, GWC is not a church. While we share many aspects of a church community, we remain in our purpose and nature an educational institution. There are several key differences that are important for this question. One is the authority structures present within GWC, which are appropriate for a college, but do not align with Scripture's teaching concerning proper pastoral oversight of God's people. Another is the nature of the community, which is not open to anyone who responds to the gospel, but only to those who can show good reason why they should be here, and to provide student fees. This is one of the reasons why college chapel can never substitute for participation in a local church body, since it is not a church body.
4. The purpose of GWC, then, as an educational institution, is to train every student within the domain of expertise that we provide here. We will not discriminate between people based on gender, and neither is there a theological reason to. Even a very firm complementarian would acknowledge that women should be trained to teach the Scriptures and lead others in discipleship to fulfil Titus 2:3. Likewise, women should be experienced in leading public worship, prayers, singing, the reading of scripture, and preaching for the same reason. Even within a very firm complementarian framework, there are very many opportunities where women are called on to

fill these roles. To deny every student the chance to learn how to do these things would be to provide an educationally discriminatory curriculum, which would be to the detriment of all our churches.

5. Since GWC is a training institution, and not a church, this should not raise an issue of conscience for either men or women. A sermon preached in class is not the same thing as a sermon preached in a church since the lines of authority and purpose of occasion are different. We strongly urge anyone who believes that 1 Timothy or 1 Corinthians forbids a woman from preaching in a GWC classroom because this is a context where men are present, to consider that these Scriptures specifically pertain to the issue of doctrinal and pastoral authority, of which a student sermon as a class exercise has none. Likewise, no student should raise concerns of conscience that a woman should not lead in chapel. While our worship of God is genuine, chapel is still an educational opportunity. As such it is necessary for the good of the church, and agreeable to our purpose, that women participate fully in the community aspects of college.
6. Given the differences between the College and the local church described above, women are permitted to preach in Chapel at College.

In summary, GWC offers every student the same educational opportunities regardless of gender, and expects every student to participate in our full range of activities, regardless of gender. You are encouraged to speak with the Dean of Students or your chaplain if any issues of conscience should arise while you are at GWC, including the role of women within the theological college.

3.3.6 Special Events

From time to time there are special events that you must attend. Every year these include:

- The GWC Launch, which occurs before the Summer School.
- Matriculation, which occurs in Term 1.
- The Annual Graduation Service, which occurs in Term 1.
- Annual Lectures, which are ad-hoc.
- The Annual Commissioning Service, which marks the end of the academic year and which occurs in Term 4.

There may be other events in the calendar that apply to the whole student body or part of it. These might include academic conferences, REACH-SA's Selection Conference, or other gatherings. You should make every effort to attend these additional special events.

3.3.7 Women's and Student Wives Community

3.3.7.1 Fellowship Groups and other community groups

Spouses are welcome to attend a Fellowship Group (see more information in [section 3.3](#)). From time to time there might be a moms' support group or spouse Bible study group on campus. Contact the Dean of Women for more information.

3.3.7.2 Women's WhatsApp Group

Please contact the Dean of Women if you would like to be added to the GWC Women's WhatsApp Group—this is where some of the women keep in touch with events, care needs and prayer requests in the community. All women are welcomed and encouraged to be as much a part of the community as possible.

3.3.8 Study options for Student Spouses

The purpose of allowing spouses to study is to encourage couples to grow in their knowledge of the Lord together whilst at college and to be equipped together as they head towards Christian ministry. Therefore, spouses of students enrolled in a GWC programme are encouraged to engage in theological study at the College.

1. Spouses of students enrolled in a GWC programme of 3 years or more are encouraged and permitted to complete 120 credits-worth of modules (any credits beyond this will be charged at the current part-time course rate). Spouses of students enrolled in 1- or 2-year programmes can make special application to the Faculty Board to be allowed to benefit from this spousal study option.
2. Spouses should register for BTh1 modules (as there are no pre-requisite modules for these) but they can apply to the Faculty Board to register for modules in the BTh2 and BTh3 years.
3. Spouses can register for credit (including assignments and exams) or they can register to audit (excluding assignments and exams). International students who register for credit must have a visa which allows them to study.
4. Spouses who register for credit are required to pay registration fee (see Fees Schedule) but are not required to pay module fees.
5. Spouses who would like to study must complete a part-time application form, must submit a copy of their ID/passport and must attend a registration session (usually in the week of official registration in January or in the week before T3 starts).
6. Spouses can consult the lecture timetable and the GWC Prospectus to get an idea of which modules are available and at what time they are offered.

We trust this arrangement will bring encouragement and growth to families who are training for Christian ministry.

3.4 Practical Training and Student Ministry Position

Several modules will contain elements of practical training that you will need to undertake within the context of a local church. You are expected to be an active member of a local Christian congregation during your studies at the College. This does not necessarily mean becoming a formal member of a church in Cape Town, but it does mean that you should be engaged in weekly service and worship as part of a local church body. We strongly recommend that you honour your denominational commitments and that, where possible, you join a church that best represents your own Christian tradition.

In addition to attending at least one service per week, students should consider being involved in, at most, one other ministry, such as participation in a weekly Bible study, Friday night ministry to teenagers, Sunday ministry to children, etc. Your three years at theological college will pass very quickly and it is essential that you devote as much time as possible to careful theological study. You must resist the temptation to get overly-committed. As a general rule-of-thumb you should expect to spend, at most, 10 hours per week engaged in local church ministry. This includes the time you spend in preparation and travel.

On Canvas, under Student Resources, there is an explanation letter for your ministry supervisor. Please give this to them and ask them to sign the section that acknowledges this 10 hour/week restriction. You can return the signed form to the Deans of Students.

Students who hope to serve as Christian workers in REACH-SA are required by the denomination to fulfil additional requirements as part of their training. These are laid out by the student's bishop or the local area bishop.

If necessary, the College will assist you in finding a church in which you will be able to serve and learn.

The final module within the ministry department requires you to submit a portfolio in which, among other things, you will provide a summary of the ministry in which you engage while at college. The final compilation of the Ministry 3B portfolio will be easier to complete if you keep careful records of your ministry experiences.

3.5 Concurrent Registrations

GWC recognises that students may desire to complete multiple qualifications at the same time. For pedagogical and stewardship reasons, and in most cases, the Faculty Board will disallow concurrent registrations (where you are registered for 2 or more accredited qualifications, for degree purposes, at the same time). All students are required to declare and seek permission from the Faculty Board to be registered in another qualification whilst pursuing a qualification with the College. Declarations should be made during an application to the College, or prior to registering in another qualification if the student is already registered at GWC. Students are encouraged to consult the Dean of Students prior to lodging a declaration with the Faculty Board via the Registrar.

3.6 Employment

GWC recognises that students may need extra income through part-time or full-time employment. However, such employment may well jeopardise the student's studies. Students are therefore cautioned to consider carefully the impact on your studies and/or family life of taking up employment. In any event full-time students of the College are not permitted to engage in regular employment without permission of the Faculty Board. You would therefore need to apply to the Faculty Board, via the Dean of Men or Dean of Women before taking up such employment.

3.7 The Student Emergency Fund (SEF)

This is a fund designed to help students who are in a crisis that has financial implications. Students are the sole beneficiaries and sole contributors to the fund. The SRC administer the fund. Because of the size of the fund, it cannot fund general trips home, or assist in business or personal matters which students manage themselves. The fund exists to help in what are genuine emergencies which are beyond the control of the student in need. There is an application form which assists with transparency and record keeping. Contact the SRC if you are in need.

3.8 Accommodation

GWC has three types of accommodation for residential students: a men's residence, women's flatlets, and family flatlets. (See the campus map in [section 1.9](#)). The men's residences are Foord House and 41 Clevedon Rd, the flatlets are at 30 Beach Rd, Frankfort Mews, Rodlean Court, Bonray Court, and Mountain View.

3.8.1 Accommodation Policy

If you are living in college accommodation, you will be advised of the full Accommodation Policy (Policy 03) during registration, and required to sign acceptance of the policy prior to receiving a lease agreement. The following is a summary of the GWC accommodation policy.

3.8.2 Allocation of Accommodation

Housing is allocated by the College, and you should advise the Dean of Men, Dean of Women, or your Chaplain if you are not satisfied with your housing allocation.

Allocations of housing will take place in mid-November. If you are a continuing student, you must inform the Campus Department by start of Term 4 whether you will remain in residence the following year, and whether you would like to change the allocation of your accommodation.

Note that, where possible, we aim to give single third year students their own residence. You can apply for this in November. It is usual that single first and second year students share accommodation. We aim to allocate Postgraduate students to their own room if single, or to a flat for older or married students, however priority is given to continuing third years over new postgraduates.

Financial constraints, size of families, any disabilities, and student preferences are all considered during the allocation process. GWC aims to be as equitable as possible.

If there is insufficient accommodation available, then allocation is done in order of student acceptance date. Anyone applying for accommodation after the closing date will be placed on a waiting list. A bursary student will be allocated accommodation before a non-bursary student.

A detailed guidebook for living on campus is provided in the College Life book which is provided to all students on arrival at GWC. The College Life book is made available to students on the online resource platforms.

3.8.3 Laundry

Laundry machines are provided at the back of Foord House, 41 Clevedon Road, and at the back of the Frankfort Road properties (See the campus map in [section 1.9](#)). Please use only washing powder recommended by the machine manufacturer. (A list will be provided.)

Washing lines are provided. Please don't hang your washing out of windows.

3.8.4 Kitchen and Meals

Code of Conduct for Doc's Diner

1. Meal times

- Breakfast 07h00 to 08h00 (Weekdays)
08h00 to 09h00 (Weekends)
- Lunch 13h00 to 14h00
- Supper 17h00 to 17h30

2. Tea Time

- Tea shall be served daily from 10h45 – 11h15

3. Meal Booking Procedure

- Students are required to book their meals at least one day in advance by selecting either Option A or Option B through the Western Province Caterers WhatsApp group.
- Bookings must be completed by accessing the official link provided within the group.
- Failure to book a meal will result in no meal being provided.
- The kitchen staff shall not make bookings on behalf of students.

4. Notification of Absence

- Students must notify the kitchen in advance if they will be absent for lunch or supper.
- Packed suppers may be requested only before 16h00.
- Meals will not be retained beyond 17h30.
- Meals will only be kept aside if proper communication has been made.
- We strongly encourage students to attend lunch and participate in fellowship. Requests for meals to be kept aside should be avoided unless a valid reason has been communicated in advance.

5. Special Arrangements

- Lunch may be reserved for students returning late from Sunday church services.
- No exceptions shall be made for personal activities such as shopping, gym, or social engagements.
- Communication is mandatory; without it, meals will not be reserved.

6. Illness

- Takeaway meals may be arranged in cases of illness.

7. Use of Cutlery and Crockery

- Cutlery and crockery shall not be removed from Doc's Diner under any circumstances.

8. Kitchen and Dining Area Conduct

- Students are not permitted to enter the kitchen or stand behind the serving area, except in cases where authorization has been granted.
- Tables and chairs must be returned to their original positions after use.

9. Compliance

- All students are expected to respect and adhere to this Code of Conduct.
- Non-compliance may result in meals not being served.

10. Kitchen Equipment

- Under no circumstances may kitchen mops and brooms be used by students – this is for health and safety reasons.

11. Room Refuse

- Refuse from the rooms must be put in the outside bins and not in kitchen bins.

General

- If you are going to miss a meal, then please notify the Kitchen Manager.
- Single meals can be booked for visitors and paid at Reception.
- All residence students are automatically placed on the college's meal plan. The business model of the meal plan is balanced delicately, relying on the maximum number of students eating at Doc's Diner. If you need to be exempt from the meal plan, please note the following:
 - Submit a request for exemption via the Self-Catering Request form in the Announcements, along with a detailed certificate from a specialist physician, an allergy specialist or a gastroenterologist. Please be aware that diagnostic tests that a specialist physician, an allergy specialist or a gastroenterologist might need to perform may be quite expensive in South Africa and so you might consider getting these tests done in your home country if they are more affordable there.
 - If an exemption from the meal plan is granted, it is only granted for a 1-year period, after which you would need to re-apply. Applications need to be made by September each year. New documentation supporting your on-going dietary issues is required each year.
 - New exemptions will only be granted in Terms 2 and 3 of each academic year. Term 1 and 4 are considered 'frozen' residence terms where no new movement in the residences will take place.
 - A student can only be moved into a self-catering residence if there is space in the college's residences. If there is no self-catering unit available, then the student can elect to live off campus. Generally, bursary allowances do not cover living costs off campus.
 - Bursary awards for residence and meals are generally earmarked for the residence meal plan. Please refer to the bursary award regulations for clarity on whether you qualify to receive a living allowance for self-catering purposes.
 - You should fundraise if you anticipate that you have special dietary needs.
 - You should research local food prices before returning home to assist with your budgeting for the following academic term / year.
- One semester notice is required for any changes to the meal plan / self-catering residence arrangements.

3.8.5 General Accommodation Rules and Regulations

- Each student is responsible for the cleanliness of his / her room / flat.
- No posters to be hung up and no holes to be made in the walls.
- Any maintenance issues are to be logged via the online Helpdesk.
- Garbage is to be put into plastic bags and taken to the garbage bins outside the kitchen.
- Put items that can be recycled in the designated recycling areas.
- Furniture is provided by the College and must not be moved elsewhere without the knowledge of the Estates Manager.
- Conserve electricity and water where you can.
- Leave bathroom doors slightly ajar after use to avoid dampness.

- Certain units have prepaid electricity meters and it will be the student's responsibility to provide electricity.
- Noise is to be kept to a minimum at all times.
- Music should be kept low as not to disturb other students and turned off by 10pm in the evenings.
- No visitors of the opposite sex are allowed in your living space. Men are not allowed in residences (including residences, entire floors, flats and rooms) allocated to women, and no women are allowed in residences (including residences, entire floors, flats and rooms) allocated to men.
- No overnight visitors are allowed without college authorization.
- No alcohol is allowed in any of the residences.
- Please ensure that the use of the television in the common area does not disturb other students and is turned off when not in use.

3.8.6 Security

Muizenberg can be a great place to live even though the general area has some ongoing safety concerns. In recent years there have been a number of break ins to college property, so please do be aware of security considerations. Make sure that all external doors and gates are locked at all times, both in your residence and at the College itself. You will be issued with a Student Card that will grant you access to your college and (depending on where you live) residence. Please take care of it and notify administration immediately if you lose it or it goes missing.

3.9 Use of College I.T Resources & Facilities

3.9.1 Access to Canvas and your GWC Portal

Canvas is used for teaching and learning, including course content, assignments, quizzes, and communication with lecturers.

All official academic marks are viewable on the GWC Student Portal and Canvas.

You log in to either platform using the email address you registered with on the GWC Student Portal. The GWC Hub provides central access to college resources such as the library system, key student tools, and general college services.

During registration you will be able to see the I.T or Registry Department about your log-in information during the scheduled hours.

Final marks are released for Semester 1 on the first day of Term 3; and for Semester 2 on the day after the final Faculty Board meeting in early December.

Links

Canvas: <https://gwc.instructure.com>

GWC Student Portal: <https://gwc.nexsisportal.com/>

GWC Hub: <https://hub.gwc.ac.za>

3.9.2 Access to the GWC IT Resources & Facilities

You can use the email address you registered with to log-in to college I.T resources which includes Library computers, Library system, Google services, printing services and the wireless network (WiFi). To reset your password, simply visit the GWC hub and reset your password on any of the services.

You will be asked to sign an I.T. Policy Statement at registration which states that you have read the information and agree to the terms and conditions. A copy of the I.T. Policy Statement is included below as [Annexure A](#).

If you need any help with these facilities, please submit a ticket via our [Helpdesk](#) so that we can work on it for you.

3.9.2.1 Privileges and Purpose of Accessing GWC IT Resources & Facilities

Only currently registered GWC students authorised to do so may have access to College IT resources & facilities. You may not provide access to GWC's IT resources & facilities to any unauthorised person.

Efficient, responsible, appropriate, secure and careful operation of College IT resources is expected at all times. Excessive usage will be logged and your Internet usage may be suspended.

3.9.2.2 Prohibitions when Accessing GWC IT Resources & Facilities

- No hardware should be unplugged and removed from the computer lab including keyboards, mice, monitors and other cables.
- The use of any College IT resource & facilities to promote any business or enterprise is prohibited.
- No GWC facility or resource may be used for any illegal or morally ambiguous activity.
 - Viewing, storing, uploading, downloading, sharing or forwarding images, moving images, sound files, texts or recordings that are sexually explicit or sexually suggestive, racist, political, harassing, intimidating or defamatory, except where this is both legal and there is demonstrable academic need to access or distribute such content.
 - No gambling, immoral, political, illegal, pornographic, obscene, bigoted, or inappropriate material may be downloaded, uploaded, viewed, shared or distributed in any way.
- Use of digital GWC letterheads, designations, electronic signatures and digital branding may not be used for private communications or for private work.
- Cracking (hacking) in any form, including gaining or attempting to gain access to restricted resources either inside or outside of the College's network.
- Impersonating another user or another person is prohibited.
- Using another registered user's account is prohibited.
- Obtaining the access codes and/or passwords of another user is prohibited.
- Allowing any non-registered individuals access through one's account and password to the computers, Internet and email is prohibited.
- Software piracy, or other infringement of intellectual property rights in digital content is prohibited.
- Connecting a device to the College network without authorisation is prohibited.
- Students should not leave a computer unattended without logging off and so preventing someone else from using it.
- Children are not allowed access to computers and IT Resources (including internet and email).
- Use of college IT resources & facilities do not extend to use by family members of authorised Users.

3.9.2.3 Wireless (WiFi) Network Regulations

- Your Laptop/Notebook must be equipped with a wireless network adaptor in order to connect to the GWC wireless network. Wireless network reception may be vulnerable to transient dead spots from time to time.
- Students are not permitted to set up wireless networks on the GWC campus. A wireless network has significant impact on network security and operations. Only wireless access points or networks installed and operated by the IT Department are permitted.
- Students are permitted a maximum of three devices connected to the GWC wireless network. This will ensure fair usage and faster Internet speed.
- Devices permitted include Laptops/Notebooks, Tablets PCs, Mobile phones and Kindles.

3.9.3 Using IT in the classroom

Students are not permitted to use cell phones during lectures. There is a growing body of evidence that suggests the use of laptops or tablets to take notes has a deleterious effect on learning. While the College encourages you to take handwritten notes, there is not a default ban on laptop and tablet use in classes. The decision as to whether these devices are permitted is left to the discretion of each individual lecturer.

3.10 Use of Library

3.10.1 Library Facilities

GWC boasts an impressive and ever-growing collection of resources to assist your study. Currently we have over 60,000 volumes in our library, with more added every year. In addition, we maintain a collection of the most important journals for theological research. You will need to get to know the library and how to use it if you are to succeed in your studies, so get to know your librarian!

GWC's library has the following collections:

- The general collection accounts for most of the volumes in the library. You can borrow these books for extended periods of time (see below).
- The reserve collection contains volumes that we anticipate will be in high demand for the current semester's modules. You can use these within the library at any time, but you can only borrow them overnight. They must be picked up at the end of the day, and returned first thing the following morning.
- The reference collection contains material like dictionaries, encyclopaedias, atlases, and other general use material. You can't take these books out of the library.
- The journal collection is divided between paper and electronic media. Speak to your librarian about the best way to access journal articles.

3.10.2 Library Hours

The library opening hours are as follows:

During Term

Monday to Thursday:	08h30 to 20h00
(Closed during chapel, college lunch, and college events)	
Friday:	08h30 to 16h00
Saturday:	09h00 to 12h00
Sunday:	Closed
Public/college holidays:	Closed

Outside of Term

Monday to Friday:	08h00 to 14h00
Saturday to Sunday:	Closed
Public/college holidays:	Closed

3.10.3 Borrowing and Renewal

Undergraduate students may borrow 10 items from the general collection for 14 days. In addition, you may borrow 2 items from the reserve shelf on overnight loan only. Postgraduate students may borrow 15 items from the general collection for 30 days, and 4 items from the reserve shelf on overnight loan only.

Items may be borrowed in accordance with the lending policy and only on presentation of one's own card. Under no circumstances are books (or any other materials) to be removed from the library without checking them out according to set procedures. Items must be returned on or before the due date to library personnel at the circulation desk to avoid being fined.

You may renew an item from the general collection twice before the book must be returned. Renewals can be done by telephone or emailing the library staff.

You are responsible for any loss or damage to items checked out in your name. In the event of an item being lost, damaged, written or underlined in the user will pay for a replacement copy. Items must not be lent to others.

Fines will be levied per item per day (or any part thereof) on all overdue items at a rate of R10 for reserve items and R2 for items from the general collection. Lending privileges will be suspended if you have two or more overdue items or outstanding fines.

3.10.4 Library Cards


You will be provided an access card which is also your library card when you enrol at the College. Lost or stolen cards must be reported immediately. Lost cards may be replaced for a fee determined by the IT Manager and published in the fees schedule.

Library cards are issued to individual students and may only be used by the student to whom the card belongs. Students are not allowed to share library cards or take out books on behalf of others, as this can lead to confusion and the misplacement of books.


3.10.5 ATLA and JSTOR

You have unlimited access to the ATLA and JSTOR databases, which index journals and contain the full text of many ebooks and journal articles in electronic format. You will need to learn how to use these databases during your time at college. Information sheets are available from the library. You can access these resources if you are using the college network at:

ATLA Religion Database (via EBSCOhost)

 <https://research.ebsco.com>

A premier resource for theology, ministry, Church history, and religious studies.

 Login required using GWC student credentials.

JSTOR

 <https://www.jstor.org>

Access thousands of academic journal articles, books, and primary sources.

Log in with your GWC email for full-text access.

3.10.6 Library Regulations

- Do not eat or drink in the library. At all times refrain from eating food and drinking while reading a book or journal. Food particles falling into books attract bugs which can damage the book.
- Please handle library items with care. Do not mark any Library items by any means (pen, pencil, marker, highlighter, Tipp-Ex, folding of pages, mug rings etc.). If you notice that a book is marked or damaged in any way please draw the librarian's attention to the marking or damage.
- Out of respect for others who are studying please keep the noise levels down when in the library. The Library is not the place for committee or group meetings. Please switch off/silent/vibrate cell phones when in the study centre.
- Please do not leave books on the desks upstairs. Do not return books to the shelves. Place a book/journal taken from the shelf onto the metal trolley or on the circulation shelf at the desk. All Reserve items used in the Library must be returned to the Assistant at the Circulation desk.
- Please keep the Library clean, neat and tidy.

3.10.7 Library Guest Policy and Security

Library facilities may be shown to your family and friends by appointment or during standard library hours: Monday through Friday, 08:30-16:00.

For security purposes, students are required to be selective when hosting visitors. Only guests who are established family members or personal friends are permitted to tour the facilities. We discourage showing the library to strangers or people you have just met.

Please do not photocopy, print, and allow access to the computers, internet or any other Library facilities for someone who is not a currently registered GWC student (see [section 3.9.2](#)).

3.11 Students with Disabilities

3.11.1 Preamble

Please see GWC's Policy 13 for a fuller explanation of GWC's policy on supporting students with disabilities.

GWC recognises that disability can be seen as an imposition caused by failure to accommodate the needs of people with impairments. However, physical and/or mental impairments do impose limitations which may not be able to be overcome despite our best efforts. There are also limitations on the College's ability to accommodate people with impairments due to financial strictures. If you are an applicant with a disability, please take note of the following:

3.11.2 Admission of students with disabilities

Admission is non-discriminatory but considers the candidate's suitability, both for training and future ministry. Students are required to submit a medical certificate on application and to declare if you have any disabilities that will impact your ability to complete your programme. The College reserves the right

to call for additional medical or other examinations and reports. If you are considered suitable for entry to GWC, the College will take all reasonable steps to accommodate your documented special needs.

3.11.3 Facilities

GWC takes all reasonable steps to ensure that students with disabilities are not discriminated against in terms of access to classes, library, auditorium and accommodation, etc. This involves adaptations (where financially feasible) to existing buildings and inclusion in plans for new or renovated buildings, where warranted.

The College recognises that students with disabilities may need special and appropriate accommodations in the classroom to facilitate learning and assessment. At no times will such accommodations give any student an unfair advantage.

3.11.4 Teaching, Learning and Assessment

Wherever feasible, the College will make appropriate arrangements if you are unable to undergo teaching, learning or assessment in the usual way, provided always that no unfair advantage is achieved through this concession.

3.11.5 Integration into College Life

Every appropriate effort will be made to ensure that students with disabilities are fully integrated into the life and activities (including extra mural activities) of the College.

3.11.6 Orientation

Special attention will be given to the needs of students with disabilities during the College orientation and commencement period.

3.11.7 Confidentiality/Disclosure

Accommodation for students with disabilities cannot be made if a student chooses not to disclose his/her disability to the College. The usual rules of confidentiality apply and the College will not disclose any disability to others without the consent of the student. The College is required by law to report students' disability status to the National Learner Record's Database.

3.11.8 Responsibilities

All applicable college personnel are responsible for ensuring that accommodations are made. Should you experience any difficulties or problems please approach the Dean of Men and/or the Dean of Women who have special responsibility to address any issues or difficulties raised by students with disabilities and to take reasonable steps.

4 COMPLAINTS, GRIEVANCES AND STUDENT DISCIPLINE

4.1 Student Conduct

GWC upholds the following core values:

- **People matter.** As a Christian institution we place a high premium on personal relationships and we regard as of prime importance the family nature as well as the corporate dimension of all that we do.
- **Diligence.** All work undertaken by staff and students is to be done in conformity with the scriptural exhortation to do everything as unto the Lord.
- **The transformational power of Scripture.** All Scripture is God-breathed and when understood properly has the power to change men and women into the image of Christ.

Members of the College are subject to the disciplinary authority of the Board of Directors and of the Faculty Board. Students are expected to conform to the laws of God expressed in Holy Scripture or derived there from, and also with the laws of the country, insofar as these are compatible with the laws of God.

Students are expected to act as Christian persons towards other members of the College and to the general public, showing courtesy, consideration, helpfulness and honour to all, serving one another for the Lord's sake. Students are to conduct themselves in a way that is not detrimental to the good name of the College and/or the maintenance of order and discipline at the College or the proper performance of the work of the College.

Regular neglect of work, absence from classes without good reason, dishonesty when writing any test or examination, plagiarism, theft, damage and misuse of property, offensive or discriminatory behaviour, sexual activity outside of marriage, persistent use of pornography, and breaches of other policies e.g. accommodation, IT, social media, library etc, can, among others, be regarded as a violation of the regulations of student conduct.

When an incident occurs in which the regulations of the College have been transgressed, students can expect to be corrected and rebuked by their chaplain or members of the Faculty Board including the Deans of Students and Registrar. See Policy 08 for more details.

An academic transcript will not be issued if you have outstanding fees or an outstanding disciplinary case.

4.1.1 Dating and Male/Female Relationships

The College expects you to devote as much time as possible to your theological studies. Therefore, while new romantic relationships between men and women are not forbidden, they are not encouraged. Furthermore, as someone preparing for Christian ministry, you will not want to enter any such relationship in a frivolous or unthinking manner. Christian dating should ultimately have godly marriage as its goal.

In general, your relationship with others should be guided by Paul's exhortation to Timothy and the church in Ephesus: older men should be treated as fathers, younger men as brothers, older women as

mothers, and younger women as sisters— “with absolute purity” (1 Timothy 5.1-2). We know that different cultures understand appropriate male-female relationships in different ways. In a multi-cultural context such as the college, if you are in doubt as to the propriety of a certain behaviour or how such behaviour might be interpreted, it is always better to err on the side of caution.

4.1.2 Sexual Harassment

The College is bound by South African law. The South African Protection from Harassment Act of 2011 defines sexual harassment as “unwelcome sexual attention from a person who knows or ought reasonably to know that such attention is unwelcome” or “unwelcome explicit or implicit behaviour, suggestions, messages or remarks of a sexual nature that have the effect of offending, intimidating or humiliating.”

Sexual harassment could be verbal or physical, intentional or unintentional, explicit or implicit. It includes actions such as:

- Unwanted physical contact e.g.: grabbing, pinching, kissing, patting and caressing
- Deliberately intruding on a person’s personal space
- Staring or secretly watching a person for self-gratification or sexual stimulation
- Making a gesture, comment, joke, taunt or innuendo about a person in a sexual manner to them directly or about them in their presence
- Persistent and unwanted invitations and questions of a personal nature including inappropriate gifts
- Asking for sexual favours or activities in exchange for favourable treatment or rewards either in respect of the Recipient’s employment status or prospects, or in respect of a student’s status or advancement (quid pro quo harassment)
- Offensive communication of a sexually suggestive or explicit material via note, letter, telephone, computer, electronic-mail or any other means.
- Other illegal actions such as stalking, physical and sexual assault, indecent exposure and obscene communications.
- The use of social media in a manner designed to denigrate another person in a sexual manner

If you think that your behaviour towards someone else might in any way constitute “unwelcome attention,” **you should stop immediately.**

If you are in any doubt as to whether certain behaviour is acceptable or not, please contact your chaplain, the Dean of Men, or the Dean of Women immediately.

If you experience or witness sexual harassment you can lodge a Sexual Harassment Notification Form and hand in or email this to the Registrar. The notification form is available on Canvas. Once this happens, an investigation will commence which requires an outcome and communication to both parties. Further details are available in Policy 37.

4.2 Discipline

The Principal (or his delegate), as chief disciplinary officer (“CDO”) of the College, acts on behalf of the Council and the Faculty Board concerning the enforcement of discipline and reports to the Faculty Board and the Council in this regard.

4.2.1 Disciplinary Cases and Hearings

When an incident occurs in which the regulations of the College have been transgressed, a disciplinary case is brought before the CDO, the procedure is as follows:

1. The CDO will review the case and present it at a regular or special faculty meeting. At the meeting a decision will be taken as to whether the case requires a disciplinary hearing or only a notification and warning, i.e. a letter addressed to the party concerned setting out the situation and warning of consequences should the situation recur.
2. Where a disciplinary hearing is required, the offending party is to be notified by letter of the arranged hearing. The offending party will sign a copy of the notification as evidence of due notice to appear.
3. The disciplinary committee will normally consist of the CDO, Dean of Men, Dean of Women, Registrar, SRC Chairperson and a senior faculty member.
4. The offending party may request, for support, the representation of another registered student.
5. The disciplinary committee will hear the case in accordance with accepted hearing proceedings and, should it determine that an offence has been committed, decide on appropriate action.
 - a. The disciplinary hearing will be recorded or minuted and transcripts retained for no less than two years.
 - b. The allegations will be read out to the student and he/she will have the opportunity of admitting or denying each allegation.
 - c. If the allegation(s) are admitted then the chairperson will proceed directly to the question of the appropriate penalty to be applied and shall follow the procedure set out below.
 - d. During the disciplinary hearing the student shall be confronted with the relevant facts through the calling of witnesses and the submission of any relevant documents or other evidence.
 - e. The student shall at all times be given adequate opportunity to scrutinise the documents/evidence referred to above and to cross-examine the witnesses.
 - f. The student shall thereafter be given the opportunity to give evidence himself/herself to present documentation and call witnesses. The chairperson shall be entitled to question the student and their witnesses to clarify any aspect of the students' or the witnesses' evidence.
 - g. The chairperson conducting the disciplinary hearing may ask such questions, call such witnesses and call for such documentation as may in his/her opinion be required to place him/her in a position to properly deal with the matter in a fair way.
6. The disciplinary committee may deprive a student of the rights and privileges enjoyed by him/her as a student of the College, wholly or in part, either temporarily or permanently, and may deny him/her further admission as a student of the College, or make his/her continued admission dependent upon certain prerequisites. The purpose of discipline remains that of restoration to faith and good standing within the community of Christ.
7. Should a student be deprived of the rights and privileges she/he enjoys as a student, temporarily or permanently, or denied temporarily or permanently, continued admission as a student, the student concerned forfeits all claim to repayment, reduction or remittance of fees paid or payable to the College.

4.2.2 Right of Appeal

A party under discipline may appeal in writing, via the CDO, to the Board of Directors. The Board's decision will be final.

4.2.3 Academic Integrity

4.2.3.1 Introduction

GWC expects that all work undertaken by staff and students is to be done in conformity with the scriptural exhortation to do everything as unto the Lord. This expectation aligns with the internationally recognised core values related to academic integrity: honesty, trust, fairness, respect, responsibility, and courage (ICAI 2021).

In the light of these core values, GWC expects the highest standards of academic integrity from staff and students. The purpose of this policy is to promote academic integrity in GWC's academic programmes in line with these values and to provide a framework for dealing fairly and consistently with breaches of academic integrity.

The college's Policy 53 Academic Integrity sets the expectations and processes related to academic integrity and breaches of academic integrity. Since it is the most common breach of academic integrity encountered in the college, plagiarism is given special attention in the policy and in this Handbook.

4.2.3.2 Concepts

Plagiarism

The use of ideas, content, or structures without appropriately acknowledging the source in a setting where originality is expected, leading to unfair advantage (Tauginiené et al 2018, 35).

Academic Integrity

Compliance with ethical and professional principles, standards, practices and consistent system of values, that serves as guidance for making decisions and taking actions in education, research and scholarship (Tauginiené et al 2018, 7-8).

Breach of Academic Integrity (BAI)

A breach of academic integrity occurs when a person fails to comply with the principles, standards, practices, and values that undergird the academic integrity of the college. Such behaviour may be intentional or unintentional.

A breach of academic integrity involves any of the following:

- Plagiarism, falsification, or fabrication;
- Resubmission of your own work submitted previously for the same or another course, unless permission was granted by the course lecturer;
- Failing to uphold ethical conduct in research activities (see Policy 06 and 28);
- Using unauthorised materials in examinations, such as notes or computers;
- Improperly gaining access to an examination paper and using that knowledge in an examination;
- Arranging for another person to sit an examination in place of you;
- Illicit communication with another person during an examination;
- Submitting a falsified medical certificate.

4.2.3.3 Forms of Plagiarism

As defined above, plagiarism is “the use of ideas, content, or structures without appropriately acknowledging the source in a setting where originality is expected, leading to unfair advantage” (Tauginienė et al 2018, 35). Plagiarism can take many different forms, including but not limited to the following:

- Copying texts, without correct recognition of their sources;
- Copying parts or the whole of another student’s work;
- Copying from published sources;
- Copying lecture notes;
- Copying material which was obtained from the internet;
- Copying or using material generated by artificial intelligence software or websites without proper citation thereof;
- Loosely paraphrasing or summarising someone else’s work;
- Theft of ideas—this form occurs more often in works of art, but is also possible in academic or general writing;
- Working with others and submitting work that is not your own unless this is expected;
- Excluding the name of one or more people who collaborated on a project;
- Re-submitting or reusing your own ideas without proper citation or acknowledgement.

GWC provides guidelines regarding the use of generative artificial intelligence tools in teaching and learning. These guidelines are posted on the online resource platforms. You should familiarise yourself with these.

4.2.3.4 Sanctions

Breach of academic integrity is considered serious within the college community. Consequences for plagiarism may include but are not limited to:

- A formal written warning (issued by the Academic Dean);
- Failure of the assignment/exam;
- Failure of the course for which the work was produced;
- Suspension or expulsion from the institution.

Cases of plagiarism and any concomitant sanctions will be dealt with in accordance with the procedures described below. Academic integrity training should be recommended as part of the sanctions, where applicable.

4.2.3.5 Case Procedures

4.2.3.5.1 Plagiarism

When a case of suspected breach of academic integrity or plagiarism arises, the following steps should be followed:

1. The lecturer (in consultation with the course moderator where applicable) should stop marking the assignment, collect evidence, and investigate the incident.
2. The lecturer should request the student’s history of academic misconduct/plagiarism from the Registrar to aid the investigation.
3. The lecturer should discuss the suspected case with the student.

4. If plagiarism is likely, the lecturer should submit a breach of academic integrity form which will trigger a notification to Registry and the Academic Dean.
5. The Academic Dean will investigate the accusation.
6. If the Academic Dean agrees that a breach of academic integrity has taken place or if the student has already admitted to such a breach, the Academic Dean will determine the sanction for the breach using the tariff calculator. In some cases, the Academic Dean may wish to consult with the Faculty Board to determine the sanction.
7. The Academic Dean will discuss the incident, including any sanctions, with the student.
8. If the student accepts the accusation and the sanctions, they should complete the admission of plagiarism form and the sanctions should be applied.
9. If a student chooses to appeal either the Academic Dean's conclusion about plagiarism or the suggested sanctions, the Academic Dean will trigger a disciplinary hearing as per Policy 8.
10. If a breach of academic integrity is not confirmed following step 3, 5, or 9, the lecturer must be informed that he or she should continue marking the assignment without prejudice.

4.2.3.5.2 Examinations

In order to minimise the risk of academic integrity breaches in examinations, examinations at the college are organised and managed by the Academic Administration Officer according to the procedures laid out in the following documents:

- a. Exam Invigilation Guidelines
- b. Guidelines for Examinations at GWC

The Academic Administration Officer is required to report any breach in security or integrity during examinations to the Academic Dean.

4.2.3.5.3 Roles and Responsibilities

Students	It is the responsibility of students to provide constructive input into the academic integrity culture at the college and to understand what constitutes plagiarism and to ensure that all work submitted for assessment is their own and properly cited. Students are required to sign a declaration of plagiarism with each assessment submitted for marking.
Lecturers	It is the responsibility of lecturers to promote and model academic integrity in the college and to educate students on what constitutes plagiarism and to take appropriate action when plagiarism is suspected. Lectures should check that all assessments submitted have the plagiarism declaration attached.
Registrar	The Registrar will provide this policy and related procedure documents to lecturers who identify plagiarism in an assessment. The Registrar will provide a summary of plagiarism incidents to the Faculty Board at the end of each Semester.
Academic Dean	The Academic Dean will exercise oversight over and quality assurance of plagiarism prevention and detection activities and procedures. The Academic Dean will provide training for teaching staff to equip teaching staff to educate their students on plagiarism and to equip staff to identify and deal with plagiarism appropriately.
Dean of Students	The Deans of Students should provide academic integrity training for students during the extra curricula programme when required.

The Faculty Board oversees the effectiveness of the academic integrity policy, procedures and the fairness of penalties applied.

Students can request a copy of the full Policy 53 Academic Integrity policy from the Registry.

4.3 Complaints and Grievances

It is inevitable in a close community that from time to time someone will be upset by something said or done by another. On the one hand, Christians need to cultivate a non-judgmental spirit that is slow to take offence. On the other hand, Christians must be aware of the sensibilities of others and avoid giving cause for offence (Romans 14:13). The Bible also instructs us “not to let the sun go down on our anger”, meaning that we do not store up a grievance, but seek to be reconciled as quickly as we can (Ephesians 4:26). Jesus commands us to settle our grievances with fellow Christians first by speaking privately to the person directly. Your approach does not need to be an accusation; it could be as simple as “I felt hurt when you said such and such.” This is especially important with cultural matters where offence is often unintentional. Pray that God will make your personal approach effective. Do not try to force an apology; give the person time to reflect and pray about the matter.

At times you may feel that you are unable to approach the offending party directly. This can occur in situations of power imbalance or perceived vulnerability (such as between a lecturer and student, or a man and woman). In this case you may bring your concern directly to the relevant person as outlined below.

4.3.1 Non-Academic Complaints

The student may discuss the complaint with the Dean of Students or Registrar. The person receiving the complaint must:

- Give the student a chance to tell him/her freely and privately about their problem;
- Listen to the student’s complaint and try to identify the issues raised;
- Respond to the student about the complaint as quickly as possible;
 - This may be advice to speak to the person who has offended them seeking reconciliation in the context of a pastoral relationship.
 - This may be advice to move immediately to a formal grievance procedure due to the serious nature of the complaint.
 - If any misconduct relating to sexual harassment is disclosed, the student must be advised to follow Policy #37.
- The person who receives the complaint must write down what happened in the meeting/discussion, as well as what decisions have been taken. A copy of this record should be given to the student and be kept on record.
- The student should be encouraged to write down their complaint as well when possible.
- The Dean must give the student who lodged the complaint a written decision. The Dean must also submit a report to the Principal detailing the nature of the complaint and the action taken or counsel given.
 - If misconduct is discovered then the matter will be handled in terms of the disciplinary procedures which may include a disciplinary hearing.
- The Dean or Registrar must tell the student who lodged the complaint that they have a right to get help from a fellow student i.e. the Student Representative Council. It may involve anything from a discussion between the parties to a formal enquiry.

- All people involved will be given a chance to tell their version of the story and may call suitable witnesses.
- The complaint will be handled in a timely manner (3 days), with fairness and all decisions or actions taken will be recorded in writing.
- If any of these are the subject of the complaint, or there is a conflict of interest, the student may lodge their complaint with the Principal and/or the Principal will appoint an appropriate person to hear the complaint.
- If the student is not satisfied with the decision made by the Dean or Registrar, they may lodge a grievance with the Vice Principal.
- If the complaint was anonymous, and the Dean or Registrar is unable to directly respond to the student concerned, the Dean or Registrar must ensure to communicate the decision on the matter effectively and with the necessary consideration and sensitivity.

4.3.2 Academic Complaints

A student may lodge a complaint against any academic decision regarding their studies at college. The college handbook and module study guides have specific procedures students should follow to lodge their complaint.

1. The first step should be to speak to your lecturer about the situation.
2. Follow the Student Handbook procedures below for the following situations:
 - apply to rework a failed assignment ([section 2.6.4.4](#))
 - apply for a remark for an exam ([section 2.6.4.5](#))
 - appeal about language streaming placement ([section 2.7.2.2](#))
 - appeal result of an Issues Paper or Dissertation mark or marking process ([section 2.8.7.4](#))
 - appeal plagiarism charge ([section 4.2.3.5](#))
3. All other complaints should be lodged with a written explanation to the Academic Dean or Director of Research for postgraduate students.
4. The Academic Dean or Director of Research will respond in writing in a fair and timely manner with their decision. They may consult with the Faculty Board and other Board Subcommittees.
 - a. A decision may lead to a disciplinary hearing which will follow Policy #08
 - b. A student has the right to appeal this decision and should do so through the Grievance Procedure (see section below)

4.4 Grievances

If the student is not satisfied with the decision about their non-academic or their academic formal complaint, the student may lodge a written grievance with the Vice Principal. The Vice-Principal may consult with the Faculty Board and/or the Principal who is the Chief Disciplinary Officer.

- The student should specify in writing the nature of the grievance, why it is considered a grievance or cause for dissatisfaction, and any relevant detail or supporting evidence.
- Once the Vice Principal has received the written grievance, or has been informed about the grievance in another suitable way, they must reply within 3 days outlining steps to
 - resolve the grievance,

- or advise of an impending investigation (which may lead to a disciplinary hearing following Policy #08)
 - or dismissal of the grievance and why,
 - or whatever plan of action best fits the case.
- The student may appeal this decision. Such an appeal must be made in writing to the Board of Directors through the Secretary of the Board of Directors.
- If the student has no written reply to their grievance within three working days they may approach the person with whom they lodged the grievance to enquire when they may expect a reply.
- If the student perceives that their grievance is not receiving satisfactory or timeous attention they may approach the person with whom they lodged the grievance and enquire as to the delay or lack of satisfactory action.

4.5 Document Review History

Table of Changes for Student Handbook Versions

Version	Date	Changes
25 Version 2	5 December 2024	<ul style="list-style-type: none"> • Section 2.1.6: as per TALC minutes from 5 September, Ministry 3B was added as a requirement to achieve the BTh. • Section 2.5.7: Failing modules and cancellation of registration. • Section 2.9: added policy regarding final averages on academic transcripts. • Section 2.10.1: the Registrar will notify the student body when a student withdraws. • Section 2.10.2: NEW section added on Withdrawals: Student Pregnancy • Section 3.7.5: Residence visiting rules updated. • Section 3.9.2: Updated library hours
26 Version 1	4 December 2025	<ul style="list-style-type: none"> • Section 2.1.1 Added Section on Matriculation at GWC-formatting needs attention • Section 2.1.2 Added Section on Graduation at GWC-formatting needs attention • Edited section 2.1.3 Mode of Instruction to refer students to programme sections • Section 2.1.7 PG Dip H.T.E. added • All references to Friday Forums removed and replaced with 'community events'. • Added a "Mode of Learning" section under each programme listed in the Student Handbook • Section 2.1.8: Aligned this section with Policy 18 v. 5 (2025). Language selection criteria need clarifying. • Section 2.7.5. Late submissions for dissertations may attract penalties. • Section 2.10.2: updated to include reporting requirements to donors. • Section 3.5. Added: students are required to declare and seek permission for concurrent registrations. • Section 4.2.3. The offending party may request the support of another registered student (not limited to the SRC); removed "complainant" from those who are allowed to question the offending party during the hearing.

Version	Date	Author(s)/Reviser(s)	Approved by	Date
2022.2	28/01/2022	L Jampies	J More	01/02/2022
2023.1.1	20/02/2023	L Jampies N Lovell D Lovell	Faculty Board	20/04/2023
2024.2	31/01/2024	L Jampies D Lovell A du Plessis	Faculty Board	02/2024
2025.2	5/12/2024	L Jampies	Faculty Board	12/2024
2026.1	4/12/2025	L Jampies Faye Martin	Faculty Board	12/2025

4.6 Annexure A

AGREEMENT ON THE USE OF COLLEGE INFORMATION TECHNOLOGY (IT) FACILITIES

1. INSTRUCTIONS AND REMARKS

- 1.1 Students, staff and faculty members are required to read, understand, agree and comply with the policy conditions set out below. These conditions are an abbreviation of the full IT Policy and is available at the Library circulation desk, the Business Manager's office and the knowledge base section on the Helpdesk (<https://helpdesk.gwc.ac.za>).
- 1.2 Please sign and return the abbreviated policy to the IT Manager by way of acceptance. Access to IT resources will be granted on receipt of this signed document.
- 1.3 The College reserves the right to prohibit a user from internet access should usage be considered abusive, irresponsible or excessive.
- 1.4 The College reserves the right to log all Network traffic.

2. PRIVILEGES AND PURPOSE OF ACCESS

- 2.1 Use of any College IT resource is a privilege, not a right.
- 2.2 Only currently registered students may have access to the College I.T resources, computers and Internet.
- 2.3 Students may only use the IT resources that they are authorised to use and that are specifically allocated to them personally or are allocated for general usage.
- 2.4 Efficient, responsible, appropriate, secure and careful operation of College I.T resources is expected at all times. Excessive usage will be monitored and Internet usage suspended for two weeks should the policy conditions be breached.
- 2.5 Access to the College IT resources by students is primarily for the facilitation of the educational purposes. Resource usage should be limited to such purposes.

3. PROHIBITIONS WHEN ACCESSING THE GWC IT RESOURCES

- 3.1 Hardware (keyboards, mice, monitors, cables etc.) may not be unplugged and removed from the computer lab.
- 3.2 The use of any College IT resource to promote any private business or enterprise is prohibited.
- 3.3 No IT facility or resource may be used for any illegal or morally ambiguous activity.

- **Viewing, storing, uploading, downloading, sharing or forwarding images, moving images, sound files, texts or recordings that are sexually explicit or sexually suggestive, racist, political, harassing, intimidating or defamatory, except where this is both legal and there is demonstrable academic need to access or distribute such content.**
 - **No gambling, immoral, political, illegal, pornographic, obscene, bigoted, or inappropriate material may be downloaded, uploaded, viewed, shared or distributed in any way.**
- 3.4 Use of College letterhead; or any GWC designation including a GWC designation in an electronic signature for private communications or for private work is prohibited (even if such private work has been approved).
- 3.5 Cracking (hacking) in any form, including gaining or attempting to gain access to restricted resources either inside or outside of the College's network.
- 3.6 Impersonating another User or another person is prohibited.
- 3.7 Using another registered User's account is prohibited.
- 3.8 Obtaining access codes and/or passwords of another User is prohibited.
- 3.9 Allowing any non-registered individuals (except one's spouse) access through one's account and password to the computers, Internet and email is prohibited.
- 3.10 Software piracy or other infringement of intellectual property rights in digital content is prohibited.
- 3.11 Connecting a device to the College network without authorisation is prohibited.
- 3.12 Children are not allowed access to computers and IT Resources (including internet and email).
- 3.13 Use of College IT resources do not extend to family members of authorised Users.

4. GWC WIRELESS NETWORK REGULATIONS

- 4.1 Laptops/Notebooks must be equipped with a wireless network adaptor in order to connect to the College wireless network.
- 4.2 Wireless network reception, similar to cellular phone coverage, may be vulnerable to transient dead spots from time to time. Coverage areas of the College Campus wireless network include: Morris House, Library, Faculty Building, Foord House, Mountain View, Hope Centre, Clevedon Res, Frankfurt Mews, Bonray Court and Rodlean Court.
- 4.3 Users are not permitted to set up their own wireless networks on the College campus. A wireless network has significant impact on network security and operations. Only wireless access points or networks installed and operated by the IT department is permitted.
- 4.4 Users will be allowed only three WIFI capable devices connected to the GWC wireless network.

- 4.5 This will ensure fair usage and faster Internet speed. (Devices permitted include laptops/notebooks, tablets, PCs and kindles)
- 4.6 WiFi capable devices must be registered before accessing the network. You must register the device hardware address of the device to your student account.

5. COPYRIGHT INFRINGEMENT

Context

- 5.1 Downloading and sharing copyrighted music, movies, TV series and software is known to happen at the College. This constitutes a serious breach of copyright law and poses a threat to the reputation of the College. More importantly this is contrary to Biblical conduct and contravenes the core values of GWC.

The College takes these infringements very seriously and disciplinary action will be taken against anyone found guilty of copyright infringement. All disciplinary action will be conducted in terms of the GWC disciplinary polices and, if applicable, the Student General Regulations of 2016.

- 5.2 The College prohibits the use of its network resources to conduct inappropriate and/or illegal activity.
- 5.3 Anyone found guilty of copyright infringement could face civil charges in their personal capacity that is outside the GWC jurisdiction.
- 5.4 Distribution or uploading of copyright material can also lead to fines and/or federal prosecution according to SA law.

After signing, please hand the signed document to the IT Manager

I, _____
(Please print first names and surname)

Student number

do hereby confirm that I have read, understood, agree and submit to the privileges and prohibitions of the GWC IT resources outlined above.

User Signature: _____

Date: _____

Place: _____