

Glad Tidings
Bible College

Student Handbook
2021-2023

To Discern

To Serve

To be Empowered

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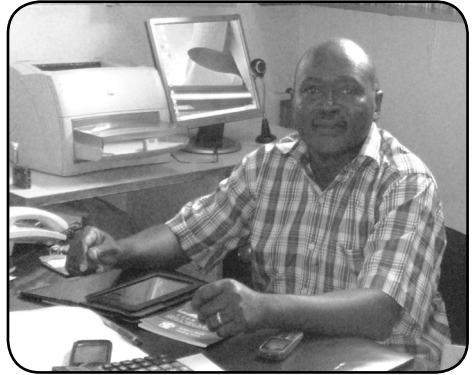
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INTRODUCTION

FROM THE PRINCIPAL

The days we are living in are so challenging; as people endeavor to increase in knowledge in the different fields of study, the words of Paul make a very big impact in my mind: *“that I may know him and the power of his resurrection...”*

(Phil. 3:10)



Here at Glad Tidings we are thrilled to be part of Paul’s cry; that we may know him as even exemplified in our philosophy – To Discern, To Serve and To be Empowered.

We are committed to prepare God’s people for works of service, that as servant leaders, they grow into the Master’s likeness. Glad Tidings Bible College (GTBC) will avail you with the opportunity of developing the skills needed for effective ministry in this generation.

You will interact with students and lecturers of different giftings and nationalities to enrich your ministry and calling.

In case you feel God’s leading into any of our programmes, contact us and we will be there for you.

Rev. Jackson Ntulume-Kyeswa
Principal

WELCOME TO GLAD TIDINGS BIBLE COLLEGE

Glad Tidings Bible College started in the early part of the 1960's. The missionaries of The Gospel Mission to Uganda had recently arrived in Uganda and found themselves in the midst of a revival. They were in awe with the number of people turning to Christ and decided to start a short-term training program to raise up ministers for this growing work.

Today, the school continues in spite of the years of war and uncertainty Uganda has faced. The focus of the school has not changed from its original concept of training ministers. But the methods and facilities used have been greatly added to over the years. The school now finds itself in the center of Kampala and draws students from all over the Great Lakes region.

The name 'Glad Tidings Bible College' reflects the ultimate purpose of the school. We are called to be a center that sends out those carrying the message of the 'Good News.'

"How lovely on the mountain are the feet of Him who brings 'Glad Tidings'" (Isaiah 52:7).

Our purpose is to serve this generation of ministers whom God has called to proclaim the gospel. We desire to give them the best possible training and mentoring so that they are well equipped for God's purposes. As you consider God's calling on your life we invite you to study the following prospectus and see if Glad Tidings might be just the place for you.

OUR PHILOSOPHY

We feel that God has given us a very clear vision on how to equip men and women for the ministry. This vision has been born through over 50 years of experience in training East African Leaders. This vision was further clarified by the former principal and now has become the standard by which we measure every activity in the college. The philosophy is presented as follows:

- To Discern
- To Serve
- To Be Empowered

a) To Discern

This relates to the academic program of the school. All courses in the school are comprehensive in their content and are taught by well-qualified teachers. The Academic Dean oversees all aspects of this program to ensure that a high standard is maintained.

Our purpose in the academic program is to disciple students in the skills of digesting and then applying the material they receive. Course notes are designed in such a way that students are given constant review exercises, research projects and application assignments. This process of learning teaches students how to discern God's word for godly leadership.

b) To Serve

This relates primarily to the leadership development program in the school. We believe that leaders are both made and born. Therefore, we give equal time in the school program for both leadership training and academic studies. This is overseen by the Dean of Students.

A holistic approach is taken to student development in this program. Through the process of mentoring, the students learn interpersonal skill, self-development skills, character development, time management and other such skills. The hope of the school is that by the time the students graduate they will have understood what it means to be a servant leader.

c) To Be Empowered

We believe that the doctrines and creeds of Christianity cannot be only studied but must also be actively experienced. This is most definitely true for the person of the Holy Spirit. Students experience the reality of the Holy Spirit in the chapels, through times of prayer and fasting and by participating in ministry.

MISSION STATEMENT

The Mission of GTBC is to prepare godly Born Again leaders for Ministry in the dynamic context of the African church, with a Pentecostal emphasis. The College equips them to make disciples of all nations, and offers an environment conducive to studying the Bible and ministry - related subjects. It provides an atmosphere which fosters spiritual maturity, with a focus on service to God, the Church and Society.

GOALS AND OBJECTIVES OF GTBC

- a) To provide Certificate, Diploma and University level instruction for Christian faith and practice.
- b) To prepare for the Churches of East Africa, mature and committed ministerial leaders to serve with competence in various ministries of the Church.
- c) To equip students for Christian service in positions of leadership and activity in various Christian ministries.
- d) To develop and transmit knowledge and skills through research and training at College and University level. Specifically, GTBC

desires to develop in each student;

- i) A vibrant, growing relationship with God.
- ii) A sound evangelical theological foundation, based on understanding of the historical background and context of the Bible, proper methodology of Biblical interpretation and sensibility to the Holy Spirit.
- iii) An intelligent commitment to sacrificially serve God and the church according to the gifts God has given.

STATEMENT OF FAITH

The following are the general tenets of faith held by the college:

1. The scriptures are the inspired words of God and the infallible and authoritative rule for Christian faith and conduct.
2. There is one God, eternally existent in three persons; God the Father, God the Son and God the Holy Spirit.
3. Jesus Christ is God the Son. He was before His incarnation and further evidenced it to be so through His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of the Father and His personal future return to this earth in power and glory.
4. Mankind fell from his sinless state incurring both physical and spiritual death. The only means for his salvation is through repentance and faith in the Lord Jesus Christ.
5. Salvation is evidenced by the direct witness of the Spirit and an outward evidence of a life of righteousness and holiness.
6. The baptism of the Holy Spirit is a subsequent experience promised by Christ. It is a distinct experience from the indwelling of the Holy Spirit.

7. The redemptive work of Christ on the cross provides for healing in the human body and deliverance from bondage in answer to believing prayers.

8. The resurrection of the dead will take place at the end of the age with eternal death for those found without Christ and eternal life for those found with Christ.

ACCREDITATION AND OVERSIGHT

- * GTBC is registered by the registrar of companies.
- * GTBC is registered with National Council of Higher Education as a private-other tertiary institution.
- * GTBC is administered and sponsored by a Board of Directors.

LOCATION AND FACILITIES

The college is located within a 10-minute drive from the city center. It is ideally located on Makerere Hill Road (Wandegeya-Nakulabye) Road opposite Makerere University sports ground, enabling students to benefit from the facilities and programs of this renowned institution.

The college presently has two storied building blocks with student residences, classes, offices, a library, computer lab, kitchen, and food store. The compound is shared by Makerere Full Gospel Church, whose facility is also enjoyed by the college. The school library presently contains over 8,000 books.

DESCRIPTIONS OF METHODS OF STUDY

Glad Tidings Bible College offers numerous ways to obtain your award.

A. Regular School Courses

Courses are taught from 8am-1pm; and 5:30 - 7:30 or 8:30pm during working week nights. Most courses taught in the evening are two credit courses. Students can do one course or may attend a different course each night of the week and end up doing 5 courses.

B. Bite Sized Courses

Bite-sized courses are 1 or 2 weeks long courses especially designed for the pastor and other church workers. They are taught in the morning hours. Usually two courses are taught from 8-10am and 10:30 - 12:30 noon every day. Overseas lecturers usually teach these intensive courses. They are especially beneficial to busy people who cannot afford to spend long duration's in college.

C. Six Week Courses and 10 week courses

These courses are considered the standard courses for the school. Each course is taught in the morning hours of the week. They are either 5 hours in length or 3 hours each week depending on whether the course is a six or ten-week course. These courses are usually the required courses of the school.

D. Seminars

From time to time GTBC holds weeklong seminars. These are conducted by visiting lecturers and are usually 4-6 hours in length each day for a week. Where applicable exams may be conducted at the end and they may include assignments. There is no set schedule as to when such seminars will take place.

E. Self-study Courses/ Online

There are a number of courses that students can do online by correspondence. These courses are creditable to the program. Students use textbooks and study guides to assist them alongside online learning. Exams are held on the college campus but all course work is done at home.

F. Modular- Full time

This program runs for three to four weeks during the regular school term holiday calendar. During this time, students cover two to four courses and take other courses as independent study material.

AWARDS

Each award can progressively lead on to other awards. The workload increases from one award to another due to increased number of required courses.

A. Certificate in Christian Ministry

The Certificate in Christian Ministry is an entry-level program for full time students.

- There are 60 credits required for this award.

B. Diploma in Christian Ministry

This award is particularly useful for both full time and part time students who have gained an interest in the school and would like to have a comprehensive award.

- There are 80 credits required for this award

C. Diploma in Bible and Theology with Education.

The Diploma in Bible and Theology with Education is the core program of GTBC.

- Students may do the Diploma as either a residential or non-residential student.
- There are 96 credits required for this award.

SCHOOL RULES AND REGULATIONS

In joining Glad Tidings Bible College, students must realize that they are being trained for ministry. As they enter the college, they should expect that Biblical standards will be applied to their behavior.

This standard is applied to student's speech, attitudes, dressing, habits and relationships. The school will be under no obligation to continue training for any student whose behavior is considered inappropriate for the ministry. The school retains full powers to accept, discipline, suspend and dismiss the students by following the normal procedures for either entry or exit.

The following rules are a guide to expected behavior.

BEGINNING AND END OF TERMS

1. Students are expected to have arrived for the first chapel, which is usually held on Tuesday at 9:00 am. Class attendance begins immediately; so late students are automatically marked as absent.
2. At the close of school, students are expected to participate in cleaning and arranging the school for their departure. The dorm representatives, the chairman and the custodian oversee this.
3. No student should stay on campus after closing the term without permission from the Dean of Students.

ATTENDANCE

1. All Full-Time Students are required to be in class at all scheduled hours. This includes chapel. Absences will not be counted against a student's grade unless it exceeds 20% of class sessions. Excessive absence will result in being dropped from the course and permission will not be granted to sit the final exam. The class representative will record class attendance.
2. Students are not to be late. Arrival after 15 minutes of class beginning will result in a tardy mark; three tardy marks will result in an absence.
3. Students must have teacher's permission to leave class. If a student is absent too long, he/she will be marked as such.
4. Visitors for students should wait until classes are on break.
5. There is to be no use of mobile phones in class.

HOUSING

The school wants to maintain a high level of cleanliness.

1. Every day, before attending classes, students are to ensure the rooms are clean, beds are tidy and a general atmosphere of cleanliness prevails. The Dean of Students or Student body chairman will, from time to time, inspect dormitories to see that:
 - floors have been mopped
 - window ledges and other ledges are dusted
 - personal belongings have been put in order
 - beds have been made
 - walls are clean
 - the compound is smart
2. If the Dean of Students determines that the dorm is not clean enough, then the dorm captain will be held accountable.

3. No visitors are allowed to stay in the dorms. Express written permission must be obtained from the Dean of students only.
4. Washing of clothes should be done in the lower area and clothes are to be dried on the lines provided. Bathing is to be done only in the bathroom block.
5. The head of each dorm shall be its representative and will be concerned with all issues pertaining to it.
6. Because of the limited space, students are not allowed to store excessive baggage in the dormitory.

HOURS OF ACTIVITIES

1. Activities placed on the timetable are required activities. It is the student's duty to be available for these activities.
2. Monday to Friday, the study rooms close at 10:30 p.m. and lights are off in all the dorms by 11:00 p.m. On the weekends, the lights are off in the dorms by 11:00 p.m. but the study rooms are open through the night.
3. Students who wish to pray in the night must be sensitive to the peace of fellow students and the entire community. Makerere Full Gospel Church is open at specific times for all who wish to pray. Students can, therefore, utilize this opportunity.

FOOD

1. The food is distributed at the time tabled hours. Students are required to collect their food at the appointed time. Food is not to be kept for students who are not able to collect it themselves (unless they are sick). Food service will be notified by the ringing of the bell.

2. Food is not to be collected for visitors; it is only for the college students and staff.
3. Students may be required to present their meal cards prior to receiving food.
4. Food is not to be eaten, stored or cooked in the dormitories.
5. All students are expected to eat food served by the school.

There will be no room for students who demand for a special diet. It will be the responsibility of any such student who wishes to have a different meal to devise a way out without incurring any cost to the school.

6. The kitchen is under the authority of the cook with the assistant food minister. All measurements of food given out, all rosters for kitchen duty and all responsibilities for cleaning the dining hall is the responsibility of the food minister.
7. All students should be ready to assist when called upon and avoid excuses to or arguments with their student leaders.

STUDENT MOVEMENT

1. When leaving the compound, make sure you carry your student Identity card with you. Replacement of the lost card will cost you some amount of money as will be determined by the Administration.
2. If you are traveling beyond Kampala district, you must receive express permission from the Dean of Students.

3. All students must be on campus by 8:00 p.m. during the week, and 8:30 p.m. on Sunday night. Students are not allowed to stay away at night unless specific permission has been granted.
4. If a student will be away from campus in a regular schedule, then it necessitates applying for a term pass. This is issued on a term basis from the Dean of Students, and it covers specific days you will be off campus (i.e. church internship, off campus students, married students etc...)
5. Students are generally not given permission to return to their villages once term begins. The school authority may grant an exception if it deems the reason valid.
6. In the case of the administration not being available, students can receive permission for travel through the student body chairman.
7. International students are advised to secure their visas/ student pass from the Migration Department– Ministry of Internal Affairs.

CONDUCT

1. Preferring your brethren and walking in love is the guideline for all conduct. Students are expected to behave in a sacrificial manner towards one another and esteem others above themselves. Students are expected to participate willingly and actively in all the work duties given by their student leaders.
2. The following actions may result in being dismissed from the school:
 - Plagiarism (as defined in this prospectus and in other academic documents)

- Taking school or fellow student's property without permission.
- Stealing
- Drinking alcohol
- Consistent bad or vulgar language
- Smoking
- Pornography
- Disinterest in or despising spiritual activities.
- Excessive absences
- Lying to student authorities or staff
- Academic incompetence
- Insubordination
- Excessive negative attitude
- Accumulated financial debts from fellow students, canteen/
kiosk attendants etc....

3. Students are expected to exercise wisdom as to the places they visit while away from school. They are expected to exercise wisdom and avoid being caught in any "appearance of evil" while with members of the opposite sex.

4. Students are expected to act modestly at all times. Please be covered when moving outside your rooms, and be discreet when changing.

5. Students are required to dress as follows for classes:

- Shirts must be neat and decent.
- Untidy shirts and trousers are not to be worn.
- Proper shoes, not bathroom slippers, must be worn.
- Female students must wear decent attire.

6. Students whose marital status is under the category of co-habiting or traditional shall not be allowed to graduate before

wedding their spouses in church. Those students will be reminded of this important step on a termly basis.

Any deviation from this position will be sanctioned with an unequivocal explanation and understanding between the College authorities and the sending body of the student.

FINANCES

Part of the training at Bible College is biblical principles and practical knowledge. Another equally important part is finances. We will believe with you that God will supply but the following rules will be strictly enforced. Please note that all students are responsible for getting a receipt as proof of payment. Any discrepancies in amount paid will only be verified in student's favor upon production of receipt as evidence.

Part Time Students

1. Part time students are required to pay at least 50% of the current term school fees on their registration at the beginning of the term.
2. At every termly enrollment each student must pay registration fees.
3. Prior to sitting final exams a student must have paid the term fees in full.

I. D's for Part-time Students

1. If a part-time student proves consistent and competent for at least one academic term,
2. If that student has completed an application form, with a good pastor's recommendation,

3. If that student expresses interest to acquire an Identification card,
4. If that student takes a term academic load of not less than 12 credit hours from both day and evening programs (not self-study alone),
5. If that student pays a fee of ug sh. 5,000, then an Identity card may be granted at the discretion and recommendation of the Student Dean to the Principal.

This Identity Card should be subject to renewal after each year.

Full Time Students

1. First time students are required to pay atleast 50% of the full amount of the current term school fees at the beginning of the term.
2. Prior to sitting final exams a student must have settled the current term school fees.
3. Any student whose total bill is equal or more than the total of two term's fees will be dismissed until this amount is raised.
4. Students with unpaid bills of any amount will not be able to graduate.
5. Students who have been dismissed because of finances will be placed on special rules when rejoining the college.
6. By the time of examinations, all school fees must be fully paid.

SCHOLARSHIPS

Knowing that many capable candidates cannot afford to pay for all costs of their training, the college offers a few partial scholarships to needy students; however these are competitive and are given based certain criteria.

a. Dorothy Williams Scholarship: This is a trust fund that was established by the first Principal of Glad Tidings Bible College,

Mrs. Dorothy Williams to help needy students from the Full Gospel Churches of Uganda. With their pastor's recommendation, only members of Full Gospel Churches of Uganda are eligible to apply for this scholarship.

b. Principal's Scholarship: The scholarship committee with the recommendation of the Students' Dean assesses the character, academic performance, leadership potential, and need of potential candidates after which they choose the best suited candidate for this scholarship. It is not applied for.

1. Those who apply for these scholarships must be continuing full- time certificate Diploma in Theology/ Diploma in Ministry students taking a minimum of 16 credit hours per term.

2. They must have and maintain a minimum G.P.A of 2.5 per term.

3. They must exemplify leadership character and evidence of the fruit of the Holy Spirit in their lives.

4. These scholarships are renewable every year.

5. A student cannot be granted both scholarships at the same time.

Note: These are **not full-tuition** scholarships.

SICKNESS

As a college, we practice and believe in divine healing. However, the following rules apply in the case of a student falling sick.

All FTNR and PTNR students are expected to have their own private medical cover. FTRS are mandated to pay 20,000/= per term for their medical cover with YOUR CLINIC located on Plot 3 Mwanga Road II off Namirembe Road. In case of any inquiries please contact: 0312114809/0774128700/0703951460

Email:yourclinic@ymail.com; **Face book:** yourclinicug.

STUDENT COUNCIL

Every year, the student body elects a student body chairman and representatives for every class. This student council is the representative committee to the administration. Suggestions and requests by students should be passed through this body.

When the administration is not available, the student chairman assumes the final responsibility for the school and students. He is to be given due respect by all students including students on special work assignments.

The student council is an important link in the school between the student body and executive staff. In practice, they act in a staff role by keeping oversight of the student body in day to day affairs. This requires a high degree of sensitivity and maturity so that this function may be carried out well.

1. General Oversight of Student Body
 - a. The student council is to be familiar with the school rules as printed.
 - b. The student council is to record and report students who are not following the rules. Disciplining is not to

be administered by the student council but by the Dean of Students.

- c. From time to time, the administration will give directives to council members that are to be carried out through them.

2. Pastoral Care of students

- a. The student council should meet and encourage prayer in the school. This could include times such as overnight, council prayer, or dorm prayer in an appropriate manner.
- b. Council members should watch over students with sickness and make sure they have been attended to, treated and cared for. The Dean of Students should be notified.
- c. Council members should be aware of behavioral issues that are coming up in students and refer them to the executive.

3. Liaison with the administration

- a. The student body chairman, the custodian, and the food minister may fill in purchase requests for needs and events and submit them to the Administrator.
- b. The student council should meet regularly with the student body to discuss issues they face.
- c. The student council should meet regularly with the Dean of Students to discuss their concerns.

4. Cleanliness of the school

The school should be maintained in excellent condition at all times. The cleanliness of classrooms and the kitchen falls under the role of student council.

- a. Classrooms and Dormitories must be cleaned
 - i. All cobwebs and dust on walls.

- ii. All windows and window ledges.
- iii. Doors and light switches
- iv. Tables
- v. Floors
- b. Firewood stored away and chopped
- c. Toilets must be cleaned on a daily basis. (Students will be appointed on a term basis for this task, and at the end of two years, everyone should have had a chance to participate).

Some of these duties are to be done on a daily basis and the schedules prepared by the councils.

5. Student Fellowships

In coordination with the Dean of Students, the council will organize the term's fellowships and social functions. Special memorabilia will also be organized by the student council. Student and staff fellowships will be encouraged and organized by the Dean of Students together with the Student Council Chairman.

LEADERSHIP TRAINING PROGRAM DETAILS

This **non-credited** program is required for all full-time resident and nonresident students. In the college, it is referred to as "Character in Leadership." The program has two approaches of study: The internal and external study approaches.

A. The internal approach:

This approach functions mainly in the afternoon; but students who are full time and residents shall be monitored at all hours.

Each term students are divided into smaller groups whereby they do activities together, these shall include;

- small group discussions

- evangelism missions to villages on specific week-ends
- working with para-church ministries to learn different aspects of ministry

On top of the above activities, full-time students shall attend:

- two chapels a week (normally Mondays and Fridays as indicated on the time-table)
- Sessions of prayer (as may be prescribed by the Dean of Students and/or the prayer secretary)
- sessions of fasting
- work duties around and outside the college
- Internship under an explained minister (for second year students)

B. The External approach:

This caters for students who are busy with other church or work activities and cannot devote the time to complete the Character in Leadership program at school. Students under this category are expected to:

- be actively involved or interned in local church programs or
- submit goal sheets to the Dean of Students
- Meet with the Dean of Students for an interview once a term. (Please note, prior to this interview the Evaluation Form from their pastor (s) must be submitted to the Dean of Students for second year students).

The two mentioned approaches are evaluated along the following criteria:

1. **Character:** The students are studied and evaluated for their behaviors and attitudes in various situations.

2. **Spiritual Disciplines:** the students are assessed in regards to their prayer life and Bible reading.
3. **Ministry:** The students are observed in regard to their zeal and willingness to witness or involvement in Evangelism opportunities.
4. **Leadership and servanthood:** The students are also monitored in regard to leadership skills. This involves aspects such as time management, goal setting and achievement, faithfulness in work environment and other areas.

To fulfill the requirement of Character in Leadership, a student must display the characteristics and attitudes in keeping with a minister of the gospel.

Internal approach students must attain a pass for at least four terms, which will be assessed by Character, Leadership and Spiritual Disciplines as evaluated from the previously stated program.

External approach students must attain a pass for at least two terms, which will be assessed, from the Evaluation Form by your Spiritual Leader and an interview with the Dean of Students.

In order to graduate with a Diploma in Theology, a student must satisfy the requirements for character in leadership.

Please note that a part-time student working for the Diploma in Christian Ministry/Theology award is required to have an interview with the Dean of Students before graduation.

“Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.”

(II Timothy 2:15)

ACADEMIC INFORMATION 2021-2023

INTRODUCTION

The following academic procedures are outlined to enable each student to secure the greatest benefit from his or her course of study and to make certain that he or she satisfies all requirements for graduation in a planned sequence. It is the student's responsibility to familiarize themselves with the material.

DEFINITION OF TERMS

Full time residential student (F.T.R.S) = a student who lives on campus and has been officially accepted as a full-time student into the Diploma in Theology program. Students in the full time program are normally required to complete their Diploma studies within two (2) years, and take at least sixteen (16) credits per term. Such students pay a term fee rather than course-by-course.

Full time non-residential student (F.T.N.R.S) = a student who does not live on campus and has been officially accepted as a full time student into the Diploma in Theology program. Students in the full time program are required to complete within two (2) years, and must take at least sixteen (16) credits per term. Such students pay a term fee rather than course-by-course.

The specified time at G.T.B.C for a **Full Time Student** attempting the following awards is...

- Diploma in Christian Ministry - 2 years
- Diploma in Bible and Theology with Education - 2 years

Part time student = a non-residential, not on scholarship student, who is not attempting to finish their award within the specified time given, or who has not been officially accepted as a full-time Diploma in Bible and Theology with Education student. Part

time students pay on a course- by-course basis. They cannot take CM104 or earn any credits through this course. Part-time students may enroll in self-study courses.

Credit Hours = courses are defined by the number of hours a course will be lectured for in a term.

- A course involving 15 hours of lectures
1 credit hour course (1 crd hr)
- A course involving 30 hours of lectures
2 credit hour course (2 crd hr)
- A course involving 45 hours of lectures
3 credit hour course (3 crd hr)

REGISTRATION PROCEDURES

To register as a student attempting to gain an award the following procedure must be followed.

1. Familiarize yourself with the entry requirements for an award.
2. Fill in the application form for the Bible College clearly indicating which award you are seeking to gain in this period of enrollment.
3. If you are seeking to have credits transferred from another college, make arrangements with your former institutions to have them send your transcripts directly to GTBC at the same time you are applying. (See in more detail the sections on these methods of gaining credit)
4. Send or bring your application form to the college. Make sure your pastor's reference is also sent in a separate envelope.

5. On receiving your application information and assessment fee it will be processed. You will be informed by mail of your acceptance in the school.
6. Familiarize yourself with the school calendar (s) to know by what stage you should report to school.
7. On reporting you need to:
 - i. Register for your courses
 - ii. Make payments (registration is only official when your initial payment is made)
 - iii. If you are a Full Time student you must report in person to the Student Dean.

ENTRY REQUIREMENTS FOR SPECIFIC AWARDS

Certificate in Christian Ministry

- Uganda Certificate of Education (U.C.E) holders with at least 3 credits OR equivalent from another institution;
- For all applicants, the pastor's recommendation is a **MUST**.

Diploma in Christian Ministry

- Uganda Certificate of Education (U.C.E) with at least 5 passes obtained at same sitting.
- Uganda Advanced Certificate of Education (U.A.C.E) with one principle pass and two subsidiary passes or its equivalent from a UNCHE recognized institution.
- Applicants with a certificate in Christian Ministry GTBC or its equivalent from any other recognized institutions,
- Mature entry from recognized institution with mark of 50% and above.

Diploma in Bible and Theology with Education

- Uganda Certificate of Education (U.C.E) with at least 5 passes obtained at same sitting.
- Uganda Advanced Certificate of Education (U.A.C.E) with one principle pass and two subsidiary passes or its equivalent from a UNCHE recognized institution. or its equivalent from a recognized institution.
- Applicants with a certificate in Christian Ministry GTBC or its equivalent from any other recognized institutions, or our Extension Schools, may be considered for this programme.
- Mature entry from recognized institution with mark of 50 and above.

ADDING AND DROPPING COURSES

Students may add or drop courses during a term, with certain restrictions and conditions applying. The main restriction is that adding or dropping should occur during the registration period. The registration period is defined as the first two (2) weeks of a ten-week course; the first week of a six week course; or the first two (2) days of a one or two-week Bite-sized or Degree intensive course. The registration period applies equally whether a course is offered in Self-study or Lecture format.

During the registration period, a student may add a course, with the condition that the student accepts that his or her overall grade in the course may possibly suffer from having already missed homework assignments. Neither the College nor the course

Instructor is obligated to accommodate late or missing coursework from a student who registers after the first class session has been held.

After the registration period, no courses may be added.

During the registration period, a student may drop a course with no academic penalty. Fees for registration, assessment, and books are not refundable. Tuition fees only may be refunded to the student on the following pro-rated basis:

Dropping a ten-week course:

- within the first week: 90% refund of tuition only
- within the second week: 80% refund of tuition only
- after the second week: no refund.

Dropping a six-week course:

- prior to the first class session: 90% refund of tuition only.
- after the first class session and prior to the second class session: 80% refund of tuition only.
- after the second class session: no refund.

Dropping a Bite-Sized or Intensive course:

- within the first day: 90% refund of tuition only
- within the second day: 70% refund of tuition only
- after the second day: no refund.

If courses are dropped after the registration period, no refunds are available. A student may receive a failing mark for a course dropped after the close of registration period, unless the student formally notifies the Registrar in writing that he or she is withdrawing from the course.

ENROLLMENT

Registration for courses is open up to and including the 20% stage of class sessions.

i.e. 2 crd hr course = maximum absence of 4 hours
 3 crd hr course = maximum absence of 6 hours

- A student's choice of classes cannot be changed after the registration is closed.
- Full refunds (excluding registration fee) can be given up to the end of the 20% stage. After this no refunds will be given
- The weeks of classes missed due to late registration are still to be counted as absences.

CLASS ATTENDANCE

Class attendance is a vital part of the educational process. Students are expected to attend every class. There are no excused absences for any purpose. The reason for absences will not be questioned, nor will they affect the grade earned in the course, provided they are not excessive (i.e. 20% or more of the class sessions). Students with excessive absences will be dropped from the class. In exceptional cases a grade for "IN" (for "incomplete") can be awarded after meeting with the Academic Dean.

Students are expected to arrive promptly for each class session. Lateness will be noted, and three tardy marks will be counted the same as one absence. After approximately 15 minutes of any class session, students not present may be considered absent for the entire class session.

WITHDRAWAL FROM THE COLLEGE

Any student who desires to leave a class or classes or college prior to the end of a current session should follow the prescribed withdrawal procedures. Failure to withdraw officially may result in a grade of 'F' in each course in which the student was enrolled.

Withdrawing officially will result in the student being removed from the class list for each course they are enrolled in. Official withdrawals are initiated by writing a letter to the Registrar. The letter should explain the reasons for the withdrawal request, and specify the courses involved.

Once a student does not resume studies after three years from the date of applying for withdrawal, his or her admission will be annulled and all former grades cancelled.

EXAM POLICY

Students are to sit exams when exams are scheduled. Students must obtain an exam pass from the registrar before sitting. The exam pass will be issued only to students whose financial bills are in order and who have had sufficient attendance for class.

Examinations

Examinations are conducted as follows:

1. *General Exams*

These are administered at the discretion of the teacher. Usually these exams will be in the form of midterm exams.

2. *End of Term Exams*

These are scheduled by the academic dean at the end of term.

LATE EXAMS, LATE COURSEWORK AND INCOMPLETES

Coursework is to be submitted on the day it is due. Coursework which is submitted late will suffer a penalty of ten percent (10%) per day, including weekends and holidays. Coursework submitted after office hours will be counted as received on the next business day that the school offices re-open.

For example, coursework originally worth 100 marks, but submitted one day late, will suffer a penalty of 10% off its grade,

and thus reduce its maximum possible grade to 90. At 2 days late, the penalty is 20 marks and the highest possible grade is 80. At 4 days late, the penalty is 40 marks, which means an "A" quality paper receives a grade of D-. At 5 days late and thereafter, all coursework will normally receive a failing grade.

Exceptions to these penalties may be granted in case of emergency situations as described below.

- **Late Sitting Exams**

When a student registers for a course, he or she is well aware of the need to sit for exams at the end of the term, and each student is therefore responsible for making every effort to sit the exam on the scheduled day. If a student allows other concerns to take precedence over sitting exams, the student must realize the school is under no obligation to adjust its exam schedule to accommodate the student's personal life. In most cases, therefore, no late exams will be offered. A student who misses exams can only pass the course by re-registering for the course the next time it is offered, including paying the normal tuition fees.

The school, at its discretion, may offer late exams, with academic penalty, within two weeks after the courses finish. Students who, for exceptional personal reasons, missed sitting a final exam may appeal in writing to the Academic Dean, explaining their situation and requesting to be allowed to sit a late exam. If the Academic Dean approves, the student may sit the exam after paying late sitting fees of Ug.shs. 15,000/= (subject to revision) per exam. Late exams will be penalized 25 marks, so that the highest possible grade on a late exam is C.

Exceptions may be granted only in cases of emergency, as described below.

- **Incomplete Coursework**

In emergency situations or similar exceptional cases, a student who is doing satisfactory work in a course may be unable to complete the required coursework by the end of the term. The grade of “Incomplete” or “IN” may be temporarily given in those circumstances, only if the following steps are taken:

1. The student appeals in writing to the Academic Dean, prior to the end of classes, explaining the extraordinary reasons why his / her work is not completed.
2. The Academic Dean, after consulting with the course instructor, approves the award of an “IN” grade in writing.
3. The student, Academic Dean and course instructor agree in writing on a deadline for the incomplete work to be finished and submitted. Normally this deadline will be the first registration day of the following term.
4. The student will be charged an Incomplete fee, equivalent to the tuition rate of the course. (This fee may be waived by the Academic Dean if the situation warrants.)

- **Exceptions for Emergency Situations**

The school will accept late exams and coursework without penalty only in the case of a student who faces a genuine emergency. An emergency is defined as an unforeseen situation beyond a person’s control, which directly and immediately threatens a person’s life, health, or property.

Independent verification of the genuineness of an emergency situation will normally be required, such as a Police report, or a medical certificate.

Policy on repeating exams

Students who fail an exam and want to re-sit may appeal in writing to the Academic Dean requesting the opportunity to do so. It will be at the discretion of the Academic Dean to see who qualifies for this arrangement. The application to retake an exam should be done within the first two weeks into the next term. If the course is passed, it will be replaced by the grade earned in the repeated exam.

(Note: it is only those who scored 47% and above who need apply for this consideration). There is a re-sitting fee of Ug.shs. 15,000/= (subject to revision) per exam.

Policy on Repeating Courses

Students who fail a course (below 47%), and want to repeat it, may enroll for the course a second time when it is next offered. The student will present his/her appeal in writing to the Academic Dean requesting to repeat the course. The normal course fees will apply. The grade earned in a repeated course will appear on the student's transcript, as RTK together with the original failing grade. Normally a student will not be allowed to attempt a course a third time after failing twice. A passed course may not be repeated.

GRADES

All term grades are given to students by the Registrar in the first week of every semester. Each student's permanent academic record is maintained by the office of the Registrar.

Official transcripts of this record may be released to any other institution on the student's request. The charge for each Official transcript issued is 15,000/= Ugandan Shillings (subject to revision).

No transcript will be issued to, or on behalf of, any individual who has an outstanding financial obligation to the school.

Students are entitled to one unofficial transcript without charge.

AUDIT

A student who desires to take courses but does not want to be graded nor be required to take exams may audit the course.

The number of auditors per class maybe limited by the academic dean in conjunction with the teacher and active participation in the class may be restricted. No papers or tests will be graded by the teacher. The fee will be the same as a regular course.

A student who has audited courses and wishes at a later date to receive credit for the courses must repeat the course as a non-audit student if they wish to get credit. They will be charged for this class.

GRADING SYSTEM

Glad Tidings Bible College employs the following system of grading: -

INC (Incomplete) = does not affect GPA

AUD (Audit) = does not affect GPA

RTK (Retake)

The 5.00 grading system is used to grade point standings.

CLASS LOAD

For Full-time Diploma students, a normal class load is 15 to 16 credits per term.

No student is allowed to take more than sixteen (16) credit hours per term unless his/her cumulative GPA is 3.60 or higher.

WARNING AND DISMISSAL

Any student who fails to maintain a minimum cumulative grade point average of 2.00 will be placed on academic warning.

Failure to maintain a satisfactory academic standard may result in a student being dismissed from the college.

A student who was dismissed may apply for re-admission to the college only after one year or more has elapsed. Application for re-admission will be made to the executive faculty who will make a decision based on the student's written appeal plus a personal interview, if necessary. The student must do so prior to the term in which they are seeking to be readmitted.

SCHOOL POLICY ON ACADEMIC INTEGRITY

Academic Integrity

1. Each student at GTBC is responsible to maintain honesty and integrity in all academic work. This means that dishonest behaviour such as cheating, plagiarism or fabrication will result in disciplinary action.

- *Cheating* includes practices such as copying from another student's exam, making answers available to another student, using hidden notes, or any other means of giving or getting dishonest academic advantage.

- *Plagiarism* is presenting another person's ideas or words as one's own. Plagiarism includes taking 3 or more words directly from an author without citing their source; as well as using another person's distinctive ideas, phrases; or using paraphrased arguments or lines of thought without citing their source.

- *Fabrication* is inventing or falsifying information or citations in academic work.

2. Students who are found cheating, plagiarizing or fabricating will normally receive a zero grade on the exam, paper, or quiz on which the offense occurred. Typically the students involved will be interviewed by the Academic Dean and/ or Academic Board to explain their behavior and why they should not be suspended from the school.

3. Depending upon the circumstances and the attitude of Student (s) during the above interview, a range of disciplinary actions may be implemented, including the following.

- a. Award of Failing grade for the course.
- b. Letter of warning written to the pastor of the student, with a copy to the student's file.
- c. Reading a public statement of confession to the gathered student body. (Any such statements must be pre-approved by the Academic Dean).
- d. Suspension from the school for a specified time, with certain conditions specified for re-entry.

4. It is important to understand that students who observe cheating by other students, are themselves liable for their knowledge, and are therefore responsible to stand for righteousness by reporting their observations to the school staff. If it is later shown that a student knew about cheating, and failed to report it, that student may also face disciplinary measures.

5. A student found cheating, plagiarizing or fabricating a second time will normally be dismissed from the school.

REQUIREMENTS FOR GRADUATION

It is the personal responsibility of each student anticipating graduation to ensure that all graduation requirements have been met. The college does not assume any responsibility for a student's failure to be familiar with the general and specific requirements for graduation.

Mark	Points	Mark	Points
A	80-100 5.00	C	60 - 64 3.00
B+	75 -79 4.50	D+	55-59 2.50
B	70 - 74 4.00	D	50 - 54 2.00
C+	65 - 69 3.50	F	0-49 0

Students are urged to consult the Academic Dean or the Student Dean concerning any problems involved in registration or fulfillment of catalog requirements for his/her award.

To graduate a student must apply to the Academic Dean to be included in the upcoming graduation. The student must, at the same time, clear all debts with the school. A student should only apply for graduation when they believe they have fulfilled all the requirements.

Once applications for graduation have been received and reviewed, a list of graduates will be produced for review. Students with financial obligations or credit hours owing to the school will not receive their actual awards until their obligations are fulfilled.

Permission to graduate in absentia must be requested in writing from the Academic Dean.

REQUIREMENTS FOR SPECIFIC AWARDS

Certificate in Christian Ministry - 2 years

- a. A student must have a minimum of 60 credits.
- b. A student must do the 60 required credits of the Certificate and pass with a D or higher.
- c. None of the 60 credits can be transferred from other colleges.

Diploma in Christian Ministry - 2 years

- a. A student must earn a minimum of 80 credits.
- b. A student must do the required courses of the Diploma and pass with a D or higher.

Diploma in Bible and Theology with Education - 2 years

- a. A student must have earned a minimum of 96 credits
- b. A student must do the required courses of the Diploma and pass with a D or higher. (Unless comparable subjects are transferable from other institutions)

Internship

All second -year diploma students are expected to choose a specific field of ministry such as evangelism, children, youths, administration, preaching, visitation , teaching, among others, in which they are required to observe, report and carry out duties assigned by their schools, churches/organizations or supervisors for a period of not less than twelve (12) weeks (sixty hours of pastors/teaching engagement). Participants will also plan and teach a lesson(s) in their discipline of choice with a live audience to gain practical experience necessary to effectively reflect, evaluate and improve their teaching style and methods.

A supervisor from the college will be assigned to the student during this term. A minimum fee of ninety thousand shillings (90,000/=)

or fifteen thousand shillings (15,000/=) per term will be charged to facilitate the supervisory visit to the student's location of ministry.

Agricultural Development Trip

As part of the minimum academic requirements for graduation. All diploma students are expected to take the course Agricultural Development GE-4042. This course aims at equipping the student with the basics of agricultural development for self-sustainability.

Various topics such as rural development, pollution, environmental protection, apiary, livestock farming, agro-forestry, fisheries, piggery, poultry, urban farming, rural farming and basic principles of management will be covered. To ensure the relevance of the course, a compulsory one -day field trip will be taken by the class to a local farm where selected methods of farming can be observed.

The cost of the trip will depend on the host farm's location. The estimated cost could be between 50,000 and 100,000/= inclusive of transport.

POLICIES OF TRANSFERRING CREDITS

Procedure for applying for Credit Transfer

Glad Tidings Bible College will only accept credits where we have received a student transcript directly from the institution, which is an original and is signed by the registrar and stamped. The transferring school must be accredited. Only Grades of B or higher may be transferred.

1. While enrolling for an award a student should indicate on the form his/her intention to transfer credits.

2. Applying students should ask their previous institutions to send an official transcript directly to the Bible College.

3. When we receive the transcripts they will be evaluated. An official letter will be issued to the students clearly stating what credits and courses have been awarded you. This is also put in your file as a record.

4. The process of transferring credits must be completed within the first 3 months of your beginning courses. You cannot apply for credit transfer after this.

G.T.B.C's policies for evaluation of credits from other institutions

1. A PASS (P 7 or 8), CREDIT (3 to 6) or DISTINCTION (grades 1 or 2) in English Language at Senior 4 (O' Level).

2. A PASS-WITH-PRINCIPLE in English Literature at Senior 6 (A' Level).

3. A Degree from a recognized University.

This waiver is available strictly if a student produces original certificates or other academic papers. No photocopies will be accepted. If the waiver is granted by the Academic Dean, the student's transcript will be updated to show a transfer of six credits from UNEB.

B. Credits earned in a Certificate-level institution

For transferring credits from certificate-level institutions, GTBC accepts credits under the following conditions.

1. Certificate-level transfer credits will be accepted by GTBC from an accredited institution based on NCHE requirements.

2. Only Grades of B or better may be transferred. Credits earned on a Pass/Fail basis may only be transferred if the issuing institution provides documentation which states that the Pass grade is equivalent to a "B" or better.

3. If the credits were earned at an accredited institution, GTBC will accept them at full value. However, if GTBC has an academic articulation agreement with the institution, the credits will be transferred in accordance with the agreement.

C. Credits earned in a Diploma level institution

The acceptance of such credit, however, is limited to courses which are related to Theology or Church Ministry. Credit earned in vocational and technical courses are not transferable, unless the equivalent of such courses is offered at Glad Tidings Bible College. Supporting documentation will be required by the Academic Dean to facilitate the transfer of credits. Credits are not necessarily transferred to GTBC at the same ratio they were earned. Diplomas obtained in other languages are accepted by GTBC as long as a comparable grading system can be established.

Diploma level schools are evaluated by considering the following:

1. Earned course grade must be B or better.
2. Classroom hours
3. Course syllabus or course description and /or course notes.
4. Method of examination/assessment used
5. Language used for instruction.
6. Qualifications of instructors.

Diploma -level credits earned in courses similar to GTBC required diploma courses may have to be earned again at GTBC, if the theological stance of the transferring institution is significantly different from that of GTBC.

D. Transient Credit from other Institutions

A continuing student at the college may apply for permission to take courses at another regionally accredited institution.

Written permission, however, must be secured from the Academic Dean.

GRADUATION HONORS

The names of students receiving Diplomas in Theology who graduate with academic honors are announced on commencement day, and the honors are inscribed on their diplomas. Two levels of honors are:

1. Distinction for those with grade point averages of at least 4.4- 5.00 earned on all work attempted at Glad Tidings Bible College.
2. Christo Award for the student who showed the most Christ-like behavior. The student receiving the Christo Award is recommended by the student Council and Dean of Students.

ADMINISTRATION

Governing Council	
Pastor Paul Kinataama	George W.K.L. Kasozi
Pastor Patrick Ndyanabo	Ernest Katwesigye
Pastor Fred Wantaate	

STUDENT \ AFFIRMATION

I have read the GTBC Student Handbook completely and I agree to abide by all the policies, guidelines and rules written in it while I am a student enrolled at Glad Tidings Bible College.

Student Name: _____

I.D. No. _____

Signature: _____

Date: _____

