



# TCA College

God Centred • Life Transforming • Culturally Relevant

## **Student Handbook**

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This handbook is certified as true and correct as of the date of printing. The college reserves the right to make changes whenever these changes are deemed necessary and desirable.

Prepared on : 3 January 1993

Latest revision : 29 August 2011 by PL (2010.3)

# **INTRODUCTION**

This student handbook has been prayerfully compiled with the following objectives in mind:

- (1) to assist a new student in making the adjustment to student life at TCA College, and
- (2) to provide direction and guidance during the course of ministerial studies and training opportunities offered here at the college.

The rules and regulations are not intended to be complete and exhaustive. They are meant to be general guidelines. The mature and spiritual student will avoid attitudes and activities which may bring reproach or harm to him or others.

The college administration sincerely trusts that the contents of this handbook will be helpful to you.

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# TCA COLLEGE OFFICE

## LOCATION

The College is sponsored by Trinity Christian Centre and is located within the premise of the Church. The College office is the place where administrative functions are carried out. Students may seek help and guidance there for various areas of need.

## OPERATING HOURS

	School Term		Term break
Mon	8.30am – 1.00pm	6.00pm – 7.30pm	8.30am – 1.00pm
Tue	8.30am – 1.00pm	6.00pm – 7.30pm	8.30am – 1.00pm
Wed	8.15am – 11.30am	2.30pm – 7.30pm	8.30am – 1.00pm
Thu	8.30am – 1.00pm	6.00pm – 7.30pm	8.30am – 1.00pm
Fri	8.30am – 1.00pm	6.00pm – 7.30pm	8.30am – 1.00pm
Sat	Closed	Closed	Closed

*Closed on Saturdays, Sundays & Public Holidays*

## OFFICE EQUIPMENT

Equipment in the office is strictly for office use only. These include computers, printers, telephones and the facsimile. Permission needs to be granted by the respective persons in charge for any use of equipment in the office.

## COMPUTERS IN THE LIBRARY

The computers in the Library are for student use. Students should check their USB drives and diskettes for virus before using them in these computers. TCA is not responsible for any lost documents.

## EMAIL ACCOUNT

All students should provide the Registrar Office with an email address that they can be contacted and reached. It is the student's responsibility to check his email account regularly.

## APPOINTMENTS

Students who wish to see the President should make prior appointment through his Pastoral Assistant. Students who wish to see any faculty or staff should also make prior arrangement with them.

# LIBRARY

## GENERAL POLICIES

1. Silence is to be observed at all times.
2. Hand-phones are to be set in silent mode. Phone calls should be answered outside the Library.
3. The Library is an area for study and learning. Eating and drinking are not allowed inside the Library.
4. Return all library books to the trolley after reading.
5. Borrowers should not fold the edges, underline or make notes in the library book. Repeated offenders will have their borrowing privileges withdrawn.
6. Books that are damaged or lost will need to be replaced with a new copy by the borrower.
7. No requests for erasers, pencils, glue, etc. shall be entertained.

## MEMBERSHIP RESPONSIBILITIES

1. Membership cards are not transferrable.
2. If a card is lost, report its loss to the library staff immediately. Replacement for cards, misplaced or lost, is provided at the cost of S\$5.00 + GST.
3. Any change of personal particulars for address and contact numbers must be updated with library staff.
4. Overdue, damaged or lost items must be returned or duly replaced with full payment of fines before any other borrowing; otherwise all privileges will be withdrawn.

## LOAN POLICIES

### *Borrowing*

CATEGORY	TOTAL # ITEMS	GENERAL BOOKS	COURSE RESERVE	SPECIAL LOANS
FULL-TIME/ PART-TIME Students	10	14 days 1 x renewable	2 hrs/ overnight	2 / 7 days
TCC official members	4	14 days 1 x renewable	2 hrs/ overnight	2 / 7 days

### **Returning**

Books can be returned through the Book Drop located near the entrance to the Library.

### **Course Reserves**

The period of loan is 2 hours, reserves items cannot be checked out of the library, except for overnight loans, which can be made 1 hour before the library closes.

### **Special Loans**

- Patrons are entitled to check out 2 special loans items at any one time, loan period of special items are for either 2 days or 7 days.
- When returning course reserves or special loans items, DO NOT use the book drop. Return these items personally to the librarian on duty. It is the responsibility of the student to ensure that the reserve items are checked out before they leave the counter.

### **Fines/Charges**

General books:	\$0.30 per day per book
Special loans:	\$1.00 per day per book
Course Reserves:	\$1.00 per hour or part thereof per book
Overnight Course Reserves:	\$4.00 per hour or part thereof per book.

### **PENALTIES FOR DAMAGED OR LOST ITEMS**

Lost item: Replacement copy + \$15 + 7% GST **OR**  
Existing market cost + \$15 + 7% GST

No refund once payment is made even if the lost item is found later (except for rare books or out of print books).

Damaged item: Item will be assessed.

### **RENEWAL OF LOANS**

For online renewals, go to the website, <http://opac.tca.edu.sg>, and login using your User ID and PIN. Click on “My Account”, then on “Renew My Materials”. Select the relevant titles to renew then click on “Renew Selected Items.” A confirmation message “Item renewed” will be displayed on the screen thereafter.

If you do not know your PIN, you can email [library@tca.edu.sg](mailto:library@tca.edu.sg) to enquire, or you can call us during our operating hours. If you are emailing us outside of our operating hours, we regret that we will only be able to respond to you on the next available working day. All patrons are allowed a one-time renewal to your loan items for another 14 days.

Alternatively, you can call us and speak to the librarian on duty during our operating hours to renew your loan items; our contact no. is 6304-7665.

## **USE OF COMPUTERS AND INTERNET ACCESS**

- The computing facilities are meant for educationally-related applications only.
- Computers are allocated on a first-come, first-serve basis.
- Unattended computers will be deemed as available computers for the next user.
- Computer failures are to be reported to the library staff who will take the appropriate action.
- The Library holds no responsibility for loss or damage of data or storage devices that occurs while using library computing facilities.
- Downloading files to USB flash drives, zip and floppy disks is permitted but downloading or saving personal files to the hard drive is not.
- Changes to computer settings, configurations, or any other disruption and damage to library computer equipment or software is prohibited.
- Use of laptops and other personal computing devices is allowed in the Library. Patrons may connect personal equipment to the wireless network, or to power points designated for such use. The Library does not guarantee enough power points nor is obliged to provide extension/multiple plugs, adaptors or power cables to patrons using their personal equipment.

## **LIBRARY SERVICES**

### ***Photocopying***

- Self-service photocopy machines are available.
- Sale of new stored-value cards is available at the Circulation Desk at \$6.20 (100 copies) or \$11.50 (200 copies).
- Topping up of cards are available at either \$5.35 (100 copies) or \$10.70 (200 copies).

### ***Printing***

- Self-service printing at photocopy machines is available.
- Use a thumb drive to print documents at the photocopy machines.
- The documents **MUST** be in pdf format.
- All computers in the library can convert documents to pdf format.
- If the machines are not functioning, printing services are available at the Circulation Desk for \$0.50 + 7% GST per copy. All documents **MUST** be in pdf format. **NO** colored printing is available.

## LIBRARY OPERATING HOURS

During School Term			Term Breaks
	Opening	Closing	Operating hours
Monday	10.30 am	8.30 pm	1.00 pm - 6.00 pm
Tuesday	10.30 am	8.30 pm	
Wednesday	10.30 am	8.30 pm	
Thursday	10.30 am	8.30 pm	
Friday	10.30 am	8.30 pm	
Saturday	10.30 am	5.00 pm	<b>Closed</b>
Sunday	<b>Closed</b>		<b>Closed</b>

*Closed on Sundays & Public Holidays*

## DAILY SCHEDULE

The following schedule is to be observed from **Monday through Friday**:

9.00 am – 12.00 pm	Morning Classes
2.00 pm – 5.00 pm	Afternoon Classes
7.00 pm – 10.00 pm	Evening Classes

Schedule for **Block classes**

8.30 am – 6.30 pm	Thursday to Saturday
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Schedule on **Wednesday ONLY**

8.30 am – 11.30 am	Morning Classes
12.00 pm – 2.00 pm	*Chapel/Small Group/Community Lunch

\*Compulsory for all full-time students even if he/she does not have a class on Wednesday.

# **COLLEGE ACTIVITIES**

## **CHAPEL / SMALL GROUP**

### **PURPOSE**

Within the college setting, chapel/small group is for the purpose of spiritual enrichment and growth. In contrast to the classroom, it is a non-structured learning situation. Chapel/small group provides opportunities for the expression and development of students in spiritual gifts and worship.

### **ATTENDANCE**

Chapel/small group attendance is compulsory for all full-time students. In the case of illness or other reasons, permission for absence must be obtained from the Dean of Students.

Unexcused absence and tardiness will be subject to disciplinary action. Students are not to use the chapel hour for study purposes, and for this reason, the library will be closed during this time.

### **CHAPEL INVOLVEMENT**

Those involved in the chapel service (worship leaders, musicians, vocal & technical support) should come prepared in heart, mind and spirit to minister. They should be ready and at their places at least 5 minutes before service time.

The worship leader has the following responsibilities:

1. To contact the speaker to find out if he/she has special request on songs during worship and altar call/closing.
2. Be considerate to the musicians and give them the songs at least two days in advance, preferably with practice at least one day before the service.
3. To consider the needs of the student body, faculty and world affairs and prepare a prayer list.
4. Be considerate to the Chinese Department students and interpreter, and give songs which need to be translated to interpreter at least one week in advance.

### **SMALL GROUPS**

All full-time students participate in small groups for pastoral care and relationship building. These groups are led by a faculty and a student leader (from the Student Council). Students can approach the faculty for advice and counseling. This is to provide a holistic environment for spiritual formation and growth. The objectives of the small groups are:

1. To build mentoring and ministry principles within the group.
2. To encourage the building of meaningful relationship and mutual accountability the group.
3. To establish a support base for each other's mutual encouragement and edification.
4. To facilitate vision-casting and empowerment among group members.

**COMMUNITY LUNCH**

Every Wednesday from 1 pm – 2 pm. It is a *koinonia* meal for the TCA family. Students are required to make full payment for lunch coupons at the start of each term. Part-time students are welcome to join in.

**ORIENTATION**

This event is held before the start of each trimester. The purpose is to help new students become acquainted with the other students and with members of the faculty and staff. There will also be briefings by the Deans on various aspects of student life. All students are expected to be present for the 1st orientation of the school year; i.e. the January - April trimester.

**ANNUAL COLLEGE RETREAT**

This annual event is organized by the Student Council for all students, faculty, and staff. It is a “family retreat” for the purpose of fellowship, relaxation, and spiritual refreshing.

**STUDENT WELFARE FUND**

A Student Welfare fee is charged to all students. This fee contributes to the Student Welfare fund which is used for maintaining the Student Lounge, catering for International Night, Student Orientations and the annual year book.

**GRADUATION EXERCISE**

This is an annual event that all full time students will be mobilized to serve at different platforms. Part time students are welcome to join in.

# **STUDENT MINISTRIES**

## **FIELD EDUCATION**

Student ministry is considered an integral part of the ministerial training offered at TCA. As such, all full-time students will be involved in the student ministry program. Every student is expected to fulfill the required ten hours of ministry involvement per week as part of their field education.

At the beginning of each trimester, all new students and students who have transferred to a different church or organization are expected to fill up a Field Education Attachment Form (Pink Form).

Students' ministry involvement will be assigned by their respective churches and organizations in consultation with the Field Education Director.

TCA is open to churches requesting students to assist in ministry in the local church. These requests will be entertained provided that there are students available and subjected to the Dean's Committee approval.

(See Appendix I for more details)

## **MISSIONS**

All students are expected to participate in at least one mission trip a year either through the college or the church organization.

Mission trips planned by the Missionary Prayer Brigade (MPB) are subject to approval by the Administrative Committee. All students are eligible to apply to join these mission trips. These trips will be undertaken during term breaks.

## **MINISTRY TEAMS**

Students may be selected to form Ministry teams to travel with lecturers to various churches for promotion and ministry purposes.

# **STUDENT RESPONSIBILITIES**

## **STUDENT'S PERSONAL RECORDS**

All registered student are required to keep the College updated on changes to the following:

- address
- phone numbers
- email address
- sponsorship status
- passport numbers
- marital status
- programme
- student status

Note: Immigration requires foreign students to update the above changes within 14 days.

## **ACADEMIC RECORDS**

Students are responsible for ensuring their academic records are updated. All academic records are PERMANENT records.

- a) All addition and withdrawal of courses must be properly documented and adhere to the policies on registration. Forms are available in the students' lounge.
- b) All other changes relating to your studies (e.g. programme, status) must be communicated in written form.
- c) If an official copy of your transcript is required, the request has to be made in writing at least one week in advance. Please indicate your name, student number and contact details. A \$5.35 fee is applicable (includes 7% GST).

## **CLEARANCE OF SCHOOL FEES**

Students must clear all their outstanding fees by the 3rd week of the new term. Failure to do so will result in them being dropped from their classes.

## **STUDENT LOCKERS**

All full-time students will be allocated a locker. A refundable S\$20 deposit will be charged. In the event of loss of keys and/or damage to the locker, the deposit will be forfeited.

## **INSURANCE POLICY**

This is compulsory for all full time foreign students. For more details, please refer to the Registrar's office.

# **NOTES TO STUDENT'S PASS HOLDERS**

## **LEAVE OF ABSENCE**

Under the regulation of Singapore's Immigration & Customs Authority (ICA), Student's Pass holders are not permitted to be absent from class without valid reasons for a continuous period of seven days. Failing which, the Student's Pass will be cancelled.

## **SAFEKEEPING OF PASSPORT AND VISIT PASS**

1. Your Passport and Visit Pass must be deposited with the Registrar Office (RO) for safekeeping.
2. Whenever you plan to travel out of Singapore, you must provide a copy of your bus, rail or air ticket before checking out your Passport and Visit Pass from RO.
3. You will also be required to sign-out for your passport and to sign-in again once you have returned.
4. It is essential that you carry your Visit Pass whenever you travel out of Singapore as it enables you to make multiple entries in/out of Singapore. The Passport and Visit Pass must be deposited with the RO upon your return.

## **PREMATURE TERMINATION OF STUDIES**

If you decide to return home before the completion of your studies, please seek approval from the Dean of School. Upon approval, the Registrar will process the cancellation of your Student's and Visit Passes.

As there are legal indemnities tied to these Passes, please ensure proper exit procedure and documentations.

## **CANCELLATION OF STUDENT'S AND VISIT PASSES UPON GRADUATION**

The ICA requires all holders to cancel their Passes and leave Singapore within 7 days after completing the final term with TCA.

Exit Clearance must be filed concurrently with the Registrar around the 10th week of the final term with TCA.

## **STUDENT PASS RENEWAL**

All foreign students who are holding a student pass must inform the College 2 weeks in advance for student pass renewal.

**It is an offence for students holding Student's Pass to work in Singapore. You are not allowed to engage in any paid employment or in any business, profession or occupation in Singapore during the validity of your Student's Pass.**

# **ACADEMIC GUIDELINES**

## **STUDY HABITS**

Generally speaking, for every hour of study in class, about two hours should be spent in self-study and research. Students are encouraged to plan a study schedule at the beginning of each term and follow it as closely as possible so that sufficient time is allocated for study and research. Students should develop good study habits and maximize the use of library resources.

## **ACADEMIC YEAR**

TCA College operates on a trimester system, which revolves on a 13-week schedule. The school year commences from January to early April, May to July, and end-August to November.

## **ACADEMIC ADVISING**

Academic Advising sessions are held every term to provide students with advice on their selection of modules. It is the student's responsibility to ensure the proper selection of modules so as to meet the program curriculum enrolled.

## **POLICIES ON REGISTRATION**

1. Students should register for their classes before the end of the registration period.
2. Students who fail to do so may or may not be allowed to register for classes. Should they be allowed to do so, a late fee will be imposed.
3. Students are encouraged to use the online registration portal.  
<http://apps.tca.edu.sg/TCA/OnlineRegistration/SignUpLogin.aspx>.
4. Incomplete or faxed registration forms will not be accepted.

## **ADD / DROP PERIOD**

The first 2 weeks of each school term are deemed the add/drop period. During this period, students are allowed to request to

1. Add a new module to their registration
2. Drop a module they registered for

All requests for add/drop are subject to approval of the School Dean. An administrative fee will be charged for all such requests. No record will be kept for modules dropped during this period.

For intensive modules, add/drop is only permitted on the first day of the class. No record will be kept for courses dropped on the first day. Refunds for dropped classes are dependent on the College's policy for refunds.

## **WITHDRAWALS**

Students may request to withdraw from a module anytime within week 3 to week 6 of the school term, subject to approval by the School Dean. A permanent record of "Incomplete" will be entered into the student's transcript. There will not be any refunds for withdrawals.

For intensive modules, withdrawal is only permitted on the first day of the class. No record will be kept for courses dropped on the first day otherwise it will result in a permanent record of “Fail” entered into the student’s transcript.

**AUDIT**

Students are allowed to request to change their modules from credit to audit and vice-versa during the add/drop period. From week 3 to week 6, courses taken for credit may be changed to audit. However, changes from audit to credit are not permitted in this period. After week 6, courses taken for credit cannot be changed to audit. All such requests are subject to approval by the School Dean.

For intensive modules, changes from credit to audit are only permitted on the first day of the class.

**SUMMARY**

Week	Permitted request	Remarks
1 - 2	Add or drop a module	
	Change from credit to audit and vice-versa	
3 - 6	Withdraw from module	Record of “Incomplete” entered into transcript
	Change from credit to audit	Record of “Audit” entered into transcript

**ATTENDANCE POLICIES**

Students whose attendance falls below 60% for any reason, including those deemed acceptable will be penalized with an immediate failure.

**WEEKLY CLASSES**

To encourage good attendance, the College exercises the following penalties:

Attendance	Penalty
80% and above	None
70% - 79%	10% off the final grade
60% - 69%	20% off the final grade
59% and below	Fail

The following are considered as acceptable reasons for absence and will not be penalized:

- Medical leave
- National Service Training
- National Service Mobilization
- Death of an immediate family member

Request for absence with documentation should be submitted to the Dean of the School for approval.

### **BLOCK CLASSES**

100% attendance is expected for a block module. If the student is absent on the 1<sup>st</sup> day of the class, they will be asked to withdraw from the module with a full refund.

The following are considered as acceptable reasons for absence and will not be penalized:

- Medical leave
- National Service Training
- National Service Mobilization
- Death of an immediate family member

### **POLICIES ON LATE WORK**

All assessments such as essays, book reviews and reports are to be submitted by the assigned date and time set by the lecturer.

All late work will be penalized with an immediate failure. However, exceptions may be made on compassionate grounds for students with documented valid reasons.

The request should be made in writing to the respective Dean of the School before the due date of the assessment. The Dean may then choose to impose one of following options:

1. No penalty imposed on the submitted work
2. A penalty of 10% per week late up to a maximum of 2 weeks. Work submitted later than 2 weeks from the due date will be considered an immediate failure.

### **ACADEMIC MISCONDUCT**

Academic misconduct undermines the standards of the awards and disadvantages those students who have attempted to complete their assessment fairly and honestly. It is an offence against the values of the academic community of which students and staff are both parts.

Academic misconduct is defined as any attempt by a student or any attempt by an individual to aid a student, to gain an unfair advantage in any assessment by deception or fraudulent means.

Examples of academic misconduct are as follows:

1. Aiding and abetting dishonest practice
2. Bribery: paying another student for a copy of their work, paying for an advance copy of an unseen paper.
3. Collusion: Collusion occurs when two or more students collaborate to produce a piece of work to be submitted (in whole or in part) for assessment and the work is presented as the work of one student alone. Where students in a class are instructed or encouraged to work together in pursuit of an assignment, such group activity is regarded as approved collaboration. Where there is, however, a requirement for the submitted work to be solely that of the individual, collaboration is not permitted. Students who improperly, work collectively in these circumstances are guilty of collusion.
4. Commissioning another person to complete work and submitting it as your own.
5. Duplication: inclusion of material which has already been submitted for any other assessment in this College or elsewhere.
6. False declarations: e.g. claiming false extenuating circumstances to obtain exemption from work or to explain a missed deadline.
7. Falsification of data: e.g. of data in research reports.
8. Misconduct in exams or tests: use of crib notes, copying from another student, sitting an examination on behalf of another student or asking someone to do this for you, leaving the exam/test to look at pre-hidden notes, taking any stationery from an exam venue if you are not allowed to do so.
9. Plagiarism: Plagiarism is defined as the intentional or unwitting incorporation of a significant amount of unattributed direct quotation from, or unattributed paraphrasing of, the work of another. The work may belong to another student or be from a published source such as books, reports or journals as well as material available on the Internet.

Alleged academic offences will be investigated thoroughly, and where proven, will be punished.

## **EXAMINATIONS**

Examinations will be held as scheduled by the lecturers. Failure to sit for an examination will result in a fail grade for the examination.

Students found copying during examination will be suspended or expelled from the school. If suspended, the student will be graded with an “F” for the course.

Students who are required to re-take an examination or re-submit an assignment, will have to pay a fee of \$53.50 to the Registrar office.

## **INSTRUCTIONS TO EXAMINATION CANDIDATES**

- 1) General instructions
  - a) Candidates should be seated in the examination hall at least 10 minutes before the start of the examination.
  - b) Candidates should place all bags, books, notes, mobile phones, electronic equipment, and all other information sources at the front of the examination hall before the examination begins.
  - c) Only material and / or equipment approved by the College for the examination may be permitted to be brought to the seats.
  - d) Candidates should place their student pass or identity card at the top right hand corner of the table. Candidates who fail to provide such documents will be asked to leave the examination hall immediately.
  - e) Candidates should not begin the examination until instructed to do so by the invigilator.
  - f) Examination question papers should not be brought out of the examination hall.
- 2) Entering and exiting the examination hall
  - a) Candidates will not be permitted to enter the examination hall later than **30 minutes** after the examination begins.
  - b) Candidates will not be permitted to exit the examination hall until **45 minutes** after the examination begins.
  - c) Candidates will not be allowed to exit the examination hall during the last **15 minutes** of the examination.
  - d) Candidates who need to visit the restroom **OUTSIDE** of the abovementioned timings should request permission from the invigilator.
- 3) Unfair practice
  - a) It is unfair practice to commit any act whereby a candidate may obtain for himself or for another, an unpermitted advantage.
  - b) Candidates suspected of unfair practice will be dealt with in accordance with the procedures and penalties of the College.

## **FEEDBACK FROM STUDENTS**

All modules are evaluated by a Module and Instructor Evaluation Questionnaire. Students may also raise feedback through the Student Council which consists of peer-elected members of the student body. The Student Council relates with the Dean of Students and feedback raised will be brought to the Deans Committee. The College responds back to the student body through appropriate meetings with the Student Council.

## **INTERIM VERIFICATION AND APPEALS PROCEDURE**

All appeals pertaining to Wales programmes will be considered in accordance with the Verification and Appeals Procedure from the University of Wales.

## **UNFAIR PRACTICE PROCEDURE**

All allegations of unfair practice pertaining to Wales programmes will be considered in accordance with the Unfair Practice Procedure of the University of Wales.

## **GRADUATION REQUIREMENTS**

Student who intends to graduate will need to register for graduation in the first trimester of the year. They should contact the College for more details.

1. Satisfactory completion of a programme of study.
2. For ATA programmes, students must maintain the following minimum grade point average (GPA)  
  
2.0 for Certificate and Diploma,  
2.5 for Bachelor and  
2.7 for Master programmes.
3. For Wales programmes, students must meet the passing mark for the weighted aggregate of all modules studied.
4. Approval at the Deans Committee.
5. Settlement of all financial obligations with the College.

## **GRADING ASSESSMENT**

### **ATA Programme**

<b>Percentage</b>	<b>Equivalent letter grade</b>	<b>Equivalent grade point</b>
85-100	A+	4.00
70-84	A	4.00
65-69	A-	3.70
60-64	B+	3.30
55-59	B	3.00
50-54	B-	2.70
47-49	C+	2.30
43-46	C	2.00
40-42	C-	1.70
39	D+	1.30
37-38	D	1.00
35-36	D-	0.70
0-34	F	0.00

## University of Wales Programme

### Classification of work

Characteristics	Percentage
<ul style="list-style-type: none"> <li>• provides a coherent argument displaying an extensive knowledge of relevant information</li> <li>• critically evaluates concepts and theory</li> <li>• has an element of novelty if not originality</li> <li>• provides evidence of reading beyond the required reading</li> <li>• displays an awareness of other approaches to the problem area</li> <li>• has an appreciation of methodological concerns and displays an awareness of the limitations of current knowledge</li> </ul>	70-100 First
<ul style="list-style-type: none"> <li>• provides a coherent argument drawing on relevant information</li> <li>• shows some ability to evaluate concepts and theory and to relate theory to practice</li> <li>• does not suffer from any major errors or omissions</li> <li>• provides evidence of reading beyond the required reading</li> <li>• displays an awareness of other approaches to the problem area</li> </ul>	60-69 Upper Second
<ul style="list-style-type: none"> <li>• addresses the question but provides only a basic outline of relevant arguments and evidence along the lines offered in the lectures and referenced readings</li> <li>• answers are clear but limited</li> <li>• some minor omissions and inaccuracies but no major errors</li> </ul>	50-59 Lower Second
<ul style="list-style-type: none"> <li>• points made in the answer are not always well supported by argument and evidence</li> <li>• relevant points have been omitted from the answer</li> <li>• parts of the question remain unanswered</li> <li>• answers may be unduly brief</li> </ul>	40-49 Third
<ul style="list-style-type: none"> <li>• answers lack a coherent grasp of the problems and issues raised in the question</li> <li>• important information has been omitted from the answers and irrelevant points have been included</li> <li>• answers are far too brief</li> </ul>	35-39 Marginal Fail
<ul style="list-style-type: none"> <li>• fails to show any knowledge or understanding of the issues raised in the question</li> <li>• reveals fundamental misunderstanding of the subject matter</li> <li>• most of the material in the answer is irrelevant</li> </ul>	0-34 Fail

## **POLICY FOR STUDENTS WITH DISABILITIES**

### **Principle**

TCA College endeavours to develop and maintain a high level of inclusive provision which gives students with physical and learning disabilities an equal opportunity to pursue their chosen course of study and, with appropriate support, to succeed in reaching their full academic potential.

### **Practice**

To implement this principle:-

- 1) The Dean of Students serves as the disability officer to provide guidance and support to students with disabilities.
- 2) Students with disabilities are to inform TCA College of their disability at the point of admission. Students seeking confidentiality may approach the Dean of Students directly. Documentary support, where appropriate, should be provided in the form of one (or more) of the following:
  - a) A medical practitioner's report
  - b) A mental health practitioner's report
  - c) An up-to-date educational psychologist's report
- 3) The Admissions Committee will evaluate all reports on student disabilities and determine the relevant arrangements needed. These arrangements may include one (or more) of the following:-
  - a) Additional assistance during class sessions
  - b) Additional assistance in the library
  - c) Additional time given for examinations or assessments
  - d) Special facilities for the examination hall
  - e) Alternative methods of assessment
- 4) The Dean of the respective school will facilitate arrangements agreed by the Admission Committee.
- 5) The College facilities cater to disabled access as follows:-
  - a) Parking facilities are reserved for those with physical disabilities
  - b) Restrooms are available for those in wheelchairs
  - c) The campus is accessible to wheelchairs
- 6) In the event of a fire alarm, students with physical disabilities will be evacuated first.
- 7) Students with temporary disabilities may make a report to the Admissions Committee when the disability arises.

### **NOTE:**

For additional information, please email to [admin@tca.edu.sg](mailto:admin@tca.edu.sg) .

# **GENERAL GUIDELINES**

Scripture establishes the basic principles which should guide the development of Christian character and govern all Christian behavior. Practices which are known to be morally wrong by biblical teaching are not acceptable for members of the TCA College community. Included are specific acts such as drunkenness, stealing, the use of slanderous or profane language, all forms of dishonesty including cheating, and homosexual behavior. In addition, Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, uncontrolled anger, an unforgiving spirit, and hurtful discrimination and prejudices with regard to race, sex, or socioeconomic status.

While the attitudes are difficult to detect, they are as subject to the judgment of God as the outward forms of disobedience. The TCA College community is obliged to repudiate these and to seek God's forgiveness and help so that each one may grow in grace and righteousness.

Scripture does not provide specific teaching regarding all social practices but advocates self-restraint in that which is detrimental or offensive to others. Members of the TCA College community are required to refrain from gambling of any kind, and use of alcoholic beverages, tobacco, non-medicinal or hallucinogenic drugs. All questionable activities that would be detrimental to Christian character and testimony are disapproved.

The college expects all students to maintain high standards of Christian conduct at all times. Deviation from this may be considered grounds for disciplinary action.

## **DRESS CODE**

Students are expected to dress neatly and with decorum at all times. The dress code for all students must reflect their training as future full-time ministers and church workers. Therefore, slippers, singlet, collar-less T-shirts, tattered jeans, short skirts/dresses, dresses/blouses with low necklines, bermudas, and shorts, **SHOULD NOT** be worn during classes (night classes included), chapel / small group / MPB services, or in the library and study room.

When on ministry assignments, (e.g. worship leading and prayer in chapel and other services), students should be properly dressed - men in shirt and tie, and ladies in appropriate dress or skirt/dress-pants and blouse.

## **FINANCIAL POLICIES**

All fees should be paid at the beginning of term unless special arrangement has been made with the Registrar.

- All fees should be paid at the beginning of each trimester at registration or on the first day of class.
- A student who cannot pay in full at registration must settle all fees by the 3<sup>rd</sup> week of the current term. Failure to do so will result in him/her being dropped from the class.
- A student may not register for a new trimester if he/she is in arrears.

## **REFUND POLICY**

- There is no refund of fees other than tuition fees.
- The refund of tuition fees is as follows:

Prior to first class	100%
First class	90%
Second class	80%
After second class	No refund

## **SPONSORSHIP/BURSARY**

Detailed information is available in the website at [www.tca.edu.sg](http://www.tca.edu.sg). Application forms can be obtained from the Office counter. All applications will be reviewed and approval determines by the Dean's committee.

# GUIDANCE AND DISCIPLINE

## GUIDANCE

TCA College provides small group facilitators who will meet periodically with students in providing guidance and counsel. However, students may also seek guidance from those whom they feel are approachable, qualified, and genuinely interested in their welfare. All administrators, faculty, staff, and Student Council officers are available to provide guidance and assistance.

All areas pertaining to student life in the college should be directed to the Dean of Students and academic matters to the respective Deans.

## STUDENT DISCIPLINE

TCA College seeks to produce ministers who are growing in the full character of Christ. However, in certain instances, disciplinary measures may have to be taken. This is an acknowledged biblical principle and all action taken is both redemptive and corrective.

All matters of discipline should be brought before the Deans Committee and any action executed by the respective School Dean or Dean of Students.

## MINOR OFFENCES

The following guidelines should be followed in dealing with discipline issues within TCA College. For offences which are not of a serious nature, the student will be privately reprimanded and warned not to repeat the offence. The College will not keep a record of such minor offences.

## MAJOR OFFENCES

The following will be deemed as major offences by the College:

1. Academic misconduct (e.g. plagiarism, cheating, collusion)
2. Persistent lateness for classes.
3. Persistent absence from classes without previously informing the school.
4. Unruly or immoral behaviour unbecoming of a Christian minister.

All major offences will be entered into a student's record.

## POSSIBLE ACTIONS

The following disciplinary actions may be taken by the College for major offences.

Reprimand	The student will be given a reprimand and warned not to repeat the offence.
Probation	The student is placed on probation for a period of time as decided by the college. During this time, the student is expected to show significant improvement in conduct and

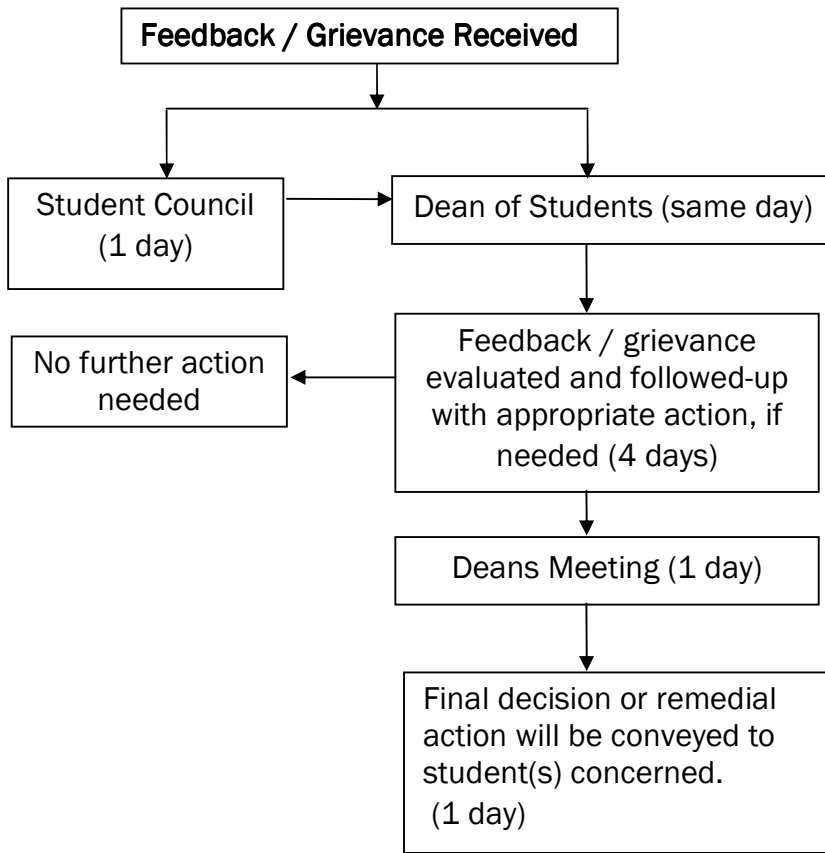
	attitude.
Suspension	A student is suspended from the college and all activities for a period of time as decided by the college. A student will only be readmitted after his suspension if the college determines he has shown significant change in conduct and attitude. If a student is readmitted, he will be placed on probation for a period of time as decided by the college.
Termination	Termination is considered as permanent dismissal from the college. It will be carried out where the Deans Committee deems there is sufficient evidence that a student's conduct warrants such action.

### **GUIDELINES FOR ACTION TAKEN**

As a guide, disciplinary action should follow the following process. Where the offence is sufficiently serious, the College may choose not to follow the process so as to mete out more drastic action.

Stage 1	The student is given a verbal reprimand and warned not to repeat the offence. The student may or may not be placed on probation.
Stage 2	The student is given a written reprimand and warned not to repeat the offence. The student will be placed on probation. A letter will be sent to the student's church and sponsoring organization (if any) informing them of the student's behaviour and the College's actions.
Stage 3	The student will be suspended from all school activities. Readmission to the College will only take place if specified criteria are met as decided by the school. In severe cases, the student's studies at the College will be terminated. A letter will be sent to the student's church and sponsoring organization (if any) informing them of the student's behaviour and the College's actions.

## STUDENT FEEDBACK AND GRIEVANCE PROCEDURE



### Remarks:

- Time frame to respond to feedback / grievance: 7 days.
- Maximum no. of days to resolve an issue: 21 days.
- In the event that TCA College is unable to resolve the grievance, the student(s) can refer to CASE for assistance.

# **STUDENT ORGANIZATIONS**

Student organizations are set up by the Administrative Committee and are subject to the Administration at all times. That being the case, it is within the authority of the Administration to revoke and/or amend existing constitutions and by-laws of student organizations.

## **STUDENT COUNCIL**

The Student Council consists of elected officers of the student body. The Administrative Committee approves a list of names of students who are eligible to stand for election for various posts in the Student Council. The Dean of Students serves as Advisor to the Student Council and shall be present at all council meetings. In the event that he /she is not able to be present at any one council meeting, he/she shall delegate any member of the Administrative Committee to take his/her place. This Council guides and promotes student activities and projects.

## **MISSIONARY PRAYER BRIGADE**

The MPB is the student mission organization. Its function is to provide opportunities for better understanding of, and involvement in, the task of world missions. It organizes the students into prayer groups and provides opportunities for supporting certain missionary projects. It is a compulsory activity for all full-time students.

# **COLLEGE PUBLICATIONS**

## **PACESETTERS: TCA COLLEGE'S ANNUAL MAGAZINE**

This is the college annual yearbook which features the graduates and the various aspects of college life and activities.

# **Appendix I**

# **GUIDELINES FOR FIELD EDUCATION**

## **SCHOOL OF CREATIVE ARTS**

All students must fulfill a field education component in order to graduate. This field education should be in some form of Creative Arts ministry. Students will need to accumulate 390 hours (3 terms × 13 weeks × 10 hours = 390 hours) in order to fulfill this.

There would be times that students would be required to attend some of the services / special events at Trinity Christian Centre for further mentoring, but that would be upon approval of their Pastors / Supervisors.

Full-time students are expected to arrange their weekly schedule to fulfill the requirement of a minimum of 10 hours per week of Field Education. These hours may be adjusted to meet the needs of the students and those of the pastors and churches; the students and College events and activities taking priority.

## **SCHOOL OF DIVINITY**

Full-time students are expected to arrange their weekly schedule to fulfill the requirement of a minimum of 10 hours per week of Field Education. These hours may be adjusted to meet the needs of the students and those of the pastors and churches; the students and College events and activities taking priority.

## **I. OBJECTIVES**

1. To increase the student's self-understanding by discovering and developing the student's gift and style of ministry.
2. To provide opportunities for the student to develop inter-personal relationships between the student and the church placement to which the student is assigned.
3. To allow the student to apply what the student has learned at TCA in a church and/or non-church situations.
4. To provide the student with real life situations and issues for the student to reflect theologically.

## **II. FIELD EDUCATION PROGRAM**

1. The Field Education Program is applicable to all full-time students until a student graduates.
2. The program has to be tailored for each individual student taking into consideration such experiences as he/she may already have prior to joining the college.
3. Field Education training includes preaching and teaching, involvement in membership/ water baptism classes, communion service, wedding, house blessing, baby dedication, funeral, visitation (home, hospital), counseling, deliverance ministry, evangelism, missions, leading worship, small group ministry (such as Cells, Youth

ministry, Adult ministry), prayer ministry, ushering, hospitality, MC of a service (pastoral prayer, announcement, etc.), office procedure, organization structure, committee meeting (such as board meeting), and study and research related to the assignments and responsibilities given by the Supervisor/Pastor (S/P).

4. A student is encouraged to go for missions exposure at least once or for an evangelistic outreach experience during term break with the endorsement of the College.
5. Foreign students who are in Singapore for the first time may need time to adapt to the Singapore culture and therefore be observers for the first one or two trimesters at the discretion of the S/P.

### **III. ROLE OF A STUDENT**

#### **A. Relationships**

1. Student - Supervisor/Pastor (S/P)
  - a. The student should always bear in mind that his/her presence in the church is that of a learner and not a teacher.
  - b. The student should take the initiative in requesting supervisory conferences and keep in touch with the S/P. The student should strive to build a trust relationship with the S/ P and to interact openly and regularly with the S/P.

#### Note:

The student may disagree with the S/P (similar to disagreement with the lecturers) but he/she is to learn from his/her/her disagreements and not attempt to “straighten out” the pastor. One of the most necessary lessons of the pastorate is that of keeping a confidence. The student must realize that his/her intimate relationship with the pastor, if abused, can result in great damage to the pastor’s character and ministry. Therefore, he/she must constantly guard against the disclosure of confidences or any discussion of the pastor’s “weaknesses” with some disgruntled member of the church. The student must also guard against the naive suggestion that he/she is really a much better person than the pastor and that he/she is just the person to correct the “conditions” prevailing in the church.

2. Student - Church/Community
  - a. The student should seek to build relationships with church members and know the community.
  - b. The student should learn to relate well with all levels of leadership.
  - c. The student should minister responsibly to the needs of others.
3. Student - Field Education Director
  - a. The student should keep in touch with the Field Education Director and seek advice and counsel whenever needed.

## **B. Ministry**

1. Church
  - a. The student should study the philosophy and organization structure of the church in which he/she serves.
  - b. The student should understand the policies and programs of the church, the ministry assigned to him/her and its related duties, areas of limitation and responsibilities.
  - c. The student should be familiar with facilities, equipment and supplies in the church.
2. Attitude
  - a. The student should be sensitive to time and opportunity and be punctual at all meetings and services.
  - b. The student should develop good taste in speech, dress, manner, and relationships.
3. Planning and Record
  - a. The student should plan his/her ministry schedule in conjunction with his/her study schedule, college events and activities and any other activities.
  - b. The student should keep a log (journal) of field experiences: programs planned, services conducted, talks, sermons, anecdotes, failures and successes.

## **C. Responsibilities**

1. The student is to arrange a ministry schedule in consultation with his/her S/P. Time spent on ministry should take at least 10 hours per week excluding attendance at Sunday services and Friday Prayer meetings unless the student is involved in ministry during these services. Time spent on ministry preparation and travel to/from ministerial activities can be included.
2. The student is to:
  - a. fulfill ministry assignments mutually agreed upon by supervisory participants.
  - b. participate in all meetings that he/she is required to attend and seek regular communication with the S/P.
  - c. involve actively in his/her respective church's regular activities and projects (e.g. Sunday services, prayer meetings, Easter and Christmas program, etc.)
3. The student is to submit a completed and signed Term Ministry Report (blue form) to the College at the end of each month after evaluation and discussion with the S/ P. The student should bring his/her log of field experiences for the discussion.

This is a sample of questions which the student might discuss with the S/P:

### *Church Program*

What is our philosophy of education?

What involvement do we expect from the man in the pew?

What is the relationship of lay and professional leadership?

*Personal*

How should a pastor's time be used, percentage for study, visitation, involvement in church activities, days off? How involved should he/she become socially with his/her people, first name basis, etc.?

*Counseling*

What precautions should a pastor take?

How do you get people to come to you?

When should you refer counselees to others?

What is discussed in premarital counseling?

*Social Issues*

How should the church relate to these?

Should we preach on social issues?

Should we involve our people in community projects?

Should we allow our facilities to be used for community activities?

4. The student is responsible to discuss with the S/P on term break involvement in the church two weeks before the end of the term.

**IV. ROLE OF THE SUPERVISOR/PASTOR (S/P)**

**A. General**

1. The main role of the S/P is to be a mentor to the student in ministry. The S/P is to help the student develop his/her character in Christ and his/her ministry skills along his/ her giftedness.
2. The S/P is requested to work closely with the Field Education Director on the progress of the student.
3. The S/P is requested to be sensitive to the student's individual needs and to avoid complacency. The S/P must recognize that the student is to be trained and equipped to be a minister and not a worker.
4. The S/P must undertake to ensure that ministry involvements do not clash with or interfere with TCA class schedule, Chapels, Small Group, Missions and Prayer Brigade, College Retreat, and other college events and activities as these take priority over ministry involvements.
5. If the student is attached to the church for the first time, the S/P is requested to introduce the student to the congregation or the ministry to which he/she will be ministering before he/she starts his/her Field Education program. The S/P is requested to familiarize the student with the organization and program of the church.

**B. Before Term Commences**

1. The S/P will meet the student before he/she starts his/her Field Education program to arrange on a ministry schedule of no less than 10 hours per week. The S/P is requested to provide ministerial responsibilities best suited to the student's growth and giftedness.

2. The S/P is requested to make the assignments clear and to help the student plan skillfully and set reasonable goals.

### **C. During Term Time**

1. The S/P is requested to have communication channels open with the student, and to schedule meetings with the student at least once a term for about one to two hours to discuss the student's learning experiences and progress.
2. The S/P is requested to engage the student in theological reflection relative to his/her experiences in the situation, and to give feedback so that the student can strive to have good standards for his/her ministry.
3. The S/P is requested to offer his/her own leadership style and mode of functioning as a model for mutual examination and discussion.
4. The S/P is requested to invite the student where appropriate to attend important church-related business meetings (board meeting, staff meeting, etc.), visitations, funerals, etc.
5. The S/P is requested to arrange for the student to perform some manner of platform ministry (preaching, worship leading, emceeing) in the local church or other churches, youth groups or training seminars when possible.
6. The S/P is requested to discuss with the student on term break involvement two weeks before the end of the term.

### **D. Evaluation and Record**

1. The S/P is to submit a Supervisor/Pastor Evaluation of the student to the Field Education Director/ Dean of Students at least once a year or when requested.
2. The S/P is to maintain a file on the student's Term Schedule and Monthly Ministry Report. This file shall be handed to the next S/P.

### **V. RESPONSIBILITIES OF THE FIELD EDUCATION DIRECTOR/ DEAN OF STUDENTS**

- A. To work with the Supervisor/Pastor in mutually approving the student assigned to a ministry or function.
- B. To receive and evaluate reports received from all participants in the program

### **SUGGESTED LIST OF MINISTRY EXPERIENCES FOR THE STUDENT**

The student should be given opportunities to experience the following ministries and activities. It is the responsibility of both student and Supervisor/Pastor to discuss and schedule for ministries or tasks not yet experienced.

#### **1. Preaching and Teaching**

Confer with the supervisor/pastor regarding his/her method of sermon and lesson preparation. How much time is allotted to this task? What is his/her method of filing for sermon construction and lesson? Does he/she write his/her sermon and lesson out in full, use a complete outline or just the barest outline?

## 2. Involvement in membership/water baptism classes

The student should be involved in the membership/ water baptism classes, noting the matters which are stressed and the requirements for water baptism and membership in that church.

## 3. Communion Service

Although the preparation of the Communion service is usually left in the hands of the Communion committee or a comparable group, the pastor is still the one person responsible for its proper preparation. Therefore, the student should not only note the manner in which the service is conducted but its preparation as well.

## 4. Wedding

Knowledge should be gained concerning premarital counseling, including what is discussed, whether one or both parties are present, and how many sessions are usually considered adequate. Pastoral etiquette throughout should be discussed.

## 5. Baby Dedication

This ritual in the church has too often become just that - a ritual. Is there any pre-counseling done regarding the parents' responsibilities in this matter? What weight is given to this ceremony in the worship service?

## 6. Funeral

Funeral, unlike wedding, cannot be scheduled but must be handled as and when the need arises. If, however, the student did not experience handling a funeral service during the training period, a meeting with the pastor concerning procedure should be arranged. Not only is it important to note the method by which the pastor conducts the actual funeral service but also his/her contact with the bereaved before, during and after the funeral. What part of the funeral arrangements is he/she involved in? What part does the church play in the entire affair?

## 7. Counseling and Deliverance Ministry

Since counseling is of a highly personal and confidential nature, it is not likely that the pastor will want the student to sit in on counseling sessions. In lieu of this, however, the student should confer with the pastor concerning his/her counseling program. Find out how he/she gets his/her members to come to him/her for counsel. What method of counseling does he/she pursue? How long is the individual counseling session, and how often does he/she usually see any one person? How much time does he/she allot to counseling in his/her overall schedule?

## 8. Visitation

Visitation is one of the principal tasks of the minister and is of a manifold character. The student should receive some experience in each of the following areas:

#### Hospital:

First, information concerning the local hospitals and their desires should be secured. Then, the student should accompany the S/P to the hospital, noting the manner of dealing with both the hospital staff and the patient.

#### Visiting the sick:

Calls upon the sick confined at home are second only to hospital visitations. Note the manner in which the pastor first meets the sick, the character of conversation and the length of stay. How does the pastor administer communion, if requested?

#### Calling upon visitors to the church:

Since these people will often be of a different denominational persuasion than the church visited, it is important to note the pastor's method of minimizing the difference without compromise. Especially look for methods of dealing with those who have formerly attended local churches or are members of another nearby church.

#### Visiting the aged and shut-ins:

This group is largely neglected in the modern church. Note how the pastor keeps them in contact with church activities and progress. Inquire as to the frequency of visits. Is there any program in the church to include these elderly citizens and make them feel part of the Christian community?

#### Visiting members:

Again, note the frequency of these calls. Is there a planned canvassing of the membership? What is the nature of the visit? Is the conversation conducive to spiritual opportunities?

#### "Cold" calling:

This will be more pronounced in newer areas but must be a part of every church program. Consider well the initial contact. How introductions are made/Note the pastor's sensitivity to the spiritual needs of the person visited as well as when and how he/she introduces the gospel message.

### 9. Office Procedure

The student should become acquainted with the formulation of the bulletin and other publications, filing of the names of visitors and prospective members, purchasing of supplies and equipment, reports of various officers and departments, operation of photocopier, computer, fax machine, etc.

### 10. Organization

The student should become acquainted with the organization of the church in which he/she is working. He/she should note the operation of the church itself, what takes place at the annual meeting, what groups are functioning in the church, how they are kept active, and what the chain of supervision is.

### 11. Committee Meeting

The student should attend, at least once, every organized group in the church including board meeting. The student should notice how the meeting is conducted, what reports are required and in what form they are submitted, how action is proposed and carried out, how dissension is dealt with, etc.

### 12. Other Ministries

There are many functions which we cannot give space to in this manual but which are nevertheless important in the overall ministry of the pastor. These functions include: worship leading; public Scripture reading; conducting a service; attendance at church social functions; etc. The student should note the extent of lay participation and the degree of responsibility entrusted to laymen. Do laymen chair any of the church organizations? Are laymen involved during the services of prayer, song leading, public Scripture reading, etc.? In addition to the aforementioned responsibilities of the student, there should be opportunities for the pastor to discuss with him/her on some of the significant problems of a personal nature which are inherent to life in the church.

# **Appendix II**

# **STUDENT COUNCIL CONSTITUTION**

## **ARTICLE 1            NAME**

- 1.1 The full name of this body shall be “THE STUDENT BODY OF TCA COLLEGE”, hereinafter referred to as the Student Body.

## **ARTICLE 2            GOALS**

- 2.1 To promote Christian fellowship among members of the Student Body.
- 2.2 To promote college spirit and loyalty among members of the TCA family.
- 2.3 To promote cooperation among members of the TCA family.
- 2.4 To plan college social functions and activities.
- 2.5 To provide a channel by which students may make constructive suggestions to the TCA College Administration through the Student Council Advisor.

## **ARTICLE 3            MEMBERSHIP AND DUES**

- 3.1 All full-time TCA College students shall be members of the Student Body.
- 3.2 All members of the Student Body shall have voting rights.
- 3.3 All members shall contribute towards the Student Activity Fund each trimester an amount which shall be fixed by the TCA College Administration.

## **ARTICLE 4            LEADERSHIP**

- 4.1 The leadership of the Student Body shall be the responsibility of the Students' Council, hereinafter referred to as Council, which shall consist of:

- 4.1.1 the President of the Student Body,

- 4.1.2 the Vice-President of the Student Body,

Small Group Representatives (from which Secretaries and the Treasurers are elected by the Council members), the Immediate Past President of the Student Body (if the person is still a member of the Student Body).

- 4.2 The Missionary Prayer Brigade Committee (MPB Committee), a subcommittee of the Council shall consist of:

- 4.2.1 the Vice-President of the Student Council who shall be the Chairperson of the MPB Committee,

4.2.2 the Treasurer of the MPB Committee

4.2.3 and the MPB Secretary and one (or two) other member(s) from the Student Council or Student Body who shall be appointed by the Council.

4.3 The Dean of Students or a faculty representative shall be the Advisor to the Council.

## **ARTICLE 5            NOMINATION AND ELECTION OF COMMITTEE**

5.1 Only members are eligible to vote. Members may not vote by proxy.

5.2 The TCA College Administrative Committee shall nominate members eligible for election for the positions of President and Vice-President. Candidates nominated shall have completed a minimum of two terms of studies in TCA.

5.3 One week, after the election of the President and Vice-President of the Student Body, all small groups shall each elect one representative who shall be members of the new Council.

5.4 The procedure for the election of the President and Vice-President of the Student Body shall be as follows:

5.4.1 The Council in office shall decide on a day for the election which shall be in the third trimester, hereinafter referred to as "Election Day". Candidates shall be determined by two-third majority of votes secured. If no election is determined in the first voting, then the elected candidates shall be determined by the highest number of votes secured in the second.

## **ARTICLE 6            APPOINTMENTS**

6.1 The President of the Student Body

6.1.1 The President of the Student Body shall be the representative of the Student Body.

6.1.2 Vacancies in the Council occurring ad interim shall be filled by appointment by the Council subject to approval by the TCA College Administrative Committee.

6.1.2.1 Notwithstanding the proviso of clause 6.1.2, in the event that the position of the President of the Student Body falls vacant ad interim, the Vice-President of the Student Body shall assume all duties and responsibilities of the President until the formation of the next Council.

6.1.2.2 Notwithstanding the proviso of clause 6.1.2, if the need arises, the President may with the approval of the Council Advisor appoint a member from the Council to represent him in the absence of both the President and the Vice-President.

6.1.3 The President of the Student Body shall call for all meetings of the Students' Council and the Student Body, and shall preside over all such meetings.

## 6.2 The Vice-President

6.2.1 The Vice-President shall assist the President whenever so required and shall assume the duties and responsibilities of the President in the absence of the President.

6.2.2 The Vice-President shall be the Chairperson of the MPB Committee and shall call for all meetings of the MPB Committee, and shall preside over all such meetings.

## 6.3 The Secretary

6.3.1 The Secretary shall be responsible for all correspondence and for keeping the accurate records of all meetings of the Council and the Student Body.

6.3.2 The Secretary shall submit a copy of the minutes of all meetings of the Council and the Student Body to the President/TCA College Administrative Committee and the Academic Dean within one week following the meetings.

6.3.3 The Secretary shall be responsible:

6.3.3.1 to record, type and distribute all agendas and minutes (including the A.G.M. minutes).

6.3.3.2 to inform/remind council members of meetings.

6.3.3.3 to gather feedback on issues as and when necessary from all members, consolidate information and distribute to all meetings.

6.3.3.4 to summaries follow-up actions especially those which involve all students.

## 6.4 The Treasurer

6.4.1 The Treasurer shall be responsible for all monies of the Student Body. He shall keep a record of all accounts of the Student Body and shall present in audited financial report to the Student Body at the Annual General meeting and any other meetings as required.

6.4.2 The Treasurer is authorized to make any payment that is in accordance to the approved budget.

6.4.3 The Treasurer shall audit the MPB treasurer's report and incorporate the latter's report into the overall financial report.

6.5 Small Group Representative

6.5.1 The Small Group Representatives shall represent their respective small group in the Students' Council on issues discussed in the Council. Representation means a summary of the different views of the students in the small group and this summary must be agreed by all small group members. In order to represent, small group representatives must discuss with members of the small group concerning issues on the agenda before the next Council meeting.

6.5.2 The Small Group Representatives shall inform their group members on decisions made in the Council and the rationale for them.

6.5.3 The Small Group Representatives shall act and/or follow-up with responsibilities as recorded in the minutes.

6.5.4 The Small Group Representatives shall organize small group members to fulfill duties such as students' lounge cleaning, etc.

6.6 The New Council shall assume office in the new calendar year.

**ARTICLE 7            COMMITTEES**

7.1 With the exception of the MPB Committee which shall be exempted from the provisions of this clause, the Council shall appoint and terminate appointments to form committees as it deems necessary. Each committee so formed shall be chaired by a member of the Council and may include other members of the Student Body.

7.2 The President of the Student Body shall have voice and vote in all sub-committees.

7.3 The Council shall be responsible for organizing any educational, evangelistic or recreational activities for the Student Body.

7.4 Notwithstanding the proviso of clause 7.1, the Council shall appoint an Orientation Committee to organize an orientation program for all new students at the beginning of the first trimester, in consultation with the Faculty.

**ARTICLE 8            MEETINGS**

8.1 An Annual General Meeting shall be held in the first trimester of each calendar year.

8.1.1 The business to be transacted at the Annual General Meeting shall be to:

8.1.1.1 receive and if thought fit pass the annual report of the outgoing President;

8.1.1.2 receive and if thought fit pass the audited report of the outgoing Treasurer;

8.1.1.3 receive and if thought fit pass the reports of the Student Representatives on the College Standing Committees;

8.1.1.4 deal with other matters.

8.2 An Extraordinary General Meeting of the Student Body may be convened by the Council as and when necessary, or on the requisition of at least half of the membership of the Student Body, such requisition to be signed by all members requesting the meeting and to be deposited with the Secretary.

8.2.1 The purpose for an Extra-ordinary General Meeting shall be specified beforehand, and no other business shall be transacted there at.

8.3 Notice for all general meetings shall be made at least two weeks prior to the date of the meeting. Faculty members may attend the general meeting with right of voice but not of vote.

8.4 One third of the membership of the Student Body shall constitute a quorum for all general meetings.

8.4.1 In the event that an Annual General Meeting does not have a quorum, the meeting shall be adjourned for a period of not less than one and not more than two weeks to a place and time to be appointed, and should the number then present be insufficient to form a quorum, those present shall form the quorum but they shall have no power to alter, amend or make additions to any part of this Constitution.

8.5 In the event that an Extra-ordinary General Meeting does not have a quorum, the meeting shall be adjourned.

8.6 A Council Meeting shall be held at least twice a trimester.

8.6.1 Fifty-one percent of the Council shall constitute a quorum for all Council meetings. In the event that a Council meeting does not have a quorum, the meeting shall be adjourned.

8.6.2 Two-thirds of the Council shall be present before the Council shall vote on any matter. Each member of the Council shall have only one vote regardless of the number of appointments held. Members may not vote by proxy.

8.6.3 A member of the Council who fails to attend three consecutive Council meetings without good reasons shall be struck off the Council provided a motion to do so is proposed and carried by the Council.

8.7 At all meetings, except for the Election of the President, the President shall have the casting vote in the event of a tie in votes.

## **ARTICLE 9 PROCEDURE FOR HANDING AND TAKING OVER**

9.1 Before the new Council takes office, the existing Student Council shall call a meeting of both Councils for the purpose of briefing the new Council members of their respective responsibilities and duties.

9.1.1 All Minutes, Student Council manuals and documents pertaining to the Council shall be handed over to the new members at this time.

## **ARTICLE 10 AMENDMENTS**

10.1 Amendments to this Constitution may be made by the TCA College Administrative Committee.

10.2 Notwithstanding the proviso of clause 10.1, amendments to this Constitution may also be made at any general meeting provided that:

10.2.1 Notice of the proposed amendment(s) is given at least two weeks in advance and all such proposed amendments are placed on the students' notice board.

10.2.2 There is approval from at least two-thirds of the members present at the general meeting provided that those present constitute a quorum.

10.2.3 There is approval by the TCA College Administrative Committee whose decision shall be final.

# **Appendix III**

# **MISSIONARY PRAYER BRIGADE COMMITTEE**

## **1. GOALS**

- 1.1 To challenge every student whether full-time or part-time of TCA College to pray for the local and foreign mission fields and missionaries.
- 1.2 To challenge every student to give financially to local and foreign mission projects, through the raising of Faith Promises.
- 1.3 To challenge every student to go to the mission field by being involved in at least one short-term mission trip during his/her course of study in TCA. Such exposure should provide the impetus for future missionary service.
- 1.4 To challenge every student to actively participate in the mission program of his/ her local church, contributing in creating a greater awareness of world missions among the members and adherents of the church with the goal of thrusting forth missionaries into the harvest fields of the world.

## **2. ORGANISATION**

- 2.1 The MPB Committee shall comprise the following:
  - 2.1.1 Chairperson (Vice-President of the Council)
  - 2.1.2 Treasurer (called MPB Treasurer, a member of Council appointed by the Council)
  - 2.1.3 Secretary (called MPB Secretary, a member of Council appointed by the Council)
  - 2.1.4 One or two Committee members (member(s) of the Council appointed by the Council)
- 2.2 The Dean of Students or his faculty representative shall be the Advisor to the MPB.

## **3. MEETINGS**

- 3.1 The Committee shall meet once in each trimester and additionally as required and the Chairperson shall preside as chairman at such meetings. Each officer including the chairman shall have one vote and in each case of equality of votes, the chairman shall have a second or casting vote.

#### **4. RESPONSIBILITIES**

- 4.1 The Committee shall plan and take charge of the weekly meetings in consultation with the Advisor.
- 4.2 The Committee may plan a variety of meetings with the aim of achieving missionary objectives for the benefit of the whole TCA College community, including film or video presentations, fasting and prayer sessions, testimony services, workshops. The Committee may also invite outside speakers so long as they are approved by the Advisor.
- 4.3 The Committee is also responsible for raising faith promises from among the TCA student body to finance both local and foreign mission projects.
- 4.4 The Committee shall plan short-term missions trips during the semester breaks, and be responsible for assisting in recruitment drive for such missions trips.

#### **5. FINANCIAL GUIDELINES**

- 5.1 All moneys raised by or on behalf of MPB shall be applied to further the objects of MPB and for no other purpose.
- 5.2 The Committee shall have the power to obtain, collect and receive moneys and funds by means of faith promise pledges from TCA students, whether full or part-time, lunch money set aside during prayer and fasting sessions, contributions, donations and to accept and receive gifts of property of any description.
- 5.3 The income and property of MPB whencesoever derived shall be applied solely towards the promotion of and to further the objects of MPB, including expenses relating to administration and maintenance of MPB, but no portion shall be paid or transferred directly or indirectly by way of dividend profit or otherwise to any member of the Committee. Provided that nothing herein shall prevent the repayment of out-of-pocket expenses.
- 5.4 In particular, the income and property shall be applied for purposes of, but not restricted to, giving to individuals and organizations for missions, local and foreign outreach work.
- 5.5 The Committee's financial year shall run from January to December. The MPB treasurer shall submit to the committee a bi-monthly financial report. An updated report shall be put up at the end of every trimester to the committee and the student body as well.
- 5.6 All financial matters and issues relating thereto are to be decided by a simple majority vote of the committee members, to the exclusion of the President. Only in a situation where there is a tie in voting, the Chairperson will cast the deciding vote.

- 5.7 The Committee shall approve the following before any action is to be taken:
- 5.7.1 designation of any or fixed sum to individuals or organizations, whether by way of outright gift, donation or pledges.
  - 5.7.2 any usage of funds for non-budgeted items. Provided that where the Committee for some reason is unable to meet, the Chairperson and one other committee member other than the MPB Treasurer shall have the authority to approve the usage of funds for non-budgeted items not exceeding \$50.00; and
  - 5.7.3 the usage of excess funds not carried forward to the next financial year.
- 5.8 The Committee shall not carry forward into the next financial year any amount exceeding ten percent (10%) of the income collected for the current year.
- 5.9 The counting of any fund or income received or collected by the Committee shall be carried out by the MPB Treasurer and observed by a TCA College full-time student who is not a Committee member.

## **6. AMENDMENTS**

- 6.1 Amendments to this Rules and Regulations may be made by the TCA College Administrative Committee or by a resolution by the MPB Committee, endorsed by the TCA College Administrative Committee.

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