

Christian Reformed Theological Seminary



DISTANCE EDUCATION INTERNET SUPPORTED

ADDENDUM TO PROSPECTUS: CURRICULUM AND LEARNING GUIDE

2019

Duly registered as private higher education institution,
by the Department: Higher Education and Training,
Republic of SA
for the qualifications as shown on certificate number
2008/HE08/002.

Accredited by the HEQC of the
CHE.

ADDENDUM TO PROSPECTUS CURRICULUM AND LEARNING GUIDE

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1 REGISTRATION
1.1 APPLICATION FORM



CGTS

CHRISTELIKE GEREFORMEERDE TEOLOGIESE SEMINARIUM

AANSOEKVORM

(Eerste Aansoek)

APPLICATION FORM

(First Application)

Vul deurgaans die oop spasies en blokkies in. Vul die toepaslike blokkies in met 'n "X" om te bevestig dat u die betrokke items het, of aangeheg het, of van die items kennis geneem het.

Fill in on the lines and in blocks. Mark the relevant blocks with an "X" to confirm that you have the items listed or that you have attached the required items or that you have noted the stipulations concerned.

1. ALGEMEEN GENERAL

Jaar waarin ek wil studeer:
Year in which I want to study: _____

Kursus wat ek wil volg:
Course I want to follow:

Kort Kursusse In Die Dinamiek Van Basiese Pastorale Opleiding (bv. Timoteus Akademie)
Short Courses In Dynamics Of Basic Pastoral Training (e.g. Timothy Academics)

1

Diploma
Pastorale Teologie (Andrew Murray Bybelskool)
Pastoral Theology (Andrew Murray Bible School)

Merk met X
Mark with X

Studierigting	Gemeentebediening	Pastoraal	Sending	
Course of study	Congregational Ministry	Pastoral	Missions	

BTh
Skool Vir Teologie Of Wêreldsending
School Of Theology Or World Mission

1 **Boublkke vir toekomstige volwaardige kwalifikasie op FET vlak.**
Building blocks for complete future qualification on FET level.

Waar of hoe ek van hierdie kursusse te hore gekom het:
Where or how I was informed about these courses: _____

2. PERSOONLIKE INLIGTING PERSONAL INFORMATION

Volle Name: _____ Van: _____
Full names: _____ Surname: _____

Woonadres: _____ Kode: _____
Home address: _____ Code: _____

Posadres: _____ Kode: _____
Postal address: _____ Code: _____

Tel(H): _____ Tel(W): _____ Cel: _____ Fax: _____
E-mail: _____

Geboortedatum: _____ Nasionaliteit (land): _____ Huwelikstaat: _____
Date of Birth: _____ Nationality (Country): _____ Marital state: _____

Taalvoorkeur: _____ ID nommer: _____

Language preference:

ID number: _____

Ek beskik oor die volgende fasiliteite. Ek besef dit is nie verpligtend nie:

I have the following facilities available. I understand that these are not compulsory:

Kasset of CD Speler
Tape or CD Player

Video of DVD Masjien
Video or DVD Player



AGTERGROND BACKGROUND

Hoogste Skool Kwalifikasie:

Highest School Qualification: _____

Naskoolse Kwalifikasies:

Post School Qualifications: _____

By hierdie eerste aansoek sluit ek die volgende in. L.W. Al die items is nodig:

With this first application I include the following. N.B. All these items are necessary:

- **1 Paspoort foto**
1 Passport photo
- **Aanbeveling van leraar of Christenleier**
Recommendation of pastor or Christian leader
- **Twee gesertifiseerde fotokopieë van elke toepaslike kwalifikasie**
Two certified photocopies of all applicable qualifications
- **Geskrewe motivering vir aansoek (± 200 Woorde, tweetalig, om die helfte)**
Written reasons for application (± 200 Words)
- **Ek bevestig hiermee dat ek Jesus Christus as my persoonlike Saligmaker ken**
I hereby confirm that I know Jesus Christ as my personal Saviour
- **Ek heg my getuienis hiervan op 'n aparte vel papier aan (± 200 Woorde)**
I attach my testimony in this regard on a separate sheet of paper (± 200 Words)



My huidige beroep (Indien Toepaslik):

My current occupation (If Applicable): _____

Naam en adres van werkgever:

Name and address of current employer: _____

Werkondervinding, tipe en totale tyd:

Career experience, type and total time:

Sekulêre werk:

Secular work: _____

Christelike werk:

Christian work: _____

Ek onderneem die studies met die oog op die geestelike werk soos hieronder aangedui. (Merk wat u as toekomstige doelwit of moontlikhede stel):

The studies are intended in respect of a specific ministry. (Indicate below which you regard as your objective or as future possibilities):

Predikant in my kerk Pastor in my Church	<input type="checkbox"/>
Sendeling van my Kerk Missionary of my Church	<input type="checkbox"/>
Pastorale of Gemeentelike hulpwerker in my Kerk Pastoral assistant or helper in my Church	<input type="checkbox"/>
Evangelis namens of met die nie-amptelike seën van my Kerk Evangelist on behalf of or with the unofficial blessing of my Church	<input type="checkbox"/>
Berader (nie-amptelik) Counselor (unofficial)	<input type="checkbox"/>

AFR

ENG

Ander, spesifiseer:

Other, specify: _____

Onseker maar item(s) hierbo gemerk is 'n moontlikheid

Uncertain but the item(s) marked above is/are possible

Kerkverband:

Denomination: _____

Herder Of Leraar Se Persoonlike Informasie:

Pastors Personal Information: _____

Naam van herder of leraar:

Name of pastor: _____

Tel: _____ Fax: _____ E-mail: _____

Posadres: _____ Kode: _____
Postal address: _____ Code: _____

Ek is bereid om my leraar of pastoor as my mentor te aanvaar, soos in die brosjure of prospektus bedoel. I am prepared to accept my pastor as my mentor as meant in the brochure or prospectus.	<input type="checkbox"/>
My leraar of pastoor is bereid om as my mentor op te tree. My pastor is prepared to act as my mentor.	<input type="checkbox"/>

[Bykomstige agtergrond hieroor kan aangeheg word, indien enige. Raadpleeg die CGTS/ AM Bybel Skool]
[Additional information in this regard may be enclosed separately, if any. Consult the CRTS / AM Bible School]

4. AKADEMIESE BESONDERHEDE AKADEMIESE INFORMATION

Teologiese kwalifikasies reeds behaal (bv. sertifikate, diplomas en grade, met vakke geslaag):
Theological qualifications already obtained (e.g. certificates, diplomas and degrees with subjects passed):

1. Jaar: 1. Year:		
2. Jaar: 2. Year:		
3. Jaar: 3. Year:		
4. Jaar: 4. Year:		

Besonderhede van ander Christelike (nie-teologiese) of sekulêre kursusse geslaag of kwalifikasies behaal (formeel of informeel):

Information of other Christian (non-theological) or secular courses or qualifications obtained (formal and informal):

Gesertifiseerde amptelike bewys van elke toepaslike teologiese kwalifikasie of van individuele teologiese vak(ke) waarvoor ek erkenning verlang is aangeheg. Certified official documentation, reflecting relevant theological qualifications obtained or theological subjects passed, and for which credit is required, are enclosed.	<input type="checkbox"/>
--	--------------------------

Vakke waarvoor ek nou wil inskryf (kyk Prospektus):
Subjects I am now applying for (see Prospectus):

Werkopdragte:
Assignments:

Ek neem kennis dat daar geskrewe of getikte werkopdragte per vak is wat op sekere, vooraf gespesifiseerde, datums, gedurende die studie semester en voor die eksamen ingedien moet word, ten einde toelating tot die eksamen te verwerf. (Die werkopdragte word in die studiemateriaal vir elke vak ingesluit.) I take note that there are compulsory written or typed assignments per subject which are to be submitted at certain specified dates, during the study term or semester and before the exams, in order to gain admission to write the exams. (These assignments appear in the study material of each subject as issued.)	<input type="checkbox"/>
Geestelike Vorming en Bedieningspraktyk: Ek neem kennis dat daar elke semester ook 'n verpligte program in Geestelike Vorming en Bedieningspraktyk (GV + BP) is met werkopdragte en in mentor verslag oor praktiese gemeente betrokkenheid wat ingedien moet word. Spiritual Formation and Ministry Practice: I also acknowledge that there is a compulsory programme in Spiritual Formation and Ministry Practice (SF + MP), with assignments and a mentor report on practical church involvement, that need to be submitted.	<input type="checkbox"/>

5. STUDIE FOOIE STUDY FEES

Ek het die studiefioie soos volg bereken:
I calculated the study fees as follows:

R	Registrasiefioi Registration fee			
R	Vakfooie x aantal vakke. Subject fee x no. of subjects.	R	X	= R
R	Slegs Dip Past Th: Geestelike Vorming en Praktystudies. 2 Modules per akademiese jaar, teen die geldende vakfooie per module. Verwys na Prospektus vir meer inligting. Only Dip Past Th: Spiritual Formation and Practical Studies. 2 Modules per academic year at the subject fees enforced per module. Refer to Prospectus for more information.			
R	Slegs BTh: Studiemateriaal soos in meer besonderhede aangedui op Vorm SM (indien verskaf). Only BTh: Study Material as indicated in more detail on Form SM (if supplied).			
R	TOTAAL TOTAL			

My Betaalplan:
My Payment Plan:

Ek betaal persoonlik, by inhandiging van hierdie vorm, die volgende bedrag in. (bv. Kontant of tjek) I am personally paying, with submission of this form, the amount of (E.g. cash or cheque)		R
Ek het reeds die bedrag van I have already paid the amount of	R	op die CGTS rekening no 405 510 3081, ABSA, Benoni inbetaal en heg ter into the CRTS account number 405 510 3081, ABSA, Benoni and enclose herewith bevestiging, 'n fotostaat van die bankstrokie hierby aan. a copy of the deposit slip as proof.
Ek handig voorlopig die aansoekvorm in en onderneem om die registrasiefioi van I hereby submit the application form and undertake to pay the registration fee of	R	en aanvanklike kursusfooie- and the initial course fee
betaling van payment of	R	studiemateriaal plus die totale koste van study material plus the total cost of
	R	nie later in te betaal as not later than
Ek beoog om die bedrag of die balans van The amount of or the balance of	R	vir die semester op will be paid as on
		in te betaal soos aangedui op vorm S2. as further indicated on form S2. **
<p>Ek besef dat ek elke nuwe semester en dus ook elke jaar opnuut moet registreer (ook vir vakke van 'n vorige semester wat ek nog nie voltooi het nie) en dat ek telkens vir die betaling van die registrasiefioi en vakfooie vir die betrokke semester verantwoordelik sal wees (uitgesluit diploma vakfooie wat reeds voorheen betaal is), voordat take nagesien sal word, of toetse en eksamen geskryf mag word.</p> <p>I hereby take note of the fact that I need to register for each new semester and therefore also for each new year (also for subjects I previously enrolled for and which I have not completed yet) and that I am responsible to pay a registration fee and the subject fees for every new semester (excluding subject fees for Diploma subjects previously paid for), before any assignments will be attended to or tests and examinations may be.</p>		

**Vorm S2 slegs vir graadstudente – Form S2 only for degree students

Verskaffing van studiemateriaal wat nie in begin van die semester nodig word nie, kan later betaal en verskaf word soos vooraf gereël met die Seminarium.

Study material not needed in the beginning of the semester may be paid for and supplied later as arranged with the Seminary.

6

**ONDERNEMING
COMMITMENT**

Ek doen hiermee aansoek om toelating tot die kursus en vakke soos hierbo aangedui. Ek verklaar dat die inligting deur my verskaf waar en korrek is. (Merk met kruisie in elke blokkie hieronder). Sou ek tot studie toegelaat word, verbind ek my tot en onderneem ek om:

I hereby apply to register for the course and subjects as indicated above. I declare that the information provided by me is true and correct. (Cross each block below). Should my application be successful, I commit myself and undertake to:

My neer te lê by die bepalings van die Regulasies van die CGTS soos in die Prospektus uiteengesit. Submit to the Rules and Regulations of the CRTS as stipulated in the Prospectus.	<input type="checkbox"/>
My studiegelde in die aangehegte ooreenkoms vervat, te betaal (Slegs graadstudies). Pay the study fees according to the attached agreement (Only degree studies).	<input type="checkbox"/>
Die seminare vir kontakonderrig in my omgewing gehou soos op die semesterkalender by te woon, indien enige, gedagtig daaraan dat dit my semesterpunt mag bevoordeel of in uitsonderlike gevalle vooraf alternatiewe reëlings met die Seminarium te tref waar bywoning nie moontlik is nie. Attend the consultation sessions that may be arranged in my vicinity as indicated on the semester calendar, taking into account that it may influence my semester mark or in exceptional cases, to make alternative arrangements with the Seminary in advance.	<input type="checkbox"/>
Waar ek vir 'n graadkursus inskryf is ek bereid om 'n spesiale kontakseminaar met lesings in my vakgebiede by te woon, indien deur die Seminarium gereël en vereis. Where required by the Seminary in respect of degree programme, I am prepared to attend a special contact seminar with lecturers on my subjects.	<input type="checkbox"/>
My te onderwerp aan die opsig en begeleiding van my leraar/pastoor, waar hy of sy deur die CGTS as my mentor aangestel word. Submit to the supervision and guidance of my pastor, if appointed as my mentor, by the CRTS.	<input type="checkbox"/>
Nie terselfdertyd by enige ander onderwysinstelling van watter aard ookal in te skryf nie, behalwe met die skriftelike instemming van die Seminarium. Not enroll with any other educational institution whatsoever, while I am enrolled at the CRTS, unless the Seminary granted written consent thereto.	<input type="checkbox"/>
Ek neem kennis dat my kerk of die denominasie onder wie se goedkeuring ek in die bediening of sending wil betrokke raak, vereistes mag hê, wat opleiding mag raak. I take note that the requirements of my church, or the denomination under which's approval I want to enter the ministry or missions, may determine the kind of training I need.	<input type="checkbox"/>
Ek neem kennis dat my aansoek onderhewig is aan keuring. I take note that my application is subject to selection.	<input type="checkbox"/>

Datum
Date

Handtekening
Signature

Naam En Handtekening Van Getuie
Name And Signature Of Witness

Naam En Handtekening Van Getuie
Name And Signature Of Witness

7. KONTROLELYS CHECK LIST

Maak seker die volgende dokumente is ingesluit by jou aansoek, om vertraging te voorkom:
Ensure that the following documents are enclosed with your application to avoid delays:

Merk met X
Mark with an X

- ___ **Aansoekvorm**
Application form
- ___ **Paspoort foto**
Passport photo
- ___ **Getuienis van geloof in Christus**
Testimony of faith in Christ
- ___ **Aanbeveling deur leraar**
Recommendation by shepherd
- ___ **Ooreenkoms van mentor t.o.v student se studies (M1)**
Agreement of mentor i.r.o. student's studies (M1)
- ___ **Verbintenis van student tot praktiese betrokkenheid en voogskap (S1)**
Commitment of student to practical involvement and mentorship (S1)
- ___ **Geskrewe motivering vir aansoek (insluitende roepingservaring soos van toepassing)**
Written motivation for application (including experience of calling as applicable)
- ___ **Twee gesertifiseerde afskrifte van toepaslike kursusse elders geslaag**
Two certified copies of applicable courses passed elsewhere
- ___ **Twee gesertifiseerde afskrifte van Senior (Matrikulasie) sertifikaat**
Two certified copies of senior (Matriculation) certificate
- ___ **Bewys van betaling van studiegelde of dat 'n reëling getref is**
Proof of payment of study fees, or that an arrangement has been made
- ___ **Vorm S2 vir graadstudente indien met kantoor ooreengekom**
Vorm S2 for degree students if agreed with office

1.2 STUDENT ENROLMENT CONTRACT FORM (DRAFT)

STUDENT INFORMATION

Full Name: _____

Surname: _____

Residential address: _____

_____ Code: _____

Postal address: _____ Code: _____

Cell number: _____

Telephone number: (Work) _____ Telephone Nr. (house) _____.

ID Number: _____

Student number: _____

Date of birth: _____

Nationality (Country): _____

Marital State: _____

Language preference: Afrikaans English

ACKNOWLEDGMENT AND UNDERTAKING BY STUDENT

I, the student with personal particulars given above, understand and acknowledge the information and conditions below and commit myself thereto.

1 I acknowledge that I have been formally registered for the Diploma Degree
in theology subject to the following conditions:

For the semester which officially commences on _____
(date, month and calendar year)

and officially closes on _____
(Date, month and calendar year).

2. I acknowledge that I am fully responsible for my study expenses and confirm that
(√ mark the applicable items)

2.1 I have made the necessary payment into the CRTS Bank Account in respect
of all the fees and all the prescribed study material for the items listed below

2.2 I have made an alternative arrangement with the CRTS for payment

2.3 I have applied for a bursary

- 1 Registration fee: _____
- 2 Modular fees for the semester related to the modules
- Module (1) title with code: _____
- Module (2) title with code: _____
- Module (3) title with code: _____
- Module (4) title with code: _____
- Module (5) title with code: _____
- Total number of modules: _____
3. Where applicable, expenses related to published resources supplied for this Semester, as specified in more detail separately _____

3. ACCEPTANCE OF RULES AND REGULATIONS

- 3.1 I further hereby commit myself to and undertake to adhere to the CRTS rules and regulations as contained in the institutional Prospectus, read together with the official Addendum to the Prospectus.
- 3.2 I take note that I have the opportunity to ask questions, submit suggestions, queries and complaints as indicated in paragraph 2.4 of the Addendum to the Prospectus.
- 3.3 I undertake to check the material for completeness, ticking, and signing where applicable and to send back the signed list of sources and related documentation, as issued together with the material, as a confirmation of what items have been received or not.
- 3.4 I undertake to thoroughly study and apply the "Study Guidelines", "Guidelines for the Preparation of Assignments" and "Writing of Examinations", "Assessment Forms" with assessment criteria
- 3.5 I undertake to keep pace with my studies in terms of the CRTS Study Calendar and if I foresee circumstances out of my control that will jeopardize this commitment, I undertake to apply the Administrative Registrar for extension of time in advance;
- 3.6 I understand that not committing myself to the calendar will not only delay completion of my study programme, but may also increase my study expenses and may result in a loss of marks.
- 3.7 I commit myself to the rules applicable to the writing of tests and examinations under the supervision of an officially approved invigilator;
- 3.8 I undertake to be involved in my local congregation, subject to the supervision of my pastor or an alternative officially approved mentor and subject to the conditions related to Ministry Practice.

Signature: _____

Date _____

UNDERTAKING BY THE INSTITUTION

- 1 The Institution undertakes and/or hereby supplies the following:
 - 1.1 All prescribed CRTS study guides and related material including prescribed publications as specified separately in the modular study guides and;
 - 1.2 The facilitating of the distance teaching and learning processes, the necessary assessment, the issuing of the results and the degree or diploma certificates as specified in the Prospectus with its Addendum, subject to compliance to all rules and regulations by the student.

SIGNED ON BEHALF OF CRTS BY: _____ (Administrative Registrar)

Date: _____

1.3 ADMISSION CRITERIA

In addition to the general criteria that appear in Paragraph 1.3.2 of the Prospectus, the following more specific criteria may be consulted during the consideration of applications submitted by prospect students for registration, where necessary.

ADMISSION POINTS SCORE (APS)

Admission requirements are compiled in terms of the regulations of the education authorities, and are subject to change in order to comply with legislation. The minimum admission requirements that are prescribed by the Department: Higher Education and Training (subject to departmental amendments) are as follows:

- (a) For admission to the diploma, a National Senior Certificate, certified by Umalusi, with an achievement rating of 3 (40-49%) in 4 NSC 20-credit subjects is required.
- (b) For admission to degree studies, a National Senior Certificate, certified by Umalusi, with an achievement rating of 4 (50-59%) in 4 NSC 20-credit subjects is required.

These minimum requirements serve as a guideline. The requirements for admission to the qualifications that are offered by the CRTS have been compiled to coincide with the level of complexity of the material which will be studied.

The following requirements for admission to higher education are applied to applicants who are not in possession of a National Senior Certificate:

- a) Candidates who have matriculated prior to 1998.
A matriculation certificate with full university exemption or a matriculation certificate with conditional exemption from the Joint Matriculation Board.
- b) Exemption on the grounds of mature age above 23.
A matriculation certificate with conditional exemption from the Joint Matriculation Board.
- c) Exemption on the grounds of mature age above 45.
An exemption from the Joint Matriculation Board.
- d) Recognition of Prior Learning
Admission to studies on the grounds of Recognition of Prior Learning may be granted as follows:
 - i) A Matriculation certificate or National Senior Certificate with an average of at least an E or a 3 achievement rating, AND a three year tertiary certificate or diploma.
 - ii) A Grade 10 or 11 report with at least D symbols and a passing mark as average; five years' secular work experience, which is of an applicable nature and three years' continuous congregational participation **with**
 - iii) An admission exam to test the candidate's language- and study skills, with a minimum passing mark of 50%. **OR**
 - iv) One of the following: Two years' fulltime **OR** three years' part time continuous pastoral ministry experience with a testimony of success **OR WITH**
 - v) One of the following: Successful completion of one year's non-formal leadership training. **OR**

The Admission Points Score (APS) that is required to obtain admission to each qualification is reflected under the applicable sections.

The diagram below is used to calculate the APS of prospect students:

AP	SCHG	SCSG	NSC	OTHER
----	------	------	-----	-------

S	Completed 1997 or earlier		1998 / later	(eg. JMB)
7	A		7 (80-100%)	AVAILABLE ON REQUEST FROM OFFICE
6	B	A	6 (70-79%)	
5	C	B	5 (60-69%)	
4	D	C	4 (50-59%)	
3	E	D	3 (40-49%)	
2	F	E	2 (30-39%)	
1	G	F	1 (0-29%)	

SCHG – Senior Certificate Higher Grade

SCSG – Senior Certificate Standard Grade

NSC – National Senior Certificate

Make use of the table below to calculate your APS. An example of the completed table is provided for your benefit.

Example (All subjects Higher Grade)

SUBJECTS	SYMBOLS OBTAINED	APS PER SYMBOL
1	C	5
2	C	5
3	B	6
4	D	4
5	E	3
6	E	3
TOTAL APS CALCULATED		26
SUBJECTS	SYMBOLS OBTAINED	APS PER SYMBOL
TOTAL APS CALCULATED		

Calculate your own APS:

2 LEARNER SUPPORT

The learner support services provided to students in terms of paragraph 1.5.2 of the Prospectus, are specified below.

2.1 Learner Orientation

Study advice and support are provided by the Seminary as follows:

The candidate is supplied with study guidelines such as on study methods, a suggested from week to week study calendar, guidelines toward the preparation of assignments and for the writing of exams, with assessment rubrics, etc.

Text books and specially prepared study guides are provided to students, together with personal guidance and support.

2.2 Support Systems

- Granting study bursaries and loans on merit, e.g. to third-year level students who have proven commitment and academic achievement;
- Recruitment of study bursary donors;
- Mentorship of the student's local pastor or selected other Christian spiritual overseer is required;
- Council and advice are provided to learners by lecturers and office staff where necessary;
- Students are also invited to make suggestions or recommendations to the Seminary, by means of a form that is circulated regularly for completion;
- Opportunities are given for students to make suggestions or requests directly to lecturers and the management staff.

2.3 Health and Wellness Policy

- 2.3.1 Within the context of the CRTS' Distance Learning model the Institution arranges with the student's pastor to serve as the student's mentor for his/her study period, by way of meeting on a regular basis, inter alia to enquire about student's needs and by providing mentorship concerning work based learning, as well as pastoral support and prayer.
- 2.3.2 The Institution demonstrates personal interest in our distance learners inter alia by means of the following:
- 2.3.2.1 Regular phone calls to enquire how students are and how they progress with their study programme;
 - 2.3.2.2 Regular letters of encouragement with study guidance and enquiries concerning assistance they may need;
- 2.3.3. During visits to the Seminary Campus:
- 2.3.3.1 Prospect and registered students are received cordially and time is set aside for personal support and general assistance as needed;
 - 2.3.3.2 The Institution does not provide meals or overnight facilities. Students who are invited for study guidance once a month are responsible for bringing their own snacks. They are only supplied with tea, coffee and/or other refreshments.

2.4 Dealing with Learner Comments, Queries and Complaints

2.4.1 General

The Seminary's desire and intention is to render a quality product and service and invite students to share their needs, to submit feedback, suggestions, queries or complaints.

Learners are given opportunities to put their case to the staff members concerned, as indicated below. This could be introduced by telephone, or personal interview, but may be followed by an invitation to submit a written request, especially when it is to be considered officially and an interpretation of set rules is required.

On the one hand, rules and regulations are applied consistently to ensure quality and reliable education, but on the other hand consideration is given to learner's circumstances with appropriate leniency.

2.4.2 Procedures for submission

- 2.4.2.1 Comments, queries, etc. with regard to administrative issues, should be referred to the office of the Administrative Registrar.
- 2.4.2.2 Pure academic communication or questions should be directed to the applicable lecturer, with a copy to the Academic Registrar.
- 2.4.2.3 If a student has academic related suggestions, queries or complaints and/or if he/she requires assistance or mediation in communication with a lecturer, he/she should contact the office of the Academic Registrar.
- 2.4.2.4 If such suggestion, query or complaint to be submitted in terms of 2.4.2.1, 2.4.2.2 or 2.4.2.3 above, is of a serious nature and requires investigation, it must be submitted in writing to the Registrar concerned.

2.4.3 Students commit themselves to be constructive in their feedback

Students commit themselves to be constructive in their feedback or complaints at all times, and to

- 2.4.3.1 do so, demonstrating the necessary respect towards office staff and lecturers.
- 2.4.3.2 The CRTS undertakes to regard all feedback, queries and/or complaints with the necessary concern and to do a thorough investigation where circumstances require it. Feedback will be given to a student with a reasonable period of time, once the investigation has been finalized.
- 2.4.3.3 CRTS personal undertake to be sensitive to the needs or feedback of students, to attend to their suggestions or queries and to demonstrate respect for them at all times.
- 2.4.3.4 Where and when a student finds that he/she does not share all the convictions as reflected in the content of the prescribed material, he/she is entitled to motivate it in writing and/or submit it as part of the applicable assignment. If he/she can substantiate his/her conviction by means of a well-founded exegesis, or other Biblically founded argument, it will be taken into account when the assignment is assessed, in a positive manner.
- 2.4.3.5 The approach of the CRTS is to soberly discuss such issues and to provide an opportunity to students to discuss their questions or opinions with fulltime or senior part time staff.

2.4.4 A Register of student comments, queries and complaints

A register of suggestions, feedback, queries or complaints is maintained by the office of the Registrar.

2.5 POLICY ON DISABILITIES

The Christian Reformed Theological Seminary is a distance learning institution, thus making learning even more accessible to students with disabilities. Students can study in their own environment, where they are comfortable.

We have however ensured that our premises are accessible for students with disabilities or limited movement. The student centre, auditorium and offices are accessible by wheelchair, and toilet facilities for disabled persons are also in place.

Furthermore we also endeavour to assist students from previously disadvantaged backgrounds, by facilitating applications for study bursaries and by providing limited voluntary contact training for those of them that are able to attend.

3 CODE OF CONDUCT

3.1 General

The CRTS offers theological training, based on specific beliefs and goals in mind, to registered students as described in paragraph 1.1 of the Prospectus. By registering for studies with the CRTS, the student identifies with and agrees to those convictions.

3.2 Language Policy

The CRTS language policy is described in paragraph 1.7. of the Prospectus. While most of the prescribed and/or recommended study resources are available in English only, the CRTS endeavours to have as much of the general study guidelines and modular study guidelines as possible in Afrikaans as well. However, students are free to answer their assignments, tests and examinations in Afrikaans or English.

3.3 Registration and Cancellation of Studies

3.3.1 A candidate commits himself/herself to fulfil the registration requirements, by means of a completed and undersigned registration form, as described in paragraph 1.3 of the Prospectus, and also to undertake the following:

- To send the necessary documents, for the purposes of registration, to the CRTS as soon as possible;
- Authentic documents are supplied to the CRTS for registration, and the CRTS has the right to cancel any registration if it is found that the documents were not authentic;
- That the student takes note of and commits him/her self to the CRTS policy for cancellation of registration as in paragraph 1.3.1.7 of the Prospectus.

3.3.2 The CRTS undertakes to complete a student's registration as soon as possible and without delay.

3.3.3 The CRTS also undertakes to uphold the above mentioned registration policy at all times in the best possible way, with due consideration of abnormal circumstances in exceptional situations.

3.4 Christian values / behaviour

3.4.1 Prospect and existing students take note that, in terms of the CRTS conviction, they are image bearers and representatives of their Creator in the world, and undertake to let their behaviour be aligned with the guidelines of the Bible as Word of God at all times.

3.4.2 Furthermore, students undertake to act as responsible representatives of the CRTS in their communities, in word and deed.

3.4.3 Should a student misbehave, for example through immoral, dishonest or any other such repulsive behaviour, the CRTS reserves the right to undertake an investigation into the matter, possibly via student's mentor, and depending on the seriousness of the matter, to request the student to withdraw his registration. Subject to the Institution's policy on the cancellation of registration as already mentioned.

4 TEACHING AND LEARNING

4.1 Training Model

The training model of the CRTS, in accordance with paragraph 1.1.3 of the Prospectus, consists of the following elements:

- Bible based academic equipping of the student;

- Spiritual Formation through the Spiritual Enrichment, Practical Studies, and Practical Participation components;
- It is prescribed that the student enters into a mentor relationship with his/her minister, or another selected mentor figure, who is spiritually mature and able to direct the student in his/her spiritual growth;
- It is required of the student to take part in practical work in church activities, in his/her own congregation and/or community, under the supervision of his/her minister, or someone else in the minister's place, approved by the Seminary.

By applying for registration for studies at the CRTS, the student acknowledges the distance education model of the CRTS, as described in the Prospectus with its Addendum, and commits himself to take part in the prescribed study programmes and processes.

Because the CRTS uses distance learning as training model, candidates need to be able to study independently at home. For this reason it is expected of students to become acquainted with the CRTS guide on study methods.

The CRTS also reserves the right to expect selected applicants to do a Bible Knowledge test and/or a theological knowledge test, as well as a Study methods test. See 1.2 Admission Criteria. A study guide with study guidelines, "How to Study", is made available to every candidate.

The CRTS undertakes to revise the programmes at all times to ensure that student are equipped in the best possible way for future ministry situations.

4.2 Programme development and General Administration

CRTS Lecturers develop our programmes and courses and are responsible for the following:

- Preparation of modular study material and study guides;
- Lecturing during occasional voluntary contact training sessions and/or providing study guidance;
- Giving general advice and guidance by telephone, mail, e-mail and/ fax online.

4.3 Interactive distance Learning

Programme design caters for inter-action between students and lecturers as well as among students, via the media they have access to, which may be online, by email or otherwise by ordinary mail, personal contact, phone or WhatsApp.

4.4 Tutoring

4.4.1 The Institution is registered for distance education. The CRTS lecturers stationed at the campus are ready to meet with students when possible, in order to supplement distance learning when necessary, such as through monthly contact training seminars at the Seminary Campus. The assessment process is transparent and forms part of the teaching and learning process. Feedback on submitted assignment is provided to students in order to facilitate the learning process. Students also have free access to lecturers to ask for guidance when required.

4.4.2 Pastoral Guidance

The candidates' pastor, who serves as mentor, supports and counsels him/her where necessary.

4.4.3 Career Choices

Candidates are advised on the different career options they have, e.g. with different organizations or denominations and different kinds of ministry.

4.5 Contact Study Guidance

The CRTS provides a classroom equipped with interactive whiteboard computer and internet access on the campus in Bronkhorstspuit to those students who are able to attend the voluntary monthly contact training and study guidance. These students need to make prior arrangements with the seminary for that purpose. The student centre also offers study space. Students, who make use of the said facilities provided in the Student Centre, commit themselves to do so in a responsible manner, for the purpose for which it is provided, and take reasonable care to ensure that it is left in the same condition than provided.

The CRTS undertakes to ensure that the facilities and equipment made available to students are in a neat and working condition.

4.6 Feedback to Students

In terms of Paragraph 1.4.9 of the Prospectus, lecturers provide feedback to students with regard to assignments submitted and tests and examinations written as specified below.

Lecturers provide feedback to students as follows:

- By completing the rubric assessment Form PL1, based on outcome-based standards;
- By writing comments to the student in the space provided on Form PL1 or on [an] additional sheet(s) of paper or on computer where necessary, in order to enable the student to learn from his/her mistakes or to take note of achievements in preparation for future assignments, tests or examinations;
- For practical purposes, the lecturer sends his or her completed Form PL1 along with the marked assignment, test or examination, for safekeeping office of the Administrative Registrar, who takes care that these be forwarded to the students without delay;

5 ASSESSMENT

5.1 General

The CRTS regards assessment as part of the learning process. The Institution endeavours to be transparent in the assessment process by advising students in advance, how they will be assessed, by continuously giving constructive feedback to them. Students are free to direct queries and feedback, regarding the assessment process and results, to the lecturers via the office. General enquiries will be answered without delay. If feedback given or queries made by the student requires special attention or investigation, the CRTS undertakes to finalize the investigation within a reasonable time and provide feedback to the student. The student has the right to appeal to the decision if he/she still feels that he/she has been prejudiced. Also refer to paragraph 2.4 concerning queries and complaints. All assignments and examination answer papers have to be submitted to the CRTS office, Registrations Division (email address: registrations@cgts.co.za).

5.2 Writing Examination

The examination represents the summative assessment of a course and it consists of a closed book test. The student is not allowed access to any written notes or study material during the examination, except where the examination paper explicitly allows it or includes it. It is expected of students to be honest by not having any other material or crib notes with them in the examination room and not to copy from another student.

The CRTS's policy for the assessment of a student's work is explained in paragraph 1.4 of the Prospectus and in 5.1 above. Candidates commit themselves to keep to the Examination rules as explained in 5.3 hereof.

The Institution's distance students write closed book tests and examinations, under the strict supervision of an officially appointed invigilator.

The CRTS undertakes to place the students in a position that would allow them to uphold the above mentioned rules and regulations.

Assessed work of students are moderated in terms of the process set out in paragraph 1.4.8 of the Prospectus,

in order to ensure the quality of the assessment process. A student is entitled to request that his/her work be moderated if he/she is not satisfied with the results.

The test/examination results as moderated where necessary in terms of paragraph 1.4.8 of the Prospectus, will be regarded as final, with the proviso that a student may direct a motivated written representation to the Principal concerning a paper that was not moderated internally or externally, to request that it would be re-marked or moderated internally or externally."

It is expected from students that they carefully comply with the Guidelines for the Preparation of Assignments when they prepare assignments, and to submit the assignments in time as implied in the CRTS calendar.

5.3 Examination Rules (Also refer to 5.4 and 5.5 in this connection)

The more specific rules applying to the writing of tests and examinations, as referred to in Paragraph 1.4.4 of the Prospectus, appear below and are also supplied to the examination supervisors.

- 5.3.1 "The examination supervisor must be an approved invigilator, subject to Stipulation 5.4, or an accredited lecturer, unless another arrangement was made with the Seminary.
- 5.3.2 For the purposes of applying to register with CRTS the prospect student amongst others applies to his/her local church council to identify and appoint a professional person of integrity, as further described in paragraph 5.4.1, to serve as the student's test and examination invigilator;
- 5.3.3 The following general rules apply with regard to the writing of closed book tests and examination as specified in more detail, in Forms EX 1 and EX 2:
 - 5.3.3.1 All students must complete the form of attendance on the cover of the examination book (PI 1 Form). The examination supervisor must confirm of the identity of the student. The examination supervisor must also ensure that the student does not bring writing paper, on which notes have been made prior to the examination, into the examination hall.
 - 5.3.3.2 All examinations commence promptly and extend over one hour for tests, and two hours for an examination as indicated on the examination papers, with the proviso that the examination supervisor may grant five (05) minutes extra per twenty five (25) mark question where necessary, for instance where a student is not able to write fast, or is not writing in his mother language.
 - 5.3.3.3 Students are not allowed to leave the examination room within the first 30 minutes while other students are still writing, and no student who left the room will be re-admitted.
 - 5.3.3.4 Students are to take their seats 15 minutes before the starting time. Toilets and washrooms are to be used beforehand.
 - 5.3.3.5 The examination supervisor will conduct a short prayer, and issue examination books and papers at least five minutes before the set time.
 - 5.3.3.6 All study books, notes, Bibles, briefcases and any other satchels or bags, cell phone, tablets, laptops, etc. must remain outside the examination venue. Where necessary, the examination supervisor will provide the necessary examination books, Bible passages and clean scribbling paper.
 - 5.3.3.7 Students must provide their own writing utensils such as pens, pencils, rulers, ink and erasers.
 - 5.3.3.8 Students are not allowed to remove any examination book from the examination venue.

5.4 Procedure to ensure the integrity of test and examination invigilation.

In order to ensure the integrity of test and examination invigilation, where local invigilators are used, the following conditions apply:

- 1 Where possible the invigilator must be a pastor or a governing elder, or a professional person, other than any of the following: a fellow student or a relative of the student and where possible, the person must preferably be someone other than the student's personal mentor;
- 2 The integrity of any invigilator, must be confirmed as follows:
 - 2.1 At least two professional persons of different professions and from different institutions other than a fellow student or a relative of the student or invigilator and of whom at least one is not a member of the student's local church, must sign to confirm that the invigilator is a person of integrity.
 - 2.2 The professional identities of the invigilator and the two other professional persons must be confirmed as follows:
 - 2.2.1 Provision of proof of professional status, e.g. by means of an official letter by the person's employer or colleague and
 - 2.2.2 A certified copy of every person's ID.
 - 2.3 A professional person may include a qualified minister, school teacher, lawyer, medical doctor, engineer, or of a similar or other professional career, for which a university or other higher education qualification is required.

5.5 Rules applicable concerning invigilation during the writing of test and examination papers

- 5.5.1. In respect of each separate examination paper, the invigilator together with the student concerned, completes Form EX 1, directly before the examination and Form EX 2 directly after the examination.
- 5.5.2. For the purpose of assessment the invigilator without delay, personally faxes the answer paper to the Seminary, (fax number 086 260 9224), or emails it in scanned format, to registrations@cgts.co.za;
- 5.5.3. The invigilator personally mails the original examination answer to the Seminary, together with all other written papers where applicable; the student supplies the envelope and pays for the dispatch of the test or examination paper to the Seminary, by registered mail.
- 5.5.4. The observance of the rules is important to eliminate irregularities and to ensure credibility. For this, we are also accountable to the authorities with whom we are accredited and registered.

6 FACILITIES

6.1 Student Centre

Please refer to paragraph 4.5 of this Addendum for the information

6.2 Library

The CRTS also provides students with the benefit and comfort of an extended library with reading material which covers a wide spectrum of subjects and topics. The onsite library is available for recommended supplementary reading, and therefore does not take a central place in the training programmes of the CRTS, since complete sets of prescribed study material are provided to our distance students, including guidance on the use of internet library resources.

The CRTS does, however, endeavour to keep the library relevant and up to date. Students who undertake to make use of the library, undertake to do so in terms of the rules of the library, which are available at the CRTS office, to make sure books remain in good condition, and to return books that were borrowed within the arranged time.

6.3 Online studies

Please refer to Prospectus paragraph 1.5.1. More detail can be made available on request.

7 PARTNERSHIPS

In terms of the Constitution of the Christian Reformed Church in South Africa (CRC), as confirmed in the Institution's company Memorandum of Association, the Christian Reformed Theological Seminary is the formal institution for the training of prospect ministers for the said denomination.

The Seminary also promotes our training services to potential candidates who are not members of the CRC in SA as well as to churches who do not have their own denominational theological training institutions, although formal agreements with other churches are not currently in operation.

Should such agreements be entered into, the possibility of fee concessions could be considered, more or less as is the case with members of the CRC.

The CRTS is not currently involved in any agreements with any training institutions, other than for external moderation, which is officially required.

8 BTh DEGREE PROGRAMME OUTLINE IN MORE DETAIL

BTh DEGREE CURRICULUM OUTLINE IN MORE DETAIL

CURRICULUM FROM YEAR TO YEAR AND FROM SEMESTER TO SEMESTER

Module Name	Outcomes per module	NQF Level	Credits per module	Com-pulsory /optio-nal	Year	Spiritual Enrichment	Studying a practical aspect of the subject concerned	Participation in something of the actual practice
Biblical Studies (TBS)	Know and interpret the bible and put it into practice for today's situations							
Biblical Studies I (TBS115) General Introduction to the Bible, the Pentateuch, Ancient Israel Culture, and Bible Interpretation.	Describe and explain in introductory terms the content, nature and development of the Bible and of Biblical Studies and apply introductory principles of Bible interpretation. Understand and explain the methods of introductory studies, into the literary history, cultural-historic background, with message and text interpretation of the OT, with specific reference to the books of the Pentateuch and apply these to one or more selected passages. Demonstrate that Scripture is experienced as the Word of God.	5	14	c	1	Experiencing Scripture	Exegesis and hermeneutics	Personal and Group Bible study
Biblical Studies I (TBS125) Introduction to the Synoptic Gospels, Acts, New Testament Church History, and History of Interpretation.	Describe and explain the methods of introductory studies into the literary history, cultural historical background, with message and text interpretation, of the four gospels as a selection of NT books and apply these to one or more selected passages. Demonstrate that Scripture is experienced as the Word of God.	Credits Level 6:5 credits	14	c	1	Experiencing Scripture	Exegesis and hermeneutics	Personal and Group Bible study

Biblical Studies II (TBS215)	Compare and explain the characteristics and message of ancient letters and epistles, with specific reference to NT Pauline letter literature and interpret and apply Pauline Theology for today. Demonstrate that Scripture is experienced as the Word of God.	6	14	c	2	Experiencing Scripture	Exegesis and hermeneutics	Personal and Group Bible study
Introduction to certain Pauline letters, First Century Culture and Pauline Theology								
Biblical Studies II (TBS225)	Do an inquiry into, and explain the canon of the Bible and Old Testament history; Explain and apply the principles of interpreting the latter prophets. Demonstrate that Scripture is experienced as the Word of God.	6	14	c	2	Experiencing Scripture	Exegesis and hermeneutics	Personal and Group Bible study
Introduction to the Latter Prophets, Old Testament History, Canon and Exegesis.								
Biblical Studies III (TBS315)	Compare, contrast, critically evaluate and explain the methods of introductory studies and text interpretation of the OT, with general reference to the history of its official acknowledgement and general theological interpretation, the interpretation of poetic, wisdom and prophetic literature; Apply analytic and synthetic principles of exegetic and hermeneutic interpretation to specific texts. Demonstrate that Scripture is experienced as the Word of God.	7	22	c	3	Experiencing Scripture	Exegesis and hermeneutics	Personal and Group Bible study
Introduction to the Old Testament Writings, Culture, Exegesis and Hermeneutics.								
Biblical Studies III (TBS325)	Compare, contrast and critically evaluate different aspects of Johannine Literature and Theology as well as Hellenistic Culture; Apply analytic and synthetic principles of exegetic and hermeneutic interpretation to selected passages. Demonstrate that Scripture is experienced as the Word of God.	7	22	C	3	Experiencing Scripture	Exegesis and hermeneutics	Personal and Group Bible study
Introduction to Johannine Writings and Theology, with Hellenistic Culture, Exegesis and Hermeneutics								
CHURCH HISTORY								
Church History I (TCH 115)	Describe, explain and reflect on detail and implications of early historic Christian events and paradigms for the church of today. Demonstrate that the Hand of God is in the History of the Church.	5	10	C	1		CRCHistory	
History of Early Christianity until the Patristic Period.								
Church History I (TCH 125)	Describe, explain and reflect on detail and implications of South African historic Christian events and paradigms for the church today. Demonstrate that the hand of God is in the History of the Church.	Level 5:6 credits Level 6:4	10	C	2			
The History of Christianity in South Africa								
Church History II (TCH 215)	Describe, explain and reflect on the history and implications of Mediaeval and Reformation	6	10	C	3			

The History of Christianity in the Middle Ages and the Reformation.	Christian events and paradigms for the church today. Demonstrate that the Hand of God is in the History of the Church.							
Church History II (TCH 225) The History of the Enlightenment and the Awakenings.	Describe, explain and reflect on the history and implications of the Enlightenment and the Great Awakenings, including the related paradigms, for the church today. Illustrate that the Hand of God is in the History of the Church	6	10	C	3			
SYSTEMATIC THEOLOGY AND ETHICS								
Systematic Theology and Ethics I (TST 115) Introduction to Systematic Theology and Divine Revelation	Inquire into and explain the place and meaning of the concepts of Dogmatics, Revelation, Scripture and faith, including the implications thereof. Demonstrate that divine revelation is experienced as real.	5	12	C	1			
Systematic Theology and Ethics I (TST 125) Introduction to the Teaching about God, His command and Claim and the Foundation of Ethics.	Compare, distinguish and explain the nature and attributes of God, as well as of concepts such as Creation and Providence; Experience the reality of a personal relationship with God.	Level 5:7 credits Level 6:5 credits	12	C	1	Experiencing God	Experiencing God	Discern God/s calling or direction
Systematic Theology II (TST 215) Humankind, Original Sin and Christ the Saviour.	Discuss and explain human kind as created being, man's fall into sin, and Christ as Saviour. Demonstrate experience and witness of salvation in Christ	6	12	C	2			
Systematic Theology and Ethics II (TST 225)	Understand, explain and experience Christ through the Holy Spirit, and in the Church.	6	12	C	2	Life in the Spirit	Life in the Spirit	Discover your gifts

The Holy Spirit, Christian Life, the Ethics of Human Relationships.								
Systematic Theology and Ethics III (TST 315) The Eschatological Perspective.	Explain the Kingdom of God as end time goal; Compare and distinguish different views of the end times as well as of the implications of death. Demonstrate an awareness of the need for Christians to prepare for Christ's second coming. Demonstrate intercession skills and for commitment to intercede for the Church; end time readiness.	7	20	C	3	Intercession	Intercession	Practice intercession
Systematic Theology and Ethics III (TST 325) The Sacraments	Define and explain the sacraments as ordinances of the Church. Demonstrate a testimony of own personal experience of the value of the sacraments as ministered to students.	7	20	C	3			Participation in Holy Communion reflectively
PRACTICAL THEOLOGY								
Practical Theology I (TPT 115) Homiletics	Define Homiletics and explain its Biblical foundations, history and principles and begin to apply these in practice. Demonstrate an ability or growing ability to pray for and receive Word from God for the purpose of preparing a sermon.	5	12	C	1			Preaching practice
Practical Theology I (TPT 125) Liturgics.	Define and explain the Biblical foundations and history, as well as the principles and practice of public worship; Begin to participate in leading the congregation in worship. Demonstrate a life style of honouring and worshipping God.	Level 5:7 credits Level 6:5 credits	12	C	1			Leading worship in practice
Practical Theology II (TPT 215) Congregational Care.	Do an analytic inquiry into, and explain the Biblical foundation, as well as the principles and practice of pastoral care; Begin to apply these principles within the context of the congregation. Demonstrate concern for God's flock.	6	12	C	2			Pastoral care in practice
Practical Theology II (TPT 225) Christian Spiritual Development.	Define, explain and experience what it means to be in a personal relationship with God.	6	12	C	3			Spirituality Applied
Practical Theology III (TPT 315) Pastoral	Describe, explain and apply the Biblical founded principles and practice of pastoral counselling. Demonstrate concern for people counselled.	7	18	O	3			Participate in Counselling

Counselling								
Practical Theology III (TPT 325) Leadership Dynamics.	Define, explain and apply Biblical founded principles of leadership. Demonstrate concern for people, as developing leader.	7	18	O	3			Leadership experienced by observing role model's example and/or own leadership involvement
MISSIOLOGY								
Missiology I (TMS 115) The Biblical Perspective on Mission.	Do an inquiry into, and explain the Biblical foundation of mission. Demonstrate openness to the mission commission.	5	12	C	1			Communicate to own church about mission commission
Missiology I (TMS 125) The Historical Perspective on Mission.	Describe, explain and reflect on the history of mission; Apply its implication for mission today. Demonstrate openness to be inspired by the history of mission.	Level 5:7 credits Level 6:5 credits	12	C	1		CRC Mission	Inspire own church from historic testimonies
Missiology II (TMS 215) The Subjects of Mission.	Do an analytic inquiry into God's mission and into the roles of the church and the missionary as subjects in mission. Demonstrate openness to become a missionary, or to be part of the church's mission involvement.	6	12	C	2		My church and mission	My church and mission applied
Missiology II (TMS 225) Evangelism, Church Growth and Church Planting.	Define and distinguish between different methods and strategies of evangelism, church growth and church planting. Demonstrate willingness to a life style of evangelism	6	12	C	2		Lifestyle evangelism	Lifestyle applied
Missiology III (TMS 315) Methods and Strategies of Mission.	Compare, distinguish and explain different strategies of mission and their implications. Demonstrate interpersonal and cross-cultural sensitivity.	7	18	O	3		Church planting	Church planting applied
Missiology III (TMS 325) Cross-Cultural	Investigate and analyze different aspects of culture and principles of cross-cultural communication; Develop a communication strategy to reach out to any specific culture.	7	18	O	3		Cross-cultural mission: a Case study	Cross-cultural Mission: applied

Communication.								
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ATTACHMENT, RELATED TO PARAGRAPHS 5.3 TO 5.5

Dear Rev/Past.....,

TEST/EXAMINATION PAPER(S) AND INVIGILATING OF EXAMINATION

This is a friendly request that, in your capacity of student mentor, you please act as supervisor when will be writing test(s)/examination(s).

He/she will be writing the following papers on the dates mentioned/or as arranged with you:

.....

IMPORTANT PLEASE: Kindly in respect of each separate examination paper, together with the student complete enclosed Form EX 1, directly before the examination and enclosed Form EX 2 directly after the examination.

Many thanks for your most important share in the student’s equipment for the work he/she has been called to do.

Regards in the Name of Jesus Christ,

REV GERHARD OLIVIER

(Administrative Registrar)

Geagte Mnr/Ds die Toesighouer,

BYKOMSTIGE NOTA VAN DIE CGTS KANTOOR

Geliewe daarop te let dat die reëls soos van toepassing, by die aflê van die eksamen of toets, in Engels hersien is. Die Afrikaanse weergawe is egter nog nie gereed nie. Ons vra om verskoning daarvoor.

Opsigter en student moet saam die eerste vorm direk voor die eksamen voltooi en onderteken en direk ná die eksamen moet u asseblief saam die tweede vorm voltooi en onderteken. Let asseblief ook daarop dat aangesien die toets/eksamen vraestel per e-pos gestuur is, punt 3 op die vorm na 'n gewone brief verwys en dus nie in hierdie geval van toepassing is nie. Die vriendelike voorstel is dat u die verwysing na 'n koevert en gewone pos skrap en dié deel wat na 'n e-pos verwys, behou.

Verder word versoek dat u asseblief verseker dat die student skoon papier gebruik om op te skryf. Hy kan dit self verskaf, maar as u net kan nagaan dat dit skoon papier is, met geen notas op nie.

Verder moet student die posgeld verskaf vir 'n koevert en geregistreerde brief vir die terugstuur van die oorspronklike antwoordstel, maar ons versoek vriendelik dat u die brief persoonlik pos, asseblief. Voordat die oorspronklike antwoordstel gepos word sal dit waardeer word, indien u dit kan skandeer en per e-pos na ons kantoor stuur of faks (Faks nommer: 086 260 9224), sodat dit so gou as moontlik nagesien kan word.

Die nakoming van die reëls is belangrik om ongerymdhede uit te skakel en geloofwaardigheid te verseker. Ons is ook hiervoor aanspreeklik teenoor die owerhede by wie ons geregistreer is.

Hartlike dank vir u deelname aan ons student se studies.

Ds FC Bodenstein

(CGTS Prinsipaal)

FORM EX 1

TO BE READ AND SIGNED BY BOTH THE INVIGILATOR AND STUDENT, BEFORE THE EXAMINATION:

IMPORTANT RULES TO BE NOTED BEFORE THE TIME, CONCERNING THE SUPERVISING OF THE EXAMINATION

Before the examination paper is handed out both the invigilator and the student must read and sign this form.

NAME OF STUDENT: _____

SUBJECT NAME AND MODULAR CODE: _____

DATE OF WRITING EXAMINATION: _____

NAME OF THE INVIGILATOR/SUPERVISOR: _____

Kindly take note of the following examination rules, tick to indicate that each rule or arrangement has been understood and ensure that each of them will be adhered to while writing/invigilating the examination:

		Supervisor	Student
1	The examination supervisor must be an approved mentor or accredited lecturer, unless another agreement was made with the Seminary. Please confirm that you are the approved supervisor.		
2	All books, notes, Bibles, briefcases, cell phones and any other redundant-briefcases and bags adequately covers satchels or bags must remain outside the examination venue. Only where requested by the Administrative Registrar, the examination supervisor will provide examination paper, Bible passages and scribbling paper.		
3	The examination paper has been received by mail in time has the CRTS stamp and has been removed by the supervisor, from the sealed envelope in the examination room in the presence of the student after all the items listed under point 2 have been left outside the room.		
4	All students must complete PL1 form which inter alia serves as the form of attendance on the cover of the examination book. The		

	examination supervisor must confirm of the identity of the student.		
5	This is a closed book examination and the supervisor must also make sure that the student does not bring his own writing paper, into the examination hall, on which notes have been made prior to the examination.		
6	All examinations commence promptly and extend over one hour for tests, and two hours for an examination as indicated on the examination papers, with the proviso that the examination supervisor may grant five (5) minutes extra per twenty five (25) mark question if necessary.		
7	Students are not allowed to leave the examination room within the first 30 minutes while other students are still writing, and no student who left the room will be re-admitted		
8	Students are to take their seats 15 minutes before the starting time. Toilets and washrooms are to be used beforehand.		
9	The examination supervisor will conduct a short prayer, and issue examination books and papers at least five minutes before the set time.		
10	The invigilator/supervisor will supervise the examination for the time of writing and ensure that the student does not make use of any crib notes or study material other than officially supplied with the paper.		
11	Students must provide their own stationary such as pens, pencils, rulers, ink and erasers.		
12	Students are not allowed to remove any examination answer sheets from the examination venue.		
13	The official test / examination results, as moderated where necessary in terms of paragraph 1.4.8 of the Prospectus, will be regarded as final, with the proviso that a student may direct a motivated written representation to the Rector concerning a paper that was not moderated externally, to request that it be re-marked or moderated externally. (This rule is applied after the assessment of the paper)		
14	Please ensure that the student completes the cover page of the test/examination answer book in every respect and tick which questions have been completed.		
15	Please put the answer papers together with the examination paper		

	in the prepaid envelope immediately after the writing session, which has been addressed to our office. (Please ensure that you use the correct envelope).		
16	Then immediately mail the envelope after (registering the letter inside the Post Office).		
16.1	Bear in mind that the answers still need to reach the lecturer in time. Any delays with this may lead to delays in the student's study programme.		
16.2	Please without delay inform the CRTS office of the date on which the examination paper was posted, so that we may follow it up.		
16.3	It is the Invigilator's responsibility to mail the examination answer to the CRTS via registrations@cgts.co.za		
16.4	After the writing time has expired, the paper must be collected directly from the student by the invigilator. The student may not again be given access to it and he/she shall not be requested to mail it.		
17	Ensure that both this undertaking as well as the enclosed statement of compliance with to the examination rules is signed by both the student and yourself.		

INVIGILATOR (EXAMINATION SUPERVISOR) SIGNATURE

STUDENT SIGNATURE

DATE

To be completed and signed in the presence of student directly after the examination



STATEMENT OF COMPLIANCE WITH EXAMINATION RULES

(Directly after writing the examinations)

NAME OF STUDENT: _____

SUBJECT NAME AND MODULAR CODE: _____

DATE OF WRITING EXAMINATION: _____

NAME OF THE INVIGILATOR/SUPERVISOR: _____

We the undersigned as Invigilator/Supervisor, as well as the student, both hereby declare that we have taken note of and carried out the following rules pertaining to the examination that was written by the said student on the date specified with (√) in space provided:

		Supervisor	Student
1	The examination supervisor has been approved by the Seminary.		
2	All books, notes, Bibles, briefcases, cell phones and any other redundant-briefcases and bags adequately covers satchels remained outside the examination venue.		
3	The examination paper has been received by mail in time, has the CRTS stamp and has been removed by the supervisor, from the sealed envelope in the examination room in the presence of the student after all the items listed under point 2 have been left outside the room (see footnote).		
4	The PL 1 form inter alia serving as form of attendance on the cover page of the examination book has been duly completed and the		

	question numbers completed have been ticked.		
5	The examination was completed within the time limit as reflected on the examination paper and as determined in the examination rules with or without a maximum of 5 minutes extension of time per 25 mark question.		
6	The student did not leave the room at any time during the examination session.		
7	The student took his/her seat well before the starting time of the session and ensured that he/she will not need to make use of restrooms during the examination session.		
8	The examination session was opened with prayer and the examination paper was handed out plus minus 5 minutes before the session commenced.		
9	The invigilator/examination supervisor has supervised the writing of the examination during the time of writing and ensured that the student had no access to any study material or crib notes.		
10	The student had his/her own writing instruments available.		
11	The sealed envelope with the examination paper was only opened at the start of the session, and the student did not have prior access to the examination paper		
12	After writing and handing in the paper, the student had no access to it and the examination book(s) was/were not removed from the venue by the student		
13	The student has taken note of the assessment and moderation policy of the Seminary as contained in the Prospectus and the Addendum to the Prospectus		
14	As ex-invigilator/supervisor I wish to bring the following to the attention of the Administrative Registrar: <hr/> <hr/> <hr/> <hr/>		

Signed at _____ on _____ by the following parties,
who declare that they have adhered to the examination rules stated above:

EXAMINATION SUPERVISOR SIGNATURE

STUDENT SIGNATURE

NB.: This arrangement of the examination paper and writing paper being stamped and enclosed in an envelope will be phased in in due course. In the meantime the supervisor is responsible for keeping the paper confidential until it is time for writing.