

# ADVANCED CERTIFICATE HANDBOOK





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## Introduction

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The European Theological Seminary (ETS) is a co-educational institution of academic and practical training for people called by God to prepare them for Christian ministry. It is an educational institution of the Church of God, a Pentecostal denomination that is represented in most countries in Europe as well as throughout the world. The international headquarters for the Church of God is in Cleveland, Tennessee (USA).

### History

The European Theological Seminary (formerly known as the European Bible Seminary) began training students from Germany and other German-speaking countries in 1948. Since 1964 the seminary has trained students from Europe and other parts of the world. All courses were taught simultaneously in English and German. From 1973 to 2002 the school was located in Rudersberg, near Schorndorf, but in the summer of 2002 it moved to its new location in Kniebis, near Freudenstadt in the Black Forest.

### Theological Commitment

As a Church of God educational institution, the European Theological Seminary is committed to the evangelical, Pentecostal position of its sponsoring denomination.

We believe:

1. In the verbal inspiration of the Bible.
2. In one God eternally existing in three persons; namely, the Father, Son and Holy Ghost.
3. That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary, that Jesus was crucified, buried, and raised from the dead, and that He ascended to heaven and is today at the right hand of the Father as the Intercessor.
4. That all have sinned and come short of the glory of God and that repentance is commanded of God for all, and necessary for forgiveness of sins.
5. That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
6. In sanctification subsequent to the new birth, through faith in the blood of Christ, through the Word, and by the Holy Ghost.
7. Holiness is God's standard of living for His people.
8. In the baptism with the Holy Ghost subsequent to a clean heart.
9. In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.
10. In water baptism by immersion, and that all who repent should be baptized in the name of the Father, and of the Son and the Holy Ghost.
11. That divine healing is provided for all in the atonement.
12. In the Lord's Supper and washing of the saints' feet.
13. In the premillennial second coming of Jesus. First, to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on the earth for a thousand years.
14. In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

## Purpose of the Handbook

The purpose of this Handbook is to orient the student to his/her studies and life at the school. Some rules are absolutely necessary to maintain the best interests of the school community. These rules are described in the following pages. All ETS students are to read the Handbook and obligate themselves to keep the following school regulations. We encourage students to cultivate Christian values that can be applied beyond their time at ETS.

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## *Life in the School Community*

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### Attitude and Behavior

ETS is a Christian institution founded by and affiliated with the Church of God.

Personal conduct of students should be consistent with its mission and values as a religious organization. Thus, all students are required to meet the following principles:

1. Live according to the Scriptural principles and the practical commitments of the Church of God International General Assembly Minutes. All doctrinal and practical commitments of the Church of God can be viewed and read under the “Beliefs” section found on the Church of God website at [www.churchofgod.org](http://www.churchofgod.org).
2. Be an example in relationships, in fellowship with other students, and in the church as a whole.
3. Uphold spiritual priorities as persons called by God for ministry and respect the cultural differences of our brothers and sisters.
4. Help one another in times of difficulty and accept help in times of need.

### Anti-discrimination Policy

ETS prohibits the discrimination of students on the basis of color, ethnicity, national origin, age, sex, pregnancy or child birth, relationship status, socioeconomic status, disability, health status, spiritual beliefs. Everyone is expected to exercise reasonable tolerance toward others and show courtesy, respect, and good manners in all relationships. Only by exercising an attitude of openness, honesty, and mutual acceptance can our whole school community live together in a Christian atmosphere in which everyone is interested in the welfare of the other.

### Administration

#### School Secretary

The school secretary’s office is open during the posted opening hours.

#### Mail

Personal mail should be addressed as follows:

*Student Name*  
*European Theological Seminary*  
*Rippoldsauer Str. 50*  
*72250 Freudenstadt-Kniebis*  
*Germany*

Individual mailboxes are provided for each student.

#### ID Cards

Student ID cards are available from the school office to students who are actively enrolled at ETS. These cards are primarily used for checking out materials from the school library. Students may also find these ID cards useful for various services that offer discounted rates, such as travel, concerts, and museums.

#### Insurance

All students, German and non-German, are legally required to have a health insurance plan that is valid for Germany and to present written proof to the school. For any trips outside of Germany, students must clear their insurance status beforehand. In some cases, travel insurance is recommended.

While enrolled at ETS all students are insured against accidents during official school activities.

Accidents of any kind must therefore be reported promptly to the school office.

All students must have personal liability insurance.

## Non-German Students

The school office provides information about German visas and work permits for non-German students. However, it is the student's responsibility to secure and maintain these papers according to legal requirements. Failure to keep these regulations could lead to a fine or expulsion from the Federal Republic of Germany.

## Residence Registration

Each new student is required to personally report to the Einwohnermeldeamt (registration office) in Freudenstadt within the first two weeks. This is usually done as part of the orientation week.

Alternatively, the registration forms can be obtained from the school office. Non-German students must also report to the Ausländeramt (immigration office) in Freudenstadt. The student must also bring proof of health insurance (see above) as well as a down payment for the costs of tuition and board. The student must also deregister at the Einwohnermeldeamt at the end of his/her residential studies, close his/her local bank account, and have his/her mail redirected.

## House and Dormitory Regulations

### Appearance

Students are expected to dress neatly and tidily both inside and outside of school and to maintain an appearance that reflects Christian modesty and respect. Appropriate attire is expected at public school events and on occasions when the school is represented.

Casual clothing, such as sweatpants and slippers, is not permitted in class or at chapel services and devotions. Students should not wear clothes that expose too much skin or that are tight-fitting.

## Relationship Between Members of the Opposite Sex

Students are expected to abide by the following regulations:

1. Share time with different students and not always with the same person. This includes meal times and devotions.
2. Refrain from entering the rooms or dormitory areas of the opposite sex at all times.
3. Any time spent with the opposite sex outside of the time window of 7 a.m.–10 p.m. should always be in a group setting.
4. New students are not to begin a dating relationship during their first year.
5. If two people would like to begin a dating relationship, they should first discuss the matter with a trusted spiritual leader or mentor.
6. Fellowship in groups rather than alone as a couple.
7. Refrain from any intimate behavior and physical contact with members of the opposite sex.

## Relationships Between Persons Who Anticipate Engagement or Marriage

Students are expected to abide by the following commitments:

1. Accept personal counseling and the above-mentioned guidelines in the development of the relationship and examine the relationship in prayer and fasting.
2. Give themselves primarily to their training for spiritual ministry.
3. Conduct themselves responsibly as a couple, including sexual abstinence before the legal and religious marriage ceremonies.
4. Make no plans to marry during the course of the school year, except during summer/winter vacations.

## Emergencies

The dormitory supervisor must be notified in cases of emergencies. If the dormitory supervisor is not available, another member of staff must be notified. Emergency telephone numbers and numbers for medical assistance can be found in the First Aid folder located in the postbox room. First Aid supplies are also available in the postbox room.

## Fire Safety

Open flames, such as candles, are not permitted in the dormitory or lounge areas. Fireworks are strictly prohibited. Fire extinguishers are readily accessible on each floor of the building. Students should familiarize themselves with the fire escapes in case of emergency. A fire drill may be carried out without warning. In the event of a fire, all students and staff must evacuate the building immediately without taking any belongings. The assembly point is in the parking lot.

## House Security

The main doors are open during school hours and are locked in the evening. All resident students' room keys also open the house entrance. These keys are obtained by paying a deposit of €50 for the key and the room. At the end of each academic year, the deposit will be refunded if the key is returned and the room is in order.

## Alcohol and Tobacco

With respect to the school's sponsoring organization, students are expected to comply with the practical commitments of the Church of God in regard to the use of alcoholic beverages, tobacco, and habit-forming or hallucinatory drugs. Complete abstinence is the policy on the ETS campus and is recommended while off-campus as well.

## Weapons

Weapons in any form are strictly forbidden on campus.

## Furniture and Equipment

Any damage to school property must be reported to the grounds and maintenance manager without delay. The student will be charged for damages resulting from carelessness or willful neglect.

## Kitchen

The kitchen may only be entered by staff or people assigned to a specific kitchen task. Students are prohibited from entering the kitchen to get something out of it. Only authorized people are allowed to manage the kitchen and the items therein.

## Meals (Signing In and Out)

Resident students who do not want to participate in a particular meal during the week (Monday to Friday) must sign out by 9:00 a.m. on the day of the meal.

Resident students wishing to have meals during the weekend must sign in by 6:30 p.m. the day

before the meal.

Students who live outside the school can participate in school meals, but must register for the corresponding meals by 9:00 a.m. on weekdays and by 6:30 p.m. on the previous day on weekends. Those who have not signed in in advance may still opt to participate subject to availability of food as determined by the responsible member of the kitchen staff.

Furthermore, to prevent waste, students should only sign in for meals that they actually intend to partake in. If it is known in advance that a student will miss a meal because of church activities, another student is allowed to prepare a plate, put the student's name on it, and set it aside.

## Opening Hours of the Dining Room

The dining room is only open during mealtimes and coffee breaks. For hygiene reasons, the dining room may not be used as a common room outside those times.

## Food and Beverages

Food and beverages are not permitted in the following areas:

- Classrooms
- Reading room
- Chapel
- Library

All meals are to be eaten inside the dining room; food from the dining room may only be taken to a student's room if the student is sick or had an eligible reason not to be at the meal. Dishes and cutlery may not be taken from the dining room. Water and coffee may be taken, but only in closable cups or bottles.

## School Vehicles

At the beginning of each school year, the grounds and maintenance manager will test drivers and approve those who may drive the school vehicles for school or private use. ETS vehicles are to be driven only by those who hold a valid license of use in Germany and who have been authorized by the school.

Those using a school vehicle for private use must return to campus by 10 p.m. Any exception must be approved by the house manager.

Further information concerning usage, insurance, traffic fines, etc., will be given to the approved drivers by the grounds and maintenance manager.

## Leisure Time Activities

Students are expected to observe the biblical standards of holiness, in accordance with Philippians 4:8, in their choice of movies, music, reading material, and computer/video games in their leisure time.

## Student Center

The Student Center is available for students until 10 p.m. (1 a.m. on Friday and Saturday.) A kitchenette with a counter, refrigerator, and electric oven is accessible to the students; however, the area must be left clean after use. The Student Center may occasionally be used as a classroom or for special events and should not be entered during those times.

## Student Work Hour

Every student is required to contribute to the school community by assisting with house chores. The various duties will be assigned at the beginning of the semester by the dormitory supervisor and posted on the bulletin board. Please note the following guidelines:

1. On-campus students work an average of six hours each week without remuneration, and off-campus students four hours.
2. Students must observe correct safety procedures when engaged in their respective chores.
3. Assigned duties should be carried out during the scheduled times.
4. If you finish your work early, you must inform the supervisor responsible and you may be required to do additional tasks.

## Telephone

Dormitory phone numbers are as follows: +49 7442 4905 xx (xx = room number). Mobile phones should be turned off during all classroom and chapel times. Only in emergencies should calls be received after 10 p.m.

## Internet Access

Internet access is available throughout the campus. Students are expected to use the internet in a godly manner. Students are liable for any consequences of their internet use (illegal downloads or similar).

## Utilities

Private heating units are not allowed since individual heating is provided in each room. Radiators must not be turned up higher than “3”. Three times per day, the window must be fully opened for between 3 to 5 minutes and then closed, to prevent mold from forming. Cooking units, except kettles and coffee machines, are not permitted in individual rooms. Students are not permitted to tamper with any of the central heating and electrical controls, including fuse boxes, unless instructed to do so by the grounds and maintenance manager.

## Utility Rooms

The utility rooms in the school building, like the kitchen, storage or furnace rooms, and garage, are off-limits to students except when their assigned duties require them to be there. Tools or other school-owned or private implements may not be taken from these areas.

## Laundry

Students are responsible for washing and drying their own clothes in the student laundry room and should collect their dry clothes from there as soon as possible. Tokens for the use of the machines are available for purchase from the dormitory supervisor. There is one iron available on every floor of the dormitory area.

## Room Cleaning

Students are responsible for the cleanliness of their own rooms. Cleaning products are provided for this purpose. Each dormitory room will be checked on a weekly basis by the dormitory supervisor.

## Private Sphere

Living together in a dormitory requires respecting others' private sphere. Students' dormitory rooms constitute their private sphere, while the rest of the facilities (e.g., the Student Center) are available for community purposes.

## Study Time

Set study time hours in the evening are 7:00 p.m. to 10:00 p.m. (Monday–Thursday) and are enforced so that the dormitory will be quiet during these hours.

## Quiet Time

Quiet time hours are enforced for all persons in the house from 10:00 p.m. to 7:00 a.m.

## Noise

Musical instruments and music played on smartphones, music boxes, etc., must all be kept at moderate volume levels during regular hours and not be used during quiet time. This applies to all school areas except music rehearsal areas.

The quiet time between 10:00 p.m. and 7:00 a.m. is to be observed by all.

## Pets

Keeping pets is not allowed.

## Sign-Out Policy

The school needs to know where students are in case of emergencies. Therefore, if a student is absent overnight, he/she must give prior notice to the dormitory supervisor so that he/she may be reached in emergencies.

## Vacation Periods

Students are not permitted to stay in the dormitories during school vacations without prior approval from the house manager. The opening and closing of dormitories will be published in the school calendar.

## Visitors

Overnight visitors are welcome at the dorm if there is a guest room available and if the visit has been approved in advance by the dormitory supervisor. Guests must abide by all of the house rules and they or their host must make prompt payment of fees for room and board to the school office.

## Living Outside of the School

Single students who want to live outside of the dormitory must request permission from the school administration. Only exceptional cases will be granted permission. Living together in the school community is viewed as an important part of the educational experience. However, married students are required to make living arrangements outside the school.

## School-Sponsored Events

Social and cultural events such as the Graduation and School Opening, Christmas Fellowship, etc., are scheduled throughout the year to meet the fellowship needs of the faculty, staff, and student body. **These events are clearly marked on the school calendar and all students are required to attend.** Students are expected to give these events priority over church meetings, homework, or personal obligations. Students may be expected to participate in at least one planning team or committee that is responsible for the school-sponsored events. Absence from these events must be excused in advance by the house manager.

## Student Government

1. Class Meetings are held regularly on Friday mornings. At the beginning of the school year, each class elects two class speakers who represent them at Class Speakers Meetings.
2. Class Speakers Meetings (between faculty, staff, and class speakers) are held on a regular basis to make decisions concerning student needs, evaluation of classes, and the overall

academic and domestic situation. They provide an important interface between students, faculty, and staff. Class speakers inform their respective classes of any decision reached.

3. School Forums for the whole student body are held once per semester to provide everyone an opportunity to voice his/her views. No decisions are made in the forum unless an item has been referred to it for a vote by the Faculty and Class Speakers Meeting.

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## *Spiritual Life*

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### Chapel Services

The school community holds a worship service every Wednesday morning. Assigned responsibilities encourage participation in the services through preaching, worship leading, Bible reading, special music, musical accompaniment, sound, and media. The Lord's Supper, foot washing, and days of fasting are observed at least once each semester.

### School Devotions and Cell Groups

Three days a week, all students and staff gather for a plenary prayer meeting, and once a week there is a cell group meeting. These gatherings are intended to provide opportunities for shared conversation and prayer, Bible reading, and worship.

### Evening Prayer Meeting

Mondays to Thursdays a student-led prayer meeting is held at 8 p.m.

### Sunday Church Attendance

Students must attend at least one church service each Sunday in one of the local churches. As much as possible, the student shall integrate himself/herself in this church during his/her time of enrollment at the school.

### Personal Devotions

All members of the ETS community are encouraged to develop the spiritual discipline of daily personal devotions, as these are necessary for the proper spiritual growth of each individual. Worship services, prayer meetings, and other activities are no substitute for personal devotions.

### Spiritual Guidance & Mentoring

Students are encouraged to seek help and guidance as needed from faculty and staff members. Each student is assigned to a cell group and the leaders are available for counseling, as is the campus pastor. Each student will also be assigned to a faculty or staff member for additional mentorship meetings throughout the school year.

### Church Membership

While enrolled at the seminary, students are encouraged to maintain membership in their home congregation that has confirmed God's call on their ministerial preparation and has recommended them to the school. Students are further expected to seek counsel from the same congregation concerning future ministry following their seminary studies.

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## Academic Life

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### Programs

#### Foundations Course

This course lasts for one year and provides basic preparation for church ministry and for further study.

The Foundations Course must be successfully completed by all before they can be recommended for further study by the faculty. In the second and third school years, courses are assigned according to the specific emphasis of study, although there can be some overlapping.

#### Diploma in Practical Theology

Two years of theoretical training followed by an internship year. The second year of this training program focuses on Christian education.

#### Advanced Certificate in Christian Ministries

This accredited program consists of three years of study at the seminary and one internship year. After the first year, each student chooses an area of emphasis for his/her training:

##### Pastoral Ministry

This emphasis is designed to prepare students to lead churches with confidence and a deep understanding of the Bible. It offers a holistic combination of thorough study, practical training, and spiritual life.

##### Counseling

This emphasis is designed to prepare students to serve as compassionate, Christ-centered lay counselors by developing skills to empathetically support the spiritual and emotional well-being of individuals and families.

##### Missions

This emphasis is designed to prepare students to serve as a cross-cultural missionary, spreading the Gospel worldwide.

##### Church Music

This emphasis for Church musicians, vocalists, and worship leaders blends music theory, practical training, and biblical foundations to prepare students for impactful ministry in local churches.

##### Christian Education

This emphasis is designed to prepare students to lead educational programs and initiatives in local churches. It blends biblical scholarship, theological insight, and practical teaching skills to prepare the students for ministry.

## Academic Year

The academic year is divided into two semesters of 16 teaching weeks, during which students should take a minimum of 22 hours of classes per week. The year begins on September 1st and runs to June 30th the following year.

## Required Courses

All required courses must be successfully completed, and a cumulative GPA of 2.0 or above must be attained for graduation. This includes all Foundations courses, electives in the designated area of emphasis, practicum, internship, and all courses that are evaluated with a grade. The program of study (including submission of the senior paper) must be completed within five years of initial registration at ETS.

In case of serious illness, an extension may be granted by written request to the academic dean. If a student fails a required course, the course must be re-taken the following year, or when it is offered again, and completed successfully.

## Electives

In addition to the required subjects, the student may also choose certain electives. Within the first week of a semester, the elective may be dropped without penalty. Should a student drop an elective after the second week of the semester, a grade of "W" (withdrawn) is given and there is no refund of any fees applicable to that course. This does not apply to courses cancelled by the seminary. An elective can only be offered if at least three students have enrolled for the particular course.

Elective courses may be audited by those who agree to abide by the same attendance and financial policy as all other students. The examinations are not taken and no credit is given; the student's record will reflect that the course was audited. Music courses (voice and instrumental) may not be audited.

## Advanced Placement

Advanced placement is possible in two ways:

1. ETS-approved credit transfer from other schools and extensions.
2. By proficiency examination for which course credit is given in a limited number of courses on the following basis:
  - a. Credit earned by testing becomes part of the student's permanent academic record, designated by the grade of "P" (Pass) but is not computed as part of the student's grade point average.
  - b. Students achieve the minimum passing grade on the proficiency examination in order to earn credit for the course.
  - c. Proficiency credit may be earned up to two years provided that the total course load does not drop below the 20-hour minimum.
  - d. Proficiency exams must be taken before the last day for adding or dropping courses.

All advanced placement must receive the approval of the academic dean.

## Attendance Policy

### Duty of Attendance and Class Participation

Each student is expected to attend regularly and punctually all classes in which he/she is enrolled. Students are expected to participate fully in class; the abuse of personal computers or electronic devices may result in disciplinary measures.

## Tardies

Students arriving more than five minutes late to class are considered tardy. Three tardies are counted as one excessive/unexcused absence.

## Hindrances to Class Participation

When a student is unable to attend class due to reasons beyond his/her control (e.g. illness, accident), the front office should be notified via email immediately as to the reason for his/her absence and the probable length of the absence. Absences of more than three days due to illness require a written doctor's excuse.

## Excessive Absences

An excessive absence is when a student misses more than one class per semester without an eligible excuse. Each excessive/unexcused absence leads to a 3% reduction in the final grade for the corresponding course.

## Exemption from Required Courses

An exemption from required courses can be granted during the first week of classes in certain, justified cases. If grounds for the exemptions are for health reasons, a medical statement will be necessary.

## Leave of Absence

A leave of absence from classes is possible in individual, justified, exceptional cases. The notice must be given to the academic dean at least two days before the absence. The recognized reasons for a leave of absence are:

1. Attending a ministry and/or leadership conference of the church or denomination (up to five class days per year).
2. Important personal reasons (death in the immediate family; extreme illness in the student's household, so long as the necessity of the student's care is temporary; an appointment with the doctor or dentist that can only be held during class hours).

## Makeup Policy

For each absence from class, the student has the responsibility to make up the work that he/she missed. Exams must be made up in agreement with the teacher.

## Examination Policy

1. All academic and practical courses are evaluated by the individual instructors according to the grading system listed below:

100–93 = A (excellent) 4.0 quality points

92–90 = A- 3.7 quality points

89–88 = B+ (good) 3.3 quality points

87–83 = B 3.0 quality points

82–80 = B- 2.7 quality points

79–77 = C+ (average) 2.3 quality points

76–70 = C 2.0 quality points

69–67 = C- 1.7 quality points

66–65 = D+ (sufficient) 1.3 quality points

64–55 = D 1.0 quality point

54–0 = F (insufficient) 0.0 quality points

2. Scholastic records of each student are reviewed at the end of each semester at a meeting of all faculty members. The educational continuance of each student is determined at this meeting.

If a student at the end of the first, third, or fifth semester has an insufficient grade average (as noted below), he/she will be placed on academic probation. The student has until the end of the second, fourth, or sixth semester to improve the grade average. If the student does not improve his/her record, the school has the right to dismiss the student from the seminary.

- a. A grade point average of 1.5–2.0 at the end of the first and second semesters.
- b. A grade point average of 1.75–2.0 at the end of the third or fourth semester.
- c. A grade point average of 1.9–2.0 at the end of the fifth semester.

Students who are completing any academic program must have a 2.0 grade point average in order to graduate. Student grade reports are available within two months of the end of each semester.

3. Cheating on examinations is contrary to the Christian principles of honesty and integrity. If a student is caught cheating, the following steps will be taken:
  - a. The examination will be marked with 0 points, and the dean notified. The student may appeal to the Disciplinary Committee.
  - b. A second offense may involve an appearance before the Disciplinary Committee.
4. Plagiarism is a serious form of academic misconduct and will be dealt with in the same way as cheating.
5. The quality point system allows for computing the academic standing of the student by multiplying first the quality points obtained in a course by the respective number of semester credit hours of the respective course and then by dividing the total number of quality points obtained by the total semester credit hours attempted by the student. The grade point average will be based on the following scale:
  - 4.0–3.5 excellent
  - 3.49–3.0 good
  - 2.99–2.5 average
  - 2.49–2.0 sufficient
  - 1.99–1.0 poor
  - 0.99–0 insufficient
6. Grades are determined by the instructor for every course at the end of the semester on the basis of examinations, papers, or other assessment criteria.
7. The grade “I” (incomplete) may be given by the instructor under special circumstances. It must be removed within six weeks after the end of the semester or become an “F” (failed).
8. Evaluation of spiritual formation, practicum, internship, school choir, and sports is on a pass/fail basis.
9. A grade report is available to the student after every semester; the overall academic standing appears on the student’s transcript. An official transcript can be sent to another institution upon the written request of the student. A fee of €10 will be charged per transcript. No transcript or diploma will be issued before all debts with the school have been settled.
10. A diploma is conferred after the successful completion of both the academic and practical training, with its respective examinations. The Advanced Certificate in Christian Ministries (EQF Level 6) will be awarded upon satisfactory completion of all studies within five years of initial registration at ETS.
11. Students who leave school during the semester will receive a “W” (withdrawn) for each individual course. The student would need to retake all the required courses if he/she decides to return.

12. Audited courses are listed as “AU” (audit) on the grade report and do not affect the grade point average.

## Library

The library serves the purpose of theological training at the European Theological Seminary (ETS). A collection of theological textbooks, reference works, treatises, and magazines is available for students in both German and English. Library materials are kept in the library, reading room, and 1st-level classroom.

Books that have white library codes may be checked out of the library using your Student ID (see below for more details). All reference books (which have yellow labels) may not be removed at any time.

## Fees and Fines

1. The annual fee for using the library is €102.
2. A fee of €1 per day and per book will be charged for late returns. This starts at 11:01 on the due date. The late fee is to be paid to the library staff.
3. Upon prior request, and subject to a library fee, limited library access is also available for users who are not enrolled at ETS.

## Library Regulations

Library users are obligated to keep the following library regulations:

1. The library and reading room will be open during the semesters from 7 a.m. to 10 p.m., although a librarian will not be continuously on duty.
2. Each book needs to be properly checked out with the user’s Student ID, even if only used in the library or reading room! Library inventory is never allowed to be taken out of the library without being properly signed out. The passing on of borrowed books to others is not permitted.
3. The limit on signed-out books is ten books at one time. The librarian may allow exceptions.
4. Used books may not be returned to the shelves by the user, but are to be placed on the book cart (main library) or the return shelf (reading room).
5. Books reserved for current courses are kept on the reserved shelf in the main library and can only be checked out for a maximum of two hours. Books taken from there **MUST** be placed back on the reserved shelf.
6. The regular lending period is four weeks. It can be extended by two weeks if the book is not on hold for another user. The library reserves the right to shorten the lending period in special circumstances.
7. Magazines and newspapers from the magazine shelf may only be read in the library or the foyer and must be returned to the right spot on the magazine shelf.
8. The working spaces in the library must be cleared after use, at the latest each evening.
9. For work to be carried out as undisturbed as possible, we ask that users remain quiet when using the library.
10. Food and beverages are prohibited in all library rooms, except water in closable containers.
11. The designated working area of library staff is not accessible to library users.
12. In the event of damage to or loss of the borrowed book, the user shall be liable for the full replacement cost incurred by the library.
13. The librarian may exclude certain library property from lending or use.

## Printing/Copying/Scanning

In the library, the students have access to a printer/copier. At the beginning of the school year, every student receives a printer account as well as a code for using the printer/copier. One page costs

€0.10. The printer account can be recharged by the library staff during their working hours. Copying and scanning from the library property are allowed, but the user takes the responsibility for keeping the copyright regulations.

## Violation of the Library Regulations

Readers who violate the library regulation can lose their library privileges temporarily or permanently.

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## *Practical Ministries*

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Practicums and internships in church ministries constitute an important part of the total educational experience of a student at ETS. As a regular part of their training, students will be expected to carry out practical ministry in three separate categories, as described below.

### Field Ministry

Field ministry involves a student's practical support of existing church ministries during the semester for the purpose of learning.

The placement of the student for this ongoing practical ministry will be done in cooperation with the practical ministries director, the local pastor, and the student.

The description of responsibilities will be given to the student at the outset of the ministry by the local pastor or assigned supervisor. The student will become a part of the congregation in which he/she ministers. Reports shall be submitted regularly to the practical ministries director at ETS.

### Semester Practicum

All students who attend ETS are required to participate in an eight-week extended practicum in each of the first three years. The practicum is normally planned during the semester break(s) and may consist of one or more activities, in one or more churches or institutions.

These practicums will be assigned in cooperation with the practical ministries director, pastor or supervisor at the local church or institution, and the student. Each student may voice his/her preference and become involved in his/her own placement, in close cooperation with the practical ministries director at ETS.

Before the students leave for their practicum, they should check the following items:

### Travel Expenses

In general, students pay the travel expenses for their internship themselves. This is communicated to the churches, who are asked to contribute to the costs. Likewise, the churches are asked to provide their assigned student with a small amount of pocket money. Any travel and ministry expenses should therefore be logged with receipts.

### Reports on the Practicum

Students should return to ETS the completed report forms within 14 days after a particular ministry.

### Staying at ETS

The costs of room and board in the school during the above-mentioned time are not included in the fees for the academic year, unless a student is assigned to a practicum ministry directly in the school. Permission to remain on campus outside of the semester time is only granted in exceptional circumstances.

### Professional Internship

#### Length

The professional internship begins on September 1st and continues until August 31st of the following year (full-time internship). Ten weeks a year are permitted for vacation, research, and writing. In individual cases, this time schedule can be modified with the school's permission.

The internship year can be extended into a two-year (part-time) internship if the student is involved in another occupation during the internship time.

Missions majors must serve their internship year outside their home country.

## Internship Location

It is primarily the responsibility of the student to find an internship site. This decision, however, must be made in dialogue with the school. The internship can take place in a local church or in a trans-denominational organization. The on-site internship supervisor must be duly qualified.

## Internship Requirements

A full-time professional internship should consist of a 40-hour week. (This does not include personal devotions, etc.). The part-time internship consists of a 15-hour week and contains subject-oriented requirements.

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## Financial Policies

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### Tuition Cost

Every attempt is made by the administration, faculty, and staff of the seminary to conserve costs in operating the school. Student contributions cover only about one-third of the student's educational expenses. For the remaining part, the school operates mostly by offerings and gifts from members of the Church of God. The fees published before the beginning of each year will be binding on each student and are billed in the form of a semester invoice. The school reserves the right in times of urgent need to increase fees at short notice.

### Tuition Discount

1. Family discount: A 10% discount on the general tuition fee is granted when two or more students from the same family are enrolled full-time during the same semester.
2. Church of God discount: Full-time students who are members of the Church of God receive a 5% discount on the general tuition fee.

These discounts do not apply to fees for applied music courses such as voice or piano.

### Payment of Accounts

#### Currency

All fees at the seminary are charged in euros. Since currency exchange rates fluctuate, the cost of school fees for those paying in foreign currencies may increase or decrease accordingly.

#### Deadline

Students must have their accounts paid in full before they may enroll for the next semester. Students who cannot comply with this condition must make prior arrangements with the president.

#### Deferred Payment Plan

Any full-time student desiring to pay school fees in installments must apply in writing to the office manager at the beginning of the academic year (by September 15th at the latest).

All accounts must be paid prior to enrollment for the following academic year. Diplomas, certificates, and transcripts will not be handed out until all bills have been paid.

#### Delinquency Fee

Unpaid balances are subject to a monthly fee.

#### Mode of Payment

Fees are to be transferred to the following account of the European Theological Seminary:

Volksbank eG im Kreis Freudenstadt  
IBAN: DE55 6429 1010 0009 4910 15  
BIC: GENODES1FDS

Payments may also be made by check, payable to the European Theological Seminary. The front office also accepts payments by cash and credit card.

## Schedule

Fees are due at the beginning of each semester. All fees shall be paid no later than September 30th and March 31st. Exceptions to this must be agreed upon in advance through the office manager.

## Refunds Policy

Students withdrawing from the seminary may under certain conditions receive a refund for the tuition, room, and board fees that they have paid. The request has to be made IN WRITING within two weeks after the student's departure from the seminary. An adjustment of the fees will then be granted according to the following arrangement:

1. Room and board will be adjusted by the full amount unused at the date of withdrawal.
2. Tuition will be adjusted based on the following percentages:
  - during the first two weeks of the semester: 80%
  - during the third week of a semester: 60%
  - during the fourth week of a semester: 40%
  - during the fifth week of a semester: 20%

After the fifth week in a semester (or the third day in a compact course), NO adjustment can be made to tuition. All of the tuition charged to the student's account is payable.

Students who are dismissed from the seminary for disciplinary reasons will receive no adjustment on tuition for the semester. As a general principle, no refund will be given for fees other than tuition, room, and board.

## Broadcasting Fee

Each student is responsible for paying the monthly German TV and radio broadcasting fee. Recipients of BAföG (student financial aid) can be exempted from this fee. Students sharing a double room can split the broadcasting fee.

## Scholarships

Work scholarships: For students without government support, the seminary may give limited credit toward room and board for work on the premises, subject to availability and formal request.

## Work Restrictions

1. Students enrolled for full-time studies at the European Theological Seminary are expected to accept no employment or regular ministerial engagements beyond their studies, assigned field ministries, and assigned house duties.
2. Application for exceptions to this rule must be made in writing to the academic dean during the first week of each semester.
3. The following reasons may be used for seeking such exceptional permission:
  - If the student receives no or insufficient government aid and has no other regular source of income to cover school fees.
  - If there exists some other unusual financial hardship.
4. Permitted extracurricular work or ministry may not require more than ten hours per week and not more than two evenings and/or afternoons on school days (Monday through Friday) per week.
5. The permission for extracurricular work and ministry may even be reduced by the school if the student's academic record or personal situation makes it necessary.
6. Non-German students while in Germany are permitted to work up to two months per year outside of school to earn money. However, a work permit from the government is required before beginning such employment.



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## *Infractions against School Regulations*

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### Disciplinary Committee

Representing the school community in the ministry of admonition and restoration is a Disciplinary Committee composed of no less than three members who are appointed by the president at the beginning of each school year. When a student fails to conform to the school regulations, it becomes the ultimate responsibility of the Disciplinary Committee to develop necessary measures of discipline and restoration in the spirit of meekness according to Galatians 6:1.

They review cases brought before them by any member of the faculty/staff. They shall hear from the offender, pray, counsel, and determine appropriate action.

This disciplinary action may include, but is not limited to, committee reprimand, monetary fines, work assignments, detention, probation, loss of a scholarship, suspension, and/or immediate expulsion.

In the event that a serious emergency/altercation takes place, the president is authorized to take the immediate action that he/she determines to be in the best interest of this institution.

### Student Mediation

Student mediation is possible as a form of conflict resolution. The steps of mediation are as follows:

1. Issues of mediation are to be referred to the campus pastor.
2. The process of mediation is to be initiated by the campus pastor in a meeting of the campus pastor and the persons involved.
3. If the issue cannot be resolved, it should to be brought before the Disciplinary Committee.
4. If the issue of mediation has academic implications, the academic dean should also be involved in the process of mediation.

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## *Changes to the Handbook*

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The school administration reserves the right to change school regulations including the Student Handbook. When changes are made, the student body must be given a two-week notice. This notice can be given either by public announcement in a scheduled student body function or written document. After the two-week notification period, the changes come into effect.

Students may also bring proposed changes to the school administration for consideration through the following process:

1. The suggested revision is first submitted to the student's class for discussion, revision, and voting. The suggested change must have a majority vote of the class in order to go beyond this stage.
2. The revision is then submitted to a meeting of the class speakers for discussion, revision, and voting. Again, it must have a majority vote of the class speakers in order to go further.
3. It is next submitted by the class speakers to the faculty and staff for discussion.
4. When a proposal also receives a favorable hearing in the faculty/staff meeting, it will then be placed on the agenda of the next scheduled faculty/staff meeting for discussion and for final approval/rejection.
5. In the event a proposal is approved, the student body will be given a two-week notice. This notice can be given either by public announcement at a scheduled student body function or written document. After the two-week notification period, the changes come into effect.