

Student Handbook

2017



Engaging the World

COLLEGE PERSONNEL

ADMINISTRATION

Vice-President	: Rev Dr Casey Ng
Academic Dean	: Bro David Lim Han Hui
Dean of Students	: Rev Kwek Sew Kian
Administration Manager	: Sis Eunice Chua
Registrar	: Sis Adelene Ong
Librarian/ Publicity Coordinator	: Bro Gary Goh

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Welcome Message

Welcome to the ACTS learning community! We are looking forward to a great time of learning together.

We believe that studying at ACTS should not just be an academic pursuit within the four walls of a classroom. We want you to step out of the classroom and engage with the world. Hence, our theme for 2017 is "Engaging the World." We teach with the vision that our learners will be empowered to apply what they have learned to communities beyond the ACTS learning community. Such critical integration of the Word with the struggles of the world, with reflection, will further shape your understanding of God's heart for the world, making your time in ACTS to be a more meaningful learning experience.

May the Lord grant you a fruitful learning time in engaging the world. Amen.

Rev Dr Casey Ng
Vice-President

INTRODUCTION . . .

This handbook is intended to be an introduction to a student's life in ACTS College. It has prayerfully been compiled by the Administrative Committee (Admin Com) with the aims to:

1. Assist a new student in his/her adjustment to the life in ACTS College.
2. Provide direction and guidance for ALL students during their course of ministerial studies and training in ACTS College.

No attempt has been made for the handbook to be exhaustive in everything. Please feel free to see any of the ACTS College personnel for more information.

HISTORY . . .

Established in 1977 by the Assemblies of God of Singapore, the Bible College has evolved through the years. It was first called Bible Institute of Singapore (BIS), then Assemblies of God Bible College (AGBC). In 2015, the college was registered as **ACTS College Ltd** with ACRA.¹

COMMITMENT . . .

ACTS College is a place for men and women who are willing to deepen and broaden their commitment to God. At ACTS College, everyone encounters God and seeks to fulfill God's calling.

Hence, ACTS College is committed to providing men and women with a fulfilling biblical education, and equipping them to play key roles in the rapidly growing Church and society. Through its experience, ACTS College is able to offer an innovative curriculum, with great flexibility and wide selection, to help one transform his or her calling into reality.

Over 200 ministerial workers have been trained in ACTS College. They are currently serving in diverse mission fields in Asia, Africa, America, Australia, and Europe.

MISSION . . .

Our mission is to prepare men and women for a Spirit-filled ministry that transforms lives and society.

VISION . . .

ACTS College will be a global learning community which emphasizes on developing a Pentecostal ministry, leadership, and spirituality from missional and contextual perspectives.

CORE VALUES . . .

1. Global in learning and community

We seek to bring together students and teachers from around the world, and offer a Christ-centred, biblically-oriented and Pentecostal learning experience that educates leaders for global engagement and lifelong learning.

¹The Accounting and Corporate Regulatory Authority (ACRA) is the national regulator of business entities and public accountants in Singapore.

2. Pentecostal in emphasis

We emphasize on developing ministers, leaders, and their spirituality with a Pentecostal distinctive.

3. Missional and contextual in perspectives

We see everything as God's mission and respect the existence of different cultural values, beliefs and attitudes in each context.

OUR STRATEGIES . . .

1. Develop a global learning community for the Assemblies of God and others who share sympathetic views.
2. Provide a Christ-centered and biblically-oriented curriculum that recognizes the person and work of the Holy Spirit.
3. Assist students in acquiring attitudes and skills which will prepare them for Pentecostal ministry and leadership.
4. Provide academic encouragement for students to develop global thinking and lifelong learning skills.
5. Foster a spiritual environment in which everyone will desire to grow spiritually.
6. Promote the development of a missional concern which sees everything as God's mission.
7. Encourage the development of a ministry that is socially and culturally relevant to contemporary context.

GOVERNANCE . . .

ACTS College is governed by the Board of Directors, which is made up of representatives from the Assemblies of God of Singapore, pastors and laity. The Administrative Committee oversees the day-to-day operations.

ACCREDITATION . . .

ACTS College has gained international recognition for its excellence in teaching and character building. It is the first Pentecostal institution in Singapore to be fully accredited by the Asia Theological Association (ATA) to offer a Diploma of Theology and a Bachelor of Theology degree. Presently it is fully accredited with ATA to offer theological studies up to Master of Divinity (English) and Master of Theological Studies (Chinese)

ACTS College is also fully accredited with the Asia Pacific Theological Association (APTA) to offer both undergraduate and graduate theological studies in English and Mandarin. APTA has been established to recognize ministry training colleges that are distinctively Pentecostal/Charismatic (<http://apta-schools.org/>).

DOCTRINAL STATEMENTS . . .

ACTS College subscribes to the statement of fundamental truths of the Assemblies of God of Singapore.

We believe in...

1. The divine inspiration of the Scriptures and its final authority for faith and conduct.
2. The One True God and the unity of the One Being of Father, Son and Holy Spirit (Trinity).
3. The deity and atoning work of Christ for human sin.
4. The redemptive work of Christ on the cross which provides healing in answer to believing prayer.
5. The necessity of regeneration by the Holy Spirit for personal salvation.
6. The bodily return of Christ which is the blessed hope of the Church.
7. The resurrection of believers and unbelievers to eternal life and eternal death respectively.
8. The baptism in the Holy Spirit according to Acts 2:4 for effective life and service.
9. The necessity of sanctification by the Holy Spirit for separation from evil and dedication to God.
10. The Church and its mission to fulfill the Great Commission.

OPERATING HOURS ...

	Admin Office	Faculty Office	Library
Term Time: <ul style="list-style-type: none"> • 03 Jan – 11 Mar • 20 Mar – 27 May • 27 Jun – 04 Sep • 11 Sep – 13 Nov 	Mon – Thu: 8:30 am – 7:30 pm Fri: 8:30 am – 5:30 pm	Mon – Fri 1. 10:00 am – 5:00 pm 2. 1:00 pm – 10:00 pm* *For faculty members teaching a night class.	Mon – Thu: 8:30 am – 9:00 pm Fri: 8:30 am – 5:30 pm
Term Breaks: <ul style="list-style-type: none"> • 12 Mar – 19 Mar • 28 May – 25 Jun • 05 Sep – 10 Sep • 13 Nov – 31 Dec 	Mon - Fri 9:00 am – 4:00 pm	Mon – Fri 10:00 am – 4:00 pm	Mon - Fri 9:00 am – 4:00 pm

Notes:

1. ACTS College will be closed on Saturdays, Sundays, public holidays and designated College's closures and holidays.
2. The College will also be closed on the following festive seasons/events in 2017:
 - 26 – 31 Jan : Chinese New Year
 - 29 – 31 Mar : World Assemblies of God Congress
 - 8 Apr : 40th Anniversary Event
 - 12 – 15 July : Annual College Retreat
3. Students who wish to meet with any of the administrative staff and faculty are encouraged to make prior appointment with them.

COLLEGE ACTIVITIES & EVENTS . . .

Personal Devotion and Prayer

ACTS College strongly believes that spiritual revival begins with the individual's hunger for God. Therefore, all students are expected to read the Bible and pray daily. A one-year Bible-reading plan has been provided in this Student Handbook to guide each student read the whole Bible through at least once every year (see Appendix A).

Chapel, Small Group and Mission Ignite Sessions

1. Purpose

Chapel, Small Group² and *Mission Ignite* (MI)³ sessions are planned as an integral and unique part of students' total education programme for the purpose of their spiritual enrichment and growth. They also provide opportunities for the "body of Christ" to express their worship and service to God as well as to develop learners' spiritual gifts so that ACTS College learning community can be edified.

2. Attendance

Students who attend the day or/and /night classes are required to attend all the scheduled chapel and small group sessions, as well as MI services as part of the development of their spiritual and student life.

3. Students' Participation

Students may be scheduled to serve as worship service coordinator, interpreter, worship leader, support singers, musicians, projectionists, and/or any role assigned by ACTS College as part of ministerial development. Those in the graduating year may also be scheduled, as part of the training, to preach at least once.

If anyone is unable to serve for a valid reason, prior notice should be given to the Dean of Students.

College Events

College events listed in the college's academic calendar are organized to develop students' spiritual and student life.

Full-time Students (those taking 4 modules and more in one semester): the college **expects all full-time students to attend all events**. However if they need to be excused from any event for a valid reason, they are required to seek permission from the Dean of Students.

Graduating Students: the college expects all graduating students to attend these three college events: **College Retreat, Photo-Taking Day and Graduation Exercises**. They are **strongly encouraged** to attend other college events as well.

²The small group session, which is usually led by a faculty member, aims to build interpersonal relationship and enhance the College's mentoring system through prayer and discussion of issues pertaining to the life and ministry of a minister. It may be held during the day and/or night time.

³Mission Ignite (MI) service is planned by the MI Committee together with the faculty-advisor, with the purpose of challenging students towards greater involvement in the mission fields. It may be held during the day and/or the night.

Part-time Students: All part-time students, as participants of the learning community and student life, are **strongly encouraged** to participate in the college events as well.

1. Orientation

One of the aims of the Orientation at the beginning of each semester is to help new students become acquainted with ACTS College. New and existing policies will also be made known.

2. ACTS College Family Day and Community Meal

These events are often organized to promote social interaction within ACTS College community. They are attended by the faculty, staff, friends of ACTS College, as well as students and their family.

3. A/G Business and General Council Meeting

As an academic institution affiliated to the Assemblies of God (A/G) of Singapore, ACTS College students are expected to participate and assist in A/G meetings or conferences (such as the Annual General Meeting, leadership conferences and prayer and evangelistic meetings etc.), whenever the need arises. Classes may not be scheduled when these events are held so that students can attend and serve in these events.

4. Annual Retreat

An Annual Retreat is held annually in July during the 2nd semester. The ACTS College community usually spends a few days together, either in or outside Singapore for a time of bonding, spiritual input, worship, prayer, recreation and relaxation.

5. ACTS College Photo-Taking Day

This event may be held during the second semester. Photographs of staff, faculty, members of various committees of ACTS College, graduating class, and students will be taken. These photographs are the property of ACTS College and are used for the college's publications and publicity.

6. Annual Thanksgiving cum Appreciation Service

The Annual Thanksgiving cum Appreciation Service is usually organized at the end of October/beginning of November. It is attended by staff, faculty, students and their families, pastors, as well as friends and Board of Directors of ACTS College. It is a time of fellowship, celebration, thanksgiving and appreciation. Most importantly, it is a significant moment for ACTS College and everyone to thank God for His faithfulness and goodness in the past one year.

7. Graduation Exercises

The Graduation Exercises is held each year in the month of November. Students are strongly encouraged to support the college and the graduating students, and serve at this event.

Note:

The above list is not exhaustive. Announcements will be given for any upcoming and ad-hoc event whenever the need for students' participation arises. Students who need to be excused from any event are to seek the Dean of Students' permission in advance.

STUDENTS' MINISTRIES . . .

Practicum

Students' practical ministry as an integral part of the ministerial training is greatly emphasized by ACTS College. It is a requirement for graduation, as indicated in the ACTS College Prospectus.

Every student will be suitably placed in his/her home church or a Christian organization by the Practicum Co-ordinator, as his/her field placement. The student may also indicate his/her choice of attachment but it is subject to the co-ordinator's approval.⁴

Each student will be required to fulfill a minimum of **3 hours per week** of active ministry involvement that is supervised by his/her mentor, as part of the practicum. In addition, he/she is expected to meet his/her mentor/supervisor for **at least 4 sessions** to discuss topics that are relevant to his/her call to ministry.

Teaching and Preaching Requirements

Students in the **final year** are required to preach and teach a combination of 6 sessions, in addition to their practicum requirements.

Missions

All students are encouraged to participate in at least one mission trip a year, either through ACTS College, a church organization or their local church. Trips organized by ACTS College are often planned by Mission Ignite (MI), under the guidance of the MI faculty-advisor.

Christian Service⁵

Life in ACTS College is not just study, worship and fellowship but also humble service to the community of ACTS College. ACTS College exists to prepare men and women for Christian leadership, specifically servant leadership, just like Christ who came not to be served but to serve. To be God's leader, one must learn first to be a servant. Hence, ACTS College has designed ***Christian Service*** to provide opportunities for every matriculated student to serve the ACTS College community, as well as discover new spiritual gifts and/or skills or sharpen existing ones.

⁴Students may choose to do their practicum in: (1) the College such as serving as head of a student committee for 1 year; (2) in the mission field supervised by approved ministry supervisor and mentor; or (3) an area approved by the Dean of Students. However, ministry hours accumulated cannot be used as Christian service.

⁵Christian Service is required for all matriculated students, regardless of the programme they are enrolled in, including those who are pursuing their 2nd certificate with ACTS College. Non-matriculated students who are keen to serve are also welcome.

Each student may choose to serve in any area such as in the administrative office, library, committees (such as Student Council, Mission Ignite, Publicity, Library, Fund-raising or ACTS College's special project committees), worship team, interpretation ministry, general cleaning of the College's premises or tasks assigned by ACTS College. He/she is expected to complete *at least 12 hours for every 30 credits accumulated* (i.e. within 10 modules).

ACADEMIC LIFE . . .

This section highlights some information contained in ACTS College prospectus. You may refer to the prospectus for further details on the academic requirements.

Academic Expectations

As an accredited college with the Asia Theological Association and the Asia-Pacific Theological Association, ACTS College strongly encourages all students to be intellectually curious, think creatively, achieve mastery of essential facts, and use these facts to reach logical conclusions and make choices that are compatible with the Christian worldview.

ACTS College also encourages Christian scholarship. Plagiarism is strictly forbidden. Students are strongly encouraged to familiarize themselves with the current **research writing format of Kate Turabian, *A Manual for Writers* (8th edition)**. A subsequent or concurrent re-submission of the same project to another lecture/module is also NOT acceptable for the following reasons:

1. *Each project has been structured as part of a module learning experience. A re-submission will short-change both the learning experience and the expected hours of self-study per module.*
2. *Each project is intended to receive credits only once to fulfill the module requirement. A second claim for credit is ethically unacceptable.*

In addition, students are expected to relate to ACTS College standards and individual instructor's classroom regulations in a positive way. They must be courteous towards their instructors and refrain from conduct that disrupts the learning process. If they have a grievance against an instructor, they should speak privately and respectfully to the instructor about it (Matt 18:15). If they find the instructor unapproachable, they should speak to the Academic Dean. They should not voice criticism of the instructor or ACTS College publicly. Please refer to **page 19** for some guidelines on how to handle grievances.

Study Habits

Generally speaking, students are expected to spend about **THREE HOURS in self-study and research** for every hour of study in the class. They are strongly encouraged to set up a study schedule at the beginning of each semester and stick to it as closely as possible to ensure that enough time is given for their study.

Matriculation

Matriculation is the formal process of applying to be accepted into an academic programme (e.g. Certificate, Diploma, Bachelor, Graduate Diploma or Masters programme) at ACTS College.

Students who have successfully been matriculated will receive academic counselling from the Academic Dean and/or Registrar to help them choose and plan for their modules. This will ensure that their educational and ministerial training goals are achieved within a certain time period.

Some students who have not decided to matriculate into an academic programme may still take modules for credits. They may take up to a **maximum of 4 modules**. But they will pay a higher module fee compared to the matriculated students. As the matriculation process (see below) takes three to six months, the Registrar will usually advise students to matriculate early, that is, not later than their 4th module.

Should students taking credits choose not to be matriculated into an academic programme, they may still take their 5th module for credits. Thereafter, they can only enroll for audit for their 6th and subsequent modules.

1. Matriculation Procedures

Obtain the “Application for Admission Form” from the Admin Office or download from the website www.acts.edu.sg

2. Deadline for Submission of Application Form

Non-matriculated students (Singaporean) who wish to be matriculated into a programme and enjoy the privileges of a matriculated student must submit their application form by the following dates:

- 1st March (for 2nd semester enrolment)
- 1st September (for 1st semester enrolment of the next academic year)

For international applicants who wish to begin their study in the next academic year starting in January, they must submit their application form by:

- 1st July (for first semester enrolment of the next academic year)
- 2nd January (for second semester enrolment)

Registration Period and Early-Bird Discount

1. A four-day registration period is scheduled twice a year, often in March and September. During this period, all matriculated students and graduating students will make appointment to see the Academic Dean or Registrar on a one-to-one basis for academic counselling.

2. Students are strongly encouraged to register during this 4-day period so that they will enjoy a \$10 discount for every module enrolled. No discount will be given for registration after this registration period.

Late fee of \$50

1. If existing students, who **HAVE NOT** enrolled for any module in a semester, choose to register a module **7 days before the class begins**, they will be required to pay \$50 late fee. To indent
2. This late fee is, however, **NOT APPLICABLE** to students who are adding modules at a later period to their first registration within a semester.
3. This late fee is also **NOT APPLICABLE** to new students who have never taken any modules with the College.

Enrolment

Official registration takes place at the Registrar's office. ACTS College procedures and policies are as follow:

1. Complete the "*Module Enrolment Form*" and submit it to the Registrar's office, together with the module fee.

Notes:

- (a) The enrolment form will only be accepted when a student pays in full, particularly for those taking 3 modules or less. Registration, via fax or e-mail, is not considered official until payment is received.
 - (b) The College retains the right to accept/reject registration, especially for late registration and last-minute "walk-in." Under certain circumstances (e.g. limited classroom capacity or unacceptable lecturer-student ratio for maximum learning), priority will be given on a "first-come first-serve" basis.
2. Students may pay their fees to the Accounts Executive using cash, NETS, or cheque. All cheques must be crossed and made payable to "**ACTS College Ltd.**"
 3. Students can enjoy rebates on their tuition fees if they fall under the following categories:
 - (a) Students from sponsoring churches (see Accounts Executive for the list) taking credit-module: ***10% rebate on total tuition fees per semester***
 - (b) Spouses and children of AG ministers taking credit-module: ***10% rebate on total tuition fees per semester***
 - (c) Spouses of matriculated students (who are taking credits for 3 modules in a semester): ***Full rebate on tuition fee for only one module in the same semester.***

Note: In the event if a student belongs to more than one category, he or she can only enjoy one type of rebate within a semester

4. Students are also encouraged to place an order for their textbook upon enrolment, before the college's stipulated closing date. They are responsible to source for their own textbook should they choose not to adhere to the deadline.
5. Installment-plan payment is ONLY APPLICABLE to students who fulfill **ALL** the following criteria:
 - (a) Financial problem
 - (b) Full-time matriculated students who are taking 4 modules and more
 - (c) Fees are not paid by any local church or sponsor

Students who are interested in this scheme may submit his/her request to the Accounts Executive, who will assess their eligibility. Once approved, the student must pay the first installment (one-third of total bill) upon registration. Full payment must be settled 2 weeks before final examination or last day of class, whichever is earlier.

Module Change

A student may request for a change of module by submitting a "*Module Change Form*" to the Registrar's Office. This must be done within 6 hours of classroom instruction (for intensive

modules) OR by the second lesson (for night and regular modules). However, an administrative fee of \$20 will be charged if the change is initiated by a student.

Change Audit/Credit Status

A student may request for a change from “AUDIT” TO “CREDIT” status or vice-versa by submitting a “*Audit/Credit Change Form*” to the Registrar’s office. Approval must, however, be obtained from the Academic Dean or Registrar.

1. Audit to Credit

The change must be done within 6 hours of classroom instruction (for intensive modules) OR by the second lesson (for night and regular modules). However an administrative fee of \$20 will be charged if the change is initiated by a student.

2. Credit to Audit

The change must be done BEFORE the mid-semester exam or WITHIN the first six weeks of class, whichever is appropriate. For intensive modules, the deadline for change is WITHIN the first week. Approval must, however, be obtained from the Academic Dean or Registrar.

No refund will be given. An administrative fee of \$20 will be charged if the change is initiated by a student.

No student is allowed to change to audit DURING THE MID-SEMESTRAL EXAM or AFTER the above deadlines, unless special permission is granted by the Academic Dean or Registrar. He or she will be encouraged to continue with the “credit” module or make decision to withdraw completely from the class.

Withdrawal

A student may withdraw from the module by submitting a “*WITHDRAWAL FORM*” to the Registrar’s Office. Withdrawal is only official when the form or an email is received from the student, which will be kept in the student’s personal file.

Failure to withdraw officially from ACTS College will automatically result in a “Failing” grade for the module registered. Re-entry in the future may be denied.

1. Before the First Class

A student can only apply for 100% refund of the tuition fee if he or she has already paid in full. However a withdrawal fee of \$20 will be charged if it is initiated by the student.

2. Class Started

If withdrawal is officially done WITHIN 6 hours of classroom instruction (for intensive modules) or BY the second lesson (for night and regular modules), the student can only apply for 80% refund of tuition fee. However, a withdrawal fee of \$20 will be charged if it is initiated by the student.

If the withdrawal is accepted, there will be no marking on his or her transcript.

However, if withdrawal is officially done AFTER the above deadlines, the learner will either receive a grade "WP" (withdrawal with a passing grade) or "WF" (withdrawal with a failing grade), depending on the work done in the module. He or she will not receive any refund.

***Note:** No withdrawal is allowed once the module enters into the last 6 hours (for intensive module) or last 2 weeks (for regular module) excluding final week, unless permission is granted by Academic Dean based a valid reason.*

Incomplete Module

Students, who have “incomplete” module by the end of the class, may be given up to four weeks from the day of the final examination of that module or from the last day of the module to complete their assignment(s). However this extension is not automatic. It is subject to the discretion of the lecturer, who is in consultation with the Academic Dean, as well as the validity of reason(s) given.

After the deadline, the module grade that appears as “incomplete” (INC) initially will be changed to “failure” (F).

Final Exam

All students who have not settled their college’s bills will not be allowed to sit for their final exam. If they have any financial difficulty, they should approach the Accounts Executive or Dean of Student for advice ***at least two weeks before*** the examination period.

Grade Report

All students will receive a copy of their semestral grade report from the Registrar. It is their responsibility to keep all their grade reports.

For students who are sponsored by their churches or other parties, a duplicate copy of the semestral grade report will be sent to their Senior Pastor or sponsor as a form of accountability.

For students who are self-financing, a copy of the grade report will be kept in their personal file. It will be made available if a request is made by their pastors and/or future employers.

Request of Transcript

All students, upon graduation, will receive their transcript, bearing all their grades, the College seal, the Registrar's signature and a "Issued to Student" stamp. In the event if they need a duplicate copy, it can be requested at a fee of \$25.

For those who intend to submit their transcript to another academic institution, they will need to request for an official transcript that does not carry the "Issued to Student" stamp. The fee required is \$25. It will be sent directly to the concerned institution by ACTS College. For overseas address, students are required to supply a self-addressed envelope with the correct amount of postage.

Non-graduating students will not receive their transcript. However, a request for an unofficial transcript can be made at a fee of \$25.

For those who need a transcript to apply for credential with the Assemblies of God of Singapore, they will need to give 5 working days notice to the Registrar, who will fax the copy to the Council office. The transcript will only bear the Registrar's signature, without ACTS College seal. No fee is required.

Request for Official Documents

Students, who need official letters from the College, must submit their request to the office in advance, at least 5 working days. Immediate request will not be acceded, unless it is due to unforeseen circumstances.

Academic Probation

All students are on probation for *ONE SEMESTER* immediately after matriculation. However if any student does not attain the minimum GPA requirement required for his/her programme in that semester, the probation may be extended for another semester. But this student ***is not allowed*** to carry the normal academic load, unless special permission is given by the Academic Dean.

Class Attendance and Punctuality

ACTS College wants to help students cultivate discipline in their time management and positive learning attitudes. Hence, regular attendance and punctuality are expected. These are also essential for getting the maximum benefit from a module.

Students will be expected to be punctual for all class sessions, that is, before the instructor enters into the class. Attendance will be taken at the beginning of each lesson. Any tardiness is computed on a 15-minute lecture block. Thus, when a student is 45 minutes late, it will be recorded as THREE tardiness or ONE absence. Tardiness may result in a reduction of the student's final grade for the module taken:

- 1 Tardiness = 1% of final grade
- 3 Tardiness - 1 absence = 3% of final grade

Excused Leave of Absence from Class

Students are allowed to be absent from class for a maximum of 6 hours per module. (Note: This rule is not applicable to international students). This provision is made available for absence due to unexpected circumstances, medical or sick leave and excused leave granted by the lecturer. Students are not required to fill the “*ABSENCE FROM CLASS*” form. But they are required to inform the lecturer before a class or submit a medical certificate (MC) if he or she is sick.

However if students plan to be absent from class **AFTER THE 6th HOUR OF ABSENCE** for certain reason, they are required to obtain the “*ABSENCE FROM CLASS*” form from the Registrar’s office. It has to be submitted to the instructor before class for approval. Permission to be absent is not automatic and subject to validity of reason(s). Additional assignments may be given to make-up for the loss of instructional hours in the class, if approval is granted.

If students fail to comply with the above regulations, they will be penalized for unexcused leave and may receive a **“Failure” grade or reduction in grade** for the module taken.

Students Taking Exam

1. Lateness

If a student enters the examination venue **15 minutes** past the starting time, he or she is barred from taking the examination.

2. Early Exam

If a student wishes to take the final examination earlier than the scheduled date, he or she must obtain permission from the Academic Office, who will discuss with the instructor. If it is approved based on a valid reason, an additional examination fee (\$25) will be charged to the student.

All students are encouraged to develop sound study habits. For each hour of class instruction, at least **THREE HOURS** of self-study outside of the class is expected.

Library

ACTS College has a growing library to meet the research needs of the students. The librarians are eager to help you make the best use of the materials of the library.

A library orientation is conducted by ACTS College Librarian for all new students at the beginning of each semester. Attendance is required.

GUIDELINES ON CONDUCT . . .

Character and Attitudes

As ACTS College is also a training ground for molding ministerial character and attitudes, all students are encouraged to seek the Holy Spirit to work in their lives to produce Christ-like character and the fruit of the Spirit. Any student's conduct that is inconsistent with a ministerial calling will be referred to the Administrative Committee for appropriate disciplinary action (see page 17).

Dress Code

The personal appearance of students should reflect the dignity of a Christian leader, servant, and minister in training. They are therefore expected to be clean, neat and modest in appearance and abide by this dress code at all times in ACTS College's premises.

However, formal dress code is expected when they serve at the College's official events (e.g. Graduation Exercises) or A/G events.

Interpersonal Relationship

All students are expected to uphold Christian standard in their conduct on and off campus. As ministers-in-training, students are expected to develop honorable and open relationships. Should any student go beyond the normal relationships mentioned above, he/she will be referred to the Administrative Committee for appropriate action.

GUIDANCE & DISCIPLINE . . .

Guidance

ACTS College provides Small-Group mentors who will meet periodically with students to provide guidance and counsel. However, students may also seek guidance from those whom they feel comfortable and who are seen to be able to give appropriate advice. As such, all ACTS College administrators, faculty and staff are available to provide the required assistance and counsel.

Discipline

It is expected that students should exercise Christian self-discipline, which is the mark of spiritual maturity and fulfill the College's expectations required of a student. Failure in these areas will lead to disciplinary actions that are redemptive and corrective.

If a student fails to demonstrate the required attitude or fulfill the College's expectations, the following steps will be taken by the Dean of Students:

1. The student will be asked to give an explanation for his/her conduct or attitude. The Dean of Students will give a reminder to him/her on the College's expectations and attempt to resolve the situation.
2. If the student fails to show satisfactory improvement in his/her conduct or attitude subsequently, a letter of warning will be issued.

Note: All warning letters indicating the student's conduct will be filed in his/her personal file. A duplicate copy will also be sent to the Senior Pastor or sponsor.

3. If the student's inappropriate attitude or conduct persists at the **FOURTH** warning letter, he/she will meet with the Administrative Committee, who will decide on the type of disciplinary action. In cases of severe unwarranted behaviors like smoking, possession or use of drugs, drinking of alcoholic beverages and immoral conduct, the student will be suspended for any specified period of time as determined by the Committee.
4. If the situation warrants a termination as deemed appropriate by the Administrative Committee, the student will be permanently dismissed from his/her studies with ACTS College.

The Administrative Committee is the formal authority in all disciplinary matters. The decisions of the Committee are reached only after careful and prayerful deliberation. The committee has the authority to suspend, expel or place any student on disciplinary probation if the situation warrants it.

Grievance

ACTS is interested to provide an atmosphere consistent with its goal of preparing workers for Christian ministries. Policies, rules, regulations, and guidelines are established as a framework within which the ACTS College community can live harmoniously and with consideration for one another, and for the ongoing purposes of ACTS College.

ACTS College desires to deal fairly with all persons, whether students, staff, faculty, administration or business associates. If any student has a complaint or grievance, he/she is recommended to adopt the following guidelines:

1. **Keep your cool** - Do not do or say things for which you will be sorry, or which will make the solution or reconciliation more difficult. Let the men be "gentlemen" and the women be "ladies" even when the going gets difficult.
2. **Pray about the matter** - God is interested in you as a person and in the kind of person you are becoming. Let God help you find the right approach to the solution of the problem. "More things are wrought by prayer than this world dreams of."
3. **Discuss the matter with the person-in-charge** of the area in which the problem occurs. Try to settle the matter early. Do not let problems build up.
4. If an understanding is not reached, **discuss the matter with the next higher authority**. Enquire, if necessary, about the proper person to see about the problem.
5. If no satisfaction is reached by this point, **address a letter to the Administrative Committee** stating the problem or request. The Administrative Committee will take the necessary action to solve the problem.

Remember, ACTS College personnel cannot always work instant solutions to all problems, but you are among friends who care and will take all reasonable steps toward the solution of all legitimate problems you may encounter.

STUDENT COMMITTEES . . .

Student committees are set up by the Administrative Committee. Please refer to Appendices B to E. These committees are subject to the authority of the Administrative Committee at all times, who can revoke and/or amend existing guidelines and operational procedures. Each student committee reports to a faculty-advisor appointed by the Administrative Committee. The advisor represents the Administrative Committee to advise, mentor, train, and ensure each committee functions according to its objectives and responsibilities.

MISCELLANEOUS INFORMATION . . .

Finance

All students who are handling funds pertaining to school-related activities should keep proper accounts. These accounts will be inspected by authorized ACTS College personnel.

Each student committee may operate with a petty cash account of \$100 each month. Any expenditure that is more \$50 must first be approved by the advisor, who will instruct the Accounts Executive to dispense the fund accordingly.

Alumni Fellowship

The Alumni Fellowship is open to all ACTS College graduates. The primary purpose is to foster continued fellowship among graduates as well as to promote the alma mater among the community.

Refrigerator

Students may use the refrigerator (located at #07-05) to store their food stuff, except for raw food and those with pungent smell. However, owner's name must be written on the package.

Classroom Cleanliness

Students and faculty who utilize the classrooms must ensure that cleanliness is maintained at all times. Food and drink are not allowed in the classroom and library. Please ensure that the whiteboard is clean and chairs are arranged back to its original sitting arrangement so that the next class can benefit from a clean and orderly-arranged room.

Health Tips

As God's minister in-training, students are advised to watch their health to ensure that they can be effective for the Lord's service. Hence, students are encouraged to exercise regularly, eat healthily and sleep well. Since various diseases are prevalent today which can be easily transmitted through different forms of contact, e.g. saliva, students are advised to avoid sharing food, drink etc.

Insurance

All students are required to get their own personal accident insurance so that they can be covered in the event of any unforeseen mishap during their course of study with ACTS College. If any student needs assistance in this area, please approach the Registrar or Dean of Students who may recommend some insurance agents to him/her.

Appendix A: Bible Reading Calendar

	JAN	FEB	MAR	APR	MAY	JUN
1	Gen 1-3	Lev 1-3	Deut 1-2	1 Sam 1-3	2 Kgs 1-3	Ezra 1-2
2	4-6	4-6	3-4	4-7	4-5	3-5
3	7-9	7-9	5-7	8-11	6-8	6-7
4	10-12	10	8-10	12-14:23	9-10	8-9
5	13-15	11-13	11-13	14:24-16	11-13	10
6	16-18	14-15	14-16	17-18	14-15	Neh 1-3
7	19-21	16-18	17-20	19-21	16-17	4-6
8	22-24	19-21	21-23	22-24	18-20	7-8
9	25-27	22-23	24-27	25-27	21-23:20	9-10
10	28-30	24-25	28	28-31	23:21-25	11-12
11	31-33	26-27	29-31	2 Sam 1-2	1 Chr 1-2	13
12	34-36	Num 1-2	32-34	3-5	3-5	Esth 1-3
13	37-39	3-4	Josh 1-3	6-9	6-7	4-7
14	40-42	5-6	4-6	10-12	8-10	8-10
15	43-45	7	7-8	13-14	11-13	Job 1-4
16	46-48	8-9	9-10	15-16	14-16	5-8
17	49-50	10-11	11-13	17-18	17-20	9-12
18	Exod 1-4	12-13	14-16	19-20	21-23	13-16
19	5-7	14-15	17-19	21-22	24-26	17-20
20	8-10	16-18	20-21	23-24	27-29	21-24
21	11-13	19-20	22-24	1 Kgs 1-2:25	2 Chr 1-3	25-29
22	14-16	21-22	Judg 1-2	2:26-4	4-6	30-33
23	17-19	23-25	3-5	5-7	7-9	34-37
24	20-22	26-28	6-7	8	10-13	38-40
25	23-25	29-31	8-9	9-11	14-17	41-42
26	26-28	32-33	10-11	12-13	18-20	Ps 1-9
27	29-31	34-36	12-14	14-15	21-24	10-17
28	32-34		15-17	16-18	25-27	18-22
29	35-37		18-19	19-20	28-30	23-30
30	38-39		20-21	21-22	31-33	31-35
31	40		Ruth 1-4		34-36	

	JUL	AUG	SEP	OCT	NOV	DEC
1	Ps 36-39	Isa 1-4	Ezek 1-4	Matt 1-4	John 1-3	Gal 1-3
2	40-45	5-9	5-9	5-6	4-5	4-6
3	46-51	10-14	10-13	7-9	6-8	Eph 1-3
4	52-59	15-21	14-16	10-11	9-10	4-6
5	60-66	22-16	17-19	12	11-12	Phil 1-4
6	67-71	27-31	20-21	13-14	13-16	Col 1-4
7	72-77	32-37	22-24	15-17	17-18	1 Thess 1-5
8	78-80	38-42	25-28	18-20	19-21	2 Thess 1-3
9	81-87	43-46	29-32	21-22	Acts 1-3	1 Tim 1-6
10	89-91	47-51	33-36	23-24	4-5	2 Tim 1-4
11	92-100	52-57	37-39	25-26	6-8	Titus 1- Phlm 1
12	101-105	58-63	40-42	27-28	9-10	Heb 1-4
13	106-110	64-66	43-45	Mark 1-3	11-13	5-7
14	111-118	Jer 1-3	46-48	4-5	14-16	8-10
15	119	4-6	Dan 1-3	6-7	17-19	11-13
16	120-131	7-10	4-6	8-9	20-22	James 1-5
17	132-138	11-14	7-9	10-11	23-24	1 Pet 1-2
18	139-143	15-18	10-12	12-13	25-28	3-5
19	144-150	19-22	Hos 1-6	14-16	Rom 1-3	2 Pet 1-3
20	Prov 1-3	23-25	7-14	Luke 1	4-7	1 John 1-3
21	4-7	26-28	Joel 1-3	2-3	8-10	4-5
22	8-11	29-31	Amos 1-5	4-5	11-13	2,3 John- Jude
23	12-15	32-33	Amos 6-Obad 1	6-7	14-16	Rev 1-2
24	16-19	34-36	Jon 1-4	8-9	1 Cor 1-4	3-5
25	20-22	37-40	Mic 1-7	10-11	5-9	6-8
26	23-26	41-45	Nah 1- Hab 3	12-13	10-13	9-11
27	27-31	46-48	Zeph 1-Hag 2	14-16	14-16	12-13
28	Eccl 1-4	49-50	Zech 1-7	17-18	2 Cor 1-4	14-16
29	5-8	51-52	8-14	19-20	5-8	17-19
30	9-12	Lam 1-2	Mal 1-4	21-22	9-13	20-22
31	Sol 1-8	3-5		23-24		

STUDENT COUNCIL

1. Purpose

The Student Council exists for the following purposes:

- 1.1 To plan, organise and co-ordinate activities so that ACTS College's mission and vision can be achieved.
- 1.2 To create opportunities for students to discover and use God-given spiritual gifts to serve Him and the ACTS College community, as well as cultivate their leadership and organizing skills.
- 1.3 To help create a conducive learning and vibrant Pentecostal spiritual environment for the student body as well as promote a healthy interpersonal relationship within the College.

2. Student Council

- 2.1 The Student Council consists of the President, the Secretary, the Treasurer, and two Council Members. Each position is filled by matriculated students with spiritual maturity, teachability and integrity. Eligibility to serve is still subject to the approval of the Administrative Committee.
- 2.2 The Council is guided by the Dean of Students, who is appointed by the Administrative Committee, to advise, mentor, train, and ensure the committee functions according to its objectives and responsibilities.
- 2.3 The term of office for each office-bearer is usually one year.
- 2.4 An election may take place when there is more than one eligible learner wanting to serve in a particular position.

3. Duties

- 3.1 The **President** will chair all meetings, and when necessary, act as a representative of the student body, together with the Secretary, to the Administrative Committee. He/she also sits in the Spiritual Life Committee as a Student Representative.
- 3.2 The **Secretary** will keep record of minutes of meetings, and when necessary, act as a representative of the student body, together with the President, to the Administrative Committee. He /she will also be responsible for other duties assigned by the President. He or she will act as the President in the latter's absence.
- 3.3 The **Treasurer** will be responsible for the funds of the Students' Council and to make purchases when necessary. He or she will consult the President and seek the approval of the Advisor before making payment and purchases. He or she will also be responsible to keep records of all accounts, and give the Treasurer's report, whenever it is called forth. He or she will be responsible for other duties assigned by the President.

3.4 The *two Council Members* will be responsible for organizing recreation for the whole student body and publicizing any project planned by the Council. They will also be responsible for other duties assigned by the President.

4. Relationship to the Administrative Committee

The Student Council is a student committee amenable always to the Administrative Committee.

MISSIONS IGNITE

1. *Purpose*

The *Missions Ignite (MI)* exists for the following purposes:

- 1.1 To plan, organise and co-ordinate mission-related activities so that the College's mission and vision is achieved.
- 1.2 To provide opportunities for students to expose to short-term mission trips and apply their training from ACTS College in the mission field.
- 1.3 To create awareness of the needs in mission fields as well as expand one's vision and deepen the burden for both local and global missions.
- 1.4 To cultivate and deepen one's faith in God's provision and leading as one gets involved in MI organized activities.

2. *Missions Ignite Committee*

- 2.1 The Committee consists of the President and at least two to four committee members. Each position is filled by matriculated learners with spiritual maturity, teachability and integrity. Eligibility to serve is still subject to the approval of the Administrative Committee.
- 2.2 The Committee is guided by a faculty-advisor, who is appointed by the Administrative Committee, to advise, mentor, train, and ensure each committee functions according to its objectives and responsibilities.
- 2.3 The term of office for the President and committee members is one year.
- 2.4 An election may take place when there is more than one eligible learner wanting to serve in a particular position.

3. *Duties*

- 3.1 The ***President*** will chair all meetings and act as a Student Representative in the Spiritual Life Committee chaired by the Dean of Students.
- 3.2 The ***Secretary*** is one of the committee members appointed by the President to keep record of minutes of meetings. He or she will also be responsible for other duties assigned by the President. He or she may act as the President when the latter is absent.
- 3.3 The ***Treasurer*** is one of the committee members appointed by the President to keep records of funds collected and used by *Missions Ignite*. He or she will consult the President and seek the approval of the Advisor before making payments and purchases. He or she will be responsible to keep records of all accounts, and give the Treasurer's report whenever it is called forth. He or she will also be responsible for other duties assigned by the President.

- 3.4 The *third and fourth committee members* will be responsible for any duties assigned by the President.

4. *MI Meeting and Focus*

- 4.1 A service is held regularly during each semester. Offering is collected at each service.
- 4.2 Itinerant evangelists may be invited to share God's Word to challenge students to get involved in missions. Missionaries and leaders from mission or mission-related organizations may also be asked to share the needs in the mission field. Sometimes video presentations are used to keep students abreast of these needs.
- 4.3 Special corporate prayer sessions may be held to pray for ACTS College and/or needs of local and global missions.

5. *Management of Funds*

- 5.1 *MI* funds come from the offering collected at each service, faith pledges⁶ for designated recipients⁷ and special fund-raising projects for mission trips and other *MI*-related activities.
- 5.2 The committee of each semester will make recommendations for the disbursement of funds at the beginning of each semester. These recommendations are subject to the approval of the advisor and endorsement of the Administrative Committee.
- 5.3 Special fund-raising projects like selling of pens, bibles etc, may be organized for mission trips and/or *MI*-related activities.

Learners who join a mission trip will receive a subsidy. The *MI* committee will determine the percentage of subsidy. Any faculty member who leads the trip will be paid fully by *MI*.

- 5.4 Part of the *MI* funds is set aside in each semester to form the "*FACULTY MISSION FUND*." This fund is accumulated until it reaches a maximum of \$3,500. It is used by ACTS College to pay for the trip of any faculty member who is sent out by the College to teach in the mission field or AG Bible College in other countries.

In the event if this fund is insufficient to cover the faculty's trip, *MI* will endeavor to explore different avenues in assisting the College to make up the difference.

⁶A faith pledge is one's vow to God that he or she is committed to give a certain amount of money based on one's faith in God's provision.

⁷The list of recipients is first recommended to the Administrative Committee for approval by the *MI* Committee, who is in consultation with the *MI* advisor. Priority of fund disbursement is usually given to needy AG missionaries, evangelists and A/G work. The approved recipients will then be presented to the students, usually during the first or second *MI* service of each semester.

Full-time faculty members who receive personal invitation to teach may also apply to use this fund. However, approval must be given by the President.

- 5.5 20% of the fund collected from *FAITH PLEDGES* will be set aside to help needy foreign students, who have difficulties paying their school fees. Interested students must submit in writing, specifying their need and request at the earliest convenience, to the *MI* committee. The committee, together with the faculty-advisor, will assess the applicants' eligibility and amount of financial help needed.

6. *Relationship to the Administrative Committee and Other Colleges*

Missions Ignite is a student committee amenable always to the Administrative Committee.

Library Committee

1. Purpose

The Library Committee exists for the following purposes:

- 1.1 To plan, organise and coordinate activities so that ACTS College's mission and vision can be achieved.
- 1.2 To create opportunities for students to discover, use and develop their God-given spiritual gifts to serve Him and the ACTS College learning community.
- 1.3 To create a reading and learning culture for the student body, alumni and A/G ministers.

2. Library Committee

2.1 The Library Committee consists of the Chairperson and at least two to four committee members. Each position is filled by matriculated students with spiritual maturity, teachability and integrity. Eligibility to serve is subject to approval of the Administrative Committee.

2.2 The Committee is guided by the Librarian, who is appointed by the Administrative Committee, to advise, mentor, train, and ensure the committee functions according to its objectives and responsibilities.

2.3 The term of office for each office-bearer is usually one year.

2.4 An election may take place when there is more than one eligible learner wanting to serve in a particular position.

3. Duties

3.1 The Chairperson will chair all meetings, and when necessary, act as a representative in the Spiritual Life Committee chaired by the Dean of Students.

3.2 The Secretary is one of the committee members appointed by the Chairperson to keep record of minutes of meetings. He or she will also be responsible for other duties assigned by the Chairperson. He or she may act as the Chairperson when the latter is absent.

3.3 The Treasurer will be responsible for the funds and to make purchases when necessary. He or she will consult the Chairperson and seek the approval of the Advisor before making payment and purchases. He or she will also be responsible to keep records of all accounts, and give the Treasurer's report, whenever it is called forth. He or she will be responsible for other duties assigned by the Chairperson.

3.4 The third and fourth committee members will be responsible for any duties assigned by the Chairperson.

4. Relationship to the Administrative Committee

Library Committee is a student committee amenable always to the Administrative Committee.

Publicity Committee

1. Purpose

The Publicity Committee exists for the following purposes:

1.1 To plan, organise and coordinate activities so that ACTS College's mission and vision can be achieved.

1.2 To create opportunities for students to discover, use and develop their God-given spiritual gifts to serve Him and the ACTS College learning community.

1.3 To publicise and promote the College to potential students, alumni and A/G ministers.

2. Publicity Committee

2.1 The Publicity Committee consists of the Chairperson and at least two to four committee members. Each position is filled by matriculated students with spiritual maturity, teachability and integrity. Eligibility to serve is subject to approval of the Administrative Committee.

2.2 The Committee is guided by a faculty-advisor, who is appointed by the Administrative Committee, to advise, mentor, train, and ensure the committee functions according to its objectives and responsibilities.

2.3 The term of office for each office-bearer is usually one year.

2.4 An election may take place when there is more than one eligible learner wanting to serve in a particular position.

3. Duties

3.1 The Chairperson will chair all meetings, and when necessary, act as a representative in the Spiritual Life Committee chaired by the Dean of Students.

3.2 The Secretary is one of the committee members appointed by the Chairperson to keep record of minutes of meetings. He or she will also be responsible for other duties assigned by the Chairperson. He or she may act as the Chairperson when the latter is absent.

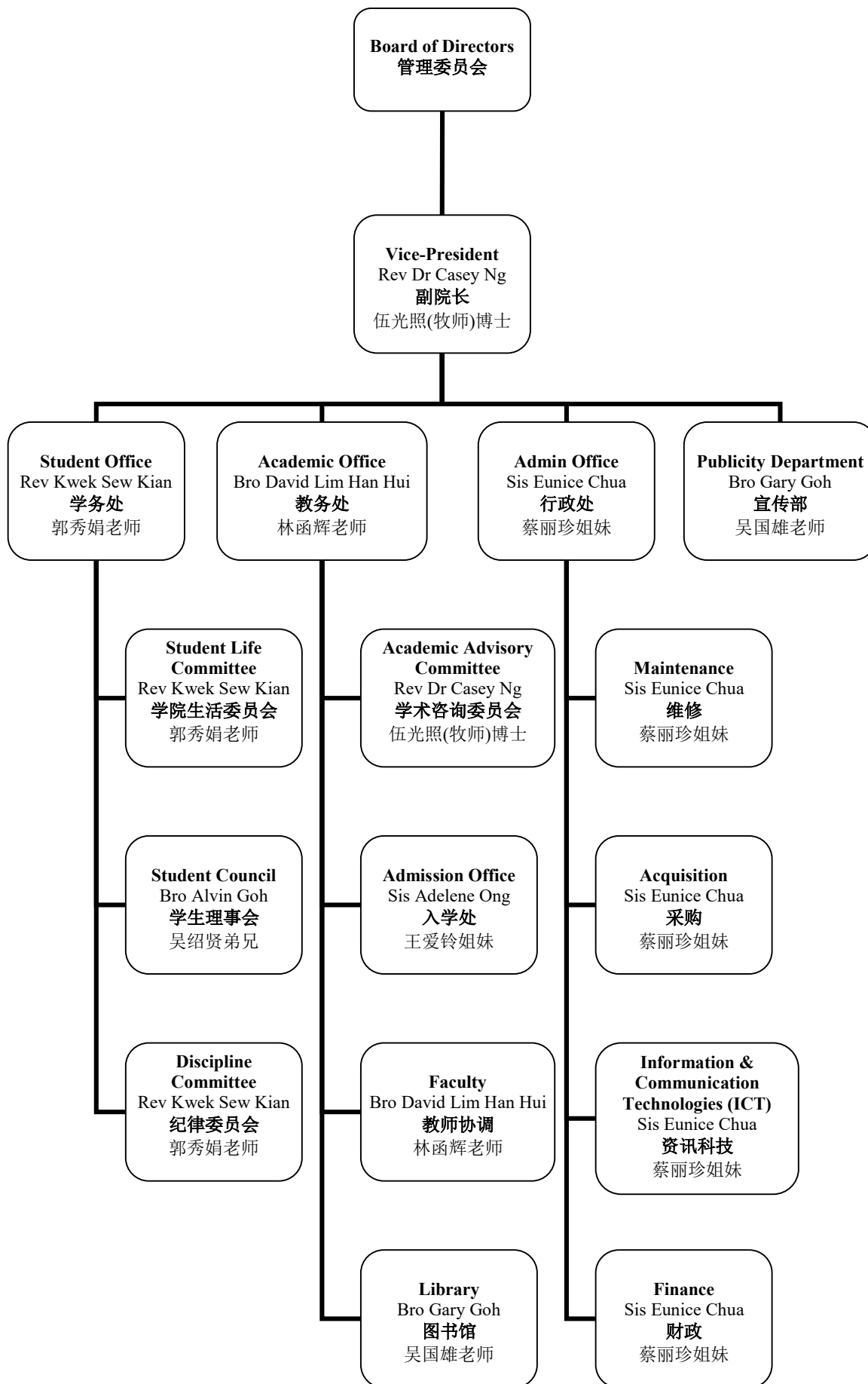
3.3 The Treasurer will be responsible for the funds and to make purchases when necessary. He or she will consult the Chairperson and seek the approval of the Advisor before making payment and purchases. He or she will also be responsible to keep records of all accounts, and give the Treasurer's report, whenever it is called forth. He or she will be responsible for other duties assigned by the Chairperson.

3.4 The third and fourth committee members will be responsible for any duties assigned by the Chairperson.

4. Relationship to the Administrative Committee

Publicity Committee is a student committee amenable always to the Administrative Committee.

ACTS COLLEGE ORGANISATIONAL CHART
ACTS 学院组织结构图



Financial Information

General Financial Policies

1. All fees should be paid at the beginning of each semester unless special arrangements have been made with the Accounts Executive.
2. Final examination cannot be taken unless a student's fees are paid in full.
3. A student may not be allowed to register for the new semester if he or she owes any amount from the previous semester.

Refund Policies

1. There is no refund of fees other than tuition fee.
2. A student who withdraws from a module within the first two lessons (for block class, it is first lesson) will receive 80% refund of his or her tuition fee. There is no refund after two lessons.

Module Fees

Certificate/ Diploma/ Bachelor of Theology

Registration	S\$30 per semester
Tuition	
Matriculated	S\$65 per credit
Non-matriculated	S\$78 per credit
Spiritual Formation	S\$50 per session
Library	S\$12 per module
(Maximum S\$36)	
Stationery	S\$6 per credit
Facilities	S\$11 per credit
Activities	S\$12 per module
(Maximum S\$48)	

Total fees **for one** module:

Credit	
Matriculated	S\$300
Non-matriculated	S\$339
Audit	
Matriculated	S\$235
Non-matriculated	S\$261

Graduate Diploma of Theology/ Master of Theological Studies/Master of Divinity

Registration	S\$30 per semester
Tuition	
Matriculated	S\$85 per credit
Non-matriculated	S\$102 per credit
Spiritual Formation	S\$50 per session
Library	S\$12 per module
Stationery	S\$6 per credit
Facilities	S\$11 per credit
Activities	S\$12 per module
(Maximum S\$48)	

Total fees **for one** module

Credit	
Matriculated	S\$360
Non-matriculated	S\$411

Miscellaneous

Application	S\$ 20
Admin Fee (Addition/Change/Withdrawal)	S\$ 20
Late Fee	S\$ 50
Module Addition/Change/Withdrawal	S\$ 20
Deposit for each book	S\$ 20
Special Exam	S\$ 10
Graduation	S\$ 120
Transcript	S\$ 25
Replacement of certificate	S\$ 50
Camp Fees (estimate)	S\$ 350

Fees revised on 4 April 2016

Notes:

- All fees are subject to annual increment.

Privileges:

- All students from sponsoring churches* who are taking credit modules are eligible for 10% rebate on tuition fees.

- Spouses and children of A/G ministers who are taking credit modules are eligible for 10% rebate on tuition fees.

- Spouses of matriculated students who take 3 modules and above (per semester) are eligible to enjoy full rebate on tuition fees of one module per semester.

Students can only enjoy any one type of the above privileges per semester.

*Students from sponsoring churches --- please refer to the Accounts Executive

Academic Calendar 2017 *The college reserves the right to make any change to the dates and events.
Correct as of 5 Jan 2017.

First Semester 第一学期	
New Year's Day 元旦	一月 1-2 Jan
School Reopens @8.30am 学院开学日@8.30	一月 3 Jan, Tues 周二
Intensive Module 1 密集课程 1	一月 3-14 Jan
Chapel/Orientation/Community Dinner (6:30-9:30pm) 迎新会/社群聚餐	一月 9 Jan, Mon 周一
Regular Night Classes Begin 例常夜课开始	一月 16 Jan, Mon 周一
Chinese New Year 农历新年	一月 26-31 Jan
Night Mission Ignite (MI) Service 夜课宣教特会	
Night Mission Ignite (MI) Service 夜课宣教特会	二月 6-9 Feb
Mid Semester Break 期中假期	
Mid Semester Break 期中假期	三月 12-19 Mar
World AG Congress 世界神召大会	三月 29-31 Mar
Night Small Group Celebration 小组交流晚餐	
Night Small Group Celebration 小组交流晚餐	四月 3-6 Apr
40 th Anniversary Event 四十周年活动	四月 8 Apr, Sat 周六
Registration for Second Semester 第二学期报名周	四月 10-13 Apr
Good Friday 耶稣受难节	四月 14 Apr, Fri 周五
Examination Week 期末考试	四月 24-28 Apr
Labour Day 劳动节	
Labour Day 劳动节	五月 1 May, Mon 周一
Intensive Module 2 密集课程 2	五月 2-13 May
Vesak Day 卫塞节	五月 10 May, Wed 周三
Intensive Module 3 密集课程 3	五月 15-27 May
A/G Business & General Council Meeting 神召会年议会	五月 25 May, Thurs 周四
Mid-Year Vacation 年中假期	五月 28 May-25 Jun
Second Semester 第二学期	
Hari Raya Puasa 开斋节	六月 26 Jun, Mon 周一
School Reopens @ 8.30am 学院开学日@8.30	六月 27 Jun, Tues 周二
Intensive Module 4 密集课程 4	六月 27 Jun-8 Jul
Chapel/Orientation/Community Dinner (6:30-9:30pm) 迎新会/社群聚餐	
Chapel/Orientation/Community Dinner (6:30-9:30pm) 迎新会/社群聚餐	七月 10 Jul, Mon 周一
Annual College Retreat 学院退修会	七月 12-15 Jul
Intensive Module 5 密集课程 5	七月 17-29 Jul
Regular Night Classes Begin 例常夜课开始	七月 31 Jul, Mon 周一
Night Mission Ignite (MI) Service 夜课宣教特会	
Night Mission Ignite (MI) Service 夜课宣教特会	八月 7-10 Aug
National Day 国庆日	八月 9 Aug, Wed 周三
College Photo Taking 学院拍照日	八月 12 Aug, Sat 周六
Hari Raya Haji 哈芝节	
Hari Raya Haji 哈芝节	九月 1 Sep, Fri 周五
Mid Semester Break 期中假期	
Mid Semester Break 期中假期	九月 5-10 Sep
Registration for First Semester 2018 2018 年第一学期报名周	
Registration for First Semester 2018 2018 年第一学期报名周	十月 2-5 Oct
40 th Anniversary Celebration Dinner 四十周年晚宴	TBA 另行通知
Deepavali 屠妖节	十月 18 Oct, Wed 周三
Examination Week 期末考试	十月 31 Oct-3 Nov
Thanksgiving Service (6:45pm – 8.45pm) 感恩会	
Thanksgiving Service (6:45pm – 8.45pm) 感恩会	十一月 6 Nov, Mon 周一
Graduation Rehearsal 毕业彩排	十一月 11 Nov, Sat 周六
Graduation Exercises 毕业典礼	十一月 12 Nov, Sun 周日
Year End Vacation 年末假期	十一月 13 Nov-31 Dec