



AFRICA COLLEGE OF THEOLOGY-ACT
Training Redemptive Servant Leaders

ADMISSIONS AND ACADEMIC POLICIES

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1.0 INTRODUCTION

The Admissions and Academic Policy is intended to guide the academic Procedures of Africa College of Theology (ACT). It serves as a reference for faculty, academic support staff, and students in understanding academic procedures approved by the College Council. It is also intended to help anyone who advises students or does other academic work at the College. Users are advised to note that policies and procedures outlined in this document are subject to review and change without prior notice.

2.0 ACT VISION, CORE VALUES, AND PHILOSOPHY

2.1 Vision:

Training Redemptive Servant Leaders.

2.2 Mission:

To equip men and women for church and parachurch ministry as Redemptive-servant leaders through the attainment of character formation, academic training, and professional skills.

2.3 Core Values:

- a) We are a Christ-centered college seeking to encourage students to make Christ known in their communities.
- b) We practice integrity and encourage accountability.
- c) We encourage prayer and Scripture reading for ministry power.
- d) We pursue excellence.
- e) We practice biblical stewardship.
- f) We encourage teamwork and serving others.

2.4 ACT Philosophy

Scripture is the Word of God and the final authority in doctrine and practice. We believe that Biblical training is the most urgent current need in the African church. Instruction should provide a culturally relevant application for the African context. Our goal is to encourage “redemptive servant leaders” who lead with humble and broken hearts for the needs of the world. We seek character development joined with professional advancement in our students. We pursue faculty who model in life and ministry what they are teaching. Mentoring students personally is essential to an effective education. We encourage a variety of teaching methods to model creativity in communication. We teach a grace-based gospel that transforms the heart by faith, not by rules. We promote a philosophy of ministry of two hands: good news and good deeds of compassion. We seek to promote creative ministries and new solutions to meet needs. We emphasize community worship experiences as a school family.

3.0 APPLICATION AND ADMISSION

3.1 Application

Application forms for admission are available at the Africa College of Theology in the Academic Registrar’s Office. They can also be downloaded from our website at www.actrwanda.org.

A completed application package should be submitted in full to the Registrar's Office not later than one month before the beginning of the academic year (July for the August intake and December for the January intake).

Applications that do not meet the deadline may be considered in subsequent admissions.

Complete applications, consisting of the following, will be processed:

- a) A signed and completed application form
- b) Non-refundable application fee of 25,000 Rwf.
- c) Official copies of all relevant secondary, post-secondary, college, and other relevant academic certificates and transcripts according to the program.
- d) Church Leader's letter of recommendation.
- e) Three (3) recent colored passport-size photographs with a white background
- f) Copy of ID or passport
- g) A brief statement of purpose stating the applicant's career goals and their plan of what they want to do after accomplishing the academic career from ACT.
- h) Copy of valid medical insurance. (Refer to the medical policy in the students' handbook for details.)

3.2 Admission at Africa College of Theology

a) General Admission Policies /Requirements

- I. Africa College of Theology is currently providing training for pastors and Christian leaders at four different levels as indicated in this policy- Masters of Art in Theology (MATH), Post Graduate Diploma in Theology and Leadership (PGD), Bachelor of Arts in Theology and Christian Leadership (BTCL) and Diploma in Bible and Theology (DBT).
- II. In considering an application, the Admissions team reviews the applicant's complete file (i.e. academic records, recommendations, and personal information). All applicants will be considered for enrollment regardless of race, sex, nationality, or ethnic origin. Each applicant will be assessed according to his/her academic background and personal relationship with Jesus Christ. The applicant will be notified of the decision of the team.
- III. All applicants entering any post-secondary program must have graduated from a recognized high school or present an equivalency certificate indicating successful completion of A Level. Students must have a minimum total score of two principal passes.

b) Certificate, diploma or Degree from ACT

A certificate, diploma or degree from ACT is not a license or ordination, although it is a tool to aid in this process. Each denomination or non-denominational organization has its own set of guidelines for licensing and ordaining its ministers.

c) The College:

- i. Ensures that the educational background of intending students is assessed by suitably qualified staff;
- ii. Ensures international students pursue and secure an equivalence of their qualifications to Rwandan educational standards. Students are therefore required to submit notarized copies of all academic documents.
- iii. Obtains evidence that an assessment of an intending student's proficiency in English and educational background has been carried out.
- iv. Notifies the relevant Government authority on matters relating to overseas student attendance and as such students shall obtain student visas from the

migration offices responsible for the same and this shall entirely be the responsibility of a student.

- v. Offers English placement test before admission, where necessary.
 - vi. Conduct an interview for each student by a minimum of three competent members of ACT administration as approved by the college Principal. Interviews shall be done after submission of all required documents and full payments of a nonrefundable registration fee of 25000 Rwf (this fee may change from time to time as need may be and the change shall be put in writing). All interview records shall be kept on each individual student file by the academic registrar.
- d) **All successful applicants:**
- i. At admission shall receive an admission letter prepared by the academic registrar
 - ii. On receiving an admission letter, shall also receive a students' handbook to equip him/herself with college expectations and standards.
 - iii. All international students are required to seek student's visas after receiving admission letters.

3.3 Admissions Classifications

- i. Regular/Full-time students are those who have registered to take all scheduled modules in each semester in all ACT academic programs. They shall be called day students.
- ii. Non-Regular/Part-time students are those who have registered to take evening programs and /or take a given number of modules within a semester; and carry a lesser load than full-time students.
- iii. Both full-time and part-time students are those taking a prescribed program with the purpose of receiving a degree or diploma.
- iv. Audit students are those who wish to attend classes but not for academic credit and as such may not take examinations or expect any academic credentials from the college.

Note: The classification of students mentioned above shall not affect the tuition structure mentioned herein and, in all cases, students must follow admission/application procedures.

3.4 Entry Requirements to Master of Art in Theology (MATH) Programs:

- a) A relevant degree from any field of study from a recognized/registered/accredited institution of higher learning i.e. recognized by the National Council of Higher Education or its equivalence;
- b) Should have a personal relationship with Jesus Christ with a sense of calling or already in ministry;
- c) Pastoral reference/church recommendation, former professor/teacher, and reference from a friend;
- d) A copy of the National Identity Card or an equivalent for international students;
- e) Three (3) Recent Passport Photos;
- f) A copy of the health insurance card

3.5 Entry Requirements to Post Graduate Diploma (PGDTL) Programs:

The minimum entry requirements for admission to PGD Programme are:

- a) A relevant degree from any field of study from a recognized/registered/accredited institution of higher learning i.e. recognized by the National Council of Higher Education or its equivalence;

- b) Should have a personal relationship with Jesus Christ with a sense of calling or already in ministry;
- c) Pastoral reference/church recommendation, former professor/teacher, and reference from a friend;
- d) A copy of the National Identity Card or an equivalent for international students;
- e) Three (3) Recent Passport Photos;
- f) A copy of the health insurance card

3.6 Entry Requirements to a Bachelor Program:

Bachelor of Arts in Theology and Christian Leadership

- a) This is a three or four years program. Advanced Level Certificate of Education (A' Level High School Diploma with a minimum of two principal passes obtained at the same sitting or its equivalence; the program can be completed in not less than three (3) years for full-time (day students) and not less than four years (4) years for part-time students.

Other entry requirements for admission to a Degree Programme are:

- b) Should have a personal relationship with Jesus Christ with a sense of calling or already in ministry;
- c) Pastoral reference/church recommendation, former professor/teacher, and reference from a friend;
- d) Advanced Level Certificate of Education (A Level)
- e) A copy of the National Identity Card or an equivalent for international students;
- f) Three (3) Recent Passport Photos;
- g) A copy of the health insurance card
- h) Take and pass an English placement test.

3.7 Entry Requirements to a Diploma Program:

The minimum entry requirements for admission to a Diploma Program are:

- a) Have a personal relationship with Jesus Christ;
- b) Pastoral reference/church recommendation, former professor/teacher, and reference from a friend.
- c) Advanced Certificate of Education ("A" Level) with a minimum of two principal passes obtained at the same sitting; OR
- d) A copy of the **National Identity Card** or an equivalent for international students;
- e) Three (3) Recent **Passport Photos**;
- f) Copy of health **insurance** card;

3.8 International Students

Foreign qualifications must have equivalencies in Rwanda's Higher Education Qualification Framework. Students in this category can contact the Registrar's Office for guidance and clearance. Provisional admission will be given during this process, and an applicant will be fully admitted when he/she is found to meet the requirements for the program he/she has applied for based on the equivalence. Upon confirmation of admission, the student migration document shall be processed.

3.9 Credit transfer

Credit Transfer after admission

ACT allows students to transfer up to a maximum of 50% credits from other colleges for Diploma, Degree, and post-graduate programs. To transfer credits, students must meet the following conditions:

- i. The institution previously attended, and the modules being transferred are accredited by a relevant accrediting body.
- ii. The module was completed with a minimum grade of B for students coming from other institutions and C for students from ACT.
- iii. The college from which the transfer comes (in the case of theology applicants) is theologically compatible with ACT. Determination of equivalency and theological compatibility will be made by the Registrar with the approval of the College academic senate and on a case-by-case basis. The final authority for the acceptance or rejection of the transfer of credits is at the discretion of the Academic Senate.

4.0 Scholarship

Africa College of Theology may offer scholarships to qualified applicants. To apply for the scholarships, one must fill out appropriate forms. Such scholarships may be granted with the approval of senior management. The scholarship will terminate once students complete the minimum required year for their program – 2 years for a Diploma in Bible and Theology, 3 and 4 years for a full-time and part-time Bachelor of Theology and Leadership respectively, 1 year for a Post-Graduate Diploma in Theology and 2 years for full-time Master of Art in Theology. However, the management reserves the right to extend the scholarship duration in some special cases; for instance, when a student must stay longer than the minimum required duration for his/her programme due to sickness and so forth.

4.1 Newly Admitted Students

- a) Attend new students' orientation and convocation programs
- b) The student submits bank slips with payment of at least 50% of the student's tuition contribution to the Operations and Business office and he or she is issued a receipt. In the case of boarding students, each new student shall be required to pay full residency students' contributions before room allocation.
- c) Students on full scholarship must present a scholarship offer letter to be kept on file in the office of the Deputy Principal Finance and administration.
- d) The student reports to the Registrar's office to sign up for modules.
- e) The student is then sent to the students' services office for room allocation and signing of the Residency register and Residency policies in the case of boarding students.

4.2 Returning Students

- a) Boarding students sign in the students' residency register on arrival.
- b) The student submits bank slips with payment of at least 40% of the of student's tuition contribution to the accountant and he or she is issued with a receipt. Each new student shall be required to pay full residency students' contributions before room allocation for boarding students.
- c) The student then reports to the Registrar's Office, to receive copies of their previous performance grades and academic status, confirm their graduation status (where applicable), and sign up for classes.

4.3 Registering for Classes

Every new and continuing student is to register for modules on the schedule for the semester before attending any classes. Signing up for modules is done no later than the first week of the semester for both continuing students and those retaking classes. Late registration attracts a

charge of 5,000 Rwf payable before being registered and is only acceptable up to the end of the second week of the current semester.

4.4 Minimum and Maximum Credit Load

To be registered as a full-time student, one must be enrolled for a minimum of 5 modules (8 maximum) as may be scheduled.

Part-time students can register for a minimum of 3 modules per semester (5 maximum) and in all cases such students shall pay the required tuition.

4.5 Adding or Dropping Module Deadlines

In consultation with the Registrar, a student is free to add or drop modules during the semester and shall be required to complete an appropriate form. However, adding or dropping a module shall be done not more than 9 lecture hours from the commencement date of the module on the schedule.

6.0 MODULE NUMBERING

The initials at the start of a code number represent either an abbreviation of the module name or the category of discipline it belongs to. The digits that follow show the academic year and semester during which the module is taken and the module code (1, 2, 3, etc.) e.g. BTH 2101 Tenets of Christianity.

7.0 ORIENTATION AND CONVOCATION

All new students are required to attend the orientation sessions scheduled before their first day of class at ACT. These sessions will be used to introduce the students to the faculty and other personnel of the College and to inform them of the policies and expectations of ACT.

Orientation also allows students an opportunity to meet in one place and thus get to interact know one another. ACT shall organize convocation ceremonies for the beginning of each semester and ALL students are obliged to attend these ceremonies.

8.0 CLASS ATTENDANCE

Students are required to be in class at all scheduled hours. A student who misses 6 consecutive lecture hours shall not be allowed to proceed with a given module.

Students are also expected to observe the following guidelines while attending class:

- a) Students are not to be late for more than 15 minutes in a class, otherwise shall be considered absent.
- b) Visitors for students shall not join in any class. Any official visit, such as class observation, etc, to ACT classrooms is only allowed on permission from the DPA.
- c) Mobile phones should be switched off always during class, and kept in silent mode or vibration.
- d) No student can interrupt a class during a session, particularly those who may not be part of a specific class.
- e) Furniture and classroom equipment are not to be moved from the class without authorization from the office of Operations office.

- f) Printed copies of module syllabi and notes are provided to all students at the printing house and the cost is met by each student.
- g) Students are required to print their assignments. Printing costs are met by the students

9.0 READING

9.1 Diploma

For a 10-credit class, a student is expected to read 400 to 500 pages.

For a 20-credit class, a student is expected to read 500 to 600 pages.

Reading may include assigned reading from the lecturer, revising notes from the week's classes, personal study in the library, and/or additional reading for class research as guided by the lecturer(s). They may be pre- or post-readings.

9.2 Bachelor

For a 10-credit class, a student is expected to read 600 to 700 pages.

For a 20-credit class, a student is expected to read 700 to 800 pages.

Reading may include assigned reading from the lecturer, revising notes from the week's classes, personal study in the library, and/or additional reading for class research as guided by the lecturer(s). They may be pre- or post-readings.

9.3 Postgraduate

For a 10- credit class a student is expected to read 700 to 800 pages.

For a 20-credit class, a student is expected to read 900 to 1000 pages.

Reading may include assigned reading from the lecturer, revising notes from the week's classes, personal study in the library, and/or additional reading for class research as guided by the lecturer(s). They may be pre- or post-readings.

10.0 PAPERS

Students should be able to write papers at least 2-3 pages in length as module assignments as well as 10-page term papers. These papers should demonstrate the skills they are learning in class as well as their reflections. The teacher shall choose whether to give students module assignments or tests and to write term papers for the module or to give an exam at the end of each module. All assignments should be typed. Examples of written assignments may be the following:

- 1) Observation papers
- 2) Response papers
- 3) Application papers
- 4) Summary papers
- 5) Book interaction papers
- 6) Book review papers
- 7) Sermons and speeches
- 8) Ministry profiles
- 9) Exegetical paper
- 10) Theoretical/library research paper

11.0 WITHDRAWAL FROM A MODULE

- a) A student who withdraws from a module in the middle or towards the end before the final exam for reasons mentioned in this clause may fill a form called “incomplete module form” and his/ her transcript shall indicate “I” and this shall not affect the GPA
- b) Withdrawal shall be accomplished by submitting a written request to the Academic Registrar specifying from which modules the student is withdrawing.
- c) Students shall complete and return a withdrawal form (available from the Academic Registrar’s Office) signed by the lecturer and the Academic Registrar.

12.0 GRADING POLICY

12.1 Student Assessment

- 1) Continuous assessment will be used to appraise students’ performance throughout their time of study. Term papers, quizzes/tests, group or individual assignments and discussions, projects, and practical work, shall amount to 60% of the overall grade which will be included in computing the final grade in every module.
- 2) A final examination or paper shall amount to 40% of the grade and this shall be administered at the end of each module taught during that period. Grades attained will be added to module work grades to arrive at the final grade.
- 3) All grades below D will carry no credit and such Students will be required to repeat such modules and repeated modules will receive whatever grade the student achieves. However, no student who repeats the module shall earn more than a grade C regardless of the score. Students shall be responsible for paying for the modules to be repeated and shall repeat the entire module not just assignments or exams.
- 4) Transfer Students - A maximum of 50% of the required credits towards the educational program may be accepted from an accredited educational program into ACT. These credit transfers will be approved by the academic senate if they are B or above. For such transfers to be looked into, the transcripts should be sent to ACT directly from the academic institution. The responsible institution may be asked by ACT, through the office of the Academic Registrar, to share the content of the modules in question, the institution’s grading scale, and the credits of the module. No grade shall be transferred from a lower program to a higher program; for example, from a diploma to a degree.
- 5) A student must maintain a cumulative grade point average of at least 2.00 to continue their studies. A student’s cumulative grade point average (CGPA) is obtained by dividing the total number of semester credits attempted (those in which grade points may be earned) by the total number of grade points obtained.

12.2 ACT Grading System

- 1) The marks awarded for each module shall be converted into letter grades before they are presented to the College Academic Senate, and results transcripts shall show both marks in percentages and letter grades.
- 2) For purposes of setting a higher standard and increasing the quality of ACT programs the pass mark shall be 60% and the grading system below has been adopted by ACT.

Score	Letter	Grade
90 -100	A	5.0 (Distinction)
80-89	B	4.0 (Very Good)
70-79	C	3.0 (Average)
60-69	D	2.0 (Pass)
59 or below	F	0.0 (Fail)

AU	Audit (no credit)
W	Withdrawal

- 3) Module leaders shall submit module grades to program leaders who shall be responsible for presenting them to the DPA who presents to the Senate at the time specified in the academic calendar.
- 4) Each student shall earn a specified number of credits for each module passed. No credit shall be earned by a student in a failed module.

Example of How to Calculate a Student's CGPA

Modules		Grade points earned by a student	Credit obtained by a student	
Module 1	10 credits	85 >> B = 4 points	10 X 4 = 40	
Module 2	10 credits	92 >> A = 5 points	10 X 5 = 50	
Module 3	10 credits	77 >> C = 3 points	10 X 3 = 30	
Module 4	15 credits	94 >> A = 5 points	15 X 5 = 45	
Module 5	20 credits	81 >> B = 4 points	20 X 4 = 80	
	65 credits		Total credits = 245	

$$\text{CGPA} = 245/65 = 3.77$$

12.3 Exam Results

- 1) Lecturers shall submit all Continuous Assessment Grades to the DPA with the allocated module hours, before the final exam. The DPA should confirm that all grades have been submitted before payments are made, in the case of part-time lecturers.
- 2) The Academic Senate shall consider student results and determine whether students may proceed or not. There shall be grades moderation by the board of examiners before the Senate approval for grades. The board of examiners shall comprise of
 - a. Deputy Principal – Academic Affairs
 - b. Director of Quality Assurance
 - c. Academic Registrar
 - d. All Heads of Programmes and Departments (one of whose shall serve as the secretary to the board)
- 3) Final marks shall be considered and confirmed only after approval by the College Academic Senate.
- 4) In cases of a dispute, decisions shall be taken by an absolute majority of those present. In the case of a tied vote the outcome most favorable to the student shall be taken.
- 5) The details of the Senate/examiners board deliberations are confidential and shall not be conveyed to any student or any other person outside the Senate/board.

12.4 Credits for Progression

- 1) The minimum credits for progression from one year of study to another, shall be as followed:

- i 100 credits for an academic year of 120 credits;
 - ii 110 credits for an academic year of 130 credits;
 - iii 120 for an academic year of 140 credits;
 - iv 125 credits for an academic year of 150 credits;
 - v 130 credits for an academic year of 160 credits
 - vi 150 credits for an academic year of 180 credits.
- 2) Failure to pass modules because the coursework with mitigation or exceptional extension is still outstanding, or because the date for the special examination has not yet been reached, shall not preclude students from progressing to the next year of study.
 - 3) Students who are not allowed to progress to the next year of study will be allowed to register and repeat the modules they have failed.
 - 4) The highest grade earned for a repeated module shall be C.

12.5 Grade Appeal

Students who are dissatisfied with their final grade for a given module have the right to appeal for the grade. Before the official appeal is made, such students should first contact the lecturer within 3 working days of receiving the grade. In case the matter was not resolved after students have contacted the lecturer, students may proceed to fill the Grade Appeal Form (available on the College website). This form shall be submitted to the office of DPA in not more than 5 days after the release of the semester grade. It shall be submitted together with evidence of a non-refundable fee of Rwf10,000. In consultation with Senate, the Office of the DPA shall facilitate the process of the appeal and remarking. The remarked paper shall be final.

13.0 LATE WORK/ASSIGNMENTS

All students are expected to hand in their work on the assigned dates. In the case of illness or a serious family emergency, requests to hand in class work at a time later than scheduled must be approved by the respective Lecturer. Such requests will be granted a grace period of not more than 5 days. Late submission of work resulting from failure to notify the Lecturer or Deputy Principal Academics or failure to meet a new extension will be penalized with a 5 percent grade each working day up to a maximum of 5 days. No work will be received after this deadline.

13.1 Incomplete

An "Incomplete" (I) is given to a student who does not complete the module work. The letter "I" may be awarded as a module grade and it signifies that the student's work in that module is not complete and a regular grade will not be assigned until it is completed. Incomplete grades are given only on arrangement with the lecturer and upon completion of Incomplete Form. Incomplete Form is only issued for valid, excusable reasons acceptable in this policy.

13.2 Earning of Credit in a Module

Students shall earn credits for the module specified in the program load for graduation. A credit is earned when a module has been passed. The minimum pass mark in any module shall be 60%. No credit towards graduation shall be awarded for any module in which a student fails.

13.3 Retake Policy

A student who fails the module must repeat the module in order to graduate. When a module is repeated, the last grade replaces the previous grade. However, all grade entries on the transcript remain a part of the student's permanent academic record. The student must indicate that it is a repeat module at the time of registering for the module. Payments for the retakes are a responsibility of the student.

Where a student has failed a module, two options are available to them: doing a supplementary examination or retaking the entire module.

13.4 Supplementary Exam

If eligible, students may sit a supplementary exam. To be eligible students must have scored between 50-59% for that class, submitted all module work, and satisfied minimum attendance requirements. Where a student passes the supplementary exam, their final grade for that unit will be adjusted to 60% (i.e. they move from a Fail grade to a pass grade) and a supplementary pass is indicated on their academic transcript. Giving supplementary exams shall be at the discretion of the Academic senate as the need may arise and shall not be a common practice at ACT.

It is the responsibility of the student to register for the supplementary exam at the first available opportunity AND it is not mandatory for lecturers to offer supplementary exams except with the approval of the Academic Senate. Both the students and the lecturer may submit to the Academic Senate through the office of the Deputy Principal Academics, a need for a supplementary exam as the need may arise. The cost of this exam shall be 10000Rwf.

13.6 Retaking the Module

Where a student fails to meet eligibility requirements or earns a score between 0 and 49, and/or fails the supplementary exam, he/she must wait and redo that module when it is offered again. This means attending lectures, doing module work, and sitting for the end-of-module exam. The retake fee is 20,000 Rwf, only within the curriculum period. Third-time failure is tantamount to academic suspension for 1 year.

13.7 Academic Probation and Dismissal

A student whose CGPA falls below 2.0 will be placed on probation the next semester. This is to serve as a warning. A student under probation is not allowed to take more than 12 credits in the next semester. Improvement means that the student should get a CGPA above 2.0.

A student who fails to improve following two successive semesters of probation will be discontinued from the program. A letter discontinuing the student will be issued by the Registrar after consultation with the Academic Senate. Academic probation and dismissal will be noted on the student's transcript.

14.0 ACADEMIC INTEGRITY POLICY

This policy is a call to all students to cultivate the culture of integrity and honesty in all academic pursuit to gain high standards of achievement and a good reputation for the College. Practicing academic integrity and honesty is the non-negotiable minimum requirement for any meaningful academic endeavor. It involves “generating and communicating information in an ethical, honest, and responsible manner.”

14.1 Academic Misconduct

Africa College of Theology as an academic institution is committed to excellence from its students. Academic misconduct means “conduct by which a student seeks to gain for himself, herself or another person an unfair or unjustified academic advantage in a module or unit of study and includes, cheating, collusion, fabrication and plagiarism. It may be intentional or reckless.”

14.1.1 Plagiarism

Plagiarism in any form is strictly forbidden. It is using another person’s work, ideas, or way of expressing ideas claiming to be one’s own without giving credit to the original author or owner. This may be by:

- a) Copying from a book, or a lecturer’s notes without citing the source.
- b) Downloading papers or parts of a paper from the internet without citing the source.
- c) Omitting quotation marks or other conventional markings around material quoted from any printed source.
- d) Paraphrasing a specific passage from a specific source without properly referencing the source.
- e) Replicating another student’s work or parts thereof and submitting it as an original.

14.1.2 Cheating

This is using unauthorized notes, aids, or information when taking an examination; submitting work done by someone else as a student’s own; copying or paraphrasing someone else’s essays, projects, or other work and submitting it as their own. This also applies to resubmitting work that has already been assessed in another module unit.

14.1.3 Fabrication

This is the reckless practice of falsifying data or citations.

14.1.4 Collusion

This means gaining an unfair advantage in an examination, assignment, or project whether written or practical by collaborating with other persons.

14.1.5 Penalties

Lack of knowledge of the above is unacceptable as an excuse for dishonest efforts. Any student who knowingly assists in any form of dishonesty shall be considered as equally responsible as the student who accepts such assistance. A student must be informed of any accusations of alleged academic dishonesty from any member of the ACT community.

A student in breach of this policy of academic integrity shall

- 1) For the first time receive a zero grade for the paper/module work in which the misconduct was detected. If the case occurs concerning an individual professor and module, the case should be dealt with by the professor.

- 2) A second case of misconduct in the same module will attract automatic failure of the module. In each case, the respective lecturer will notify the Deputy Principal Academics and the Academic Registrar of the decision.
- 3) Any repeat of misconduct after the disciplinary steps taken by a given professor/lecturer, shall and call for an academic warning from the office of the Deputy Principal Academics.
- 4) The student may also appeal the professor's decision to the Deputy Principal of Academics. The Deputy Principal Academics may confirm, modify, or overturn the decision/disciplinary action.
- 5) Should the student not be satisfied with the disciplinary measures taken, he/she may appeal the Dean's decision to the academic senate for final disposition.
- 6) Dismissal from the program will be the final consideration if the student has failed to reform following initial penalties. Every dismissal of a student shall require the approval of the college Principal.

15.0 MODULE WORK POLICY

Students should submit their term papers or module projects, or any assignments before examinations are due unless arranged differently by the professor or in the case of post-reading assignments. Students who have not submitted their module work as required will not be admitted or allowed to sit for the final examination when their module work is still outstanding.

16.0 ACT LIBRARY & IT

The ACT Library holds a collection of over 29,000 different titles. These are available for student research and study, whether assigned by a lecturer or under the Students' initiative. Students are encouraged to read and understand ACT Library Policy as the main guide to the proper use of the Library.

The College has computers, has an internet connectivity for both the students' and the lecturers' internet research. There is Wi-Fi networking in offices and classes for staff, lecturers, and students to access digital communication and IT services. Refer to IT policy in this regard.

17.0 GRADUATION REQUIREMENTS

17.1 Progression of The Quality

English is a core curriculum subject and is taught in every semester of study at ACT. The English A module is a prerequisite module for the English B module, and the English B module is a prerequisite module for the English Advanced module. Students are required to pass the English modules progressively in order to graduate in line with the upcoming National directives.

As part of their extra-curricular studies at ACT, students are given the opportunity to the ACT choir and are required to preach in English as part of their "Art of Preaching" module and weekly chapel. Students also have access to the ACT language center for practice activities, where there will also be regular debates and essay competitions running throughout the year.

19.2 Exit Award and General Requirements for Graduation

19.2.1 Completion Period, Credits and Award

NO.	PROGRAM	MINIMUM EXIT CREDITS	EXIT AWARD
1.	Post Graduate Diploma in Theology and Leadership	120	Post Graduate Diploma in Theology and Leadership
2.	Bachelor of Arts in Theology and Christian Leadership	480	Bachelor of Arts with Honors in Theology and Christian Leadership
3.	Diploma in Bible and Theology	240	Diploma in Bible and Theology
4.	Master of Art in Theology	240	Masters of Art in Theology (Pastoral Studies/Missions/Leadership)

19.2.2 General Requirements

- The student must be up to date on all financial obligations to ACT. A student may not get a degree, diploma, or transcript until all accounts, current or otherwise, have been settled by the Africa College of Theology.
- All students intending to graduate must complete a graduation clearance form available in the office of the academic registrar.
- All students must be willing to abide by the ACT statements of faith.

19.3 Graduation Checklist

A graduation checklist helps a student to find out the credits completed to determine whether he/she is ready for graduation, or still has outstanding credits to complete. This is done through the office of the Registrar.

19.4 Time Limit for Diplomas and Degree Candidates

The table below shows the minimum and maximum completion period of all academic programs at ACT.

NO.	ACADEMIC PROGRAM	MINIMUM COMPLETION PERIOD	MAXIMUM COMPLETION PERIOD
1.	Master of Art in Theology	2 years	4 years
2.	Post Graduate Diploma in Theology and Leadership	1 Year	3 years
3.	Bachelor's Degree in Theology and Christian Leadership	3 or 4 years	5 or 6 years respectively
4.	Diploma in Bible and Theology	2 years	4 years

Students who fail to complete their studies within the maximum completion period shall be discontinued. However, in case of genuine uncontrollable reasons making a student not complete his/her study within the maximum completion period, an additional grace period may be given by Senate approval.

19.5 Records

All student records will be maintained as a Cumulative Academic Record. The cumulative Grade Point Average determines the eligibility for graduation and hours standing and may assist in ranking students for scholarships, awards, and as may be decided by ACT Academic Senate.

19.6 Discipline

Students who contravene the regulations of the College or commit offenses against persons or property may incur a suspension, expulsion, or refusal of further enrolment as may be indicated in different ACT Policies. The academic faculty will determine this status and it will become part of the student's Cumulative Academic Record.

19.7 Grades for Attendance

Some modules have grades for attendance and participation. These grades, taken together, will normally not exceed 10% of the final grade. For modules with a practical component, failure to attend may result in a failing grade. Students will be informed of the module attendance and participation requirements at the beginning of each module and/or indicated on the module description page.

APPENDICES

Appendix 1: Application for Admission



APPLICATION FOR ADMISSION

Accurate information will ensure prompt consideration. Please fill out this form or complete it neatly in ink, preferably black.

PERSONAL INFORMATION

Name: Last_____ First_____ M.I._____ Maiden, if

applicable_____ Passport/ID #_____

Address_____ City_____ Country_____ Phone_____

Permanent address (if different from above)

Age_____ Date of birth_____ Place of Birth_____ Name & address of

Parent/next of kin (other than spouse)_____

Street_____ Country_____ Phone_____ Personal Status: Sex:

___Single ___Married ___Widowed ___Divorced ___Male ___Female. If divorced, describe
circumstances_____

Spouse's Name_____ Date of Marriage_____

Names of children & dates of birth:

(1) _____

(2) _____

(3) _____

(4) _____

Is your spouse in sympathy with your plans to attend ACT? _____

Physical Condition: How is your health? ___Excellent ___Good ___Fair ___Poor List any
disabilities or limitations_____ Have you ever been under
psychiatric care? ___Yes ___No

If yes, please attach a statement with details and the name & address of the treating therapist.
Citizenship:

Citizen of Rwanda? ☐ Yes ☐ No Non- Rwandan citizens: Country of citizenship_____ Have you ever been arrested? ☐ Yes ☐ No. If yes, attach a statement with details.

ACADEMIC INFORMATION

List all schools attended including Secondary level schools. Please request that official transcripts be sent directly to the ACT Registrar's/Admissions Office.

Level and Name of School attended	Corresponding Year

Please check what corresponds with your level of the language listed in the table below

Languages	English	French	Kinyarwanda
Can only read			
Can read and write			
Can read, write and Speak fluently			

details_____

FINANCIAL BACKGROUND

Financial Resources: What is your anticipated source of income during your time at ACT?

Employment experience: List types of employment you have engaged in. If currently employed full-time, state your position_____

- 1) .
- 2) .
- 3) .

If currently employed full-time, state your position

Kindly check the appropriate figure representing your income per month.

- 50,000 – 100,000 Rwf ☐
- 100,000 -200,000 Rwf ☐
- 200,000 -300,000 Rwf ☐
- 300,000 and above ☐

TICK THE PROGRAM BEING APPLIED FOR

- a) Post Graduate in Diploma Theology and Leadership (1 Year Program)
- b) Bachelors of Art in Theology and Leadership (Full time, 3 Year Program)
- c) Bachelors of Art in Theology and Leadership (Part time, 4 Year program)
- d) Diploma in Bible and Theology (2 Year Program)
- e) Masters of Art in Theology (2 year program)

CHURCH RELATIONSHIP

Name & address of a local church of which you are a member_____

Street_____ City_____ Country_____

Phone_____

Are you licensed? __Yes __No, Ordained? __Yes __No

List Christian service activities in which you have engaged_____

Please attach a brief statement regarding:

- a. How you came to Christ.
- b. Your Christian experience to date.
- c. Your plans when you finish college at ACT.
- d. Why you chose Africa College of Theology.

Are you in substantial agreement with the doctrinal position of Africa College of Theology? __Yes __No

REFERENCES

Please list complete names & addresses of three persons, not related to you, who know you well. Please include your pastor, but also non-pastors. Distribute the enclosed reference forms to these individuals for them to return directly to the Registrar's Office at ACT.

Full names	County/ Address	Tel.	Email

"I hereby make an application to Africa College of Theology, and agree, if accepted, to cheerfully abide by all the rules and regulations of the college, and to cooperate in every respect in advancing the Christian testimony of Africa College of Theology."

Signature of Applicant _____ Date _____

Important! Please attach;

- a. Evidence of payments for Application fee
 - b. Recent passport-size photo (three copies)
 - c. Testimonial
- copy and paste form admission policy

For Office use only: ___Application fee paid ___References received ___Transcripts received
___Notification of acceptance ___Photos

Appendix 2: Undergraduate & Post-graduate Clearance Form



Name: Admission
Number.....

Program:

.....

Postal Address:

.....

Email Address:

.....

Please Tick as Appropriate:

Masters ☐ **PGD** ☐ **Diploma** ☐ **Bachelors** ☐

Reasons for clearing from the University (Tick as appropriate)

Completion of my studies ☐ Transfer to another University ☐

Others: _____

I, undersigned, do state that this clearance is correct to the best of my knowledge and do further state that any discrepancies that may be detected after the clearance will be put to my personal account to compensate the College.

In case of any outstanding claims on the student for property lost or damaged, kindly attach the relevant details.

Student's Signature: _____ Date: _____

I Hereby request to be cleared by the respective departments/ Directorate of the College.

1. Library

The Student has returned all Library books or has the following outstanding liabilities:

College Librarian _____ Date _____

2. Information & Technology _____ Date _____

3. Finance Office: _____ Date _____

4. Dean of Students _____ Date _____

5. Deputy Principal Academics/ _____ Date _____

6. Registrar

I confirm the student has surrendered his/ her student ID (In some schools) and has no pending student matters.

Registrar: _____ Date

APPROVAL

This policy is duly approved by

THE SENATE AND THE SENIOR MANAGEMENT COMMITTEE

AUGUST 2023