AFRICA COLLEGE OF THEOLOGY

ADMISSIONS POLICY

August 2025

TABLE OF CONTENTS

1.0 INTRODUCTION

The Admission Policy is intended as a guide to the academic Procedures of Africa College of Theology (ACT). This Policy 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 in Africa and beyond.

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 final authority in doctrine and practice. We believe that Biblical training is the most urgent current need in the African church. Instruction should provide 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's Academic Registrar's Office. Applicants are also encouraged to apply online through the ACT website, www.act.ac.rw.

A completed application should be uploaded to the system no 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 for what they want to do after completing their academic career at 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 two different levels, Bachelor of Arts in Theology and Leadership (BATL), and Post Graduate Diploma in Theology and Leadership (PGDTL).
   II. The two programs are currently under review as Bachelor of Arts in Theology and Post Graduate Diploma in Theology. The college has also submitted the following new programs to the Higher Education Council for review: Bachelor of Arts in Christian Ministry, Post Graduate Certificate in Marriage and Family, and Post Graduate Certificate in Christian Counselling, and Master of Arts in Theology (MATH), as indicated in this policy.
   III. The Admissions team reviews the applicant's complete file (i.e., academic records, recommendations, and personal information) before considering the application. 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, moral background, and personal relationship with Jesus Christ. The applicant will be notified of the team's decision.
   IV. 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 of 50% score, or two principal passes.

b) Degree from ACT
A 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 the assessment of an intending student's proficiency in English and educational background has been carried out.
iv. Notify the relevant Government authority on matters relating to overseas student attendance. Students shall obtain student visas from the migration offices responsible for them, and this shall entirely be the student's responsibility.
v. Offers English placement test prior to admission.
vi. Conduct an interview for each individual 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 payment of a nonrefundable registration fee of 25000 Rwf (this fee may change from time to time as needed, and the change shall be put in writing). All interview records shall be kept in each individual student's file by the academic registrar.

d) All successful applicants:
i. At admission, the student shall receive an admission letter prepared by the academic registrar
ii. On receiving an admission letter, the student shall also receive a students' handbook to equip him/herself with college expectations and standards.
iii. All international students are required to seek student' 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 to receive a degree or diploma.
iv. Audit students are those who wish to attend classes but not for academic credit. As such, they 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) Program:

Academic Requirements
    a) Any bachelor's degree from an accredited institution or an equivalent qualification if the studies were done outside Rwanda with at least second-class upper division from an accredited institution or an equivalent qualification if the studies were done outside Rwanda.

       Or second class- lower division with 2 years of experience after graduation.
       Or Post Graduate Diploma in Theology (or related) with a grade C.
    b) Pass the English Proficiency Test

Moral, Medical, and other Requirements
    c) Pastoral reference/church recommendation
    d) Certificate of criminal record
    e) Proof of medical fitness to study from a registered medical practitioner
    f) Medical Insurance
    g) Must possess a Computer
    h) Should have a personal relationship with Jesus Christ with a sense of calling or already in ministry;
    i) Pastoral reference/church recommendation, former professor/teacher and reference from a friend;
    j) A copy of the National Identity Card or an equivalent for international students;
    k) Three (3) Recent Passport Photos;
    l) A copy of the health insurance card

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

The minimum entry requirements for admission to PGD Programme are:
Academic Requirements
    a) Any bachelor's degree from an accredited institution or an equivalent qualification if the studies were done outside Rwanda.
    b) Pass the English Proficiency Test

Moral, Medical, and other Requirements
    c) Pastoral reference/church recommendation
    d) Certificate of criminal record
    e) Proof of medical fitness to study from a registered medical practitioner
    f) Medical Insurance
    g) Must possess a Computer
    h) Should have a personal relationship with Jesus Christ with a sense of calling or already in ministry;
    i) Pastoral reference/church recommendation, former professor/teacher and reference from a friend;
    j) A copy of the National Identity Card or an equivalent for international students;
    k) Three (3) Recent Passport Photos;
    l) A copy of the health insurance card

3.6 Entry Requirements to Post Graduate Certificate (PGC) Programs:

The minimum entry requirements for admission to the PGC Programme are:
Academic Requirements
   a) Any bachelor's degree from an accredited institution or an equivalent qualification if the studies were done outside Rwanda.
   b) Pass the English Proficiency Test

Moral, Medical, and other Requirements
   c) Pastoral reference/church recommendation
   d) Certificate of criminal record
   e) Proof of medical fitness to study from a registered medical practitioner
   f) Medical Insurance
   g) Must possess a Computer
   h) Should have a personal relationship with Jesus Christ with a sense of calling or already in ministry;
   i) Pastoral reference/church recommendation, former professor/teacher and reference from a friend;
   j) A copy of the National Identity Card or an equivalent for international students;
   k) Three (3) Recent Passport Photos;
   l) A copy of the health insurance card

3.7 Entry Requirements to a Bachelor's Programs:

Bachelor of Arts in Theology

The minimum entry requirements for admission to the BATh Programme are:
Academic Requirements
   a) Possess an Advance Certificate of Secondary Education (50%) from Rwanda or an equivalent qualification if the studies were done outside Rwanda.
   b) Pass the English Proficiency Test

Moral, Medical, and other Requirements
   c) Pastoral reference/church recommendation
   d) Certificate of criminal record
   e) Proof of medical fitness to study from a registered medical practitioner
   f) Medical Insurance
   g) Must possess a Computer
   h) Should have a personal relationship with Jesus Christ with a sense of calling or already in ministry;
   i) Pastoral reference/church recommendation, former professor/teacher and reference from a friend;
   j) A copy of the National Identity Card or an equivalent for international students;
   k) Three (3) Recent Passport Photos;
   l) A copy of the health insurance card

Bachelor of Arts in Christian Ministry

The minimum entry requirements for admission to the BACM Programme are:
Academic Requirements
a) 6 years of relevant pastoral ministry experience.
b) Demonstrate evidence of ability to do post-secondary-level work.
c) Pass the college entrance examination
d) Evidence of Pastoral Community Engagement
e) Students admitted under 'mature age entry' will be on academic probation for two terms.
f) Pass the English Proficiency Test
g) 25 years and above

Moral, Medical, and other Requirements
h) Pastoral reference/church recommendation
i) Certificate of criminal record
j) Proof of medical fitness to study from a registered medical practitioner
k) Medical Insurance
l) Must possess a Computer
m) Should have a personal relationship with Jesus Christ with a sense of calling or already in ministry;
n) Pastoral reference/church recommendation, former professor/teacher and reference from a friend;
o) A copy of the National Identity Card or an equivalent for international students;
p) Three (3) Recent Passport Photos;
q) A copy of the 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. Acceptance letter can 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 or she has applied for based on the equivalence. Upon confirmation of admission, 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 both Degree and Post Graduate Diploma 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. Students from other institutions completed the module with a minimum grade of B and students from ACT with a minimum grade of C.
iii. The college from which the transfer comes (in 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. Final authority for the acceptance or rejection of transfer of credits is at the discretion of the Academic Senate.

4.0 Scholarship

Africa College of Theology may offer a scholarship to qualified applicants. To apply for the scholarships, one must fill appropriate forms. Such scholarships may be granted with the approval of senior management. Scholarship will terminate once students complete the minimum required year for their programme – 4 or 5 years for full-time and part-time Bachelor of Theology and Leadership respectively, 1 year for Post-Graduate Diploma in Theology, and 2 years for full-time Master of Arts 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' contribution prior to room allocation.
   c) Students on full scholarships must present a scholarship offer letter, which will be kept on file in the office of the Deputy Principal of 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 to sign the Residency register and Residency policies in the case of boarding students.

4.2 Returning Students

   a) The student submits bank slips with payment of at least 50% of the students' tuition contribution to the accountant, and he or she is issued with a receipt.
   b) 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 not 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 prior to 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 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 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. BCM 1101 Spiritual Disciplines.

7.0 ORIENTATION AND MATRICULATION

All new students are required to attend the orientation sessions scheduled prior to their first day of class at ACT. These sessions will introduce the students to the college's faculty and other personnel and inform them of the college's policies and expectations.

Orientation also allows students to meet in one place and thus get to know one another. ACT organizes matriculation ceremonies at 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) Students' visitors shall not join any class. Any official visit, such as class observation, etc., to ACT classrooms is only allowed with permission from the DPA.
   c) Mobile phones should be switched off always during class, kept in silent mode or vibration.
   d) No student can interrupt a class during a session, particularly those who may not part of a specific class.
   e) Furniture and classroom equipment may not be moved from the class without authorization from the Operations office.
   f) The printing house provides Printed copies of module syllabi and notes to all students, and each student pays the cost.
   g) Students are required to print their own assignments. Printing costs are met by the students

9.0 READING

9.1 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.

9.2 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 own reflections. The teacher shall make a choice whether to give students module assignments or tests and to write term paper 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) Student shall complete and return a withdrawal form (available from the Academic Registrar's Office) signed by the lecturer and the Academic Registrar.

12.0 SUSPENSION OF STUDIES, AND VOLUNTARY TERMINATION

12.1. Suspension of Studies
Undergraduate students may suspend their studies for a maximum of one (1) year and postgraduate students for a maximum of six (6) months due to unforeseen circumstances. To initiate a suspension, the student must complete the Suspension from Studies Form and submit it to the Academic Registrar for approval. During the suspension period, the student is required to pay applicable administrative charges. No tuition fee refunds will be issued for the duration of the suspension.

12.2 Voluntary Termination of Studies
A student wishing to terminate their studies must submit a formal written request to the Academic Registrar, providing a valid reason for the termination. If the student has paid all school fees, the college may consider refunding 50% of the paid fees, subject to approval.

13.0 GRADING POLICY

13.1 Student Assessment
1) Continuous assessment will be used to appraise students' performance throughout their studies. 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 that repeats the module shall earn more than 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 exam.
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, institution's grading scale and 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) into the total number of grade points obtained.

13.2 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 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 point earned by student	Credit obtained by 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	

CGPA = 245/65 = 3.77

13.3 Exam Results

1) Lecturers shall submit all Continuous Assessment Grades to the DPA with the allocated module hours before the final exam. In the case of part-time lecturers, the DPA should confirm that all grades have been submitted before payments are made.

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 prior to 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.

13.4 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.

13.5 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 Rwf20,000. In consultation with Senate, the Office of the DPA shall facilitate the process of the appeal and remarking. The remarked paper shall be final.

14.0 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.

14.1 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.

14.2 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.

14.3 Retake Policy

A student who fails a module (below 60%) must repeat it in order to graduate. When a module is repeated, the last grade replaces the previous grade. However, all grade entries on the transcript remain 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 the student's responsibility.

14.4 Supplementary Exam

No supplementary examinations should be allowed in the modular system but special examinations may be considered on merit of individual case.

14.5 Special Exams

Where a student misses to do a final exam for whatever reason a part from sickness, the student will be required to apply for a special exam at a fee of 20,000Rfw. Those who missed the exam because of sickness must present a valid medical report from a registered doctor.

14.6 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.

15.0 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 requirements for any meaningful academic endeavor. It involves "generating and communicating information in an ethical, honest and responsible manner."

15.1 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."

15.1.1 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, a lecturer's notes without citing the original source.
b) Downloading papers or part of a paper from the internet without citing the original 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.

15.1.2 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.

15.1.3 Fabrication
This is the reckless practice of falsifying data or citation.

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

15.1.5 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 receives a zero grade for the paper/module work in which the misconduct was detected. If the case occurs with respect to 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 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.

16.0 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.

17.0 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 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.

18.0 GRADUATION REQUIREMENTS

18.1 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 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.

18.2 General Requirements for Graduation
18.2.1 Completion Period, Credits and Award

NO.	PROGRAM	MINIMUM EXIT CREDITS
1	Bachelor of Arts in Theology	480
2	Bachelor of Arts in Christian Ministry	
3	Post Graduate Certificate in Marriage and Family	60
4	Post Graduate Certificate in Christian Counselling	60
5	Post Graduate Diploma in Theology	120
6	Master of Art in Theology	200

19.0 General Requirements

a) The student must be up to date on all financial obligations to ACT. A student may not get a degree, a diploma, or transcript until all accounts, current or otherwise, have been settled in accordance with Africa College of Theology.

b) All students intending to graduate must complete a graduation clearance form available in the office of the academic registrar.

c) All students must be willing to abide by the ACT statements of faith.

19.1 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.

19.2 Time Limit for Diplomas and Degree Candidates

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

NO.	ACADEMIC PROGRAM	MINIMUM COMPLETION PERIOD	MAXIMUM COMPLETION PERIOD
1.	Master of Art in Theology	2½ years	3 ½years
2	Post Graduate Diploma in Theology	1 Year	2 years
3	Post Graduate Certificate in Christian Counselling	6 months	1½ Years
4	Post Graduate Certificate in Marriage and Family	6 months	1½ Years
5	Bachelor of Arts in Theology	4 years	5 years
6	Bachelor of Arts in Christian Ministry	5 years	6 years

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

19.3 Continuation Fee Status

A student who exceeds the program time limit will be required to pay a continuation fee of Rfw 150,000 in addition to the required tuition or other charges within a period of one year. If the student is not able to complete his/her studies within the one-year grace period, he/she will be required to reapply.

19.4 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.

19.5 Discipline

Students who contravene regulations of the College or commit offences 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.

19.6 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
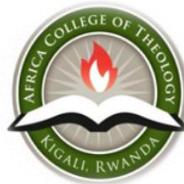
APPLICATION FOR ADMISSION

Accurate information will ensure prompt consideration. Please fill 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: <u>Sex</u>:

__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) Master of Arts in Theology (2½ years)
b) Post Graduate in Diploma Theology (1 Year Program)
c) Post Graduate Certificate in Marriage and Family (6 months)
d) Post Graduate Certificate in Christian Counselling (6months)
e) Bachelor of Art in Theology (Full time, 4 Year Program, Part time 5years)
f) Bachelor of Arts in Christian Counselling (5 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

<div align="center">REFERENCES</div>

Please list <u>complete</u> 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 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 passphoto (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 ☐   PGC ☐   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_____

e

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