



STUDENT HANDBOOK

学生手册

2016



Motto: *Equipping God's workers with God's word for God's work*

校训: 装备主仆、扎根主道、做成主工

CONTENTS 目录

General Information 概况	1
I. VISION STATEMENT 愿景声明	2
II. MISSION STATEMENT 使命宣言	2
III. TRAINING OBJECTIVES 训练原则	2
IV. OUTCOMES 期望成果	2
V. ADMINISTRATION 行政管理	4
VI. PAST AND PRESENT SEMINARY PRESIDENTS 历任和现任院长	4
VII. FINANCIAL SUPPORT 经费来源	5
Academic Life 教务规则	6
I. ADMISSION REQUIREMENTS 入学要求	7
II. ADMISSION PROCEDURES 入学流程	8
III. REGISTRATION 注册	8
IV. STUDENT STATUS 学生身份	9
V. ORIENTATION 新生指导	10
VI. ATTENDANCE AND TARDINESS 上课规则	10
VII. PROGRAM OF STUDY: PROGRESS AND COMPLETION 学制: 课程进度要求	11
VIII. GUIDELINES ON GRADES AND ASSIGNMENTS 成绩和作业要求	11
IX. BSOP GRADING SYSTEM 学业成绩计分系统	13
X. TRANSCRIPT OF RECORDS 成绩单副本的申请	14
XI. GUIDANCE, COUNSELING AND DISCIPLINE 纪律	14
XII. OTHER RELEVANT ACADEMIC MATTERS 其它有关教学事项	17
XIII. EVALUATION 评估	23
XIV. GRADUATION REQUIREMENTS 毕业要求	23
Student Life 学生生活	25
I. SPIRITUAL LIFE 灵命操练	26
II. STUDENT LIFE 生活操练	26
III. RELATIONSHIP WITH OPPOSITE SEX 社交生活	32
IV. STUDENT ASSOCIATION 学生会	32
V. SERVICES 服务	37
Guided Internship 实习教育规则	39
I. INTERNSHIP 学生实习	40
II. GOALS 目标	40
III. PRINCIPLES 原则	41
Library 图书馆	46
I. LIBRARY PERSONNEL 图书馆服务人员	47
II. LIBRARY HOURS 图书馆服务时间	48
III. MATERIAL LOAN POLICIES 图书馆藏书/资料借阅说明	48
IV. BOOK, SUNDAY SCHOOL MATERIALS, PERIODICALS 借阅书籍、主日学教材及刊物	49
V. FEES AND FINES 交费与罚款	50
VI. THE LIBRARY CONGRESS SYSTEM 书籍分类概略	51
VII. THE CARD CATALOG 卡片目录	52
VIII. MISCELLANEOUS 杂物	54
IX. COLLECTIONS AND LOCATIONS 图书馆的组织和规划	57
Appendices 附录	60

GENERAL INFORMATION 概况

Biblical Seminary of the Philippines (BSOP) seeks to assist the local churches by preparing and training men and women directed by God into professional Christian ministry, assuming its various roles and responsibilities. Subscribing to the historic Christian faith in the evangelical and non-denominational tradition, BSOP offers degree and non-degree programs of study. It aims to provide biblical and theological instruction that will enable its graduates to understand the Bible and communicate its truths effectively. Through the field education program, it desires to develop skills in ministry and Christian service. It also seeks to nurture the student's spiritual life through personal interaction in its community setting, thus cultivating a Christ-like character and life-style.

菲律宾圣经神学院（简称「菲圣」）的宗旨是协助本地教会与海外华人教会装备及训练华裔蒙召的信徒，得以承担各样全职事奉的角色和责任。承继基督教历代基要福音派的信仰与跨宗派的传统，「菲圣」提供平衡的课程（证书科与学位科），借着教导圣经与神学，使学生有效地传讲圣经真理；同时借着学生在本地教会、福音机构与基督教学校的实习体验，发展其事奉技能；并借着在校的团体生活，培养学生的灵命，塑造其基督形象的品格和生活方式。

	Page 页数
I. VISION STATEMENT 异象宣言.....	2
II. MISSION STATEMENT 使命宣言.....	2
III. TRAINING OBJECTIVES 训练目标.....	2
IV. OUTCOMES 期望成果.....	2
V. ADMINISTRATION 行政管理.....	4
VI. PAST AND PRESENT SEMINARY PRESIDENTS 历任和现任院长.....	4
VII. FINANCIAL SUPPORT 经费来源.....	5

I. VISION STATEMENT 异象宣言

BSOP envisions disciple-making servant leaders building up the Body of Christ in Asia and beyond that effects biblical impact on peoples across cultures.

「菲圣」期望培养能训练门徒的仆人领袖，在亚洲内外建立基督的身体，在不同的文化中发挥符合圣经的影响力。

II. MISSION STATEMENT 使命宣言

BSOP provides holistic and quality theological education for churches in Asia and beyond by equipping God's workers with God's Word for God's Work for the glory of God.

菲圣为亚洲内外的教会提供全面和高质量的神学教育，通过装备主仆，扎根主道，做成主工，以归荣耀于神。

III. TRAINING OBJECTIVES 训练目标

The objectives of the Master of Divinity, Master of Arts in Christian Education, Bachelor of Theology, Certificate of Biblical-Theological Studies and Certificate in Bible Studies Program:

- A. To provide a professional and holistic Christian training that develops students in the three complementary areas of spiritual formation/maturity, biblical knowledge and ministerial skill. These emphases of training intend to promote a well-rounded and balanced development of the Christian minister, who will be able to communicate God's message by proclamation and testimony.
- B. To help students gain a foundational understanding of the word of God; to acquire skills in handling such knowledge properly; and to be able to communicate this knowledge clearly.
- C. To help each student develop his God-given talents and gifts for works of service and equipping in His church and in the world; to assist students in developing Christ-like conduct that conforms to Scriptural teachings; to live out a life characterized by holiness and obedience, not following after worldly patterns but transformed so as to draw others to our Savior and Lord.

道学硕士，基督教教育文科硕士，神学学士，圣经神学和圣经研究证书科的训练目标是：

- A. 为提供一个专业的、整全的基督教培训，我们提供三方面的培训给学生：灵命塑造/成熟，圣经知识和事工技能。这些训练中的重点意在倡导基督徒工人能够全面平衡地发展，并能够通过传扬和见证的方式传讲神的信息。
- B. 通过各类圣经课程，帮助学生对神的话语有深入的了解，掌握正确分解真理的技能，并能清楚传递真道。
- C. 为了帮助每个学生发展神所赐的恩赐和天赋用于事工和装备教会和服侍这个时代。帮助学生培养与圣经教导一致的像基督一样的行为；活出一个由圣洁和顺服为特征的生命，不随从世界的样式，而是被更新的以至于能吸引其他人归向我们的救主。

IV. OUTCOMES 期望成果

In the light of the BSOP mission statement and objectives, the Board of Directors and Faculty desire to see the following outcomes in our students:

根据「菲圣」的使命宣言与教导目标，校董会和教师们期望学生能：

PROFESSIONAL APPROACH (HEAD)

The Seminary aims to help students gain a foundational understanding of the word of God; to acquire skills in handling such knowledge properly; and be able to communicate this knowledge clearly. They will learn different ways of serving and edifying the church toward maturity, as well as to develop the art of proclaiming the gospel of salvation effectively.

专业素养（脑）

神学院旨在帮助学生获得对神的话语一个基础性的理解，获得适当的技巧得以掌握这些知识；能够清晰的交流这些知识。他们将通过不同的方式服侍教会，且趋向成熟，同时也能通过有技巧的方式有效传福音。

HEAD - BSOP graduates should:

1. Have a foundational understanding of the word of God.
2. Have a biblically sound doctrine.
3. Know how to rightly divide the word of truth.
4. Know how to effectively communicate the truth to meet people's needs.
5. Know different ways of serving and edifying the church toward maturity (e.g. discipleship, evangelism, counseling, teaching, and other Christian service).
6. Know how to engage ministerial and social issues through biblical, historical, theological, and cultural perspectives.

PERSONAL APPROACH (HEART)

The Seminary aims to assist students in developing Christ-like conduct that conforms to Scriptural teachings; to live out a life characterized by holiness and obedience, not following after worldly patterns but transformed so as to draw others to our Savior and Lord.

HEART – BSOP graduates should:

1. Have a heart after God and His will by having quiet time and being obedient to God.
2. Have a heart that is in tune with God by maintaining a daily prayer life. He is an intercessor for his flock and the lost world for God's kingdom.
3. Have a heart sensitive to the conviction and guidance of the Holy Spirit.
4. Seek harmony, be peace loving and demonstrate wisdom in living and working with co-workers, superior, subordinates, fellow Christians, and non-Christians.
5. Conscientiously demonstrate integrity and godliness as a servant of God.
6. Have humility demonstrated by having a teachable heart, willing to admit when wrong, and submitting to those in authority.
7. Have a pastoral heart, caring for and serving the flock God has entrusted to him/her.
8. Have a persevering heart in the ministry even when things are not going his/her way.
9. Be hospitable and well-mannered, always remembering he/she is God's servant.
10. As much as possible and with God's help, have a supportive spouse who encourages, understands, and accepts one another to nurture a model family that honors God.
11. Be a good and faithful steward of the Lord's calling, continuing to discover and develop the gifts God has bestowed upon him.

脑-菲圣毕业生应该:

1. 对神的话语有的确基础性的理解
2. 具有正确的圣经教义
3. 知道如何按正义分解主的道
4. 知道如何有效的传讲真理满足人的需要
5. 知道用不同的方式服侍教会使之成熟(例如门徒培训, 传福音, 辅导, 教导, 及其它基督徒服侍)
6. 知道如何通过圣经的、历史的、神学的、文化的角度解决事工和社会问题。

个人领域(心)

神学院旨在帮助学生效法基督的行为, 与圣经的教导一致; 活出一个以圣洁和顺服为特征的生命, 不随从世界的模式而是被基督改变以至于可以吸引他人归向救主。

心-菲圣毕业生应该:

1. 有一颗跟随神和祂旨意的心, 通过灵修生活和对神的顺服来体现。
2. 有一颗每天祷告与神同步的心。为了神的国度, 他是一个为羊群和丧失之人的代祷者。
3. 有一颗对圣灵的引导敏感的心
4. 寻求和睦, 在与同工、上级、下属、其他基督徒和非基督徒生活工作中展示和平友爱和智慧。
5. 作为神的仆人, 有意识的展现正直和敬虔。
6. 谦卑并通过有受教之心, 愿意承认错误, 并服从权柄。
7. 有牧者的心肠, 关心并服侍神所交托他/她的羊群。
8. 在事工中有一颗坚韧不拔的心, 甚至事情不是按他/她的方式进行时也是如此。
9. 乐于款待及有良好的礼仪, 永远记得他/她是神的仆人。
10. 尽可能的在神的帮助下, 有一个支持的配偶, 彼此鼓励、理解、接纳, 培养荣耀神的模范家庭。
11. 作为神呼召的良善而忠心的管家, 不断发现并发展神所赐给他的恩赐。

12. Respect others and be culturally sensitive, listening to understand and learning to agree to disagree.
13. Continually seek personal and ministerial enrichment.

12. 尊重他人，对文化差异敏感，倾听并理解他人，学习表达相同或不同意见。
13. 持续寻求个人和事工的充实提高。

PRACTICAL APPROACH (HAND)

The Seminary also aims to guide students to discover ways of applying biblical knowledge in real-life situations; to gain wisdom through actual ministerial experiences; and to learn how to work with other people, whether superiors, peers, or subordinates.

HAND – BSOP graduates should:

1. Be able to preach/teach biblically and relevantly so people will be edified. Learn to preach/teach in the language of the hearers.
2. Be a servant-leader that guides, mentors, inspires, and empowers people working with them for the kingdom and glory of God.
3. Have vision and discernment in making decisions, and be pro-active in implementing tasks with the help and strength of God.
4. Be willing and able to do pastoral work such as visitation, public prayer, evangelism, discipleship, and leadership training.
5. Be a good and faithful steward in managing what God has entrusted to him/her in terms of time, financial and human resources.

实际操作(手)

神学院旨在帮助指导学生在现实生活中应用所学的圣经知识；在实际事工经验中获得智慧；学习如何与他人同工，无论是上级，同工，或下属。

手-菲圣毕业生应该：

1. 能够按圣经教导及传讲与人们相关的信息，使得他们被造就。
2. 成为一个仆人式领袖，愿意为了神的国度和荣耀指引，辅导，激发，装备人并与他们一起同工。
3. 做决定时有异象和辨别力，靠神的帮助和力量成为积极实行任务的人。
4. 愿意并能够做教牧工作，诸如探访，公开祷告，传福音，门徒培训，和领袖培训。
5. 在时间，经济和人力资源方面，成为神交托给他/她的良善而忠心的管家。

V. ADMINISTRATION 行政管理

The highest human authority of the Seminary is vested upon the Board of Trustees who duly elects the members of the Board of Directors from Christian workers, and lay leaders. The Board of Directors periodically hears reports from the various departments of the Seminary, then gives constructive advice and assistance. Daily operations of the Seminary are executed by the Faculty and Staff Council.

「菲圣」最高的职权是赋予信托委员会。信托委员会再从相关的宣教士，全职工人，和平信徒领袖中选出董事会的成员。董事会定期开会，听取学院各部门的汇报，并给予建设性的建议和帮助。学院日常的运作则由教职员理事会执行。

VI. PAST AND PRESENT SEMINARY PRESIDENTS 历任和现任院长

1957	March 三月	—	1959	April 四月	Mrs. Ruth Brittain 毕路得教士 (Acting 代理)
1960	July 七月	—	1969	Sept. 九月	Rev. Hsueh Yu Kwong 薛玉光牧师
1969	Sept. 九月	—	1972	June 六月	Rev. Franklin Lee 李灵新牧师 (Acting 代理)
1972	July 七月	—	1974	June 六月	Rev. Raymond Frame 费述凯牧师
1974	July 七月	—	1974	Oct. 十月	Rev. Franklin Lee 李灵新牧师 (Acting 代理)
1974	Nov. 十一月	—	1979	June 六月	Dr. Denny Ma 马有藻博士
1979	June 六月	—	1981	March 三月	Rev. Wesley Shao 邵庆彰牧师 (Acting 代理)
1981	June 六月	—	1983	March 三月	Dr. Paul Lee Tan 陈宏博博士
1983	June 六月	—	1985	March 三月	Dr. Peter Au 欧应毓博士
1985	June 六月	—	1990	March 三月	Rev. Wesley Shao 邵庆彰牧师
1990	June 六月	—	Present 今		Dr. Joseph Shao 邵晨光博士

VII. FINANCIAL SUPPORT 经费来源

BSOP depends on God alone for its financial needs. He uses concerned individuals and churches to extend freewill offerings. The Seminary also accepts financial assistance specifically for students. The Scholarship Committee administers the Scholarship Fund to support qualified students.

「菲圣」完全倚靠神来供应一切经费需要，神感动关心学院的人士与教会自愿的奉献支持学院事工；学院也接受特别为学生而设的基金/奖学金的支助。奖学金由奖学金委员会统一管理，并分配给合格优秀的学生。

ACADEMIC LIFE 教务规则

The philosophy of graduate theological education at BSOP is to train the whole person, affecting a balanced integration of biblical scholarship, spiritual formation and practical work. The curricula at BSOP are therefore designed for such integration.

「菲圣」神学教育的宗旨在于全人装备，使学生在综合圣经知识、灵命塑造和实际事奉三方面，平衡地发展与成长。

	Page 页数
I. ADMISSION REQUIREMENTS 入学要求.....	7
II. ADMISSION PROCEDURES 入学流程.....	8
III. REGISTRATION 注册.....	8
IV. STUDENT STATUS 学生身份.....	9
V. ORIENTATION 新生指导.....	10
VI. ATTENDANCE AND TARDINESS 上课规则.....	10
VII. PROGRAM OF STUDY: PROGRESS AND COMPLETION 学制: 课程进度要求.....	11
VIII. GUIDELINES ON GRADES AND ASSIGNMENTS 成绩和作业要求.....	11
IX. BSOP GRADING SYSTEM 学业成绩计分系统.....	13
X. TRANSCRIPT OF RECORDS 成绩单副本的申请.....	14
XI. GUIDANCE, COUNSELING AND DISCIPLINE BY THE FACULTY COUNCIL 纪律.....	14
XII. OTHER RELEVANT ACADEMIC MATTERS 其它有关教学事项.....	17
• Cheating 作弊.....	17
• Plagiarism 抄袭.....	18
XIII. EVALUATION 评估.....	23
XIV. GRADUATION REQUIREMENTS 毕业要求.....	23

I. ADMISSION REQUIREMENTS 入学要求

A. Personal Qualifications – The applicant must:

1. Show evidence of sound doctrinal beliefs, genuine Christian character, and be in good physical health.
2. Be clear of God's calling to full-time ministry or to a life of dedicated service through one's vocation or profession.
3. Show participation and ministry involvement in one's local church

B. Course Qualifications:

1. Master of Divinity (MDiv): Possession of a bachelor's degree with a grade point average of at least 2.0 (80-84). Any exception to these requirements must be approved by the Academic Office.
2. Master of Arts in Christian Education (MACE): Possession of a bachelor's degree with a grade point average of at least 2.0 (80-84), and at least 2 years of full time teaching experience in a formal Christian school or Sunday School of a local church.
3. Diploma in Christian Ministry (DCM): Possession of a high school diploma with a grade point average of at least 2.50 (73-75). Any exception to these requirements must be approved by the Academic Office.

C. Required Documents

The applicant must submit the following documents for review by the Admission Committee:

1. Completed application form with recent 2x2 size colored photo attached
2. Official transcripts of college/bachelor's degree (preferably original copy)
3. Two completed recommendation forms from church pastor (school principal for MACE applicants) and elder/deacon, or former employer
4. Satisfactory performance in Bible and theology knowledge, English Proficiency Assessments (MACE applicants take only the English Exam.).

D. In addition to the above, the foreign student applicant must submit the following documents:

1. Original copy of passport (at least 1-1/2 year validity)
2. 18 copies of 2x2 recent colored photo (in decent attire with plain white background/no eyeglasses)
3. Scholastic Records of the highest educational attainment duly authenticated by the Philippine Foreign Service Post located in the student's country of origin or legal residence.
4. Police Clearance Certificate issued by the National Police Authorities in the student's country of origin or residence and duly authenticated by the Philippine Foreign Service Post located in the student's country of origin or legal residence.

A. 申请者资格:

1. 重生得救的基督徒, 信仰纯正, 品格端正。
2. 清楚明白上帝的呼召, 愿意一生全职传道或借着专业服事主。

B. 申请学制要求:

1. 道学硕士(中/英文): 必须持有大学学士学位, 积分成绩至少 2.0(80-84%)。任何特别个案, 必须经教务处批准。
2. 基督教教育文科硕士: 具有学士学位, 平均绩点至少达到 2.0(80-84), 并且在一个正规的基督教学校或本地教会的主日学中, 至少有 2 年的全职教导。
3. 基本圣经证书科(中): 必须持有高中文凭或同等学历, 积分成绩至少 2.5(73-75%)。任何特别个案, 必须经教务处批准。

C. 申请文件

申请者必须提交下列文件, 由入学委员会审核:

1. 申请表格, 并附上近期照片。
2. 正规高中, 大专或本科文凭与证书; 大专或本科成绩单正本。
3. 由教会牧师和长老、执事或前任上司填写推荐表格各一份。
4. 通过圣经知识和英文语言能力测试。基督教教育文学硕士申请人只需通过英语测试。

D. 国外申请者另需提交以下证件:

1. 三年有效护照复印本。
2. 2×2 英寸彩色近照 18 张(正装, 不戴眼镜, 白色背景)。
3. 经公证的最高学历(高中以上)毕业证书和成绩单。
4. 经公认证原居地国警(公安局)无犯罪记录证明书。

5. Medical Report within the last six months of CBC, Hepa Profile (HBsAG, Anti-HBs, Anti-HBcIgM), Chest X-ray, urinalysis and fecalysis.

Note: Delay in fulfilling #3 and #4 will affect the application or extension of one's legal status with the Bureau of Immigration.

E. Satisfactory interview with the Admissions Committee

5. 身体检查表(近期六个月之内体检表), 包括全套血液检查, 肝功能两对半(HBsAG, Anti-HBs, Anti-HbcIgM), 肺部 X 光, 尿素等。

附注: 第三及第四项的迟交将会影响申请, 或延迟在移民局拥有合法状态。

E. 经入学小组委员面试合格。

II. ADMISSION PROCEDURES 入学流程

- | | |
|--|---|
| A. Secure application packet at www.bsop.edu.ph . | A. 从 www.bsop.edu.ph 获得推荐人表格和体检表格。 |
| B. Fill in the forms and submit all requirements to the Office of the Registrar two weeks before the beginning of the quarter of intended enrolment. | B. 填妥表格, 按要求在每年开学前 2 周交给注册部。 |
| C. Come on time for the interview and take all required proficiency exams. | C. 按时参加面试, 并参加所有需要参加的测试和考核。 |
| D. Wait for notification of acceptance. | D. 等候录取通知。 |

III. REGISTRATION 注册

A. Academic Load

1. The minimum academic load for a full-time student is 12 units per quarter. Students are not encouraged to register for more than 15 units per quarter.
2. Foreign students are required to take at least 15 units, plus English (in accordance with immigration regulations).

A. 学分要求:

1. 本地全职生每季至少修课 12 学分, 但不得超过 15 学分。
2. 国外学生每季必需修课 15 学分, 另加英文课(根据移民局规定)。

B. Required and Audit Courses

Any student may take audit classes as long as he registers officially. Students may not audit required courses, as courses once audited may not be taken for credit. Required courses must always be enrolled as credit courses before they may be audited.

B. 必修与旁听课程

任何学生都可以旁听课程只要他正式注册。学生不能旁听必修课, 只要课程曾经旁听过, 就不能再修学分。必修课必须在旁听前先修过学分。

C. Changes in Registration

1. If a student desires to add, change or drop a course following registration, he must secure the approval of the Academic Dean and the instructor(s) involved.
2. Courses may be added during the first two weeks of classes.
3. Changes from credit to audit or vice-versa may be done during the first two weeks of classes or within six class hours.

C. 注册更改:

1. 学生若需更改, 增加或删减科目, 必须获得教务主任与有关讲师的许可。
2. 学生在开学后两周内可更改科目。
3. 从修学分改为不修学分(即旁听)或反之, 只能在开学后两周或上该课六小时内更改。

4. Courses may be dropped before the mid-term week. A student who withdraws after the mid-term week will automatically receive a grade of 5.00 (fail).
5. Students who want to sit-in on a class need to take the course as audit. Students cannot sit-in on required courses, unless the student has already taken the course before.

4. 期中考之前可以终止选定的科目。期中考之后终止选定的科目将自动以不及格处理。
5. 学生想旁听其它的科目，需要先注册为旁听者。必修科目不可以旁听，除非已经修读过。

IV. STUDENT STATUS 学生身份

All single full-time students, whether male or female, are required to live in the campus. Exceptions shall be approved by the Admissions Committee.

所有单身全职学生必需住校。有例外者需经入学委员会老师批准。

A. Residential Full-Time (RFT) student:

1. Takes at least 12-quarter units per quarter
2. Enrolls in one-quarter unit of field education per quarter
3. Stays in the dormitory from Monday evening to Friday after lunch.
4. Participates in all BSOP activities.
 - a. Official activities:
Orientation and retreat, usually held at the beginning of the first quarter; Spiritual Emphasis Day, Monthly Prayer Day – incorporated in the chapel, Convocation Day, BSOP Family Christmas Celebration and Party, BSOP Sundays, Graduation Rehearsal, Commencement Exercises, Special Occasions such as funeral services or as the case may be.
 - b. Regular activities:
Prayer Meeting, Chapel, Interest Group, Care and Share Group, Choir Practice, Cleaning, Physical Exercise

A. 住校学生:

1. 每学期至少修读 12 学分。
2. 每学期需在实习部指定的教会实习。
3. 周末(周五中午饭后至周日)。
4. 学生须参加「菲圣」全部集会和例常活动。
 - a. 「菲圣」集会包括:
 - 学生入学指导与全校师生退修会(通常在第一个学季开始时举行), 灵修日, 迎新会, 「菲圣」大家庭圣诞节晚会, 各教会「菲圣」主日, 毕业典礼演习, 毕业典礼, 特殊情况如丧礼或其它特别需要
 - b. 「菲圣」例常活动包括:
 - 讲道操练, 祷告会, 早会, 兴趣小组, 关怀小组, 诗班练习, 清扫, 体操

B. Non-Residential Full-Time

A non-residential full-time (NR-FT) student of BSOP is one who takes more than 9-quarter units. A non-residential full-time student must attend all regular BSOP activities on the day he/she has classes and may stay overnight in the dormitory with a maximum of 2 nights (Monday-Thursday nights) only. When a NR-FT wishes to stay more than 2 nights on a regular basis, he/she is encouraged to change status to residential full time.

B. 全职不住校学生:

全职不住校学生(每学期修课超过 9 学分者), 在上课的期间, 必须参加学院例常活动。在周一至周四期间可住宿舍, 但不得超过两晚。当一个全职走读生希望长期在学校每周住宿超过 2 个晚上, 他/她最好修改状态, 变成全职住宿生。

C. Non-Residential Part-Time

A non-residential part-time (NR-PT) student of BSOP is one who takes 9 quarter units or less. A NR-PT student must attend all required regular activities on the half day he/she is taking classes. A NR-PT needs the approval of the Seminary Chaplain when he/she needs to stay overnight in the dormitory.

C. 兼职走读生

菲圣的兼职走读生每个学期所修学分等于或小于 9 个学分。兼职走读生在他来校修课程的半天中, 必须参加所有要求的常规活动。兼职走读生如果要在宿舍过夜, 需要得到院牧的批准。

D. Foreign Student with Student Visa status

The foreigner who is granted a Student visa by the Bureau of Immigration is subject to the following:

1. Required to take not less than 15 units per term.
2. Required to take English subject every term.
Student concerned may be denied an extension of his/her visa if:
 - a. he/she fails in one three-unit course;
 - b. he/she fails in his English subject;
 - c. he/she obtains incomplete grades in one subject;
 - d. he/she enrolls in less than 15 units
 - e. he/she misses a term (quarter) of study (or fails to enroll in the succeeding semester).

More details in Appendix I – Guidelines for Foreign Students

D. 国外学生:

按菲律宾移民局的规定, 持学生签证的人必需:

1. 每学期至少要修 15 学分。
2. 每学期应修英文语言课程。
国外学生若有以下情况, 学生签证可能无法续签:
 - a. 任何一门课不及格 (3 学分)。
 - b. 英文语言科不及格。
 - c. 任何一门课没有完成所有作业。
 - d. 修课少于 15 学分。
 - e. 停学一学期 (或几学期连续不注册)。

更多细节请参考附录三: 外国学生指南

V. ORIENTATION 新生指导

Orientation is provided for all students at the beginning of the school year. Activities during pre-sessions include relevant information regarding academic studies, community living, and practical skills in ministry. Each department in the Seminary will give detailed information regarding respective operations. All students are required to attend the orientation sessions.

每学年开学前一周, 学院所有学生必须要参加入学指导活动, 以便学生熟悉一切与学习生活有切身关系的信息与规则, 包括教务、校内外生活与实习须知等。学院各部门负责人将会报告各部门运作的详情。

VI. ATTENDANCE AND TARDINESS 上课规则

- A. Absences amounting to more than 20% of the total number of classes within a quarter will be given a grade of 5.00 (fail). Excused absences must fall within
 1. 6 class hours for a 3-unit course
 2. 4 class hours for a 2-unit course
 3. 2 class hours for a 1-unit or non-credit course
- B. A student must request the seminary chaplain to sign an excuse slip immediately after missing a class. He/she must then present the excuse slip to the respective instructor(s) before allowed to attend the next class. Otherwise, the absence is unexcused. The instructor forwards the excuse slip to the Registrar's office for filing.
- C. Being tardy three times in a course is equivalent to one absence.
- D. Exceptions, as in the case of prolonged illness, should be certified by a physician.
- E. One unexcused absence in a course results in deduction of one level from the final grade point (e.g. final grade becomes 1.50 if it originally should have been 1.25).

- A. 缺席超过上课时间总数的 20% 将以不及格 (5.00) 处理。缺席条例:
 1. 三学分的课程缺席不得超过 6 小时
 2. 二学分的课程缺席不得超过 4 小时
 3. 一学分或不计学分的课程, 缺席不得超过两小时。
- B. 缺席请假条应经训导主任签名, 并于上课前, 交给有关讲师。讲师将会把缺席请假条转交注册处存档。如不按上述要求操作, 将按缺席条例处理。
- C. 任何一门课程, 三次迟到相等于一次缺席。
- D. 请病假 (长期) 应有医生书面证明。
- E. 在任何一门课程中有一次无故缺席, 此课程的成绩将被降低一等次 (例如: 成绩 1.25, 降为 1.50)。

VII. PROGRAM OF STUDY: PROGRESS AND COMPLETION 学制: 课程进度要求

- | | |
|---|--|
| <p>A. Based on the Commission on Higher Education's policy, all new students are on probation during the first two quarters of study. Formal acceptance is given after 18 units of study and evaluation by the faculty.</p> <p>B. The student is to watch closely the progress of his/her own program of study by tracking required courses, electives, thesis writing/electives, language requirements, deficiencies, advanced standing, transfer credits, and other items that contribute towards the completion of all academic requirements in one's program of study.</p> <p>C. Each student is responsible to fill out a form from the Academic and Records Office on the status change of a course, i.e. from credit to withdraw, from credit to audit, as the case maybe within the first two weeks of classes after approval from the Academic Office.</p> | <p>A. 根据菲律宾教育部的政策, 所有新学生在第一年 是试读生。在修完 45 学分后, 并经由教师团评估认可, 才转为正式生。</p> <p>B. 每位学生应严谨跟进个人课程进度状况, 确定必修科目, 选修科目, 语言要求, 和其它作业, 以便顺利毕业。</p> <p>C. 注册更改(退选, 或从有学分转为旁听, 或其它变更), 学生必须在上课首两周或上六个小时内到注册处填写课程更改表进行更改</p> |
|---|--|

VIII. GUIDELINES ON GRADES AND ASSIGNMENTS 成绩和作业要求

A. Grade Point Average

1. The GPA of each student in each quarter is distributed on the second week of every quarter. It is also sent to your home church / supporting church.
2. A minimum GPA of 2.00 (or 80-84%) in every quarter must be maintained by a student in the Master's Program, 2.5 (73-75) in the Diploma in Christian Ministry (DCM) program. A student will be placed on academic probation if the GPA falls below the required minimum GPA in his/her program of study.

Two academic probations in consecutive quarters lead to disciplinary probation, and three academic probations lead to suspension. The supporting/home church and the parents/guardian of the student will be informed upon the first academic probation.
3. For adjustment purposes, it is suggested that new students who have not studied in a formal setting for more than 10 years prior to their coming to BSOP takes only 9-10 units on their first quarter of study.

B. Assignments

1. All assignments shall be submitted on or before the Friday of the twelfth week of a quarter. Except for extenuating circumstances, any assignment submitted two weeks after the deadline has no credit.
2. At the start of a new quarter, if a student has more than two backlogs from previous quarters, he/she will not be allowed to take more than 9 units of

A. 成绩:

1. 每位学生的平均成绩是在下一季第二周分发。
2. 攻读硕士学位的学生每季平均成绩必须保持在 2.00 (或 80 - 84%) 以上。基本圣经课程的学生每季平均成绩必须保持在 2.5 (或 73 - 75%) 以上。基督教事工专科要求平均绩点 2.5 (73-75)。若学生的平均成绩低于最低要求, 该学生将被列为受监察的对象。
3. 为了适应的需要, 建议来菲圣前已经有超过 10 年没有学习, 第一个学期仅修 9-10 个学分。

B. 作业:

1. 学生所有的作业必须在每学期期末考试周的周五前提交, 除了情有可原的情况, 任何迟交两周的作业, 将以 0 分计算。
2. 每个学期开始, 如果一个学生在之前的学期有 2 个及以下的作业没有完成, 他/她将不允许修超过 9 个学

courses; if three to four backlogs, not more than 6 units; and above 5 backlogs, only 3 units are allowed.

C. Extension

1. Under extenuating circumstances, an INC (Incomplete) grade will be given to students who are unable to submit course requirements after the Friday of the twelfth week of a quarter. A request for extension needs to be initiated by the student.
2. An extension is granted under circumstances beyond the control of the student viz.
 - (a) wedding or death of an immediate family member,
 - (b) illness of an immediate family that required the student's care or serious personal illness that requires hospitalization, or complete bedrest,
 - (c) family crisis of a traumatic nature and in which case (a), (b) or (c) occurred 1 to 4 weeks prior to the date of submission of assignments.
3. Extension granted to (a) shall not exceed two weeks, while (b) and (c) no more than four weeks. The specific duration of extension of (a), (b) or (c) is left to the discretion of the professor concerned. The general guideline of granting extension is that the duration of an extension is appropriate to the situation and commensurate with the case in view. The maximum duration of any extension shall not exceed four weeks.
4. If an extension (initiated by the student) is granted, then a 5% per week deduction will be deducted from the value of that assignment. If the assignment is still not submitted on or before the granted date of extension, a grade of F will be given and will remain on the permanent record of the student.

D. The deadline for submission of grades by a faculty on a regular quarter is two weeks after final examinations.

E. In compliance with the requirements of CHED, the official transcript of records of graduating students shall be submitted on the week of commencement exercise. In light of this, final exams and submission of assignments of graduating students on their last quarter of study shall be scheduled on the tenth week of study. Faculty are required to submit grades of graduating students two weeks before the commencement exercise.

分的课程。如果 3-4 个没有完成的作业，修不超过 6 个学分。如果超过 5 个未完成作业，只允许修 3 个学分。

C. 延期提交作业:

1. 在情有可原的情况下，学生未能在期末考试后的第二周五提交作业将按未完成 (INC) 处理。学生应主动申请延期。
2. 延期申请，只限遇到特殊事故学生，例如：
 - a. 直系亲属的婚礼或丧礼。
 - b. 直系亲属患病，经医生提示住院治疗，并需要学生的照顾。
 - c. 家庭遭受创伤性的危机。
3. 在 (a) 的情况下，一般准予延期不超过两周。在 (b) 和 (c) 的情况下，不超过四周。具体的延期时间由授课的老师决定。延期时间的长短，一般是根据个案的需求与所定的原则处理。
4. 如果迟交作业被批准，每迟交一周，成绩在原有作业成绩上扣去 5% 的分数。当期限满足，作业仍未缴交，成绩将按不及格 (F) 处理，并停留在学生的成绩记录里。

D. 老师提交成绩的截止时间是期末考试周之后的第二个周五。

E. 按照菲律宾教育部的要求，毕业生的正式成绩单应在毕业典礼周提交。因此，毕业生在最后一学季的期末考和作业应安排在第 10 周提交。在毕业典礼前两周，老师应上交毕业生的成绩。

F. All graduating students are required to take a graduation review on the fourth week of their last quarter of study. A graduation review is a complete survey of the student's records for fulfillment of all academic and other requirements in a program of study. Except for the last quarter, an INC in the student's program record disqualifies the student from participating in the Commencement Exercises.

G. Backlogs

1. If a student still has backlogs of course requirements on the third week of his/her last quarter of studies, he/she will not be considered as a graduating student. Instead, he/she shall be placed on the next quarter's list of graduates (summer).
2. Based on CHED's policy for application of Special Order (S.O.), a graduating student needs to be enrolled in at least one course on the quarter he/she is graduating. Hence, if a student is considered a summer graduate due to backlogs, he/she shall be enrolled in at least one class under the same professor in which the backlog occurs.

F. 每位毕业生应在最后一学季的第四周检阅自己的课程记录，查看是否圆满完成就读学制一切的课程要求。最后一学季，学生若尚有在其它学季未完成(INC)的学科，就没有资格参与应届毕业典礼。

G. 累积未完成的作业:

1. 学生若在最后的学季的第三周尚有累积未完成的作业，就不能算为应届毕业生。他会被列在下一年的毕业生名单上。
2. 根据菲律宾教育部的政策，一个毕业生在他毕业的学季必须至少修一门课。因此如果一个学生因为迟交的作业而被放在暑期毕业，他/她至少需要选修一门迟交作业的授课老师的课程。

IX. BSOP GRADING SYSTEM 学业成绩计分系统

1.00	97-100	A	2.25	76-79	C+
1.25	93-96	A-	2.50	73-75	C
1.50	89-92	B+	2.75	71-72	C-
1.75	85-88	B	3.00	70	D
2.00	80-84	B-	5.00	FAIL 不及格	F

CR – Credit

indicates that a student enrolled and fulfilled all requirements of a course. The class hours and grade earned are computed in the GPA.

CR—学分

指学生有注册并满足科目所有要求。学分与成绩都归算在总平均成绩中。

AU – Audit

indicates that a student enrolled in a course, participated in class discussions, but did not receive credit. No grade is assigned and AU is not inputted into the GPA. The same attendance requirement on credit students applies to audit students. Unexcused absences exceeding 6 class hours mean a course audited will not appear in the student's transcript.

AU—旁听

指学生注册某科目，也参与课堂讨论，但不计学分，不计算在总积分内。但旁听学生和修学分学生一样，必须照常上课。旷课超过六小时，在成绩单上将无该科目旁听记录。

INC – Incomplete

indicates that a student was unable to submit some or all of the requirements of a course on the Friday of the twelfth week in a regular quarter.

INC—未完成

指学生在上课第十二周周五仍未完成部份或所有的课程要求。

W – Withdrawal

indicates that a course was dropped between the third and fifth week of classes (before mid-term week) or between 27% to 50% of class hours in a 2-unit or 3-unit course. An automatic F or 5.00 will be given when a

W—退出

指在上课第三至第五周之间(期中考前或少于 50%上课时间)退出该科目。若在期中考之后(或超过 50%上课时间)，退出该

course is dropped after the mid-term week (or beyond 50% of total class hours). A three-unit course totals 33 class hours; a two-unit course totals 22.

F – Failure

indicates that the course is to be repeated (the initial grade remains on the transcript of records and only passing grade of the course is computed in the GPA). The grade F is given to an assignment or exam when a student cheats in an exam, or plagiarizes the works of others.

IP – In Progress

indicates that the grade is pending and is to be submitted by the professor.

PR – On Probation

indicates academic or disciplinary probation.

SU – Suspension

Indicates dismissal from the seminary for a specific or indefinite period of time.

EX – Expulsion

indicates permanent dismissal from the seminary.

科目, 将自动以 F(不及格)或 5.00 的成绩记录。3 学分科目上课课时为三十三小时; 2 学分科目上课课时为二十二小时。

F—不及格

指学生未达到科目要求, 必须重修。(不及格成绩仍会显示在成绩单上。)若学生抄袭写作或考试中作弊, 给予该作业或考试为 F 等级。

IP—进行中

表示成绩有待老师提交。

PR—监察

指学生因学业或纪律而有的察看期间。

SU—停学

指学生被学院停学一段或未确定的时间。

EX—开除

指学生被学院永久开除。

X. TRANSCRIPT OF RECORDS 成绩单副本的申请

Official transcripts of records are issued only upon the written request of the student/graduate. Allot ten working days from the time of filing the request for transcript form and clearance form to the time transcripts are released or sent to designated places/persons.

只有经学生或毕业生书面申请才发给正式成绩单的副本。提交申请表并被批准后, 约需两周时间才能将成绩单发送或邮寄到指定地方给收件人。

XI. GUIDANCE, COUNSELING AND DISCIPLINE BY THE FACULTY COUNCIL 纪律

A. As believers in Christ, we are to live with honesty and integrity in this world. These standards apply to all aspects of life. Students are expected to abide by these standards in academic performance and conduct. Failure to do so results in disciplinary action.

B. The BSOP faculty and students encourage and help one another in our spiritual walk. Students struggling with any particular issue are encouraged to discuss problems with a faculty of the Care & Share Group, any faculty, Student Affairs Office so that help and guidance may be given at the proper time. Similarly, a faculty who is approached by a student or who might be aware of students struggling with issues should approach the student for care, counseling, and guidance.

A. 基督的信徒必须过真实挚诚的生活, 其道德标准应表现在生活的每个层面。学生应在学术和品行上, 遵守高超的道德标准, 违规者将会遭受管教处分。

B. 「菲圣」教师与学生在灵程中彼此鼓励和帮助。学生有任何的挣扎与困扰, 校方鼓励他与关怀小组的导师, 或任何一位老师, 或院牧讨论该问题, 以提供适当的指引和协助。同样, 若一名教师被学生接近(并请教), 或者哪位教师可能知道学生挣扎的问题, 他应该接近学生进行关照, 辅导和指引。

C. The Faculty Council reserves the responsibility to provide guidance, counseling and redemptive discipline. The following five-step procedure is used when giving counseling, guidance and dealing with discipline of Step (1) offense. The ultimate purpose is to provide help and guidance to one another so that we learn to conform to the image of our Lord & Master Shepherd, Jesus Christ.

1. **Oral Reprimand** – a friendly reminder. First time violation of step one offenses involves an oral warning held in a private meeting by a faculty or anyone concerned. The purpose is to let the student understand and commit to improve. This meeting should be documented without signatures by a faculty or anyone concerned, and reported to the student affairs office. The oral warning should be reported to the Care & Share faculty of the student concerned for more guidance and counseling.

2. **Written Reprimand** – admonition and official warning. Second time violation of the same offense necessitates a written reprimand describing the offense, the expectation for correction should be clearly stated. Both the faculty, the student and a Student Affairs personnel must sign the written warning.

3. **Disciplinary Probation** – placing the student on a probationary status within a quarter (or a 12-week period since implementation of Step 3). Probation status means the student is not in good standing with BSOP. The probationary period takes away the privilege of holding any student office, and may include the following restrictions and sanctions to be decided by the Care & Share Faculty, the faculty concerned and the Student Affairs Office:

- Forfeiting the living allowance and book allowance for three months
- One week suspension from classes, and/or other extra-curricular activities. The student concerned is responsible for all the classes missed.
- Counseling and prayer
- Reparations to correct or compensate in cash or in kind the damage or injury done
- Public confession under the guidance of the committee
- Service to the BSOP community such as cleaning BSOP facilities

4. **Suspension** – dismissal from the seminary for a specific period or indefinite period of time as jointly decided by the Faculty Council/Leadership Team.

5. **Expulsion** – Permanent dismissal from the seminary results when signs of unrepentant of a major offense are demonstrated and failure to accept one's violation of a major offense after Steps 1-3 are done.

C. 教师团有责任提供指导，辅导和挽回性的惩戒与处分。下列五步骤惩戒行动是应用于辅导，指导和第一等过犯处分。最终的目的是要彼此给予援助和指引，以致效法我们的主耶稣基督的样式。

惩戒 / 处分等次:

1. **口头告诫:** 一个友善的提醒。第一次违反第一等过犯，受到口头警告：由教师私下会谈，或任何质疑。目的是让学生了解并致力于改善。本次会议应进行记录，并报告给学生事务办公室，暂不由教师或质疑者签名。口头告诫应当报告给学生关怀小组老师，以便引导和辅导。

2. **书面告诫:** 劝告并正式警告。第二次违反了同一罪行就必须以书面告诫描述过失，对改正的期许应当明确说明。无论是教师，涉事学生和学生事务的人员必须签署书面警告。

3. **监察:** 一学季内(或十二周)，学生被监察，丧失作学生会职员的权利，社交生活将受限制。在此期间该学生与「菲圣」没有良好的关系。

由关怀小组教师，相关教师和学生事务办公室决定，可能包括以下限制和制裁：

- 罚没生活补助和购书津贴三个月。
- 暂停一周上课，与/或其他课外活动。有关学生负责所错过的课程。
- 辅导和祷告
- 弥补纠正或以现金、实物形式补偿损坏或赔偿伤害。
- 在该委员会的指导下公开认罪。
- 社群服务于「菲圣」如打扫/清洁「菲圣」设施。

4. **停学:** 由教师团或领袖团队决议有期限或无期限停学。

5. **开除:** 经过以上处分步骤，犯规学生仍不悔改或不承认犯错，将被学院永久开除。

Step (1) Offenses:

- Hiding books of the BSOP library
- Entry to women's/men's dormitory without permission
- Insubordination to persons in authority
- Willful violation of dormitory rules and guidelines
- Irresponsible to one's assigned task in the Food Committee & other assigned tasks
- Absent from class and other BSOP official activities without permission
- Abuse and misuse of BSOP facilities such as the dormitory rooms, kitchenette, laundry area
- Use of foul and bad language, dirty jokes, unnecessary and inappropriate comments, gossips and slander
- Prejudices against a particular person of other gender, race, religion and nationality
- Acts, speech or writing which jeopardizes the office of a pastor, the name of the seminary or the Kingdom of God.
- Harassment such as stalking, voyeurism, etc.
- Indecent exposure even inside dorm rooms.

However, BSOP considers the following offenses as very serious that require immediate action on the student.

Step (2) Offense:

- Plagiarism, (See pages 19 to 25)
- Cheating in exams. The grade of F is given to that assignment or exam, as the case may be.

Step (3) Offenses

- Public statement of beliefs and doctrines inconsistent with the Statement of Faith of BSOP.
- Stealing properties of BSOP and properties of BSOP family members.
- Physical, verbal, emotional or sexual abuse of spouse or other persons.

Step (4) Offenses:

- Commission of a felony under Philippine laws.
- Fist Fighting
- Sexual immorality and promiscuity such as homosexuality, fornication, incest, and adultery.
- Abortion
- Divorce
- Gambling
- Illegal possession and use of firearms inside BSOP Campus, possession and use of alcoholic beverages (except for medical reasons and culinary purposes), drugs, tobacco and pornographic materials.

“一等”处分的过犯:

- * 私藏图书馆的书籍。
- * 未经学生导师的批准, 进入异性宿舍。
- * 不顺服学院的领导者。
- * 故意违犯宿舍的条规和指南。
- * 在伙食团或其它受托的工作上不负责任。
- * 上课无故缺席或其它「菲圣」正式的活动未经批准而缺席。
- * 滥用「菲圣」的设施 (例: 宿舍, 厨房, 洗衣房等)。
- * 污秽和恶劣的言语, 卑鄙的玩笑, 不必要和不适当的评论, 谣言和毁谤。
- * 针对其他性别, 种族, 宗教和国籍的偏见。
- * 危害牧职, 学院名誉和上帝国度的行动, 言语或写作。
- * 骚扰如跟踪, 偷窥, 等等。
- * 甚至里面的宿舍不雅暴露。

但是, 「菲圣」认为下列的过错极其严重, 学院必需对该学生即刻采取适当的处分。

“二等”处分的过犯:

- * 写作或讲章抄袭。
- * 考试作弊。给予该作业或考试为 F 等级, 视情况而定。

“三等”处分的过犯:

- * 公开宣告自己的信仰及教义与「菲圣」的信仰不一致。
- * 偷窃「菲圣」的财物或「菲圣」大家庭成员的财物。
- * 口头上, 情感或性地虐待配偶或他人。

“四等”处分的过犯:

- * 菲律宾律法之下的重罪。
- * 打架。
- * 不道德性行为和淫乱。例如同性恋、通奸、乱伦、和奸淫(婚外情)。
- * 堕胎
- * 离婚。
- * 赌博。
- * 拥有及非法使用枪械, 拥有并使用含酒精的饮料(除医疗原因和烹饪的目的)、毒品、烟草和色情读物或物品。

Under Philippine law, the following are criminal offenses:

- Possession or falsification of legal and other documents (passports and visas, BSOP Student ID, transcripts and diplomas or certificates, recommendation forms, letters and the like).
- Felony
- Sexual assault

The number beside an offense indicates the step (see above 5-Step Procedure) to be taken at the first offense.

Five written reprimand of different Step (1) offenses leads to Step (3) disciplinary procedure. Three Step (3) offenses will lead to Step (4) disciplinary procedure. Other offenses not listed above will be dealt with accordingly. The cumulative principle is applied when dealing with offenses of a student throughout his/her studies in BSOP.

In actual implementation, a “Guidance Form” (see Appendix I) in the form of a letter will be sent to the student concerned, signed by the members of the Special Faculty Committee. Upon receipt of the letter, the student shall also sign the letter signifying understanding and compliance with the discipline procedure. A photocopy of the signed letter will be given to the student and the faculty who signed the letter. The original copy will be kept inside the Students’ File to ensure proper documentation and record of the progress of the whole guidance redemptive process. Refusal to sign the said letter means “deliberate non-compliance” of discipline procedures and hence will automatically result to suspension.

At the start of a new academic year, every new and returning student will be given a copy of BSOP Student Handbook during orientation, or during registration of the second, third or summer quarter. Each student will be asked to read and sign a handout signifying comprehension and willingness to abide by the guidelines stated in the BSOP Student Handbook.

根据菲律宾法律，以下是刑事犯罪：

- * 拥有或伪造文件(如护照和签证，「菲圣」身份证，成绩单和证书，推荐书，信函等)。
- * 刑事犯罪
- * 性侵犯

触犯规定者，首次就直接按所触犯条目对应的处分等级处理(见上：五步骤惩戒流程)

不同的步骤(1)五书面谴责罪行通向步骤(3)纪律程序。三次犯处分(3)将等同于一个(4)等处分。其它没有罗列出来的也将以此类推。累积原则应用于一个学生在菲圣的整个学习生涯中。

在执行处分时，相关学生会收到特设的教师团集体签发的一份“训导表格”(见附录一)，学生收到后签名表示明白并服从处分内容。学生保留有教师签名的副本，正本将被保留在学生的档案里，以确保整个训导挽回的过程有文件记录。如果学生拒绝签名则表示“故意抗拒”处分内容，将自动停学。

本院于每个新学年(或第二、三学季、暑假)入学指导时，发给所有新、老学生“「菲圣」学生手册”。每位学生必需阅读及署名，表示明白并愿意遵守学生手册中所提示的所有规定。

XII. OTHER RELEVANT ACADEMIC MATTERS 其它有关教学事项

A. Cheating

Students shall not use any unauthorized aids on tests, quizzes, and assigned written exercises or problems (such as homework exercises). “Unauthorized aids” include, but are not limited to, exercise answer sheets or answer sections from text books, other students answers or work, “cheat sheets,” and tools such as analytical lexicons. If the instructor indicates that one or any of the above may be used, it is no longer considered “unauthorized.”

While we encourage students to help one another learn, there is a fine line between this and cheating. Students are expected to be mature enough to know the difference. However, if you are unsure, do ask.

A. A. 作弊：

在考试时(包括临时测验，指定的书面习题与课外作业)，学生不得使用任何未经许可的辅助工具，否则将视为作弊。“未许可的辅助工具”包括：习题答案表或教科书内的答案，其他学生的答案或作业，及老师已表明不可使用的任何工具。

虽然校方鼓励学生在学习上彼此帮助，但学生应能够成熟地分辨“帮助”与“作弊”之别。

B. Plagiarism

1. Students may freely discuss ideas and concepts with others since such discussion is valuable. However, ideas received from others and used in a paper or other written assignment must be properly footnoted or cited so that credit is given to the appropriate source.
2. Text, cassettes and all other sources used by a student must be properly acknowledged by using appropriate documentation (such as a bibliography). This is to be done whether the source is footnoted or not.
3. Any information that is not “common knowledge” which a student uses must be footnoted so that credit is given to the true source. Students often have difficulty distinguishing between common knowledge and “privileged” information when deciding what material to footnote. A general rule to follow is that an idea may be considered “common knowledge” if it is encountered at least three times in separate sources during one’s research (quoting of one source in another is not considered separate sources).

For example, you would not need to cite a reference for the fact that Martin Luther was a German theologian who was a major character in the Reformation. However, if you were to discuss an aspect of his life that scholars disagree on, you would need to footnote that information. Also, if you ever directly copy material from a source, that material must be placed in quotation marks and must be footnoted. Obviously, you should only be quoting short pieces of material.

The following is AGST-Phils. policy on plagiarism adapted from Vanderbilt University, Asian Theological Seminary and Asia Pacific Theological Seminary. BSOP is a member of the AGST-Phils. consortia of seminaries and thus will adapt the following policy on plagiarism.

Plagiarism is considered a serious violation of academic and ministerial ethics. Plagiarism constitutes stealing the ideas of another and representing them as one’s own. This is just as fundamentally dishonest as stealing someone’s property or money. The faculty wants it to be perfectly clear to the student body that plagiarism will not be tolerated.

There are three kinds of writing that may appear in a paper you submit.

1. Your own analysis, synthesis, and reflection which is captured in your own words and ideas. This is the most valuable kind of writing you can do because it indicates your depth of understanding of a subject and the ability to expand beyond the work of others. I highly recommend that you liberally include thinking at this level in your papers since it will yield the greatest academic and personal benefits.

B. 抄袭:

1. 学生可以和别人自由讨论并交换意见或观点, 因为讨论有其价值。然而, 在一篇论文或其它书面作业中, 若使用别人的意见, 必须有适当的注脚, 以归功于原著。
2. 学生借用书本, 录音带与所有其它资料, 必须注明资料来源(如文章附带的参考书目)以归功于原著。
3. 学生使用任何非“普通常识”资料, 应该附有注脚说明来源。学生经常难以分辨“普通常识”和“特殊资料”在研究中, 一种见解若三次出现在不同的资料来源, 可视为“普通常识”。(不包括被其他作者再引用的资料)。

例如: “马丁路德是德国神学家, 曾在宗教改革中扮演主要角色”的事实就不需注脚。然而, 假如是讨论学者们对他的生平的异意, 这种资料就需要注脚。另外直接引用语需加引号。假如你直接从一来源复制资料, 尽量避免太过量的直接引用语。

以下是依照 Vanderbilt 大学、ATS、APTS 相关政策制定的 AGST 处理抄袭的规定。菲圣作为 AGST 联合办学的神学院之一, 将依照 AGST 关于抄袭的政策处理。

抄袭被认为是一种严重违反教学和事工道德标准的行为。抄袭指偷窃别人的想法, 表述成自己的。这就如同偷窃别人的钱或财物一样不诚实。教师希望让学生十分明确的知道抄袭是不可容忍的。

在你提交的文章中, 将出现三类的写作。

1. 你自己的分析, 假设, 反思, 用自己的语言和想法表现出来。这是你所作最有价值的写作因为它显示出你对一个主题的思维深度及在别人想法的基础上拓展的能力。我强烈建议你多在这个层次的写作中思考, 因为这是对你个人和学术上最为有益处的。

2. The work of others that you draw on for ideas and concepts. Within your paper you will analyze, synthesize, adapt and paraphrase these ideas and give a citation (usually a footnote) of their source. Since you have not copied the words directly from your sources, you do not need to show these as a quotation. (Note however, that making minor changes in wording or the sequence of ideas from a source does not produce an acceptable paraphrase. Unless the paraphrase clearly represents a rewriting of the material using your own words, it would constitute plagiarism.)
3. The work of others that you copy verbatim from a source. Here, you must indicate that the material is taken directly from your source either by setting it off in quotation marks (for short quotations) or by using an indented paragraph (for long quotations).

When a faculty member encounters plagiarism in a Christian context, it is usually bewildering given the academic honesty that we assume exists among Christian students and even more so for students who are preparing for the ministry. We would like to believe that there are extenuating circumstances or that the student really doesn't know what constitutes plagiarism and engaged in it unwittingly. The purpose of this discussion is to remove any uncertainty. If you have questions about your use of a source in a paper as to whether you have cited it properly, you should consult your professor (taken from the APTS statement on Plagiarism).

What is Plagiarism? 什么是抄袭?

Any act of incorporating into one's own work the work of another without indicating that source. Examples of plagiarism:

- a) Idea plagiarism – Students may freely discuss ideas and concepts with others, since such discussion is valuable; however, ideas received from others and used in a paper must be properly cited, since the paper must express the original thoughts of the student. Stringing several properly cited quotations together is technically not plagiarism but it is often a poor way to write a paper.
- b) Not citing sources – Texts, cassettes, and other sources used by a student must be properly acknowledged by appropriate documentation. Failure to do so constitutes plagiarism.
- c) Using papers from previous classes – A student without prior permission from all instructors concerned may not submit papers containing substantially the same content for credit in more than one course.

Students often have trouble distinguishing between privileged information and common knowledge when deciding what materials should be footnoted. Obviously, one would not cite a reference if one included the fact that Martin Luther was a German theologian who was in the forefront of the Church Reformation. A general rule to follow is that an idea may be

2. 你从别人的写作中得到的想法和概念。在你的文章中，你将分析，假设，接受或复述这些想法，并在注脚中表明它的来源出处。因为你没有直接从这些资源中直接复制文字，你不必标引号作为直接引用。（然而请注意，只在文字或想法表达的顺序上做小改动的，不能认为是复述，除非复述清楚地用自己的语言表达，否则会视为抄袭。）

3. 你直接复制其他人的文字。在这种情况下，你必须用引号（对于较短的引用）或用一个缩排的段落（对于较长的引用）来表明你是直接从其它资源那里复制过来的。

当有老师发现在基督徒中有抄袭时，通常让我们不知所措，因为我们假设基督徒学生有学术上的诚实，特别是那些预备要全职服侍的学生。我们相信情有可原的情况，或者这个学生并不真正知道什么叫抄袭，无意识地做了。对此讨论的目的是排除这些不明确。如果你对你在文章中使用的材料如何恰当引用存有疑问，你应该咨询你的老师。（借鉴 APTS 关于抄袭的声明。）

任何一种把别人的文章的内容加入到自己文章中的行为，却没有表明引用资料的行为。抄袭的例子：

- a) 想法的抄袭——学生可以自由的与别人讨论想法和概念；然而，从别人那里借鉴的相反用于文章的必须恰当地表明引用，因为文章必须表达的是学生自己的想法。把一连串的已标明出处的引用组合在一起不是抄袭，但这经常是一种糟糕的写作方式。
- b) 没有表明出处——文字、影像及其它资料的使用，都必须恰当地表明出处。没有如此做的，视为抄袭。
- c) 使用之前课程的文章——没有得到所有相关老师许可，学生不可提交包含以前修学分的课程中相同内容的部分在新的文章中。

当面临下注脚的时候，学生常常感到难以区分什么样的材料属于特别的信息或普通常识。显然，如果一个人想陈述马丁路德是一个改革教会的神学家这个事实时，不需要下注脚。普通的原则是，如果一个想法是在

considered common knowledge if it is encountered at least three times in separate sources during one's research into a particular subject. (Reprints of one source do not constitute separate sources.)

不同材料中出现至少 3 次，这就是一个普通的知识。(再次印刷不能算作不同的材料。)

To learn to discern what is included in plagiarism, the following case study from the Vanderbilt University Student Handbook illustrates problems that can arise.

A student turned in a paper with the following paragraph:

But the higher man, for his part, can admit the possibility of coexistence, even in the face of this moral conflict which, as we have seen, does exist. Instead, it is the body of common men, the herd, which eliminates this possibility. The herd will try to get a single standard. And according to Nietzsche it succeeded in doing this, at least in the West, in Christianity. He would not relieve Christianity of all its dignity and worth, but at the same time he sees in it an instance of the dissatisfaction of the common man who has been conscripted by a morality.

A short time later, the instructor turned the paper over to the Honor Council, citing this paragraph as evidence of four examples of plagiarism. The instructor presented the following paragraph from A History of Philosophy, Volume 7, Modern Philosophy, part ii, Shopenhauer to Nietzsche by Frederick Copleston, S.J.:

What we see, therefore, in the history of morals is the conflict of two moral attitudes or outlooks. From the point of view of the higher man there can in a sense be coexistence. That is to say, there could be coexistence if the herd, incapable of anything higher, was content to keep its values to itself. But, of course, it is not content to do this. It endeavors to impose its own values universally. And according to Nietzsche it succeeded in doing this, at least in the West, in Christianity. He does not deny all value to Christian morality. He admits, for instance, that it has contributed to the refinement of man. At the same time, he sees in it an expression of the resentment which is characteristic of the herd-instinct of slave-morality.

The instructor delineated four examples of plagiarism as follows:

a. Idea Plagiarism

Copleston: What we see, therefore, in the history of morals is the conflict of moral attitudes or outlooks. From the point of view of the higher man there can in a sense be coexistence.

Student: But the higher man, for his part, can admit the possibility of coexistence even in the face of this conflict of moral attitudes, which, as we have seen does exist.

The instructor explained that this is plagiarism because, while the student's sentence is not exactly like Copleston's the idea presented is in both cases the same. The student's sentence is merely a reshuffling of the word order given in the book. It is necessary to cite the source of ideas even if they are restated.

b. Key Term Plagiarism

Copleston: That is to say, there could be coexistence if the herd

Student: It is the body of common men, the herd, which eliminates this possibility. The herd will try...

The instructor stated that this line is plagiarism because the student used a catchy word without citing its source. In this case, the word is "herd". Actually, the student could have legitimately used the word by qualifying it: "It is the body of common men, or to use Nietzsche's term, the herd, which..."

c. Word for Word Plagiarism

Copleston: And according to Nietzsche it succeeded in doing this, at least in the West in Christianity.

Student: And according to Nietzsche it succeeded in doing this, at least in the West in Christianity.

The instructor pointed this out as word for word copying, the most blatant form of plagiarism. The instructor also noted that, had the student put Mr. Copleston's words in quotation marks and properly footnoted them, there would have been no offense.

d. Paraphrasing Plagiarism

Copleston: He does not deny all value to Christian morality At the same time, he sees in it an expression of the resentment which is characteristic of the herd-instinct of slave- morality.

Student: He would not relieve Christianity of all its dignity and worth, but at the same time he sees in it an instance of the dissatisfaction which is characteristic of the common man and his group instinct of morality.

This, the instructor said, was paraphrasing, or taking the source's words and bit by bit replacing them with one's own. Paraphrasing is a technique of writing that is also, unless acknowledged, an act of plagiarism. For purposes of explication, greater clarity, translation, and other reasons, paraphrasing is often an advantageous tool. However, the student must understand that each use of paraphrasing must be clearly indicated either with a footnote or a referencing technique acceptable to the instructor.

Why Do Students Plagiarize? 为什么学生会抄袭?

The student may have decided after long deliberation to copy and paraphrase without attributing the work to its source.

- a. On the other hand, the student may instead have become pressed for time and ceased taking notes with care, leaving off the author's name or quotation marks. One may well be inclined to feel less antagonistic towards the student in the latter case than in the former. In either case, however, the student has demonstrated untrustworthiness as a scholar; that student's work cannot be trusted. Under the Vanderbilt honor system, failure to acknowledge a source through carelessness or negligence is an offense. Objectively stated, this means the above student's work is considered plagiarism, regardless of how it occurred. For example, should the student forget to note on research cards the source of material and then fail to foot-note the source when the paper or report is prepared, the student is still committing a plagiaristic act.
- b. In the same way, a plea of not knowing how or when to footnote is not considered a sufficient excuse. To avoid violations, all that is required is for the student to have the presence of mind when preparing a paper or report to realize that any ideas, words, or material from an outside source must be faithfully acknowledged, when-ever and wherever such should appear. Other-wise, the student is liable to an accusation of the offense of plagiarism and to any consequences that this will entail.
- c. The student should also be especially careful to realize that one footnote is not sufficient if additional material from that same source is included in the work. The footnote should express the extent of the ideas or expressions of others which are used. It is far better to err on the side of caution than to risk leaving source material not cited. In other words, when in doubt, cite the reference (footnote).

学生或许是经过长时间的深思熟虑，然后复制或复述别人的东西却没有说明出处。

- a. 另一方面，学生可能时间紧迫或者没有仔细地做笔记，忘记最后写下作者姓名和标上引号。有人倾向于对后者的情况没有前者这么抵触。然而，无论是哪一种情况，这个学生所展现的是没有学者之风，这个学生的文章不值得信任。在Vanderbilt 大学的诚信制度中，没有说明资料来源无论是粗心还是忽略，都是违规的。很显然，这个学生的作业会被认定为作弊，不管这是如何产生的。例如，学生忘记在摘抄卡上注明材料出处，以至于没有下注脚而提交了作业，这个学生仍被处理为抄袭行为。
- b. 同样，认为不知道如何或何时需要下注脚不是一个充分的理由。为避免出现违背以上一切的要求，一个学生在准备写作业的时候需要意识到，任何的想法，词汇，材料是来源于外部资料，必须要坦诚地承认，在任何需要的时候。否则，学生需要对抄袭的指控承担责任，并承受由此带来的一切后果。
- c. 学生还有注意到，如果对同一个资料还有其它的引用，一个助教是不足够的。注脚所包含的是所引用别人的想法的内容或表达。宁可过分小心，也不要冒险不下注脚。也就是说，有疑惑的时候，就标明参考的资料。

C. Other Related Items

A student wishing to submit papers containing substantially the same contents for credit in more than one class must obtain prior permission from all instructors concerned.

The above standards are given with the understanding that papers and other written assignments are to reflect the student's personal effort.

Please read, sign, and return to the Academic/Registrar's office. Your registration will not be considered complete until this form has been submitted.

C. 其它相关事项

一个学生如果想要提交的作业包含之前修学分课程中相同的内容，他/她必须事先取得所有相关老师的同意。

提出以上的标准是基于文章和其它书面作业都是为了反应学生个人的努力。

请阅读，签名，并交还给教务处/注册处。直到你交了此表格，你的注册才能完成。

-----><-----

ACADEMIC INTEGRITY COMMITMENT 学术诚信承诺

As a child of God and minister of the Gospel, I recognize the importance of academic honesty and integrity in all of the work I undertake in my studies. I pledge myself to uphold the highest standards of academic and ministerial ethics in my academic work, including submitting only those papers that represent my own writing and that give clear and appropriate citation to the sources I have used in their preparation. I also understand that allowing another student to plagiarize from my academic work constitutes academic dishonesty on both my part and that of the student.

作为神的孩子及福音的使者，我意识到学术诚实和诚信在我学习阶段所有功课中的重要性。我将在我的学术作业中，委身持守最高的学术和事工的道德标准，包括只提交那些体现我自己的写作或清楚恰当标明资料来源的作业。我也理解让别的学生从我的学术文章中抄袭，对我和那个学生都是学术上的不诚实。

I have read the description of plagiarism contained in the BSOP Student Handbook. I understand the consequences of engaging in plagiarism or other forms of academic dishonesty and I agree to be bound by these descriptions and understandings.

我已经阅读了菲圣学生手册中关于抄袭的描述。我明白抄袭或其它形式学术不诚实的后果，我同意这些描述和关于抄袭的看法。

Signature over printed name 签名

Date 日期

-----><-----

(The above Academic integrity Commitment is taken from the APTS statement on Plagiarism)
(以上的学术诚信承诺是取自于 APTS 关于抄袭的声明)

XIII. EVALUATION 评估

Each student will be evaluated according to his character, academic performance and practical work record by every faculty member at least once every school year.

每学年至少有一次由老师们评估每位学生的品格，学业成绩及实习工作。

XIV. GRADUATION REQUIREMENTS 毕业要求

A. Academics

1. For a Master of Divinity student, the candidate must complete all required courses or a satisfactory completion of 120 quarter-units of course work within a period of 5 years since the first registration. The student's GPA must be 2.0 (-B) or better.
2. For a Master of Arts in Christian Education student, the candidate must complete all required courses or a satisfactory completion of 12 courses (3-semester unit each), the comprehensive examinations, a thesis proposal, guided internship, oral defense and an acceptable master's thesis within a period of 7 summers since the first registration.
3. For a Diploma in Christian Ministry student, the candidate must complete all required courses or a satisfactory completion of 80 quarter-units of course work within a period of 4 years since the first Registration. The student's GPA must be a 2.5 (73-75) or better.

B. Satisfactory character evaluation jointly determined by the Faculty.

C. Satisfactory performance of all required units of Field Education: 9 units of Field Education or one-unit per quarter, 2 one-month summer internship and satisfactory evaluations by field education supervisors.

D. As part of CHED's requirements for application of Special Order Number (S.O.), three (3) copies of 20-page paper written by the graduating student in the Master of Divinity program must be submitted to the Academic Office no later than the third week of January. Bound copies will be submitted to CHED on the first week of February. The submission of the transcript of records (grades) and the 20-page paper to CHED qualifies you technically to apply for S.O. number granted to graduating student of degree programs of CHED-recognized schools.

E. Graduating students must submit a written graduation testimony for BSOP's FOCUS publication.

F. All graduates must clear accounts and obligations in every department/office of BSOP before leaving the BSOP campus (see the Registrar's Office for the CLEARANCE FORM details). A signed Clearance Form indicates the student is cleared of all accounts and allows

A. 学制要求:

1. 修读道学硕士学位的学生，必须在五年内完成所有必修课程，既 135 学分(学季学分)。学生平均成绩必须达 2.0 (B-) 以上。

2. 对于基督教教育的文科硕士学生，候选人必须完成所有必修科目或以完成 12 门课(每门课 3 个学分)，考试，论文建议书，实习，答辩及在首次注册后的七年提交一篇被接受的硕士论文。

3. 修读基本圣经课程的学生，必须在四年内完成所有必修课程，即修满 80 个(学季)学分，总平均成绩必须达到 2.75 (73 - 75%) 以上。

B. 由教师团评估学生品格是否合格。

C. 实习部确认学生所有指定实习工作表现合格，并有实习工场监督导师满意的评估。

D. 申请高等教育委员会特别号码通令编号的要求如下：道学硕士的毕业生需在正月第三周呈交三套二十页的文件。装订的文件会在二月第一周呈交给高等教育委员会。以上操作是申请高等教育委员会授予毕业生的特别号码通令编号的手续。

E. 毕业生须呈交一篇毕业见证以刊登在「菲圣」的刊物上。

F. 所有毕业生离开校园之前，应到各相关部门办理清单手续(请到注册部索取清单)。办完清单手续，才能领取文凭和成绩单。

the Registrar's Office to release transcript of records upon request and diploma after graduation.

Foreign students need to return to their home country and serve for 2-3 years before they can get their diploma.

- | | |
|---|--|
| <p>G. Graduating students are to present a special number on graduation day and presence is a must during every practice.</p> <p>H. All graduating students are required to attend the graduation rehearsal at all times.</p> <p>I. Due to our limited supply, the availability of the togas, hoods and caps will be made available to our graduates based on the first-come-first-serve basis. A deposit fee of ₱1,000 (refundable) and a rental fee of ₱200 (nonrefundable) will be charged on the day of rental (please give exact amount). The deposit fee of ₱1,000 will be reimbursed upon the return of the toga, hood and cap immediately after the picture taking on commencement day. If the toga, hood and cap were returned the next day, only ₱50 will be reimbursed. If they were returned after one week, ₱25 will be reimbursed.</p> <p>J. A special dinner and fellowship will be hosted by the BSOP Board of Trustees and Directors and BSOP Alumni Association, respectively, in honor of the graduates. Details shall be announced.</p> | <p>但国外学生应回国事奉两至三年, 才能领取文凭。</p> <p>G. 毕业生在毕业典礼时须提供毕业诗歌节目, 事前每次练习均要出席。</p> <p>H. 所有毕业生需要参加每次毕业彩排。</p> <p>I. 由于学院的毕业袍、学位服垂布和方帽数目有限, 学院将采取“先来先到”的原则租给毕业生。租借当天, 毕业生需要付 1,000 菲币的押金和 200 菲币的租金。毕业典礼当天拍完照片后, 毕业生务必退还毕业袍、学位服垂布和方帽, 学院也会立刻退还毕业生 1,000 菲币的押金; 一天到一周后退还者, 学院只负责退还 50 菲币押金; 第二周退还者, 学院只负责退还 25 菲币的押金。</p> <p>J. 「菲圣」的信托委员和董事会, 及校友会将会宴请毕业生, 务必出席。详情另行通知。</p> |
|---|--|

TUDENT LIFE 学生生活

	Page 页数
I. SPIRITUAL LIFE 灵命操练.....	26
• Spiritual Discipline 属灵纪律.....	26
• Care and Share 关怀小组.....	26
• Counseling 辅导.....	26
II. STUDENT LIFE 生活操练.....	26
• Student Involvements 学生参与.....	26
• Student Attire 学生服饰.....	26
• Personal Hygiene 个人卫生.....	27
• Absences and Tardiness 守时与请假.....	28
• Speech and Conduct 言语与行为.....	29
• Board and Lodging 膳宿.....	29
• Meals 膳食.....	29
• Dormitory Rules 宿舍条例.....	30
III. RELATIONSHIP WITH OPPOSITE SEX 社交生活.....	32
IV. STUDENT ASSOCIATION 学生会.....	32
V. SERVICES 服务.....	37
• Transportation 车辆.....	37
• Bulletin Boards 布告栏.....	37
• Health Services 健康服务.....	38
• Use of BSOP Facilities 使用学院设施.....	38
• Alumni Association 校友会.....	38

I. SPIRITUAL LIFE 灵命操练

A. Spiritual Discipline

1. Each student needs to develop a consistent devotional life. The allotted time for early morning devotion must be spent in quiet meditation before God, being careful not to disturb other students and not to allow other commitments or interest to interfere with one's meditation.
2. All students are required to attend an annual day of prayer.
3. From Tuesday to Friday, students are grouped for prayer after morning breakfast. After the third class period, the students should attend the Group devotion on Mondays, Prayer Meeting on Tuesdays, Chapel on Wednesdays, Care & Share on Thursdays and Interest Group on Fridays. Approval for absence must first be obtained from the Student Affairs office.

B. Care and Share

1. Faculty members are assigned as advisers for each Care & Share group. Students and advisers will meet periodically for prayer, sharing and fellowship to promote deeper mutual understanding and collective sharing of personal burdens and concern.

C. Counseling

Counseling is available for the students through the Seminary President, Vice President, the Student Affairs office, faculty advisers and faculty members. Students are encouraged to feel free to contact any of these persons for counseling on personal or spiritual matters or problems in order that such individualized attention may foster spiritual growth and maturity.

A. 属灵纪律:

1. 同学必须养成每天在主前默想灵修的生活习惯。在灵修时间, 请勿打扰同学, 或让其它事情妨碍自己的灵修。
2. 同学必须参加每年灵修日的活动。
3. 同学必须参加每周二至周五早餐后的分组祷告, 及第三堂课后星期一的讲道操练、星期二的祷告会、星期三的早会、星期四的关怀小组和星期五的兴趣小组。请假需要院牧与生活导师的批准。

B. 关怀小组:

1. 院方分配学生参与关怀小组, 由指定老师带领。老师与同学于每周四定期集合, 并在其时间祷告、分享及团契, 促进彼此间的了解与互相关怀。

C. 个别辅导:

学院鼓励同学如有个人问题, 或属灵问题要主动找院牧或生活导师辅导(或院长、副院长、关怀小组导师及全体老师), 促进灵命成长。

II. STUDENT LIFE 生活操练

Based on scriptural principles, the student life guidelines are formulated to help students learn how to live with people and develop conduct consistent with a ministerial practice.

A. Student Involvements

To help students focus on their training, students must first get the permission of the school before holding any official responsibility in any church.

B. Student Attire

The students' attire should be in principle, simple, neat and clean, conveying an air of professionalism. Students may be requested to be in professional attire even during casual hours when the occasion warrants it.

学院根据圣经原则制定下面规则, 要求每位同学自觉遵守, 旨在帮助同学学习与他人相处, 及建立传道人的品格。

A. 学生参与:

避免影响学业, 同学除在实习单位的工作责任以外, 未经学院批准不得接受教会或机构任何专职工务。

B. 学生服饰:

同学的穿着必须整齐清洁、朴素大方与职分相称。在某些特殊场合, 学生可能被要求穿正装即使是在休闲装的时段。

1. For female students:
No excessive make-up, extra-ordinary and ostentatious outfits. No plunging necklines, strapless or backless tops. Sleeveless tops should not be widely cut under the arms. Skirts should not be shorter than one inch above the knee. Hair longer than shoulder length should be neatly groomed.
2. For male students:
Long hair (side burns that are beyond the ears and hair below shirt collars) and beards or mustaches are not allowed. As a pastor, do not wear avant-garde hairstyles (e.g., very short hair or bald head).
3. For all students:
 - a. No sleeveless blouse, no-collar T-shirts, shorts and slippers should be worn during official class hours (the first morning period up to the last period from Monday to Thursday, 7:00 a.m. – 5:00 p.m.; Friday, 7:00 a.m. – 12:00 nn). Even after 5:00 p.m., if there is choir practice or makeup class, one needs to follow the requirement during regular class period.
 - b. During special occasions and school functions (like BSOP Sunday), students must wear the proper attire.
 - c. Night wear, undergarments and other house dresses should be worn within dormitory perimeters only.
 - d. Athletic attire should not be revealing. Short shorts, leotards, body huggers, and transparent shirts are not allowed. After doing sports, please take a shower and change to decent clothes first before enter the dining hall.
 - e. Slippers are allowed only after the last afternoon class. After 5:00 p.m., casual clothes are allowed, but please be decent.
 - f. The overall rule is that casual dress differs from professional dress in the degree of formality, not in the degree of modesty.
 - g. Modest T-shirts and polo shirts – No halter tops, undershirt, sleeveless T-shirts, and other forms of underwear are not allowed. Sleeveless athletic shirts (like those in basketball uniforms) may be used by men only for PE but not for casual wear, sweaty athletic clothing will not be allowed for casual wear.

C. Personal Hygiene/Sanitation

1. Students should observe good personal hygiene. Students should wash and clean often to prevent bad breath and body odor.
2. In order for your roommates to have sufficient rest, schedule your shower time during 6:00 a.m. – 11:00 p.m. Please respect the public aspect of the community life.

1. 女生:

女生不可浓妆艳抹、衣饰豪华，及穿低胸无袖的衣服，裙子不可短于膝盖上方一英寸，留长发须修饰整齐。

2. 男生:

头发需要在衬衫领口之上，两鬓不可过耳垂，也不可留胡须。作为传道人也别修剪过于前卫的发型（例如太短或者光头）。

3. 全体同学:

- a. 出于着装礼仪及文化的考量，上课期间周一至周四（早 7 时-下午 5 时）；周五（早 7 时-中午 12 时）不可穿着无袖子的上衣，圆领 T 恤衫，短裤、拖鞋等便装。即便是下午 5 时以后，若有诗班训练或者补课的情况下，请仍遵守正常上课期间的要求。
- b. 参加菲圣神学主日或特别场合应穿指定的校服。
- c. 睡衣、内衣等仅适合寝室内衣物，不得穿出卧室以外。
- d. 运动服要恰当适中，不可穿超短裤、紧身连体裙、紧身衣与透明衣服。运动过后要洗浴更衣后再进入餐厅就餐。
- e. 在下午最后一节课后，才可以穿拖鞋。下午 5 时以后可以穿轻松的便装，但仍需得体。
- f. 总的原则是，休闲装与正装的区别在于正式，而不在于朴实。
- g. 圆领衫或 POLO 衫，不管是三角背心，汗衫，无袖衫或其它任何形式的内衣都不可以穿。无袖的运动装（比如篮球衣）只可以是男生在运动的时候穿着，而不是平时作为休闲装穿着。有汗臭的运动装不可以作为休闲装穿着。

C. 卫生:

1. 菲律宾天气炎热易于出汗，请全体同学请注意个人卫生，个人着装请每天清洗。
2. 为了照顾室友之间能有效的休息，安排个人洗澡时间在清晨 6 时以后至晚上 11 时之前，请尊重群体生活的公共道德。

3. Students are to practice public sanitation.
 - a. Flush toilets after every use. Sanitary napkins and hard paper should not be thrown into the toilet bowl. Be thrifty in using toilet paper and switch lights off upon leaving.
 - b. Keep dorm room clean and orderly every day. Take the initiative to clean the room
 - c. The student lounge should be kept clean. Please do not leave food or garbage in the lounge. Take them away upon leaving in order to keep the place clean.
 - d. In using the class room or piano room, please keep the environment clean, leaving no food residue.
 - e. No food or drink is allowed inside the chapel.

D. Absences and Tardiness

To develop good habits and testimonies, students are to be prompt in all activities and responsible for their actions.

1. Resident Students
 - a. Students leaving the seminary compound should first secure permission from the Student Affairs office personnel. In his absence, permission may be acquired from other faculty members. The official on-campus hours for resident students begins at 10:00 p.m. on Sundays through Fridays after lunch. Students who cannot comply with the prescribed schedule should obtain approval from the Student Affairs office two days before the date of intended absence.
 - b. Approval for nonparticipation in any of the extra-curricular activities e.g. prayer meeting, chapel hours, choir practice, cleaning or exercise periods, or during library study period should be obtained from the Student Affairs office. The requirement to participate in athletic activities is waived for students above fifty years old.
2. For All Students
 - a. Permission to be absent from a class should be secured first from the Student Affairs office and the instructor(s) concerned. After an absence, excuse slips must be presented to and signed by the instructors. Reasons must be clearly explained. In case of illness, prior notice may be channeled through another student.
 - b. Please observe punctuality. Be prepared and keep quiet five minutes before class.
 - c. When the school has group activities that need to take a school van or bus, please be ready 10 minutes before the departure time.

3. 每位菲圣成员请注意公共卫生:

- a. 使用公共厕所必须冲洗干净; 卫生巾、或不易溶化的纸张等物不能扔进抽水马桶内。
- b. 同学应保持房间的整齐清洁, 要自觉主动打扫房间的卫生。
- c. 学生中心请保持环境清洁, 请不要将食物或垃圾留在中心内, 随手带走保持整洁的环境。
- d. 使用课室或琴房时, 请注意保持环境清洁, 不留食物残渣。
- e. 进入礼堂不可携带食物或水。

D. 守时与请假:

为培养同学良好的习惯与见证, 同学参加院内外一切活动必须准时, 并为自己的行为负责任。

1. 住宿学生:

- a. 同学离开校园必须向院牧或生活导师请假, 倘若两位都不在, 可向其他老师请假, 并须在门警处填写出入校门的时间。在校生的官方在校时间从周日晚上 10 时到周五午餐之间。学生无法在规定的时间内出席, 需要提前 2 天得到院牧的批准。
- b. 同学若不能参加课外活动, 如: 讲道操练、祷告会、早会、关怀小组、练诗、打扫寝室、集体运动等, 须向院牧或生活导师请假。五十岁以上的学生免除参加体育活动的要求。

2. 全体学生:

- a. 上课请假须事前向院牧或生活导师及任课老师请假。请假单上必须注明原因, 与相关任课老师的签盖。如果是生病, 可由其他同学代办请假手续。
- b. 请大家操练守时的美德, 在上课前 5 分钟请就位安静预备。
- c. 遇到集体活动需要乘校车或大巴外出时, 请在出发时间前 10 分钟就位。

E. Speech and Conduct

1. In the body life of seminary training, mutual respect, speech that builds up another and conduct that glorifies God.
2. Students should show proper respect and submissiveness toward all teachers and staff, and they should be willing to be taught and guided as well. They should also practice love and helpfulness toward fellow students, each maintaining an exemplary character and lifestyle.
3. Great care should be given to one's speech. Avoid indiscreet criticisms, judgment, and gossips as well as all other forms of conversations and words that dishonor the Name of the Lord and the reputation of the seminary.
4. When there are differences in points of view, students should be humble to communicate with each other, and learn from each other. Do not speak irresponsible words that might hurt others and affect unity in the seminary.
5. Brothers and sisters from different church or theological background should respect one another; no divisions or quarrels.

F. Board and Lodging

1. Meals
 - a. Resident students are required to take meals in the seminary. Married students are required to take lunch only in the campus. Monthly dues are collected by the Food Services Committee (FSC) at the beginning of each month. The fee will not be returned if a student did not take a meal.
 - b. Non-resident students or special guests must sign up for meals two hours prior to mealtime. Meal tickets are purchased from the staff members of the FSC. Students who would be late for meals should give prior notice to the FSC. No student is allowed to enter the kitchen or use its utensils or appliances without permission from the FSC or other faculty members.
 - c. Meals will be charged monthly. No refunds given for missed meals. Charges are computed proportionately for periods of less than four weeks. Non-resident faculty and students, BSOP guests are charged accordingly for meals taken.
 - d. When taking the meal, don't waste the food. Take enough food according to your needs and save every grain of rice. Unless there is a special reason (such as getting sick), students are not allowed to take away other student's name card.
 - e. Seating arrangement in the dining hall is assigned by the kitchen staff to encourage the practice of community living. No one is allowed to change the seating by changing the name card

E. 言语与行为:

1. 在学院的生活训练中, 同学应彼此尊敬, 讲造就人的话, 生活圣洁, 荣耀上帝。
2. 同学对老师和同工应当尊重、顺服、并有受教的心; 对同学应施与爱心关怀与帮助, 拥有做榜样的性格和生活方式。
3. 应当避免不负责任的批评、论断和闲言, 或其它羞辱主名, 与损害学院名誉的言语, 应以爱心说诚实话, 提积极的建议。
4. 遇到学术观点与周围老师或同学不同时, 应彼此心存谦卑, 彼此沟通, 彼此学习, 不可在背后讲论不负责任的言论以免造成他人伤害, 影响学院合一。
5. 无论是教会背景或神学背景的弟兄姊妹, 请彼此尊重不可在学院内分门别类, 结党纷争。

F. 膳宿

1. 膳食:

- a. 住宿同学一日三餐必须在学院用膳; 本地已婚同学仅需午餐在学院用膳。同学应在每月初缴交伙食费, 恕不退还「缺席」餐费。
- b. 走读生, 或来宾需在饭前两个小时登记用餐。餐卷可向厨房工作人员购买。同学如果不能按时用膳应事先通知伙食团。同学未经许可不得进入厨房, 或任意使用厨房或食堂里面的器具。
- c. 全体住宿同学膳食费按月计算(本地已婚同学另论), 但老师、同工, 及学院宾客用餐若少于四个星期, 则按日计算。
- d. 同学在享用餐食时注意节约, 食物请按需取食请节约每一粒大米。若非特殊原因(如突然生病)同学之间不可相互代收餐牌。
- e. 菲圣成员就餐位置的安排由厨房同工负责, 也是为了操练群体生活。任何人不可私自换餐牌改换

on their own. Violation of this rule will incur the appropriate punishment.

For other details refer to Appendix IV – BSOP Food Committee Guidelines.

2. Dormitory Rules

a. Facilities

- (1) Students are responsible for taking care of and maintaining furniture e.g. beds, mattresses, desks, chairs, wardrobes, bookshelves, screen doors. Damages will be charged. Room and gate keys may be rented from the Administration Office. Students must always maintain hygienic standards in these premises.
- (2) Cooking, including clean up, in the Kitchenettes of each floor should end by 10:30 p.m. Students may use the gas stoves and refrigerator according to the *guidelines* set by the Administration Office.
- (3) Laundry service is available to resident students, faculty and staff. The fee is determined by the Administration Office. Students who do their own washing may do so in the laundry area. Drying clothes is allowed in the laundry room only. Please do not tie ropes for hanging clothes on the roof deck.
- (4) Each student should cooperate with his/her roommates to keep the dorm tidy. 5:00 p.m. – 6:00 p.m. of each Thursday is the designated time to clean the dorm, kitchenette, hallway, gym and the student lounge. If there is a BSOP group activity, the time for cleaning can be temporarily set aside. If there is no group activity, please do not use the cleaning time for personal purposes like doing sports.
- (5) Every time the kitchenette refrigerator is cleaned, the dorm leaders have the right to deal with unclaimed food or food that's been in the refrigerator for a long time.
- (6) All the students will be charged ₱2,000 as deposit fee. All incidental fees and damages will be charged accordingly. Damages incurred exceeding the deposit fee will be shouldered by the students. If there is no damage, the entire deposit will be refunded at the time of graduation.
- (7) All students will be charged ₱1,000 as sanitation fee. For graduating students, the sanitation fee will be returned after passing the inspection of the room one day after the

就餐位置。若有违反将会受到一类处罚。

更多细节请参考附录四：菲圣膳食委员会指导准则

2. 宿舍条例:

a. 设备:

- (1) 宿舍里备有基本家具如床、床垫、桌子、椅子、衣柜、书架、纱门等。同学必须负责保护所使用的一切物品，如有损坏需要照价赔偿。房间与大门的钥匙可向总务处领取。
- (2) 生活楼每层设有小厨房，备有餐具与冰箱，同学必须按照总务处的规条使用与管理。小厨房使用的时间于晚上 10:30 终止。
- (3) 住在学院的老师、同工与同学可享用洗衣房的服务，收费标准按照总务处的规定。同学要自己洗衣服，请使用天台上的洗衣房。晾衣服也只可在洗衣房内，请不要在天台随意张拉绳索晾衣。
- (4) 每位同学应与室友互相配合保持房间的整洁，每周四下午 5 时至 6 时为清扫寝室及楼层通道和小厨房和体育室及学生中心的时间，此时间段若有其他集体活动，可以临时占用。若没有集体活动请不要私自挪作他用或者去做运动。
- (5) 在每次清理小厨房冰箱时，楼长有权利处理无人认领并长期占用空间的食物。
- (6) 每位学生入学时需要向院方缴纳 2000 菲币作为宿舍硬件保证金，若有损坏宿舍设施时须要照价赔偿。若没有损坏则在毕业时退还全部保证金。
- (7) 每位学生需要向院方缴纳 1000 菲币的宿舍清洁保证金，每年毕业典礼后，办理离校清单时若房间不清洁将

commencement or on the day of leaving the campus. For returning students, the fee will be rolled over if they pass the inspection.

b. Bedrooms

- (1) Full time students may live in the dorm. Commuting students (NR-FT, NR-PT) may stay in the dorm with approval from the Student Affairs office. Lodging fees are charged accordingly.
 - (a) Students who occupy a room will be charged in full.
 - (b) Students who stay overnight will be charged on a daily basis.
- (2) Room assignments are assigned by the Student Affairs office. Strictly no personal arrangements or exchanges are allowed. Students who wish to stay in the dormitories during vacation periods should obtain the approval of the Student Affairs office.
- (3) Be courteous and considerate to prevent disturbing the studies and rest of your roommate.
 - (a) Lights should be turned off by 11:00 p.m. so that roommates can sleep undisturbed. If there is a need to continue to do the assignments beyond 11:00 p.m., please move to the first floor Student Lounge.
 - (b) No loud conversations, singing and shouting so as not to disturb others.
 - (c) Students are to use ear-phones to listen to music/broadcasts.
- (4) Students are not allowed to bring inside the room home appliances like electric kettles, rice cookers, televisions, etc.
- (5) No washing and drying of clothes in the bedroom or bathroom.

c. Visitation:

Without the permission of the Student Affairs office, single students are not allowed to enter into the opposite gender's room or couples' room.

d. Entertaining Visitors

Students are allowed to entertain visitors or friends, not later than 9:00 p.m. so as not to impede their rest.

扣除清洁保证金，若房间清洁良好则退回清洁保证金。

b. 房间:

- (1) 全职就读的同学按规定须住宿学院。走读生(包括全职与带职)若需住宿,需提前两天申请并需经由院牧或生活导师批准。住宿费按日计算:
 - (a) 自用一个房间,需付全额。
 - (b) 留宿过夜按日计算。
- (2) 同学房间的安排由院牧与生活导师指定,不能自行选择。假期同学若需要住宿,必须向院牧或生活导师申请。
- (3) 同学应注意房间的公德,避免影响室友的学习与休息:
 - (a) 晚上 11:00 请准时熄灯休息,以免打扰舍友的休息。如果还有紧急功课需要加班,请移步一楼学生中心。
 - (b) 不可高歌、喧闹。
 - (c) 播放音响,若未经室友许可,必须使用耳机。
- (4) 禁止同学在房间里使用家用电器,诸如:电壶,电饭锅、电视等。
- (5) 禁止在浴室洗衣服,及在房间晾衣服。

c. 拜访:

同学未经院牧与生活导师的许可,不得随意进出异性房间或已婚夫妇房间。

d. 访客:

同学接待来访的朋友,晚上不能超过 9:00,以免妨碍休息时间。

III. RELATIONSHIP WITH OPPOSITE SEX 社交生活

- | | |
|--|--|
| <p>A. Students are encouraged to be Christian workers with exemplary moral conduct, strong system of values, and good inter-personal relationships.</p> <p>B. Social relationship is an important factor in a person's holistic education. For the area of love, courtship and marriage, God has different plans for each person. Students should discern God's perfect will regarding singleness or marriage.</p> <p>1. Courtship should be conducted with discretion and should not adversely affect studies, ministry and student's spiritual training. Students are not allowed to court during their first year of seminary training. Upperclassmen are also not allowed to court first year students.</p> <p>2. Students are to refrain from becoming engaged or married throughout their seminary training. It is recognized that the engagement period and early stages of marriage are significant in the life of a couple, deserving attention and freedom from Seminary demands.</p> <p>3. If a male and a female student have mutual feelings, after prayer, they should talk to the Student Affairs office or the faculty adviser of their Care and Share group. They should pursue their relationship blamelessly under the guidance of the faculty.</p> <p>C. In dealing with opposite sex in thought, words and action, Students, married or single, should be mature, pure and blameless in the eyes of God and the community of believers. Inside or outside the Seminary, Students should exercise wisdom in matters of courtship, since it leads to ultimate commitment of marriage.</p> <p>D. Students who are in the stage of courtship are strongly advised to take the initiative to seek and heed counsel from the care and share faculty members or the Student Affairs office.</p> <p>E. To demonstrate our Christian testimony, no two persons of the opposite gender (except for married spouses) are allowed to be alone in private or to go out together.</p> | <p>A. 同学应锻炼成为一个有高尚道德情操，属灵价值观与人际关系良好的基督仆人。</p> <p>B. 社交活动是全人教育中一个重要的环节。尤其是在情感、恋爱与婚姻方面，上帝对每个人有不同的计划，同学应寻求上帝的完美旨意，</p> <p>1. 同学必须把时间与精力用在神学训练上，以免影响学业，事奉及灵命的成长。故学院禁止同学在第一学年期间谈恋爱。高年级同学也不可
与一年级同学谈恋爱。</p> <p>2. 在校期间，同学也不准结婚。因为订婚和婚姻的最初阶段对一对夫妇的生活是非常重要的，值得重视，不要被神学院的要求和功课所占据。</p> <p>3. 若男女同学彼此互有好感，经过祷告后，请告知关怀小组导师或院牧及生活导师，在老师引导陪伴下圣洁的交往。</p> <p>C. 同学应竭力追求成熟，在思想、言语及行为上明智地处理与异性的关系，在上帝和信徒眼中无可指摘。无论在校内还是校外，学生应该在寻找配偶的事上有智慧，因为它将带来婚姻的最终承诺。</p> <p>D. 同学若在生活、灵命、或情感上有困扰，应主动找关怀小组老师或院牧、生活导师交通。</p> <p>E. 异性男女同学(夫妇除外)不能单独结伴外出，也不能在校园的僻静处，或天台上单独交通。</p> |
|--|--|

IV. STUDENT ASSOCIATION 学生会

- | | |
|---|---|
| <p>A. Name
This organization is officially named
BIBLICAL SEMINARY OF THE PHILIPPINES
STUDENT ASSOCIATION.</p> | <p>A. 名称：
学生会全称：
菲律宾圣经神学院学生会</p> |
|---|---|

- B. Address:**
BSOP
77-B Karuhatan Road
1441 Valenzuela City, Philippines
- Mailing Address:**
BSOP
P.O. Box 11
1469 Valenzuela City, Philippines
- C. Nature**
The association is the administrative organization of the whole student body of BSOP.
- D. Purpose**
The association aims to:
1. Promote the spirit of cooperation
 2. Develop one's gift of service
 3. Supplement the student-life training of the school.
- E. Membership**
Any bona-fide student, either part-time or full-time, is automatically a member.
- F. Organizational Structure**
1. The highest authority of the association is vested upon the student body. This body duly elects its officers from among its members and ratifies its constitution. The Faculty Advisers should be informed of all its resolutions before they are executed. All resolutions must be proposed and passed in the presence of the Faculty Advisers.
 2. The President of the seminary, the Vice-President, and the Dean of Student Affairs are its Faculty Advisers. In the absence of the Dean, a duly appointed instructor shall be the adviser.
 3. The Officers shall consist of:
 - a. One (1) President
 - b. Two (2) Vice-Presidents and one of them is also the Spiritual Coordinator
One from the English-Track
and the other from the Chinese-Track
 - c. One (1) Secretary
Can write minutes in English and Chinese
 - d. One (1) Treasurer
 - e. One (1) Auditor
 - f. One (1) Bookkeeper
 - g. Three (3) Physical Education Officer
 - h. One (1) Business Manager
 - i. Four (4) Health / Dorm Heads
(One each from every floor)

- B. 地址:**
BSOP
77-B Karuhatan Road
1441 Valenzuela City, Phils.
- 信箱**
BSOP
P.O. Box 11
1469 Valenzuela City, Phils.
- C. 组织:**
学生会是菲律宾圣经神学院全体同学的团体组织。
- D. 目的:**
学生会的目标要达到:
1. 增进同学的合作精神。
 2. 建立同学的事奉恩赐。
 3. 加强同学集体生活的训练。
- E. 会员的资格:**
凡注册的学生, 无论是全职或走读的同学都自动成为学生会会员。
- F. 组织的结构:**
1. 学生会的最高职权是建立在全体同学之上, 学生会职员由学生会选举产生; 任何提案决议的过程必须有学生会顾问在场。任何提案在履行之前必须经学生会顾问通过。
 2. 院长、副院长、及院牧是学生会的理事顾问。其他生活导师可以被邀请当理事顾问。
 3. 职员如下:
 - a. 主席
 - b. 副主席(2位), 其中一位兼灵工一位英文部同学, 另一位中文部同学
 - c. 文书
能记录英语与华语的会议纪要
 - d. 财政(1位)
 - e. 审记
 - f. 会计
 - g. 体育部长(两男一女)
 - h. 总务
 - i. 卫生部长/楼长(四位)
每楼层各一名

4. Duties of Officers:

- a. President
 - (1) calls and presides meetings of the association and the officers
 - (2) seeks to achieve the purpose of the association
 - (3) represents the association in external affairs
- b. Vice-President and Spiritual Coordinator
 - (1) assist the president
 - (2) assumes the responsibilities of the president in case the president is incapacitated or resigns
 - (3) seeks the spiritual uplifting of the students
 - (4) assists in the spiritual affairs of the school
- c. Secretary
 - (1) must know Chinese as well
 - (2) records and keeps all meeting minutes
 - (3) coordinates for all meetings
 - (4) acknowledges all correspondence
- d. Treasurer
 - handles all financial matters of the association
- e. Auditor
 - Watch over the financial practices
- f. Bookkeeper
 - prepares financial reports at the end of every quarter.
- g. Physical Education Officers
 - (1) prepares for weekly sport activities
 - (2) safeguards all sport equipment and cleaning devices
- h. Business Manager
 - takes charge of all purchasing
- i. Health / Dorm Heads
 - supervise and check cleaning work of the students to help maintain cleanliness and orderliness in the dormitories

5. Duties of Members

- a. Each member shall pay a membership fee as determined by the student body.
- b. All members shall abide by the constitution and resolutions of the student association.
- c. All members shall participate in all activities prepared by the association.

G. Rights of Members

1. All resident students have the right to vote and may be eligible for office. Non-resident students have the right to vote only. Special cases shall be decided by the student body and the Faculty Advisers.

4. 职员的责任:

- a. 主席
 - (1) 召集与主持学生会大会及职员会。
 - (2) 尽力实现学生会的目标。
 - (3) 对外事务代表学生会。
- b. 副主席兼灵工
 - (1) 协助主席。
 - (2) 当主席不能履行职权时，取代主席之职。
 - (3) 提高同学的属灵生命素质。
 - (4) 协助学院属灵事工。
- c. 文书
 - (1) 需懂英文。
 - (2) 记录与保管所有文件。
 - (3) 通知职员参加会议。
 - (4) 负责来往信件。
- d. 财政
 - 负责学生会一切财务。
- e. 审计
 - 审查财务的进出。
- f. 会计
 - 每季度末作财政报告和监督。
- g. 体育
 - (1) 预备每周的体育活动。
 - (2) 保管体育器材与用品。
- h. 总务
 - 负责采购。
- i. 卫生
 - 监督和检查同学的卫生扫除工作，协助保持宿舍的清洁和整齐。

5. 会员的义务:

- a. 会员必须交纳指定的会费。
- b. 会员必须遵守章程和决议。
- c. 会员必须参加安排的活动。

G. 会员的权利:

1. 全职就读的同学有选举权与被选举权。走读的同学只有选举权。特殊情况由学生会与监督委员会决定。

2. Members may use the properties of the association (e.g., stereo, sport equipment, etc.) in accordance to the rules and regulations provided.
3. Members have the right to suggest and voice out their opinions properly.

H. Meetings

1. The student body may be convened by its president, if necessary.
2. Officers shall meet once a month for discussion of business matters and twice a month for prayer. Emergency and special meetings may be called by its president.

I. Quorum

1. Two-thirds of the members present shall constitute a quorum.
2. All resolutions by the student body shall be approved through a quorum.
3. Any resolution, to be considered approved, must also gain 50% + 1 vote from the total members present.

J. Working Committees

1. Working Committees may be formed by the Student association officers to undertake projects.
2. Each committee shall be headed by a student association officer. No officer should head more than one committee unless all other officers are already heading one each.
3. Members of each committee may be any student appointed by the officers with the approval of the Administration. The number of members shall not exceed five. No student can be a member of two committees at the same time unless every student is a member of one.
4. The maximum term of office for each committee is one academic year. Each office may be held consecutively for two terms.
5. The committees may bring undecided issues to the officer's meeting for final decision. All decisions made by working committees shall be reviewed by the student association.

K. Election Code

1. Eligibility for Office
 - a. Current student association officers are eligible for the position of the president.
 - b. All full-time resident students, who have finished three quarters of studies with the required number of units, are eligible for the nomination of all other offices except the president.
 - c. All non-resident full-time students who are regularly attending the seminary's extra-

2. 会员有权使用学生会的设备，如：录音机、体育用品等。但必须按照会规要求办理相关手续。
3. 会员有提议权与发言权。

H. 会议：

1. 主席有权召开特别会议或紧急会议。
2. 职员会例会每月一次；祷告会两次。

I. 法定人数：

1. 法定人数：指出席人数占总人数的三分之二。
2. 任何决定必须获得出席者半数以上的选票（50%+1），才能通过。

J. 事工小组：

1. 事工组由学生会职员组成，并策划事工项目。
2. 学生会职员担任各事工小组长，每位职员不能身兼两职，除小组长外。
3. 组员由组长选拔，但须经监督委员会批准。每组成员不得超过五位，每位同学不能同时参加两个小组。
4. 小组成员限定一学年，职员可以连任三个学季。
5. 小组不能决定的事可带到职员会做最后决定，小组决定的方案须经职员会复审。

K. 选举规则：

1. 职员的资格
 - a. 本届学生会成员有资格竞选学生会主席之职。
 - b. 其他职员，除了主席的职位以外，有被提名的资格，但必须是全职就读的同学（已完成3个学季的学习并完成必修学分）。
 - c. 所有全职非住校生经常参加本院的课外活动（例：早会，体育），

curricular activities (e.g., chapel hour, PE) are eligible for all other offices except for the president, vice-president & spiritual coordinator.

- d. Physical education officers will have one male and one female student for the Student Center and one male student for basketball court.
- e. Each office may not be held consecutively by the same person for two terms.
- f. When ten or less students are eligible, one may assume two offices concurrently.
- g. Special cases shall be decided by the student body.

2. Election Date

- a. The election for the new set of officers of the association shall be held during the 1st Thursday of the 2nd month of the 3rd quarter. Two weeks before the election, the current officers shall nominate the candidates for the next year, and submit it to the faculty. After approval, the names of the nominees will be posted on the bulletin board 3 days before the election.
- b. The constitution of the association shall be posted three days prior to the election day.
- c. Election Procedures
 - (1) Student Council Officers nominate the candidates for the president and vice-president.
 - (2) Voting through Secret Balloting and Open Counting.
 - (3) Candidates for other positions shall be openly nominated and seconded. No objection from nominees would be entertained.
 - (4) When more than three candidates have been nominated and the highest vote after the first balloting does not garner 50% + 1 of the total vote, the two highest votes are retained. Another balloting shall be made and the candidate with the lowest vote dropped until anyone garners 50% + 1 vote.
 - (5) All members present must vote. Re-voting is needed if there are more than 10 none-vote (blank) ballots from each voting.

3. Inauguration Date

- a. Inauguration of the new officers shall be fourth Thursday after the election; unless special circumstances require otherwise. Between the period of election and inauguration, newly elected officers maintain normal member status. The early election aims to provide sufficient time for proper orientation of respective offices.

除了主席和副主席兼灵工的职位以外，有被选举资格。

- d. 体育部长为三人：一名男生与一名女生负责健身房，另一名男生负责篮球场。
- e. 每个学生在一个学生会职位上最多任职一次，任期一年。
- f. 法定学生人数在十人或以下，职员可身兼两职。
- g. 特殊情况由学生会决定。

2. 选举

- a. 新届职员选举于每学年第三学季第二个月的首个礼拜四举行。在选举日前两周会在现任学生会成员内部进行下一任成员提名，并交由教师团审核。审核通过后会提前三天将候选人名单贴于布告栏。
- b. 章程于选举三日前贴于布告栏。
- c. 选举过程
 - (1) 选举学生会主席与副主席时，在提名候选人中投票选举。
 - (2) 选举：无记名投票与当场开票。
 - (3) 候选人必须经会众提名与附议；被提名的候选人不得推委。
 - (4) 当候选人超过三位以上时，若第一次投票最高票数不满选票的半数以上 (50%+1)，则保留得票率较高的头二名，再以淘汰的方式重新投票，最后得票最多的当选。
 - (5) 出席者务必投票。每次投票，弃权投票人数不可超过十人。

3. 就职

- a. 就职礼于选举月第四个礼拜四举行(除非有特殊情况更改之外)。在选举与就职期间，新届职员仍然保持原来的身份，提早选举是为让新旧职员有足够的时间交接。

- b. If a new officer is not able to assume office, an election should be held unless deemed unnecessary by the student body. The elected officer shall finish the term. If the president is unable, the vice-president will assume the office and the vacant office of the vice-president shall be filled up by a duly elected person.
- c. The new Student Council officers take charge immediately after the inauguration ceremony.
- d. After the inauguration ceremony, the old and new officers of the Student Council can organize a fellowship gathering to encourage one another, to exchange ideas, and also to thank the old officers for their service.

L. Amendment of the Constitution

1. Proposed amendments to the constitution prepared by the officers shall be presented to the student body for approval prior to approval of the Faculty Advisers.
2. Changes shall be explained clearly.
3. A date of plebiscite shall be announced and the amendments be posted one week prior to the plebiscite day.
4. The student body shall then vote on each item during the plebiscite day.
5. After the plebiscite, the result together with the proposed amendments shall be presented to the Faculty Advisers for approval.
6. The Faculty Advisers has the authority to make any amendment to the Constitution and inform the Student Association to carry out.

- b. 假如当选的职员因故不能任职，学生会有权决定是否改选。当选的职员务必须完成任期。主席不在时，由副主席代替施政，其它职位则需另选一位补上。
- c. 新一届学生会职员在就职典礼后即开始就职。
- d. 新老学生会成员在就职典礼后自行组织一次集体聚会，旨在彼此鼓励，交流心得。也代表众位同学对上一届职员的服务表达感谢。

K. 修改章程：

1. 修改章程议案必须由职员会提交学生大会通过，然后呈交监督委员会通过。
2. 修改的地方应详细清楚说明。
3. 修章提案应在一个星期前发布修章内容与会员大会日期。
4. 修改的条款要经过会员大会讨论与投票表决。
5. 表决后，修章的结果与修章的建议必须呈交监督委员会批准。
6. 理事顾问有权修改章程，然后通知学生会执行。

V. SERVICES 服务

A. Transportation

Students may use BSOP vehicles with approval of the Business Office.

1. Students should fill up and submit the Transportation Request Slips two days prior to use.
2. Payments for fuel consumption, maintenance, driver's time and meal expenses, and other fees shall be charged accordingly.
3. The Business Office reserves the right to change, turn down, or adjust the students' request according to the schedule and priorities of school business matters and Faculty's requests.

A. 车辆：

同学需要使用学院的车辆，必须有总务处批准。

1. 在用车前两天填写并提交车辆使用单
2. 总务处根据使用时间的长短，计算司机的津贴、汽油费、汽车保养费等，合理收取费用。
3. 总务处可能因学院公务，或老师的需要，安排先后优先次序而更改，或调整同学使用车辆的要求。

B. Bulletin Boards

Students, faculty and staff may post notices and put up displays on bulletin boards designated for each department and for the Student Association only after approval from the Business Manager, Student Association president, or the Student Affairs office.

B. 布告栏：

学院各部门和学生会有布告栏，同学、老师或同工若要在布告栏里张贴海报、通知等，必须经过有关部门主任或学生会主席与院牧或生活导师的批准。

C. Health Services

New students are required to undergo physical check-ups at the beginning of classes. The seminary provides transportation for students to see the school physician.

First-aid kits and basic medicine is available for emergency use. Notify the Student Affairs office in case of emergency, accident, or illness.

D. Use of BSOP Facilities

1. Churches, Christian organizations, youth groups that are of the same evangelical faith as BSOP, may use the compound and its facilities (e.g., chapel, dining hall, kitchen, garden, vehicles, dormitories).
2. A letter of request, specifying the facilities needed, the number of persons staying, the duration of accommodation, and the purpose of the occasion, must be presented to the Business Office.
3. Any faculty or staff member or student making the request on behalf of an organization is responsible for the maintenance and care of the facilities used. Fees and other charges shall be settled with the Business Office.
4. The use of the kitchen or maintenance staff is optional and may be arranged with the Director of Food Services.

E. Alumni Association (AA)

1. The BSOP AA serves as a link between the alumni and the Seminary, as well as between the Seminary and the Christian community in the Philippines and wherever the alumni are serving.
2. It is composed of all graduates, including those who finished a period of study in any course in BSOP.
3. Officers are elected to a one-year term of office and serve in an advisory capacity to the President.
4. Occasionally, alumni homecomings are held, gathering alumni from all over the Philippines.

C. 健康服务:

新同学在开学前的例行体检, 将由学院安排车辆和医生。

学院设有药柜、急救箱。同学若发生意外, 或生病, 须通知院医或院牧与生活导师。

D. 使用学院设施:

1. 菲华众教会, 基督教机构, 青年团体等福音派同仁, 可以使用学院的设备。如礼堂、餐厅、厨房、花园、宿舍等。
2. 使用单位必须以书面向总务处提出申请, 并说明聚会的目的、参加的人数、时间和需要使用的设备。
3. 无论是老师、同工或同学代表某单位申请, 必须负责保管(保护)所用的器材(设备), 以及与总务处结账。
4. 使用厨房与厨师等, 可以与膳服部主任商量。

E. 校友会:

1. 校友分散在菲华教会和世界各地事奉, 校友会维系着校友, 以及菲华教会与学院之间的联络关系。
2. 校友会是由毕业生, 与曾修读过科目的学生组成。
3. 校友会职员每年选举一次, 职员可以向学院提供建议。
4. 校友会不定期举办校友返校日活动。

GUIDED INTERNSHIP 实习教会规则

The student's guided internship or field education makes up the third essential part of the three-phase training in the seminary, namely, the development of the student's spiritual life, theological knowledge and practical ministries involvement in the local church or parachurch organization. This is in recognition of the needed balance in classroom studies, personal Christian life and actual field work, to build up a well-rounded servant of God.

本院神学生的实习教育，乃是基于「灵命、学问、事奉」三育并重的原则。学院为培养学生成为既有扎实牢固的圣经知识，又有一定技能与实际工作经验，并符合时代要求的主仆，力求神学生在「灵命、学问、事奉」三方面都得到平衡发展。为此，神学生实习教育规定学生在就读期间，必须参加每星期周末的实习、和暑假教会事奉活动，以及短期驻堂实习。

	Page 页数
I. INTERNSHIP 学生实习.....	40
II. GOALS 目标.....	40
III. PRINCIPLES 原则.....	41
• Foundation 实习的基础.....	41
• Formation 各层面须知.....	41
• The Seminary 学院方面.....	41
• The Church or Parachurch 教会方面.....	42
• The Intern 学生方面.....	43
• Follow Up Guidelines for Summer Practicum 暑期实习规则.....	44

I. INTERNSHIP 学生实习

A. Method

The Field Education Department individualizes program and guidance, and relates them with the student's whole learning and past experiences.

It works with the other departments as well as with the church and parachurch to put into actual services at different church settings theories learned in class. The goal is toward a balanced spiritual growth and harmonious social living with others. Hence, the name *student-worker*.

B. Schedule/Credit

1. Weekend internship each trimester runs from 10 to 12 weeks.
2. Summer internship is 2 weeks in church conferences and camps, 4 weeks of Provincial assignment.
3. Completion of one trimester internship earns the student one (1) credit of field education; whereas completion of one summer internship will earn him two (2) credits.

C. Training Supervision

1. For weekend internship, the student is assigned to a church or parachurch in Metro Manila or its suburb, where he learns to minister to various age groups. He is supervised by resident pastor(s) or church leader(s) in the local church or parachurch.
2. Summer internship includes 2 weeks of ministries, in church conferences or camps, such as counseling in organized groups, conducting DVBS, teaching or preaching in training seminars and 4 weeks internship in provincial church where on-the-job training in church planting, visitation, personal evangelism & other pastoral works shall be provided.

A. 方针:

实习处一方面依照神学生的恩赐,才干,经验等自身条件;一方面根据教会,教育机构等实习单位的需要,合理分派学生适宜的实习工场。

让学生在教会事奉与社会关怀的实际工作中,将所学的真理知识应用在现实的生活中,使理论与实践相结合,灵命在事奉生活的实际检验中长大成熟。

B. 程序与学分:

1. 周末实习期间大约每学季有十一至十二星期。
2. 暑假实习包括两星期参与教会夏令会事工及四星期州府实习事奉。
3. 满意完成一学季周末实习者:获得1学分;圆满完成一州府实习者获得2学分。

C. 训练与监督:

1. 学生周末实习安排在岷市菲华教会或福音机构,由该教会牧师,领袖监督之。
2. 学生州府实习安排两星期参与教会夏令营当导师、教师等职务,以及参与为期四星期的州府教会开荒,探访与个人布道逐,家牧养等事工。

II. GOALS 目标

- A. To develop maturity in personality, judgment and relational skills;
- B. To develop right attitudes toward ministry;
- C. To discover one's gifts and develop them in various ministries;
- D. To gain exposure and practical experiences in ministering and
- E. To preserve the burden for the lost as various means and principles of reaching souls are learned.

- A. 锻炼学生在灵性、人格、人际关系上的成熟。
- B. 帮助学生建立正确的事奉观。
- C. 发掘学生事奉的潜力,并在圣工上发挥、发展其恩赐。
- D. 让学生在圣工上取得一定的实际工作经验。
- E. 培养学生抢救灵魂的负担,并熟悉各项宣道圣工的事奉原则。

III. PRINCIPLES 原则

A. Foundation

An effective internship is based on the principles of responsible cooperation in the following levels:

1. Intern and the Lord
The intern continually seeks to shape his own ministry according to the guidance of the Lord during his training years.
2. Intern and the seminary
Aside from imparting knowledge of the ministry, the seminary gives guidance and supervision. The student is expected to be teachable, accountable, available and faithful learners.
3. Intern and the Church or Parachurch
The church or parachurch continually gives training opportunities, feedback and supervision. The student enters into the life of the church and its ministries.
4. Intern and the Intern
Working hand-in-hand with fellow intern(s) assigned to the same church or parachurch and encouraging one another.

B. Formation

1. The Seminary

- a. All full-time students are required to enroll in Guided Internship or Field Education. Students under the master degree take the 3-year Internship which consists of three academic years (9 trimesters in all) and two summer field works (2 summers).

Thus, one full year of Field Education is 32 to 34 weeks of weekend internship and 6 weeks of summer practicum (two trimester breaks during one academic year must be noted: end of February and end of December).

- b. All full-time students under the Basic Bible Course may apply for internship for exposure and experience in local churches or parachurch ministries. This is also applicable to part-time and commuting students.
- c. The Dean of Field Education assigns an intern after a request has been processed. The "Field Education Covenant" shall be issued at the beginning of the internship, to be completed and signed by the church or parachurch field supervisor with the intern. The said covenant is to be returned to the BSOP field education department for filing.

A. 实习的基础

有效的实习教育必须建立在以下各层面关系与合作规则：

1. 实习生与上帝：实习生应明确事奉对象是上帝，在主面前好好祈祷，尊主为大，谦卑参与本院实习训练。
2. 实习生与神学院：学院提供学生资讯材料，给予适当的指导及监督。学生理应甘心乐意，顺服差派，并与实习处保持经常性的联络与交通。
3. 实习生与教会：教会或教育机构等其它实习单位，给予学生各种事奉机会，且应适当的监督与管理。学生应有受教之心，有责任感，并忠心所托之事工。
4. 实习生与实习生：同学相处，理当同心合作，互相扶持，彼此鼓励，在主恩里共同长进。

B. 各层面须知提要：

1. 学院方面：

- a. 硕士科学生：硕士科学生在学院的三年学习生活，除了课程学习，生活操练，还包括每星期周末的工场实习，夏令会事工，教会驻堂操练。实习分配：每学年有三学季，共计有三十三至三十四个周末的实习（注：不包括十月底与二月底的学期休假）。其中有两个暑假，必须往「外埠州府」教会，作为期四周的驻堂实习，共计八周；此外，尚须参加两间教会夏令会事工活动，为期两周，共计四周。
- b. 圣经科学生：基本圣经科学生在两年的学院学习生活，可自愿申请参加「神学生实习教育计划」。其他选修部份科目的学生或走读学生，亦然。
- c. 实习处：实习处主任负责研究教会寄来邀请实习生信函，资料等文件，或与教会接洽，安排实习生参与教会事工事宜，并略微征求学生意见，最后才决定差派人选，往所需的教会，教育机构等实习单位，参与实际圣工训练。同时，实习处主任将关心学生在实习单位的事奉与工作份量。并

- d. The 1st and 2nd year interns are assigned to the Basic Ministry: personal evangelism, discipleship, visitation, Bible study class, children's Sunday school, youth fellowship, song leading, visitation and sharing in fellowship.
- e. The 3rd and 4th year interns are assigned to the Advanced Ministry: pastoral work, preaching, translation work in worship service, church planting, specialized ministries arranged with the local church or parachurch organization.
- f. Every intern is assigned two sections of service in the local church or parachurch that takes 6 to 8 hours per week.
- g. Direct supervision from the Dean of Field Education, either by visitation or counseling or instruction, shall be carried out with the assistance of other BSOP faculty members.
- h. Checklist and evaluation forms are sent to the church pastor or field supervisors each trimester for update and feedback on intern's performance.
- i. The Dean of Field Education and the field supervisor shall evaluate the performance of the intern at the end of each internship by rating **passed** or **failed**.

2. The Church or Parachurch

- a. A Church or a parachurch organization may request for BSOP Intern(s). Request letters for weekend internship should be forwarded by the end of July or before August.
- b. The pastor or any church leader with direct access to the intern's assigned field work shall be the Field Supervisor, who shall familiarize the intern with the church and its programs. The Field Supervisor shall outline in detail the intern's assigned work and responsibilities as well as the intern's areas of freedom, creativity and support system.
- c. The Field Supervisor serves as a guide in helping the intern develop Christian character essential to the ministry: submission, humility, proper attitudes toward superiors and peers, discretion toward opposite sex, good interpersonal communication skills, sensitivity to others and social poise,
- d. The Pastor or Field Supervisor shall strive to draw out the gifts of the intern to present opportunities to develop such talents; to treat the intern as a learner and not as a full-time church worker.

与其他辅导教师，教授，针对学生个人事奉的事工性质，给予切合实际的引导，监督，考核。

- d. 一般来说，一年级与二年级的实习生，将安排教会基本事工的事奉。如：个人布道，门徒训练，查经班，主日学，领诗，团契，探访等事工。
- e. 三年级或四年级的实习生的训练，着重于讲台事奉如讲道，翻译，参与教牧圣工训练，开荒布道等能独当一面的事工。
- f. 每实习生应该有二个事奉项目，每周事奉时间约在六至八小时。
- g. 直接监督由实习主任亲自探望，辅导或指导该实习生，其他「菲圣」教授可相助巡视。
- h. 实习处与教会：学院将分发神学生实习工作情况评核表。由教会牧者，或有关人员评核，填写实习生的工作表现情况。
- i. 实习主任与该教会监督者将一起评估学生给予「及格」或「不及格」评核。

2. 教会方面：

- a. 邀请实习生：凡教会或基督教机构，需要神学生参与事奉，有必要填写一份申请表格，并于八月以前寄回实习处。
- b. 实习生鉴定：作为实习生评核人员，不论是教会牧者或长执，还是有关的负责人，都必须清楚该生的工作职责与范围，并了解其工作态度与表现，方可为之填写有关的评核表格。
- c. 教会对实习生的责任：教会有责任指导，辅助该实习生在教会的事奉。并且有必要帮助他学习圣职人员应俱备的优良品德。诸如：顺服，谦卑，敬老尊贤，作风正派，言行一致，切实的人际关系与沟通。
- d. 教会将提供多种实习机会，让实习生得以发掘潜力，发挥并运用属灵恩赐。实习生在教会实习期间应是位名副其实的「实习生」，而非「在职工人」。

- e. The Pastor or Field Supervisor shall discuss with the intern his work from time to time.
- f. Although not mandatory, a monthly honorarium may be given to the intern. Overnight accommodation for the intern who ministers late into the night at the designated church or parachurch is encouraged.
- g. For valid reason, an intern may directly ask for one personal excused absence in a trimester of weekend internship.
Permission for absence should be requested by the said intern from the Field Supervisor. The Field Supervisor, after weighing the cause of such request with the needs of the ministry, shall decide at his discretion, whether or not to excuse the intern. The intern shall be responsible to inform the Dean of Field Education on absences and comply with the necessary forms.
- h. The field Supervisor shall inform the Dean of Field Education as soon as possible when the intern performs poorly or is unfaithful in the assigned work, or has incurred unpleasant outcomes in the assigned task.
- i. The Field Supervisor shall fill out the Practical Work Evaluation Forms from the seminary every trimester. He may work with the dean of Field Education in rating the **passed** or **failed** performance of the intern.

3. The Intern

- a. One credit unit is awarded to a student who completes one trimester of weekend internship; two credits are awarded for completion of one summer field work.
- b. The intern is expected to be teachable, accountable, available, and faithful learners. He is to make efforts to enter into the life's situation of the church or parachurch.
- c. Attendance in the designated church's Sunday Worship is required. Discuss with the Dean of Field Education on conflicts.
- d. Punctuality and responsibility shall be observed through-out the internship.
- e. Approved ministries take precedence over self-initiated activities or ministries. Exceptions are in cases pertaining to the needs of the seminary (e.g., BSOP Sunday, Convocation Day, Commencement Day).
- f. Only one personal excused absence is allowed every trimester, with exception of prolonged illness.

- e. 由教会自由决定，牧者与属灵领袖有必要设定交通时间，作实际的督导和支持。
- f. 由教会决定，根据其经济能力，按月份提供实习用品和交通工具的津贴。
- g. 实习生若有正当理由需要告假，教会将视情况准假与否。
- h. 实习生若态度和行为表现恶劣，或无故缺席，教会应即时通知本院实习处。
- i. 教会分别二次缴交神学生实习工作情况评核表。他将和实习部主任一起给实习生的表现打分，分为通过或不通过。

3. 学生方面：

- a. 完成一学季周末实习可获得一学分；完成一暑期实习获得二学分。
- b. 实习生应当是名忠心殷勤的学习者。实习生也有必要积极投入所属教会或机构的团体生活圈，参与各种庆典等集体活动。
- c. 在某教会实习的学生应出席该教会的主日崇拜，除非事奉时间与崇拜会时间各异，则另论。若有冲突事件，须与实习主任商量。
- d. 工作计划应按部就班，遵守时间与做事负责，践行要道。
- e. 除了「菲圣主日」，「迎新会」等特别日子，周末以教会事工为重，不得以学业为借口或理由，而忽略实习工作。
- f. 实习生请假原则：学生每一学季，只能有一次事假(病假例外)。

- (1) Two unexcused absences in a trimester lead to additional work for the Intern.
 - (2) Permission for absence should be secured first from the Field Supervisor, then, from the Dean of Field Education.
 - (3) An excused slip shall be issued. It is to be signed by the Field supervisor and returned for file with the Department of Practical Work.
 - (4) The intern is responsible to coordinate for a substitute and to provide the notes or teaching materials to the substitute.
 - (5) Application for excused absence (with exception to illness) should be submitted at least one week before the assigned work begins.
- g. An intern should dress and groom himself properly. Wear proper outfits that will add, not subtract, to your total personality, and at the same time, suit the occasion and place.
 - h. An intern shall meet the training requirements specified for him by constantly referring to the job description and conferring with the Field Supervisor.
 - i. The intern shall receive a rating of passed or failed, from both the Field Supervisor and the Dean of Field Education. Rating is based on the checklists and performance evaluations of each trimester/summer internship. Additional work load may be required of an intern who is failing in field work.

C. Follow-up Guidelines for Summer Internship

Most of the general procedures of weekend practicum guide-lines are applicable for summer internship, in terms of requests, regulations, evaluation, and spiritual formation as well as character development for the intern. However, some particular guidelines for further reference are as follows:

1. The period of the summer internship is 6-week long, usually divided into two parts: 2-week of church camps and 4-week long or 1-month provincial church ministry exposure.
2. The pastor or the OIC of the church involved would be the Field Supervisor, working and supervising the student-intern, guiding him/her in any area of ministry available. A separate form appraising the intern's performance would be filled and completed by the said field supervisor and sent back to BSOP field education department.
3. The church involved would provide moderate accommodation to the student-intern—food and lodging, during the intern's stay for the practicum period.
4. The church involved, if affordable, would remit the airfare of the intern for the exact amount round-trip

- (1) 每学季若无故两次缺席，必须补足；三次迟到，按一次缺席论。
- (2) 若因事未能准时前往实习工场事奉，须事前与实习单位联络。
- (3) 实习处将提供教会「实习生请假单」，由教会有关人员签盖准假，交回实习处。
- (4) 安排适当的人替代自己的工作，并向实习处主任请假。
- (5) 任何理由请假(病假除外)，皆应于事前四小时之内，办妥请假手续。

- g. 实习生衣着打扮：实习生在教会事奉穿着应端庄得体，合乎主工人的样式。
- h. 实习生应该积极地与该教会监督者沟通其服事项目，要求等。
- i. 总之，实习生应在牧师或长老等属灵领袖督导之下工作，有必要积极主动与教会保持良好交通与合作关系。

C. 有关暑期实习的规则：

一般有关学生周末实习的规则，可以应用在暑期学生实习上，然而，还有以下个别条列作参考：

1. 暑期学生实习期间前后有六星期：包括两星期在教会夏令会事奉与四星期在州府的教会服事。
2. 该教会牧者，监督负责鉴定实习生，在其实习后给予评估表，寄回本院实习部。
3. 该实习教会单位负责在该实习生实习期间提供实习生住宿，膳食等生活基本需要。
4. 倘若该实习单位经济上许可，应负责实习生来回旅费，由「菲圣」到

fare, that is, from BSOP to the practicum cite and back to the intern's place of destination, home.

5. A monthly honorarium fee, for one-month summer church internship for the said intern would be greatly appreciated, however, this is not mandatory to the church involved.

实习单位，然后，再由实习单位到该实习生住家地点。

5. 如果暑期实习教会能给实习生发放实习礼金，我们将非常感激；但这也由实习教会自愿决定，无须勉强。

LIBRARY 图书馆指南

	Page 页数
I. LIBRARY PERSONNEL 图书馆服务人员.....	47
II. LIBRARY HOURS 图书馆服务时间.....	48
III. MATERIAL LOAN POLICIES 图书馆藏书/资料借阅说明.....	48
IV. BOOKS, SUNDAY SCHOOL MATERIALS, PERIODICALS 借阅书籍、主日学教材及刊物....	49
V. FEES AND FINES 交费与罚款.....	50
• Library Fines 图书馆费用.....	50
• Overdue Fines 逾期罚款表.....	50
• Loss and Damages 遗失收费、处理办法.....	51
• Internet Fees 上网收费.....	51
VI. THE LIBRARY OF CONGRESS SYSTEM 书籍分类系统.....	51
VII. THE CARD CATALOG 卡片目录.....	52
• Author Card 作者款目卡.....	53
• Title Card 书名卡.....	53
• Subject Card 标题卡.....	54
VIII. MISCELLANEOUS 杂物.....	54
• Dress Code 服饰.....	54
• Photocopier and Printers 复印机及打印机.....	54
• Reading Tables 自修座位.....	55
• In-House and Telephone Calls 内外电话.....	55
• Cellphones 手提电话.....	55
• Food and Drinks 饮食.....	55
• Lost Items 丢失物件.....	55
• Personal Belongings/After Using Books 私人物件/用过的书籍.....	55
• Emergency Exits 紧急出口.....	55
• Air-conditions and Lights 空调与灯光.....	56
• Sofas 沙发.....	56
• Audio-Visual Materials 视听教材规则.....	56
• Using Computers and Printers 使用电脑、打印机.....	56
IX. COLLECTIONS AND LOCATIONS 图书馆的组织和规划.....	57
• BSOP Library Floor Plan 菲圣图书馆蓝图.....	59

I. LIBRARY PERSONNEL 图书馆服务人员



Dr. Jean Uayan 蕭信心博士
Head of the Library 图书馆主任



Mrs. Raquel Cruz 拉苛姊妹
Administrative Librarian 行政馆员



Mr. Adiel Danganan 亞吉弟兄
Cataloging Assistant 编目职员



Mrs. Rebecca Danganan 利百嘉姊妹
Serials/Circulation Assistant 服务职员



Ms. Norabel V. Bagotsay 娜拉姊妹
Circulation Assistant 服务职员

II. LIBRARY HOURS 图书馆服务时间

A. Regular School Days 正常上课期间:

	MORNING 上午	AFTERNOON 下午	EVENING 晚上
MONDAY TO FRIDAY 周一至周五	08:00 - 11:00	01:00 - 06:00	07:00 - 10:00
SATURDAY 周六	08:00 - 12:00	01:00 - 05:00	

B. Quarter/Summer Breaks 假期开放时间:

	MORNING 上午	AFTERNOON 下午
MONDAY TO SATURDAY 周一至周六	08:00 - 12:00	01:00 - 05:00

C. Modules 密集课期间:

	MORNING 上午	AFTERNOON 下午	EVENING 晚上
MONDAY TO SATURDAY 周一至周六	08:00 - 12:00	01:00 - 06:00	07:00 - 09:00

- The Library is off limits to all students during 11:00 – 12:00 a.m. and other regulated activities of cleaning, sports and choir practice.
- The Library is closed on Sundays and Holidays. Check bulletin board for announcements.
- Photocopying service stops at 9 p.m. and during off-hours.

*在学院规定的活动或聚会时间(打扫、运动、练诗)不准使用图书馆。
* 周日和公共假日图书馆不开放; 假期的图书馆服务时间请留心察看布告板。
* 晚上九点以后或图书馆开放时间以外, 不准影印或借 / 还普通或保留书籍。

III. MATERIAL LOAN POLICIES 图书馆藏书/资料借阅说明

USER'S STATUS 会员身分	LOAN POLICIES 借阅内容说明		
	NUMBER OF BOOKS 书本数量(最多)	DURATION (Days) 借用期(天)	RENEWAL (Times x Days) 续借 (次数 X 天)
Fulltime faculty and Administrators 全职教师、行政员	40	120	2x90
Residential/commuting students 住院或走读学生	10	14	1x07
AGST students AGST 博士或硕士学生	10	14	1x14
Board members, adjunct faculty, staff members 菲圣校董、兼职教师、职员	10	60	1x30
Student's/faculty spouse 学生的配偶、教师的配偶	5	14	1x07
Alumni, non-alumni, pastors 校友、牧师传道	10	30	1x14

- Multi-media materials (cassettes, VHS tapes, CDs, VDCs, DVDs) can only be borrowed for a maximum of seven (7) days. Renewal is subject to approval.
 - AGST students from other seminaries shall deposit ₱200 per book, refundable upon return of books. Maximum number of books is five (5), subject to recall at any time.
 - Non-alumni pastors shall submit a letter of reference from their church, organization, or senior pastors together with their application form. Books can be borrowed after approval of application and payment of fees.
 - Guests and researchers shall submit a letter of reference or certificate of enrolment/ employment from their school Director or Academic Dean, organization, or pastor before permission is granted to use the Library. Such users may not check out books or journals.
- * 卡带、影音和其他视听资料借用期间是七天，续借需特别批准。
 - * 從其它神学院來的 AGST 学生可以借最多 5 本书，但每一本必須交菲币 200 元的押金。图书馆可以随时召回已借出书本。
 - * 牧师传道(非校友)必須提交其教会、团体、或牧师的介绍信函或证书才能进行申请手续。经批准并缴费之后，方可借出书籍。
 - * 来宾以及研究生必須提交其学校(院长或教务主任)、团体或牧师的介绍信函或证书才能正式使用图书馆;但不能借出任何书籍及刊物。

IV. GENERAL/RESERVED BOOKS, SUNDAY SCHOOL MATERIALS, PERIODICALS

借阅书籍、主日学教材及刊物

- | | |
|---|--|
| <p>A. All books and journals are magnetized. The Library is equipped with a sensor by the main door to detect improperly processed books.</p> <p>B. All books are subject to recall at anytime in case of need.</p> <p>C. Teachers may reserve English or Chinese books for their courses inside the Service Counter. This area is off-limit to all students. Please press the buzzer on the Service Counter for assistance. Course Reserved books may be checked out between 9:30 - 9:45 p.m. (Monday-Friday), to be returned by 7:30 a.m. the next day. Each student may borrow up to two (2) books overnight or over-weekend. Reserved books checked out for use within the Library will be limited to two (2) hours per student and may be renewed for another two (2) hours, unless requested by another patron. Late return will be charged by the hour. Non-residential students may ask about early evening (5:00 – 5:20 p.m., Mon-Fri) checkout, provided there are duplicate copies left in the TR shelves.</p> <p>D. Non-circulation materials include: Reference Books, Special Collection, Filipiniana, Oversized Books, Theses and Dissertations, Philippine Chinese Church Archive materials, Catalogues and Indices, Librarian's File Collection, Maps and Transparencies Collection. Photocopying requests are subject to approval.</p> <p>E. Sunday School materials may be checked out over the weekend between 10:30 – 11:00 p.m. (Friday), and must be returned on Monday morning by 8:00 a.m.</p> | <p>A. 每本书及刊物都具有磁性侦查设备，沒有按规定借出的书籍及刊物经侦检器便会发出响声。</p> <p>B. 必要时，图书馆可以随时召回已借出书籍。</p> <p>C. 教師可以指定將閱讀书籍放在服务柜台里面的书架。学生不准进入；请按鈴让职员助。晚上或周末借阅过夜书籍要在晚上 9:30 – 9:45 (周一至周五) 期间办理，需于次日上午 7:30 以前归还。每位学生限定借两本。在图书馆借用时，每本书可以用两小时，若无人申请使用书籍，可再延用两小时。如果过时还书，必按小时罚款。若书架留下同样书本，非住院的学生可以在下午 5:00 – 5:20 (周一至周五) 借出书籍。</p> <p>D. 非外借资料：保留参考书、特別收集、菲律宾特别藏书、特大书籍、论文、目录、摘要及索引、菲华教会特别藏书或档案、图书馆档案收集、地图与投影片收集。除非有特別批准不可影印菲华教会特别藏书或档案、图书馆档案收集和论文。</p> <p>E. 主日学教材：周末借出要在周五上午 10:30 – 11:00 办理，需于周一上午 7:30 以前归还。</p> |
|---|--|

F. Residential students, fulltime faculty and staff, student and faculty spouses may borrow periodicals overnight. Check out time is between 9:30 - 9:45 p.m. (Monday-Friday), to be returned by 8:00 a.m. the next day.

G. Procedure for checking out and renewals:

1. Checking out and returning books: Users must bring their Student Cards to the Service Counter along with the books and other items. This privilege will be denied if accrued fine is more than ₱1,000 or the number of books has exceeded the limit.
2. Holds and searches: If the user needs a book/reserved book that has been checked out, a hold request may be placed through the OPAC or by filling out and submitting a Book Search Form to the Library Staff. The user will be notified when the book is available or located.
3. Renewal procedure: Books may be renewed unless someone has placed a "hold" request on the books. For Board Members and Alumni, renewals should be made in person. Renewing over the phone will be allowed for special circumstances for one time only. Such renewal must be done by providing the Card number.

F. 住院的学生、全职教师、行政员、学生的配偶、教师的配偶借阅刊物：晚上借出刊物要在晚上 9:30 - 9:45 (周一至周五) 办理，需于次日上午 7:30 以前归还。

G. 借 / 还书籍方式：

1. 借 / 还书籍程序：借用人应带有效的学生证到服务柜台办理借/还书籍。未付清罚款超过菲币一千元者或借书已超过指定限量者，谢绝借书。
2. 寻找已借出或指定保留书籍：若需寻找或借已被借出的书籍及指定保留书籍，请添填写「寻找书」表格或「申请保留」表格交给图书馆职员。若找到必随时通知。
3. 续借程序：书籍如果没有其他人先预订，可续借。校董和校友要亲身延期。在特殊情况之下，可用电话通知图书馆职员你的借书证号码，请他办理延期，但只限定一次续借。

IV. FEES AND FINES 交费与罚款

A. Library Fees

Library fees for residential and commuting students have been included in the tuition fees charged by either the Academic Office or the AGST Registrar. This covers from June to the following March, or the regular school year. During the summer break, students (full or part-time) who have pre-registered for the following quarter may check out books. Board members, Alumni, non-alumni Pastors, Student/Staff spouses must pay ₱400 per year. Researchers (quarterly use) must pay ₱400 per quarter. The amount covers computer/internet usage but without borrowing privileges. Guest researcher's fee is ₱100 per day until 5 p.m., but without borrowing privilege and computer/internet usage. Non-BSOP patrons bringing their own laptop computers will be charged ₱100 per day for power consumption.

A. 图书馆费用：

住院或走读学生的图书馆费已包括于学费内。本院 AGST 博士或硕士学生的图书馆费已包括于 AGST 学费。有效期为一学年(每年六月至次年三月)。暑期之时，已经注册的住院或走读学生可以借书。校董、校友及非校友牧师传道、每年须付菲币 400 元。研究生每个学期须交菲币 400 元，可用电脑 / 上网，但不可借书。来宾每天须付菲币 100 元(不可借书或用电脑上网)。若带自己的手提电脑须付电费菲币 100 元。

B. Overdue Fines 逾期罚款表

Books 书籍	Periodicals 定期刊物	Multimedia 视听资料	Reserved Books 教师指定/保留书籍	Sunday School Materials 主日学教材
10.00/day 每日十元	5.00/hour 每时五元	50.00/day 每日五十元	20.00/hour 每小时廿元	10.00/day 每日十元

C. Loss and Damages

- Report loss immediately. If the report is made after the due date for returning books, the fine will be charged until the date of report.
- Lost books that are still in print will be charged the current amount necessary to replace the book plus a processing fee of ₱200. Out of print books will be charged ten times the original price of the books or higher. If the original price is not known, Chinese books will be charged US\$50 or higher, while English and other books will be charged US \$100 or higher, depending on the assessed value of the book. Total charges = date due fine + charges for book replacement + service fee.
- Lost journals or periodicals will be charged the current amount necessary to replace the items plus a processing fee of ₱200. Out of print materials will be charged ten times the original price or higher. If the original price is not known, each journal will be charged US\$100 or higher, depending on the assessed value of the journal. For multimedia materials, please consult the section on "Miscellaneous." Total charges = date due fine + charges for journal replacement + service fee.
- Damages are charged according to the repair fees plus ₱200 service fee.

D. Internet Fees:

Alumni and spouses of students/ staff/faculty shall pay ₱20 per hour when using the Internet, either on Library computers or personal laptops. Guest researchers shall pay ₱30 per hour.

C. 遗失收费、处理办法

- * 确定遗失图书时，应尽早向职员报失。若报失日期超过借阅期，仍应缴逾期罚款。逾期罚款由借阅期限起至报失日期计算。
- * 遗失还在出版的书籍按现值赔偿，并加菲币 200 元服务费及实际邮费。已绝版的书籍依当时购入书款的十倍(或以上)赔偿。如果档案资料未注明该书之购入价格，则中文书籍每本以美金 50 元计算。英文及外文书籍每本以美金 100 元计算。总金额=逾期报失罚款+书籍赔款+服务费。
- * 定期刊物依现值赔偿，加上菲币 200 元。已绝版的定期刊物依当时购入书款的十倍(或以上)赔偿。如果档案资料库中未注明该刊物之购入价格，则每本美金 100 元赔偿。视听资料请参考以下(杂物)部分。总金额=逾期报失罚款+绝版刊物赔款+服务费。
- * 损坏的书籍和刊物以修理费加菲币 200 元服务费。

D. 上网收费:

校友、学生的配偶、教师的配偶每小时上网费菲币 20 元(无论是图书馆或自己的电脑)。来宾以及研究生每小时上网费菲币 30 元。

VI. THE LIBRARY OF CONGRESS SYSTEM 书籍分类系统

The Library of Congress Classification System uses a letter at the beginning of the call number. The books are placed on the shelves according to letter/s (BS), then by the numbers which follow. For example,

Ref-CH
BS
1140.2
Ar6e

「菲圣」图书馆现在应用美国国会图书馆分类系统(Library of Congress Classification System)。每本书籍用英文字母开始。书本是按照字母排在书架，然后加上数码，如下：

“Ref” indicates Reference works, CH = Chinese; BS indicates the LCC Category. The letters “Ar” refer to the first two letters of the Author’s surname. OS indicates oversized books.

Ref 指参考书籍；CH 指中文书籍；BS 指种类。Ar 指作者英文名的头两字母。OS 指特大收集。

The LCC has the following categories:

<u>LCC</u>	<u>Category</u>
A	General Works (Encyclopedias, Dictionaries, etc.)
B-BD	Philosophy
BF	Psychology
BJ	Ethics
BR	Church History, Christianity
BS	Bible
BV	Christian Moral and Devotional Theology, Pastoral Theology, Church, Christian Education, Missions
BL	Other Religions
BM	Judaism
BP	Islam
BQ	Buddhism
BX	Denominations
C	History: Auxiliary Sciences
D	History: General and Old World
E-F	History: American
G	Geography
GN	Anthropology
GR	Folklore
GV	Recreation
H	Social Sciences
J	Political Science
K	Law
L	Education
M	Music
N	Fine Arts
P	Language and Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography and Library Science

美国国会图书馆分类有以下几类:

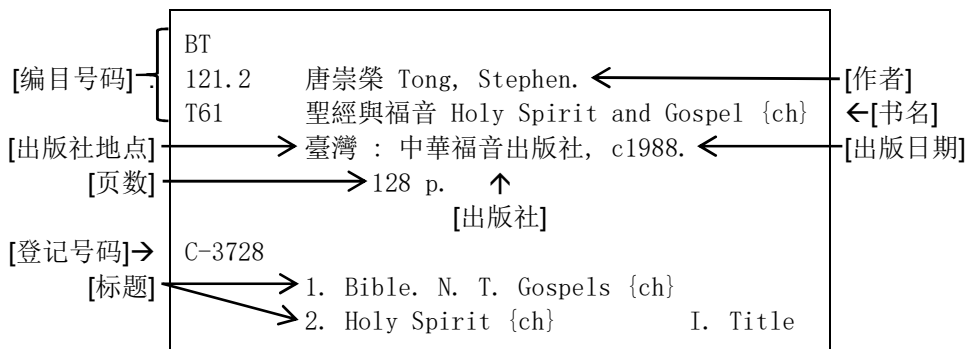
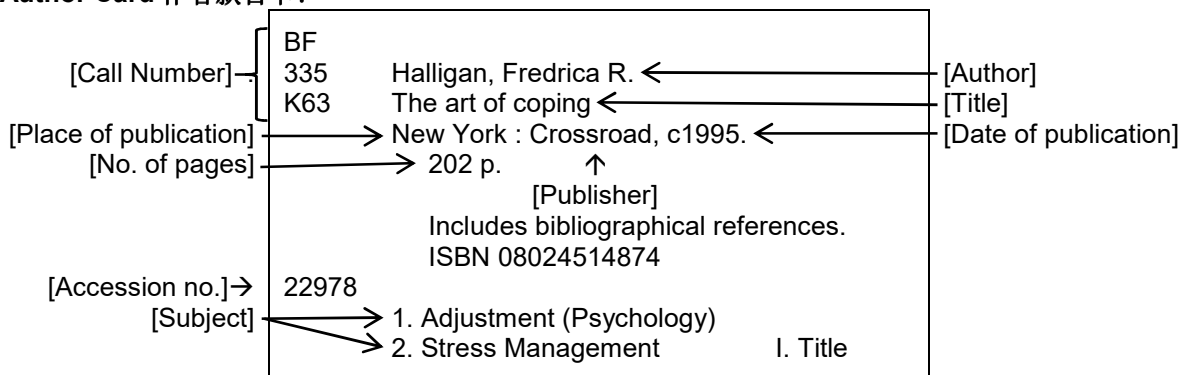
<u>種類</u>
总类(字典、百科全书)
哲学
心理学
伦理学
教会历史、基督教
圣经
基督徒道德与灵修神学、教牧神学、教会、基督教教育、宣教学
其他宗教
犹太教
回教
佛教
教会宗派
历史: 辅助科学
历史: 普通和古史
历史: 美国
地理
人类学
习俗礼制
娱乐
社会学
政治学
法律学
教育
音乐
美術
语言和文学
科学
医学
农学
应用技术
军事科学
海军科学
书目目录与图书科学

VII. THE CARD CATALOG 卡片目录

The Card Catalog is the “key to the Library.” The BSOP Library Card Catalog has two types of access points, which are arranged in dictionary form alphabetically. There are also separate sections for Chinese Books and Visual Aids cards.

卡片目录是图书馆的“钥匙”。「菲圣」图书馆的卡片目录有两种进出门路，都是用字典方式排列。中文书和直观教具也有分别目录。

A. Author Card 作者款目卡:



B. Title Card 书名卡:



C. Subject Card 标题卡:

ADJUSTMENT (PSYCHOLOGY)		
BF		
335	Halligan, Fredrica R.	
K63	The art of coping	
	New York : Crossroad, c1995.	
	202 p.	
	Includes bibliographical references.	
	ISBN 08024514874	
22978		
	1. Adjustment (Psychology)	I. Title
	2. Stress Management	

Bible. N. T. Gospels {ch}		
BT		
121.2	唐崇榮 Tong, Stephen.	
T61	聖經與福音 Holy Spirit and Gospel {ch}	
	臺灣 : 中華福音出版社, c1988.	
	128 p.	
C-3728		
	1. Bible. N. T. Gospels {ch}	
	2. Holy Spirit {ch}	I. Title

Aside from the Card Catalog, books can also be searched using the OPAC, or Online Public Access Catalog. This is located at the Service Counter and the Reading Area or through the website of the Seminary.

圖書館的書籍可以从線上公共接入目錄找到。這系統可在服務櫃台或閱覽地方使用，也可以上網尋找。

VIII. MISCELLANEOUS 杂物

A. Dress Code:

The wearing of appropriate attire at applicable times following the Seminary guidelines will apply. Casual attire and slippers may be worn only after 5:00 p.m., Monday-Thursday, and 12:00 noon on Friday.

B. Photocopiers and Printers:

Photocopying and printing services are available for the convenience of all patrons. Only fulltime faculty, administrators and staff members may do their own photocopying. Residential and non-residential students are to pay in advance ₱200 for photocopying every quarter; the balance is refundable if not completely used. Alumni, pastors, and visitors shall pay to the Library Staff upon service.

Standard limit for photocopying is 15% of total number of pages. For special needs and with written approval of professors, photocopying of a whole book is permissible. Cut-off time for photocopy service is at 9:00 p.m., Monday to Friday.

A. 服飾

遵守學院規定的服飾；周一至周四下午 5:00 以後和周五中午 12:00 以後才可以穿便服。

B. 複印機和打印機

複印機和打印機是為大家方便而設的。只有全職教師、行政員、及職員可自理。住院與走讀學生需每學季預先付複印訂金菲幣 200 元。如果沒有完全使用，可以退款。校友、牧師傳道、以及來賓可即時付錢給櫃台職員。

每本書不可影印超過 15% 的頁數。若要影印全本書，須經教授書面的許可。晚上複印時間至 9:00 截止。

Users who want to print their documents can use the printer located inside the Service Counter area. Please ask the Library Staff for assistance. Residential and non-residential students are to pay in advance ₱200/quarter for printing. Misprints shall be charged along with non-misprints in calculating the number of copies printed.

C. Reading Tables:

The reading tables are for public use at all times. No personal belongings/books shall be left on the reading tables. Reserved tables in the Graduate Students Study Room are available for doctoral, Th. M. or thesis-writing students. Books signed out for thesis writing may be placed in these areas. Other users shall not take away such books but may request the thesis-writer for temporary browsing. All other students and patrons may use the carrels in the Reading Area.

D. In-house and Telephone Calls:

The Library Staff shall accept and relay brief messages only if deemed important. Calls may be transferred to the lobby intercom (#141). Please advise relatives and friends regarding this policy. Faculty and staff members are requested to comply and refrain from asking to talk with students directly over any in-house intercoms.

E. Cellphones:

Cellphones shall be set on "SILENT" mode while inside the Library. Sending text messages inside the Library may be done but calls are to be made/taken outside the Library. The essence of this policy is not to cause disturbance to other Library patrons.

F. Food and Drinks:

Food and drinks are strictly forbidden inside the Library. Personal water bottles or teacups may be placed only on the cabinet beside the drinking fountain, not anywhere near the Library.

G. Lost Items:

Lost or items left in the Library shall be turned over to the Library Staff where they shall be kept for one week. Unclaimed items shall be disposed of according to the discretion of the Library Staff.

H. Personal Belongings/After Using Books:

All patrons shall take their personal belongings with them when leaving the Library. Alumni, pastors, guest researchers and visitors shall deposit their bags with the Library Staff while they are inside the Library. All books which have been used are to be returned to the book carts in the Book Stack and Reading Areas.

I. Emergency Exits:

There are two clearly marked "Emergency Exits" in the Library, indicated by signs on the doors. These exits are for emergency use only; anyone who opens these doors without just cause shall be fined ₱100.

若需要打印, 请到服务台让职员辅助。住院与走读学生需每学季预先付打印订金菲币 200 元。职员将登记打印的数目, 包括损坏在内。

C. 自修座位

这些座位(在阅览地方和书籍藏库)是公用的, 不准把私人的东西留在座位的任何地方。博士、硕士或写论文的学生可以在毕业生研究室特别申请预定自修座位。他们借用的书籍可以放在此处。其他同学需得批准才能当处阅读此书籍。其他同学与来宾可在阅览地方使用其他自修座位。

D. 内外电话

图书馆职员不会让学生接听外来的电话, 但若是紧急可以传达短讯。外来的电话将会转到会客室的内线通话设备#141。请通知亲戚朋友该条规。请教师职员避免在图书馆内用内线电话交谈。

E. 手提电话

手提电话在图书馆里面要设置在“安静”模式。无声传讯可以在图书馆里面使用, 但不可使用手提电话交谈(需交谈请到会客室), 免得搅扰其他人。

F. 饮食

不可在图书馆内吃喝任何东西, 水瓶或茶杯应放在会客室后面的杯架上。

G. 丢失物件

若在图书馆里找到丢失物件, 请交给柜台职员, 保管一个星期之后若没有人认领将由职员处理。

H. 私人物件 / 用过的书籍

离开图书馆, 每人需要把私人物件带走。进入图书馆, 校友、牧师/传道、以及来宾需将提袋交柜台职员保管。用过的书籍请放在小推车上, 请勿擅自放回书架。

I. 紧急出口

图书馆里有两个紧急出口, 门上有标明。紧急出口限于紧急时使用, 若有人随便进出将罚款菲币 100 元。

J. Air-conditioners and Lights:

Only the Library Staff may switch on and regulate air-conditioners. They will also turn on adequate lights during the day and night. Electric fans may be used when air-conditioners are off, but please avoid relocating them for your personal convenience. Turn off all fans and lights upon leaving the Library. Always conserve energy.

K. Sofas:

Sofa sets in the Reading Area and Book Stack Area are for sitting, not for napping or sleeping.

L. Audio-Visual Materials:

1. Selected video or cassette tapes may be checked out, or viewed inside the Audio-visual Room. If there are ten or more viewers, the air-conditioner may be turned on.
2. For class viewing, professors shall schedule two days ahead with the Chief Librarian. For church group viewing, the student shall personally check out the tapes and be responsible for them. They may not borrow for others or leave the tapes in their care.
3. Charges for group viewing is twice the amount for individual viewing. The fees for individual viewing are as follows:

No. of Discs or Tapes/Title 带/片	Cassette/VHS Tapes 录影带、录音带	CDs/VCDs 光碟唱片、影片	DVDs DVD 影碟
1	₱25.00	₱30.00	₱50.00
2	₱30.00	₱35.00	₱55.00
3	₱35.00	₱40.00	₱60.00
4	₱40.00	₱45.00	₱65.00
5	₱45.00	₱50.00	₱70.00
6	₱50.00	₱55.00	₱75.00

4. Board members, AGST students and non-alumni pastors shall first pay a refundable deposit of ₱400 before being allowed to check out AV tapes. Upon returning, deposits shall be refunded.
5. When losses or damages are incurred, the fines are as follows:

Cassette/VHS Tapes 录影带、录音带	CDs/VCDs 光碟唱、影片	DVDs DVD 影碟
5X the original price + ₱200 service fee 原价的五倍加菲币 200 元服务费	7X the original price + ₱200 service fee 原价的七倍加菲币 200 元服务费	10X the original price + ₱200 service fee 原价的十倍加菲币 200 元服务费

M. Using Computers and Printers

1. The Library Staff shall prepare all computers and printers when the Library opens. The computers shall be off-limits to students from 11:00 a.m. to 1:00 p.m. and from 6:00 p.m. to 7:00 p.m. and during regulated school activities. Users are not to turn on/off computers or UPS or change any settings, or connect

J. 空调与灯光

空调只准图书馆职员开关/操作。灯光和电风扇请按需要使用。没有使用空调之时, 可以开用电风扇, 可是不要随便移动。离开时必须关掉。尽量节省电流能源。

K. 沙发

阅览地方和书籍藏库安放的沙发不是床垫, 请不要在那里睡觉。

L. 视听教材规则

1. 有些录影带、录音带、光碟唱片、光碟影片、或 DVD 影碟可以借出, 也可以在视听室里用。
2. 若与课程有关, 请老师或负责学生一天前通知图书馆主任。只要有十人以上, 即可空使用空调。如果在教会放映, 学生借用要亲自负责。学生不可替别人借出或交给别人负责。
3. 团体收看费是个人收费的两倍。个人收看收费如后:

4. 校董, AGST 学生, 非校友牧师传道需先付菲币 400 元的押金, 押金于退还影视物品时取回。

5. 遗失与损坏赔款:

M. 使用电脑、打印机

1. 每天早上电脑系统由图书馆职员负责启动后, 才可以使用。早上 11:00 至下午 1:00, 下午 6:00 至 7:00 以及学院规定的活动时间, 学生不准使用。请不要私自启动或关

- laptops to any of the desktop computers in the computer area.
2. Keep the table, keyboard and drawers clean and neat. When using extra chairs, return to its place after use.
 3. Anyone desiring to use the computers, online or offline, shall sign up at the Service Counter. Each log on lasts for an hour and will automatically log off.
 4. Only Mr. Homer Huang, Rev. Dennis Yam and Dr. Jean Uayan (and the people they assign) may install any educational or technical software into the computers. No one is allowed to install his own programs, nor download from the Internet into any of the Library computers.
 5. Children of faculty/staff members and students, in elementary or high school levels, may use the computers from 5:00 – 6:00 p.m., 7:00 – 8:00 p.m. Monday through Friday, and any time on Saturday. However, they shall give due consideration to other users.
 6. WiFi signal is available inside the Library. The Internet is mainly a tool for research and email, and should not be used for chatting, electronic phone calls, immoral purposes, entertainment (watching/downloading games, movies or other media forms), and/or leisure (playing online games). Immoral usage dishonors God and improper usage slows down the whole system and affects all other users.
 7. Should you hear any unusual beeping sounds from the computers or see smoke or smell anything unusual on/from the computers, immediately save your work and report the problem to any of the Library Staff or to Mr. Homer Huang.
 8. Personal laptops should be turned off, unplugged from wall outlets or extension cords, and taken out of the Library upon leaving. They may not be left in the Library during mealtime or while students are attending classes or for whatever duration.

闭电脑，或者连接私人的手提电脑。

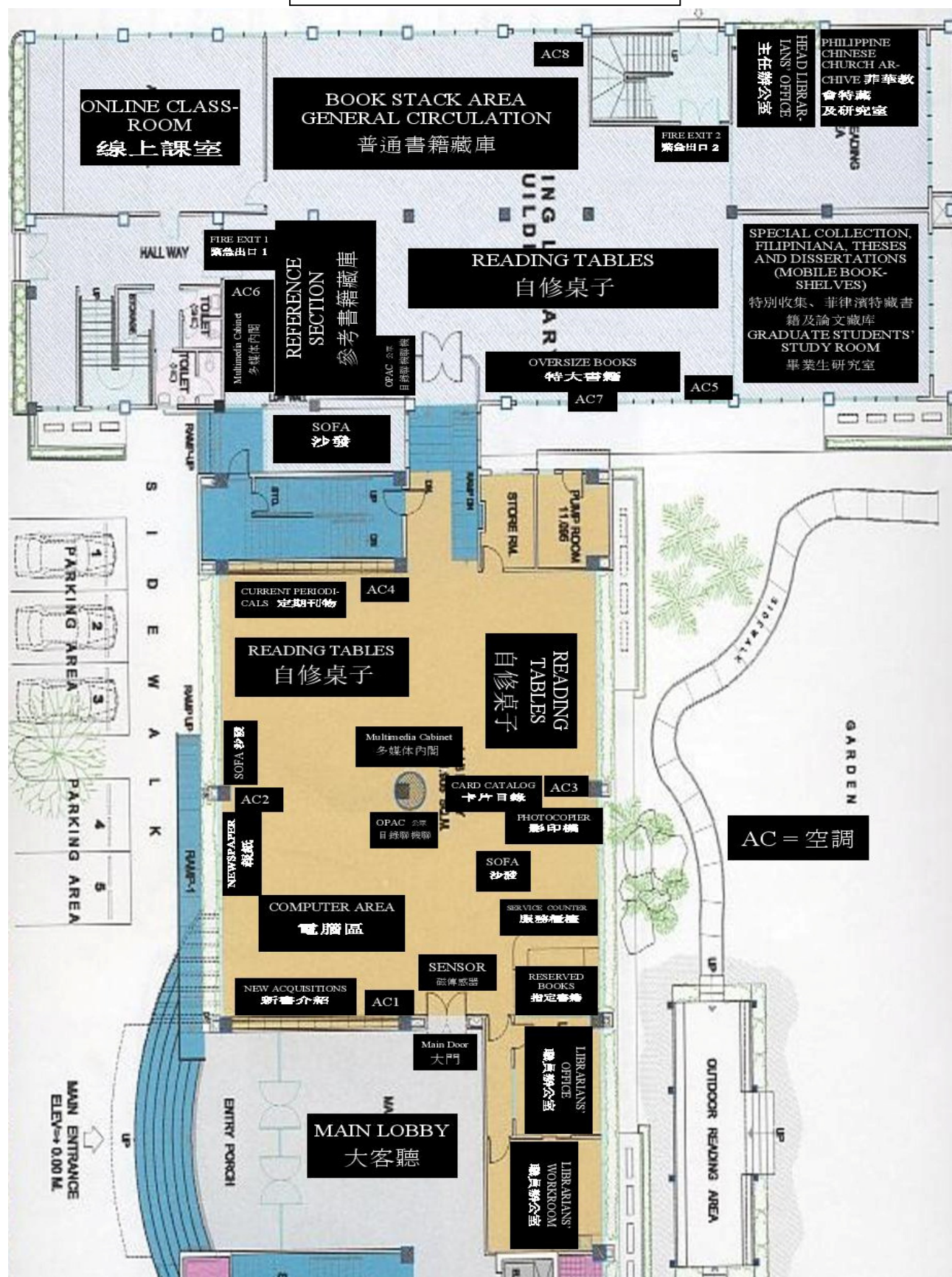
2. 请保持桌上、键盘、抽屉及电脑周围整洁。若需用更多的椅子，请于使用后归还原位。
3. 无论上网/不上网，使用电脑前，请在服务台的表格上登记。每次只能登记一小时；使用后，若无他人预订，可再续用一小时。
4. 只有电脑管理员黄篤和先生、余民利老师、蕭信心博士或他们指定的人可以输入教育或其他专门软件。其他人不可输入个人任何的软件/程序。
5. 教师与学生的儿女使用电脑的时间安排：(小学或中学阶段)周一至周五下午 5:00 至 6:00；晚上 7:00 至 8:00。周六不限定时间，但请避免长时间佔用。
6. 阅览地方有安装 WI-FI，使用原则只限于发电邮或上网研究，绝对不可通话、电邮聊天、网上看影片或运动节目或游戏，也不许下载此类媒介，以避免搅扰其他人或影响网路速度。
7. 如果突然听见电脑发出短促尖锐的声音，马上把你的文件存档，然后通知任何职员或者黄篤和先生。
8. 用餐、上课或参与学院活动时间，需要离开图书馆期间，请把私人手提电脑关闭，同时切断电脑的电源，然后随手带走。

IX. COLLECTIONS AND LOCATIONS 图书馆的组织和规划

- | | |
|--|--------------------------------------|
| ❖ English/Chinese General Circulation and Bound Periodicals Section (Book Stack Area beside Online Classroom) | ❖ 英汉普通书籍(书籍藏库靠近线上课堂) |
| ❖ English/Chinese Reference Circulation (Book Stack Area near glass exit door) | ❖ 英汉参考书籍(书籍藏库靠近玻璃紧急出口) |
| ❖ English/Chinese Theses and Dissertation Collection, Special Collection, Filipiniana (Book Stack Area; movable bookshelves) | ❖ 英汉学位或毕业论文、特别收集、菲律宾特藏书籍(在书籍藏库的移动书架) |

- | | |
|---|--|
| ❖ English/Chinese Course Reserved Books (in the Service Counter) | ❖ 英汉指定书籍(在阅览地方服务柜台里面) |
| ❖ Current Periodicals (Reading Area); Bound Periodicals (Book Stack Area) | ❖ 英汉定期刊物(靠近自修桌子); 英汉定期刊物订本 (在书籍藏库) |
| ❖ Oversized Books (inside blue bookshelves in the Book Stack Area) | ❖ 特大书籍(在书籍藏库靠近窗口的蓝色书架) |
| ❖ Philippine Chinese Church Archive (Philippine Chinese Church Archive and Research Room) | ❖ 菲华教会档案文件(在菲华教会特藏及研究室) |
| ❖ Cassette/Video Tapes, CD, VCD, DVD Collection in Multimedia Cabinets (Book Stack Area and Philippine Chinese Church Archives Section) | ❖ 卡带、录影 / 音带、激光唱片、影片、DVD影碟(在书籍藏库及菲华教会特藏及研究室) |
| ❖ Sunday School Materials (Philippine Chinese Church Archive and Research Room) | ❖ 布偶及主日学教材(在菲华教会特藏及研究室) |
| ❖ Librarian's File Collection (Reading Area inside Librarians' Workroom) | ❖ 图书馆文件收集(图书馆职员办公室) |
| ❖ Maps and Transparencies Collection (Philippine Chinese Church Archives and Research Room) | ❖ 地图及透明收集(在菲华教会特藏及研究室) |

BSOP Library Floor Plan 菲圣图书馆蓝图



APPENDIX I: Sample of “Guidance Form” (in letter format)

附录一：“训导表格”的样本（书信格式）

Dear Mr./Ms. Student:

亲爱的同学:

The Faculty Council of BSOP would like to meet with you and help you.

“菲圣”教师团想与你会面并帮助你。

We thank God that he has saved us and called us to the ministry. Moreover, we also thank God for giving us the opportunity to study, to learn together and to help each other here at BSOP.

我们感谢上帝拯救了我们并呼召我们参与这个事工。此外，我们也感谢上帝给我们学习的机会，在“菲圣”我们一起学习、彼此帮助。

Our spiritual life, its growth and maturity, is a life-time walk and involves a process of learning and unlearning. Along the way, we need each other to support one another, pray for one another and even correct one another.

我们灵性生活的成长、成熟是一生的道路，它是一个不断学习与不断改正的过程。在这条路上，我们需要互相支持、互相代求，甚至互相指正。

The Special Faculty Committee is aware of some of the issues you are struggling with. They have surfaced recently in _____ on _____.

“菲圣”特别教师团了解到一些你正在挣扎的问题。这些问题最近已经出现在_____（日期）在_____（地点）。

Counseling, help and correction are needed:

需要辅导、帮助和指正的:

1. the issue of honesty in finances/written assignments /exams
金钱/书面作业/考试中的诚信问题
2. the issue of attitude to authorities/practicum supervisor _____
对权柄或实习监督的态度问题_____
3. the issue of _____
_____问题

Based on our discipline policies and procedures listed on page 18 of this BSOP Student Handbook _____are offenses which need help so that your spiritual life may bring honor and glory to the God we serve and benefit others with whom one comes in contact with.

基于我们的处罚政策和 BSOP 学生手册第 18 页所列出的程序，_____是犯规，需要帮助以致你的属灵生命可以尊崇、荣耀我们服侍的神，并给所接触到的每一个人带去益处。

The Faculty Council recommends these specific steps to help restore your walk with the Lord and your relationship with others:

“菲圣”教师团建议以下这些具体步骤，为要帮助你恢复与上帝同行的关系及与他人的关系:

1. We recommend that you to seek professional counseling
我们建议你去寻求专业的辅导
2. We recommend that you do not take any courses in the 2nd/3rd____ quarter
我们不建议你在第二/第三学年第____学季上任何课程

3. We recommend that you apologize to _____
我们建议您向_____道歉。
4. We recommend that you submit _____report on _____
我们建议您在_____提交_____报告
5. We recommend that you meet faculty _____for prayer twice a week
我们建议您会见_____教师，有一周两次的祷告。
6. We recommend that you _____
我们建议你_____

In view of the above, the Faculty Council assures you that we are continuing to pray for you as we put you on probation/suspension you this quarter effective _____ to _____. We do not want the Evil One to take hold of anyone of us in the BSOP Family during this difficult time. Hence, we will ask all members of the BSOP Family to pray for you, not to take the initiative to ask you, not to discuss this matter with any other person, be it BSOP people or non-BSOP people.

鉴于上述情况，在我们把你放在试用期阶段或暂停你这个学季的学习的期间，____年____月____日到____月____日。“菲圣”教师团向你保证我们会继续为你祷告，在这个艰难的阶段，我们不想让那恶者掳掠在“菲圣”家庭中的任何人。因此，我们要请“菲圣”大家庭所有成员为你祷告，但我们不会主动询问你此事，也不与任何其他(“菲圣”的人或非“菲圣”的人)议论此事。

A Special Faculty Committee shall meet after fulfillment of #1, 3, 4 above to assess your case to decide whether or not to continue or discontinue your study here at BSOP. If found satisfactory by the Special Faculty Committee, you shall be allowed to continue your studies here at BSOP. We pray that the whole discipline procedure shall ultimately be redemptive, restore relationships and bring glory to God.

特别教师团会在以上 #1、3、4...情况满足后，开会评估来决定你是否继续或停止在“菲圣”的学习，如果“菲圣”教师团对你满意，你就可以继续在“菲圣”的学习。我们祈求整个处罚程序最终能挽回，恢复与神的关系、荣耀神。

Conforme 遵照:

Faculty #1 教师一

Date 日期

Faculty #1 教师二

Date 日期

Faculty #1 教师三

Date 日期

I understand and am willing to accept the above. Furthermore, I shall do what is recommended above so that redemptive discipline and restoration to the Lord and to others be achieved soon.

我明白并愿意接受上述处罚。此外，我将执行以上建议，以致尽快挽回并恢复与主并他人的关系。

Signed by 学生签名:

Name of Student 学生姓名

Date 日期

APPENDIX II: GUIDANCE FORM ON PLAGIARISM

附录二：抄袭“训导表格”

To be filled out by professor (form to be kept in the student's academic file)

由教授填写(表格被保存在学生的学术档案中)

I. Kind of Plagiarism: put a check whenever applicable

抄袭的种类：如果可行，请核对

1. _____ Idea Plagiarism 理念抄袭

2. _____ Key Term Plagiarism 关键词抄袭

3. _____ Paraphrasing Plagiarism 复述抄袭

4. _____ Word for Word Plagiarism 逐字抄袭

4.1. _____ block quotation without footnotes 大段引文没有脚注

4.2. _____ “cut & paste” from Internet files 从互联网文件中“剪切和粘贴”

5. _____ “Ghost Writer” Plagiarism – asking one’s friend, spouse, or another person to write a paper for you “代笔作家”抄袭---请朋友、配偶或其他人为你写专文

II. Evidence of Plagiarism: See Attached Paper/Assignment of Student

抄袭的证据：见学生附上的作业/专文

III. Action Steps Taken by Faculty:

教师采取的行动步骤：

Course in which plagiarism occurred 发生抄袭的课程：_____

Name of Professor 教授姓名：_____ Date 日期：_____

Paper returned to student on 归还作业给学生的 (date 日期)：_____

Professor talked to student on 教授与学生会谈的 (date 日期)：_____

Recommendations of Professor 教授的建议：

Option (1): give a grade of F (5.0) to this plagiarized paper

选项一：给这个抄袭论文 F(5.0)

Option (2): allows the student to write the paper with the following conditions:

选项二：允许学生在以下条件重写专文：

2.1) the rewritten paper must show the quality of a 2.0 (80-84%) grade paper.
重写专文必须显示 2.0 (80-84 %) 的分数。

2.2) the rewritten paper must be submitted within two to four weeks on the day a Guidance Form on Plagiarism is filled out both by the faculty and the student.
重写专文必须在教师和学生双方填写抄袭训导表格那一天后的两到四个星期内提交。

2.3) the rewritten paper will receive a grade of not more than 3.0 (70=D) if (2.1) is fulfilled, or a grade of 5.0 (F) if (2.1) is not fulfilled.

如果 (2.1) 被履行, 重写论文成绩不超过 3.0 (70 = D); 如果 (2.1) 没有履行将得到不超过 5.0 (F) 的成绩。

To be filled out by student:

由学生填写:

I, _____ admit that the attached paper is a written assignment work which I turned in on (date) _____ for partial requirements of the course _____ course name).

我_____承认所附专文是我于_____ (日期), 按 _____ (课程名称) 课程的部分要求所交的书面作业。

I regret that I have committed _____. This is my first ____ second ____ third ____ fourth ____ fifth ____ offense on plagiarism.

我很抱歉, 我犯了_____. 这是我第一次 ____ 第二次 ____ 第三次 ____ 第四次 ____ 第五次 ____ 抄袭。

Student's signature 学生签名: _____

Printed name 姓名: _____, _____
(Surname 姓) (Given Name 名)

Witnessed by 见证人: _____
(Name of Professor 教授姓名)

Date 日期: _____

APPENDIX III: GUIDELINES FOR FOREIGN STUDENTS

附录三：外国学生指南

STEP 1 第一部分: Visa Conversion 签证的转签 (Tourist visa to Student visa)

1. Request a copy of Personal History Statement Form from the Student Affairs officer (Pr. Sun Liang). Fill up and submit the **COMPLETED** form together with your original passport, plane ticket on the following "working" day after arrival (i.e. Monday thru Friday except holidays). Make sure that your passport is signed accordingly and retain a copy of your passport for yourself before submitting it to BSOP's Foreign Students Liaison Officer (FSLO).

The student is required to keep the photocopies as his Master file and generate copies from these when the need arises. Original copy of the student's passport / I-card are to be kept by the FSLO.

Pages to be photocopied:

1. Bio-page or data page
 2. Tourist visa page
 3. Arrival page
 4. Signature page
2. To expedite the processing of your documents, the student is requested to fill up the forms completely to avoid delay. Please be reminded that expenses incurred prior to the application of student visa, the tourist 9[a] visa extension fee, processing fee and all other incidental expenses (i.e. transportation fee, overtime pay for the driver), shall be shouldered by the foreign student.

NOTE: Government documents are considered legal. When signing documents, **ALWAYS** use the same signature style, as that appears in the passport. Foreign home address should be written with complete information. (No. / Street / Group / Village / Town / County / City / Province).

3. Submit 18 colored pictures 2x2 (in professional decent attire with white background/no eyeglasses).
4. Student is required to have a medical checkup as required by the Bureau of Immigration for processing of student visa. Ask assistance from the Student Affairs officer (Pr. Sun Liang).

Step 2 第二部分: Student Visa conversion 学生签证的转签

1. Upon approval of student visa, the student may request a copy of the stamped 9(f) visa page of his passport for his own file.
2. There shall be no unnecessary withdrawal of original documents, unless, approved by the Dean of Chinese Department.

1. 请从本校学生事务处 (Pr. Sun Liang) 索取一张信息表格, 填完后把表格连同护照和机票一同交给学校外国学生联络员 Emma 姐 (周一到周五为工作日, 假期例外)。在交护照之前, 请务必在护照的末页签名, 并且复印一份护照备用。

学生需要保存自己的护照复印件, 供自己以后使用。护照及其他文件的原件则由外国学生联络员保管。

复印护照:

- A. 第一页 (照片页)
- B. 签证页
- C. 抵达菲律宾的章印页
- D. 背后的签名页

2. 为了尽快申请学生签证, 学生填表时需要提供完整的信息, 以免延误手续。请注意, 申请学生签证之前的所有费用, 如旅游签证延签费, 手续费及其他费用, (包括交通费, 伺机超时工作费等等) 都有学生承担。

注意: 政府文件具备法律效用。在任何文件上签名时, **必须**与护照的签名保持一致。写自己本国的地址时要详细, 如省, 市, 县, 镇, 村, 街, 号。

3. 请交 18 张 2×2 的彩照 (着装正式, 背景为白色, 不戴眼镜)
4. 按移民局要求, 申请学生签证必须做身体检查。关于身体检查事项, 请问询学生事务处的 Pr. Sun Liang。

1. 学生签证得到批准后, 学生可以索取一份学生签证的复印件备用。
2. 未经中文部主任的批准, 不可随意向资料保管处索要原件。

* The student shall be charged ₱100.00 for every original document withdraws.

* 每次取回正本的文件，收费菲币 100.00 元。

Step 3 第三部分: Going Out from the Philippines 离开菲律宾

1. The student is required to secure approval from the Dean of Chinese Department of his intent to leave the country. Upon approval, the student shall inform the Academic Office/Registrar of his request to go abroad or return to his country of origin. He must fill out a request form, to be signed by the aforementioned authorities, and submit the signed request form to FSLO.
2. The student may claim his/her original I-Card from the Student Affairs officer (Pr. Sun Liang) after completing the school clearance and payment of I-Card fee amounting to Three Thousand Pesos (₱3,000).

1. 学生在离开菲律宾之前需要得到中文部主任的批准。得到批准之后，学生应通知教务处/注册处有关其出国或回国事宜。学生必须填写一张申请表，由上述部门签名，并把签名的申请表交给外国学生联络员，然后才可以办理离境清单。
2. 学生办理离境手续时所需要付的离境清单费/身份证更新费、交通费、超时费，都由学生自己承担(3000 菲币)。

Step 4 第四部分: Coming Back to the Philippines 返回菲律宾

1. He/she is required to hand over to FSLO his Passport and I-Card on the following working day (i.e. Monday thru Friday except holidays) after arrival. The student who fails to return the said documents after the stipulated date shall be fined ₱100.00 each day.
2. In addition, the student shall photocopy of any additional entry data on his/her passport (i.e. **last departure and arrival stamp**) and add to his own file.

1. 学生到达菲律宾后，要在第二天(周一到周五，假日例外)把护照和菲律宾身份证交给外国学生联络员。学生若未按规定日期上交上述文件，每超时一天将罚款 100 比索。
2. 学生也要复印护照中最新的入境资料(例如，**最新到达菲律宾的印章**)。

Step 5 第五部分: Final Exit 最后离境 (Graduating Students 毕业生)

1. Final Immigration Exit Clearance processing will be done on the 15th day of May for all graduating students. Student is advised to purchase the ticket, within the period (June 13 – 24 of the same year) and not go beyond. He is required to provide a copy of his ticket to FSLO on the first week of May, for the processing of the exit clearance.

NOTE: Graduating student(s) is/are prohibited from accepting extended practicum assignments beyond the specified date.

2. All exiting students are required to fill up BSOP Clearance Form completely and have it signed by all department heads before claiming the pertinent documents.

1. 所有毕业生最后的离境手续将在 5 月 15 日办理。建议毕业生在有效期之内离境(六月 13—24 日)把机票买好，不可逾期。毕业生需要在五月的第一周把机票复印件交给外国学生联络员，以便办理出境清单。

注意: 毕业生不可接受超过上述日期的实习工作。

2. 所有出境学生都需要完整地填写菲圣清单表，并让所有部门的负责人签名，然后才能索取相关的出境文件。

NO Clearance NO passport policy

没有填写清单，不可索取护照

3. Claiming of Passport and other travel documents shall be done **ONLY** during office hour: 8:00am to 12:00nn; 1:00pm to 5:00pm – Monday to Thursday;

3. **只**可在工作时间索取护照及其他旅行文件：周一到周四为上午 8 点到中午 12 点；下午 1 点到 5 点；周五

Friday 8:00am to 12:00nn. If the departure date falls on Saturday or Sunday, the student may claim his documents on the Friday provided he will be able to present the completed clearance form.

4. In case the student is terminated by the Seminary or decides to discontinue his schooling before completing the program without any valid reason, the student should pay the service fee of Five Thousand Pesos (₱5,000.00) to the seminary. Furthermore, if the student is under the seminary's scholarship program, in addition to ₱5,000.00, he must pay back the full amount of scholarship he received during the duration of his study.

为上午 8 点到中午 12 点。如果学生是在周六或周日离境，则可以在提交完整清单后，于周五索取旅行文件。

如果遇到学生被学院开除，或本人在不能提供任何正当理由的情况下中途辍学，学生则需要付给学院五千（5,000）比索的服务费。如果学生享有学院的奖学金，学生除了付五千比索外，则还要偿还在学期间所得到的全部奖学金。

I hereby agree to all terms and condition, and to cooperate and do my responsibilities set forth in this guidelines.

Signature over printed name 签名

The aforementioned guidelines will be strictly implemented

**PLEASE READ CAREFULLY
and
BE GUIDED ACCORDINGLY**

APPENDIX IV: BSOP FOOD COMMITTEE GUIDELINES

附录四：菲圣膳食委员会指导准则

I. Ordering 定餐/Checking Meals 划餐:

For breakfast – check *before* 7:30 p.m. of the previous day

For lunch – check *before* 9:30 a.m. of the same day

For dinner – check *before* 3:30 p.m. of the same day

早餐 — 请于前一天晚上 7:30 之前划餐

午餐 — 请于当天上午 9:30 之前划餐

晚餐 — 请于当天下午 3:30 之前划餐

II. Mealtime Schedules and Regulations 用餐时间表和用餐规定:

1. Observe mealtime schedule 请遵守用餐时间

Breakfast 早餐	07:00 — 07:30 a.m.
Lunch 午餐	12:00 — 1:00 p.m.
Supper 晚餐	06:30 — 07:30 p.m.

Note: To eat ahead of schedule, one must secure permission from the Food Committee adviser a day before.

注：如需在用餐时间段之前用餐，需要提前一天获得膳食委员会顾问的允许。

2. Dress Code inside the Dining Hall 在餐厅中的着装要求

Wearing of sleeveless shirt, shorts or beach slippers is allowed inside the dining hall after 5 pm from Monday to Thursday, and after 12 noon on Friday. However, if there is a special occasion in the campus, wearing of the proper attire is required.

在餐厅内可以穿着无袖 T 恤，短裤或拖鞋，周末和假日除外。但是，若在周末或假日期间学校有特别活动，需按要求着装。

3. Come on time for meals 请准时用餐

Attendance will be checked for breakfast. A student who arrives after the bell has rung once is considered late. If a student arrives after the bell has rung thrice, he is considered absent. In case of sickness, the student may request his roommate to inform the Food Committee officer of his situation on his behalf.

早餐会检查出席情况，若在铃响一次后到达算为迟到。若在铃响三次后到达则算为缺席。如果因病缺席，应请室友向桌长说明情况。

4. Pay attention to the ringing of the bell 请注意铃响次数

Once: to start the meal together with prayer.

Twice: to make announcements.

Thrice: to signal that people may leave the dining hall.

一次：谢饭祷告

两次：有报告

三次：准许离席

Schedule of Ringing of Bells 铃响时间表

	Ring Once 一次	Ring Thrice 三次
Tuesday to Friday (周二到周五)	07:00 a.m.	07:15 a.m.
Monday to Friday (周一到周五)	12:00 a.m.	12:20 p.m.

Note: On regular school days, no one is allowed to leave the dining hall before the bell rings thrice.

注：周间任何人不得在铃响三次前离开餐厅。

5. Refrain from standing before the bell rings thrice 铃响三次之前不可以随意站立

Only Food Committee officers are allowed to stand during mealtime. If there is a need for any other person to stand, the person should first secure permission from the officer of the table.

用餐期间只有桌长可以站起来。如果其他人需要站立，他需要先获得桌长的允许。

6. Answering the phone 接电话

When the phone rings, the student sitting in the table closest to the phone should answer it.

当电话铃响的时候，由离电话最近的桌子的同学接电话。

7. Use of Kitchen facilities 使用厨房用具

Only Food Committee officers are allowed to go inside the kitchen, except when permission is granted by the Food Committee adviser. Using of gas range is prohibited unless there is a special occasion. Anyone who wants to use the gas range must pay for the expenses incurred.

只有桌长可以允许进入厨房，或者经膳食委员会顾问允许的情况下可以进入。禁止使用煤气灶，特殊情况除外，使用煤气的人需要付所用煤气费。

8. Guests at BSOP 菲圣的客人

They must abide with the same rules as mentioned above.

客人也必须遵守以上所有规定。

III. Dealing with the Kitchen Staff 与厨房工作人员相处:

1. Only food committee officers are allowed to go inside the kitchen, except when the Food Committee adviser grants permission.
2. Request from the kitchen staff should be given over the counter.
3. Personal food cannot be placed inside the refrigerator (except food donated for the seminary).

1. 只有桌长可以允许进入厨房，或得到膳食委员会顾问的允许。
2. 所有对厨房工作人员的请求，请在窗口位置进行。
3. 私人食物不可以放在冰箱里（奉献给神学院的食物除外）。

IV. Taking Out Food 食物带走:

1. After the Food Committee adviser has granted take-out arrangement, personal containers must be placed on the counter at the designated time for ordering of meals (please refer to Ordering / Checking Meals). Food must be claimed immediately during mealtimes.
2. A person who eats at the dining hall must not take out extra food, be it his share or not. He may only eat extra food at the dining hall during mealtimes.
3. Roommates of a sick student may take out food to the room provided that they bring along the sick student's own utensils. (In case they borrowed utensils from the kitchen; utensils must be washed, cleaned and returned within half an hour.)
4. During weekends, all meals should be eaten in the dining hall. Taking out the food is prohibited.
5. No taking out of foods for kids eating free.

1. 若经膳食委员会顾问安排可以带走食物，在指定的订餐时间必须将私人的食物容器放置于窗口（参考订/划餐准则）。食物请在用餐时间内拿去。
2. 在餐厅用餐的人不可以将多余的食物带出餐厅，无论是不是他的那份。只允许在餐厅里且在用餐时间内食用。
3. 若有同学生病，其室友可将那同学的餐具和食物带回宿舍。（若从厨房借餐具，必须洗净，且在半小时内归还）。
4. 周末期间必须在餐厅内用餐，不许外带。

V. Paying Meal Fees 交餐费:

- | | |
|--|---|
| <ol style="list-style-type: none">1. Pay meal fees on time. (Deadline: A week before the end of the month).2. Lost envelope shall be fined ₱20. | <ol style="list-style-type: none">1. 请准时交餐费。(截止日期: 每月末的一周前)。2. 信封丢失, 罚款 20 批索。 |
|--|---|

VI. Having Guests at BSOP 在菲圣接待客人:

- | | |
|--|--|
| <ol style="list-style-type: none">1. Guests must order meals from the kitchen staff according to the designated time for ordering/checking meals. (please refer to Ordering / Checking Meals)2. Payment of meals must be done immediately after ordering of the food. Get a ticket after payment is made.3. Guests, whether children or adult, are charged the "per meal rate", (Inquire rate from the Food committee adviser) | <ol style="list-style-type: none">1. 按照所标明的时间, 客人必须在厨房工作人员那里订餐和划餐。(参考订/划餐准则)2. 订餐后应立即付餐费, 付费买取饭票。3. 成人或儿童的餐价按照“每餐用餐价格”收费。(具体价格咨询膳食委员会顾问) |
|--|--|

Note: BSOP Food Committee Guidelines are subject to change.

注: 菲圣膳食委员会指导准则可能会有变动。