



Biblical Seminary of the Philippines

Equipping God's workers with God's Word for God's work

菲律賓聖經學院

裝備主仆、扎根主道、做成主工

# Student Handbook 学生手册 2020



# Student Handbook 学生手册 2020

BIBLICAL SEMINARY OF THE PHILIPPINES  
菲律宾圣经神学院



# OFFICE OF STUDENT AFFAIRS

## 学生事务处

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# SECTION 1 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。

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## 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.

菲律宾圣经神学院展望门徒栽培者的仆人领袖，在亚洲及普世建立基督的身体，以圣经真道影响多文化的族群。

## 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 to God's glory.

菲律宾圣经神学院提供全面优质的神学教育，在亚洲及普世的教会，装备主仆、扎根主道、做成主工、荣耀主名。

## 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:

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. 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.

- 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：

### A. PROFESSIONAL APPROACH (HEAD)

The Seminary aims to help students gain a foundational understanding of the word of God; to acquire skills in

### A. 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

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.

**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.

**B. 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.

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。

**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。

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

#### C. 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.

## 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.

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. 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改进。

#### C. 实践领域 (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。学习用听众的语言来传讲及教导。
2. 成为一个仆人式领袖，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。

“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	Ms. 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	–	2019	May 五月	Dr. Joseph Shao 邵晨光博士
2019	June 六月	–	Present	至今	Rev. Anthony Hao 刘保成牧师

## 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。

# SECTION 2 ACADEMIC LIFE



*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。

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## 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 2"x2" 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. Satisfactory interview with the Admissions Committee

### A. 申请者资格:

1. 重生得救的基督徒, 信仰纯正, 品格端正, 身体健康。
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。
3. 积极参与当地教会的服事。

### B. 申请学制要求:

1. 道学硕士 (中/英文): 必须持有大学学士文凭, 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 2"x2" 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共两份。
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. 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](http://www.bsop.edu.ph).

### B. Fill in the forms and submit all requirements to the Office of the Registrar, as early as five months, and at the latest two months before the beginning of the trimester of intended enrolment.

### A. 从 [www.bsop.edu.ph](http://www.bsop.edu.ph) 获得 (申请表) 推荐人表格和体检表格。

### B. 填妥表格, 按要求在每年开学前 5 个月 (二月底) 交给注册部。

- C. Come on time for the interview and take all required proficiency exams.
- D. Wait for notification of acceptance.

- C. 按时参加面试, 并参加所有需要参加的测试和考核。
- 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 9 units per trimester. Students are not encouraged to register for more than 15 units per trimester unless they are graduating students who needed all the classes to graduate.
2. In addition to these, full-time students are expected to take Field Education (1 unit).

#### A. 学分要求:

1. 本地全职生每季至少修课 9 学分, 但不得超过 15 学分, 除非是毕业生需要完成课程才能毕业。
2. 国外学生每季必需修课 12 学分, 但不得超过 15 学分, 除非是毕业生需要完成课程才能毕业。另加英文课 (根据移民局规定) 和实习。

#### 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 the first six class-hours.
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.

#### 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. 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

#### A. Full-Time

1. Takes at least 12 academic units per trimester
2. Enrolls in one non-academic unit of field education per trimester

#### A. 全职住校生:

1. 每学季至少修读 12 学分。
2. 每学季需在实习部指定的教会实习。

#### B. Part-Time

1. Takes less than 12 academic units per trimester

#### B. 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 12 个学分。

## 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 出席考勤要求

- A. For classes that are synchronous:
  - 1. students who are unable to join more than 2 sessions without excuse will automatically receive a failing grade
  - 2. three (3) tardiness is equivalent to one (1) absence
  - 3. students who need to be absent must inform the professor the earliest time possible
- B. For classes that are asynchronous, student participation will not be not be gauged by attendance, but will be assessed either through weekly assignments, engagement in online discussions, among others.

- A. 对于同步课程要求如下:
  - 1. 无故缺席超过两节课的同学, 将自动判为不及格
  - 2. 迟到三次等同于缺席一次
  - 3. 需要缺席的学生必须尽早通知教授
- B. 对于非同步的课程, 学生的参与将不以出勤率来衡量, 而是通过每周作业、在线讨论等方式进行评估。

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

- A. Based on the Commission on Higher Education's policy, all new students are on probation during the first two trimesters of study. Formal acceptance is given after 18 units of study and evaluation by the faculty.
- B. The student is to watch closely the progress of his/her own program by tracking required courses, electives, thesis writing, language requirements, transfer credits, and other items that contribute towards the completion of all academic requirements in one's program of study.
- C. Each student is responsible to inform the Registrar by email about his/her plan to change status (e.g., from credit to withdraw, from credit to audit) on or before the second Friday after the trimester opens.

- A. 根据菲律宾教育部的政策, 所有新学生在头两学季是试读生。在修完 18 学分后, 并经由教师团评估认可, 才转为正式生。
- 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, 学分转换, 及其他有助于完成本专业所有学术要求的项目。
- 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。

## 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 trimester is distributed on the second week of the succeeding trimester. It is also sent to your home church / supporting church.
- 2. A minimum GPA of 2.00 (or 80-84%) in every trimester 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

### A. 成绩:

- 1. 每位学生的平均成绩是在下一季第二周分发。成绩也将发送给学生的母会及支持教会。
- 2. 攻读硕士学位的学生每季平均成绩最低必须保持在 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

the required minimum GPA in his/her program of study. Two academic probations in consecutive trimesters 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 being imposed.

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 take only 9-10 units on their first trimester of study.

## **B. Assignments**

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

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。学生的母会及支持教会、父母和监护人将被告知学生第一学年试用期。

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, 若一个学生在之前学季有两个及以上的未完成作业, 他将不允许修超过 9 学分的课程。若 3-4 个未完成作业, 修不超过 6 学分。若超过 5 个未完成作业, 只允许修 3 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. 直系亲属的疾病需要学生的照顾或严重的个人疾病需要住院治疗, 或完全卧床不起。
  - c. 家庭遭受创伤性的危机。并且 (a), (b) 或 (c) 等例子发生在作业截止日期的 1-4 周前。
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。任何延期的最长期限不得超过四周。
4. 如果由学生主动申请的迟交作业被批准, 每迟交一周, 成绩在原有作业成绩上扣去 5% 的分

extension, a grade of F will be given and will remain on the permanent record of the student.

#### D. Submission of Grades

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

#### E. Official Transcript of Records

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 trimester 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.

F. All graduating students are required to take a graduation review on the fourth week of their last trimester 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 trimester, 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 trimester of studies, he/she will not be considered as a graduating student. Instead, he/she shall be placed on the next trimester'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 trimester 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.

数。当期限满足, 作业仍未缴交, 成绩将按不及格 (F) 处理, 并存留在学生的成绩记录里。

#### D. 提交成绩:

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. 正式成绩单:

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. 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, 学生若尚有在其他学季未完成 (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累积未交的作业而被放在暑期毕业, 他至少需要选修一门累积未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 学分

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

显示一名学生已注册并符合课程的所有要求。所修课程的学时和成绩以总平均成绩计算。

**AU – Audit 旁听**

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.

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 未完成**

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 trimester.

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 退出**

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 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.

指在上课第三至第五周之间(期中考前或 27-50% 上课时间)退出该科目。若在期中考之后(或超过 50% 上课时间),退出该科目,将自动以 F (不及格)或 5.00 的成绩记录。三学分科目上课课时为 33 小时;二学分科目上课课时为 22 小时。

**F – Failure 不及格**

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.

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 – In Progress 进行中**

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

表示成绩有待老师提交。

**PR – On Probation 监察**

indicates academic or disciplinary probation.

指学生因学业或纪律而有的察看期间。

**SU – Suspension 停学**

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

指学生被学院停学一段或未确定的时间。

**EX – Expulsion 开除**

indicates permanent dismissal from the seminary.

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 & 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.
- 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 trimester (or a 12-week period). 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:
- 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. 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。
- 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. 留校察看:** 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:

- 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.
- 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:

- Insubordination to persons in authority
- Absent from class and other BSOP official activities without permission
- 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.

**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 committed against one's spouse or other persons

#### 处分 1 详情如下:

- 不顺服学院的领导者
- 上课无故缺席或其它“菲圣”正式的活动未经批准而缺席
- 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。

**“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。**

#### 处分 2 详情如下所示:

- 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。

#### 处分 3 详情如下所示:

- 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

#### 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
- Possession and use of alcoholic beverages (except for medical reasons and culinary purposes), drugs, tobacco and pornographic materials.

#### Under Philippine law, the following are criminal offenses:

- Possession of falsified documents 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.

Two written reprimand of any 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 trimester. 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.

#### 处分 4 详情如下所示:

- 菲律宾律法之下的重罪
- 打架
- 不道德性行为 and 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

#### 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, 推荐信, 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)

两项不同步骤(1)的书面申斥导致步骤(3)的纪律程序。三步违纪将导致第四步纪律处分程序。以上所列以外的其他违法行为将予以相应处理。累积原则适用于处理学生在 BSOP 学习期间的违纪行为。

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。

本院将于每个新学年 (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 其它有关学术事宜

### 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.

### 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. Books, 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.

### A. 作弊:

在考试时 (包括临时测验, 指定的书写习题与课外作业), 学生不得使用任何未经许可的辅助工具, 否则将视为作弊。"未经许可的辅助工具" 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. 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意见, 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。

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.
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?**

Plagiarism is 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

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. 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,并在注脚中标明它的来源出处。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。我们相信有情有可原的情况,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一个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。)

抄袭指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

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 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.)

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宗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.

为了了解什么是抄袭，下面的案例来自范德比尔特大学的学生手册，说明了可能出现的问题。

A student turned in a paper with the following paragraph:

一名学生交了一份有以下段落的论文：

*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.*

但是，就更高层次的人而言，他可以承认存在共存的可能性，即使面对我们已经看到的这种确实存在的道德冲突。相反，是普通人的身体、群体，消除了这种可能性。鹿群将试图获得一个单一的标准。根据尼采，至少在西方基督教中，它成功地做到了这一点。他并不想使基督教失去其全部的尊严和价值，但同时他也看到了被道德所征召的普通人的不满。

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.:

过了一会儿，老师把论文交给了荣誉委员会，引用这段话作为四个抄袭例子的证据。讲师展示了以下段落，摘自《哲学史》第七卷，《现代哲学》第二部分，作者：弗雷德里克·考普莱斯顿：

*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.*

因此，我们在道德史上看到的是两种道德态度或观点的冲突。从更高层次的人的角度来看，在某种意义上可以存在共存。也就是说，如果群体不能做任何更高的事，满足于保持自己的价值观，那么就可能存在共存。但是，当然，它并不满足于这样做。它努力把自己的价值观普遍地强加于人。根据尼采，至少在西方基督教中，它成功地做到了这一点。他没有否认基督教道德的所有价值。例如，他承认它促进了人类的精细化。同时，他也看到了一种怨恨的表现，这是奴性的群居性的特点。

The instructor delineated four examples of plagiarism as follows:

教师描述了四个抄袭的例子如下：

a. Idea Plagiarism 想法抄袭

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.*

柯布莱斯頓：因此，我们在道德历史上看到的是道德态度或观点的冲突。从更高层次的人的角度来看，在某种意义上可以存在共存。

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.*

学生：但就更高层次的人而言，他能承认存在共存的可能性，即使面对道德态度的冲突，正如我们所见，道德态度的冲突确实存在。

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.

教师解释说，这是抄袭，因为虽然学生的句子和柯布莱斯頓的不完全一样，但是两种情况下的想法是一样的。这个学生的句子只不过是书中给出的词序进行了重新排列。即使要述观点，也有必要引用其来源。

b. Key Term Plagiarism 关键术语抄袭

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

柯布莱斯頓：也就是说，如果兽群可以共存……

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

学生：这是普通人的身体、群体，消除了这种可能性。兽群将会尝试……

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..."

教师说这句话是抄袭，因为学生使用了一个朗朗上口的词却没有引用它的出处。在这种情况下，这个词就是兽群。事实上，学生可以合法地使用这个词，通过限定它，它是普通人的身体，或者用尼采的话语，兽群，它……

c. Word for Word Plagiarism 逐字抄袭

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

柯布莱斯頓：根据尼采的说法，它成功地做到了这一点，至少在西方基督教中是这样。

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

学生：根据尼采，它成功地做到了这一点，至少在西方基督教中是这样。

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.

教师指出这是逐字逐句的抄袭，是最明显的抄袭形式。老师还指出，如果学生把考普莱斯顿的话放在引号里，并正确地加上注脚，就不会有冒犯之处。

d. Paraphrasing Plagiarism 套用抄袭

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.*

柯布萊斯頓：他没有否认基督教道德的所有价值……同时，他也看到了一种怨恨的表现，这是奴隶道德的群居性的特点。

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.*

学生：他不会让基督教失去它所有的尊严和价值，但同时他也看到了一个不满的例子。这是普通人和他的群体道德本能的特征。

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.

那位教师说，这是意译，也就是把原始资料的文字一点一点地替换成自己的文字。释义是一种写作技巧，除非被承认，否则也是一种抄袭行为。为了解释，更清晰，翻译和其他原因，释义通常是一个有利的工具。然而，学生必须明白，每一个释义的使用必须清楚地表明，要么用注脚或引用技巧的讲师可以接受。

### 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 footnote the

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

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).

### 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.

## 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.

## XIV. GRADUATION REQUIREMENTS 毕业要求

### A. Academics

1. For a Master of Divinity student, the candidate must satisfactorily complete 108 academic units, 9 units of field education, and additional 9 non-academic units such as English/Minnanhu or music. The course must be completed within 5 years from the admission. The student's GPA must not be lower than 2.0 (B-).
2. For a Master of Arts student, the candidate must satisfactorily complete 72 academic units, 6 units of

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, 一个注脚是不足够的。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. 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。

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。

### 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课程, 既 108 学术学分 (学季学分)、实习 9 学分和英语/闽南话、音乐等 14 学分。学生总平均成绩必须达 2.0 (B-) 以上。
2. 对于文科硕士学生必须在四年内完成所有课程。候选人必须

field education, and additional 6 non-academic units such as English/Minnanhu or music. The course must be completed within 4 years from the admission. The student's GPA must not be lower than 2.0 (B-).

3. For a Diploma student, the candidate must satisfactorily complete 36 academic units, 3 units of field education, and additional 3 non-academic units such as English/Minnanhu or music. The course must be completed within 4 years from the admission. The student's GPA must not be lower than 2.0 (B-).

- B. Satisfactory character evaluation determined by the Faculty.
- C. 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.
- D. Graduating students must submit a written graduation testimony for the BSOP in Focus.
- E. All graduates must clear accounts in every department of BSOP before leaving the campus (see the Registrar's Office for the CLEARANCE FORM). A signed Clearance Form indicates the student is cleared of all accounts and allows 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.
- F. Graduating students are to present a special number on graduation day and presence is a must during every practice.
- G. All graduating students are required to attend the graduation rehearsal at all times.
- H. 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 ₱250 (nonrefundable) will be charged on the day of rental (please give exact amount). The deposit 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.

圆满地完成 72 学术学分(学季学分)、实习 6 学分和英语、闽南话、音乐等 10 学分。学生总平均成绩必须达 2.0 (B-) 以上。

3. 修读基本圣经课程的学生, 必须在四年内完成所有课程, 既 36 学术学分 (学季学分)、实习 3 学分和英语、音乐等 5 学分。学生总平均成绩必须达 2.0 (B-) 以上。

- B. 由教师团评估学生品格是否合格。
- C. 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。
- D. 毕业生须呈交一篇毕业见证以刊登在“菲圣”的刊物上。
- E. 所有毕业生离开校园之前, 应到各相关部门办理离校清单手续 (请到注册部索取清单)。办完所有离校清单手续, 才能允许注册部根据要求发放成绩单副本和毕业证书。  
但国外学生应回国事奉两至三年, 才能领取毕业证书。
- F. 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。
- G. 所有毕业生需要参加每次毕业彩排。
- H. 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 的押金和 ₱250 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 的押金; 一天到一周后退还

者, 学院只退还 P50 押金; 第二周退还者, 学院只退还 P25 的押金。

- I. 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.

- I. “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。

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## 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)



# SECTION 3

## STUDENT LIFE 学生生活

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## I. SPIRITUAL LIFE 灵命操练

### A. Spiritual Discipline

1. Each student needs to develop a consistent devotional life.

### B. Counseling

Students who need counseling may contact the chaplain or any of our faculty members for counseling.

### A. 属灵纪律:

1. 每个同学都需要培养一种始终如一的虔诚生活。

### B. 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、生活导师辅导或其他老师, 促进灵命成长。

## II. STUDENT LIFE 生活操练

### A. Participation

Students are expected to participate in all school activities and be responsible for their own actions.

### B. Speech and Conduct

1. In the body life of seminary training, students must observe mutual respect, speech that builds up another and conduct that glorifies God.
2. Students should show respect and submissiveness toward all teachers and staff. They should be willing to be taught and guided as well. They should also practice love and helpfulness toward fellow students, 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, communicate with each other, and learn from each other. No backbiting. Do not make irresponsible remarks 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.

### 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。

### 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. 说话要非常小心, 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. 来自不同的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。

## SECTION 4

# FIELD EDUCATION 实习教育规则

*The student's 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 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。

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## I. INTERNSHIP 学生实习

### A. Method

The Field Education Department assigns internship based on the students' gifts, talents, ministry experiences, and the needs of the churches or institutions.

### B. Schedule/Credit

1. Weekend internship each trimester runs from 10 to 12 weeks.
2. The student earns one (1) non-academic unit by completing one trimester of internship and two (2) units for summer internship. The total number of Field Education units required to graduate is specified under Section 2: Academic Life (XIV. Graduation Requirements).

### C. Training Supervision

1. The intern will be supervised by the resident pastor/leader of the church or leader of the institution.

### A. 落实方针:

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。

### B. 程序与学分:

1. 周末实习期间大约每学季有十至十二星期。详细情况再另外告知。
2. 圆满完成一学季周末实习者 获得 1 学分;圆满完成暑期实习者获得 2 学分。毕业所要求的实习学分总数,详见第 2 部分:学术生活(第十四条 毕业要求)。

### 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。

## 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.

### 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. 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 students are required to fulfill the required Field Education units to graduate. Students with existing ministry in Metro Manila must still enroll in Field Education but can apply for Autonomous/Independent Ministry. Otherwise, the Field Education Director will assign them to their place of ministry.
- b. The Field Education Director assigns an intern after a request has been processed. The "Field Education Agreement" shall be issued at the beginning of the internship, to be completed and signed by the church or institution field supervisor with the intern. The said agreement is to be returned to the BSOP field education department for filing.
- c. Students may be assigned to the following ministries: personal evangelism, discipleship, visitation, Bible studies, Sunday School, fellowships, worship leading, translation, church planting, and pastoral care. The Field Education Director may make special requests, especially for graduating students, to give them opportunity to preach during Sunday service.
- d. Every intern is expected to fulfill a minimum of 40 hours of work per 1-unit of Field Education. This is equivalent to at least 4 hours per weekend.
- e. The Field Education Director must supervise the interns as they serve in churches and institutions, providing assistance or counseling in situations wherein the interns encounter problems. The Field Education Director may seek the help of faculty members to follow up on students.

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, 在主恩里共同成长。

## B. 实习的架构::

### 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 32 至 34 个周末的实习 (注: 不包括十月底与二月底的学期休假)。
- b. 实习部主任处理申请后会指派一名实习生。实习开始时应当出示《实习协议》由教会或机构实习部监督与实习生共同填写并签署。上述协议将交回菲圣实习部备案。
- c. 学生可能被分配到以下的事工: 个人布道、门徒训练、探访、查经、主日学、团契、带领敬拜、翻译、教会植堂、牧养关顾。实习部主任可能会提出特别的要求, 特别是对于即将毕业的学生, 让他们有机会在主日崇拜中讲道。
- d. 每个实习生都要完成至少 40 小时的工作, 每一学分的实习。这相当于每个周末至少 4 个小时。
- e. 当实习生在教会和机构服事时, 实习部主任必须监督他们, 在实习生遇到问题的情况下提供帮助或辅导。实习部主任可以寻求教师团的帮助, 以跟进学生的情况。

- f. Checklist and evaluation forms are sent to the Field Supervisor twice for update and feedback on intern's performance.
- g. The Field Education Director 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 may be submitted as early as May 1, but not later than July 31.
- b. The pastor or institutional 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 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.
- e. The 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.
- 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.

- f. 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。
- g. 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. a. 教会或机构可以申请菲圣实习生。申请周末实习的信件最早 5 月 1 日, 最迟 7 月 31 日要提交。
- b. 直接接触实习生所分配的实习工作的牧师或机构负责人为实习监督, 实习监督应使实习生熟悉教会及其计划, 应该详细列出实习生分配的工作和职责, 以及实习生的自由、创造力和支持系统的领域。
- 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。实习生在实习期间应是位名副其实的“实习生”, 而非“在职工人”。
- 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. The Field Supervisor shall fill out the evaluation forms from the seminary given twice every academic year.

### 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 throughout 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. Absences
  - (1) Only one personal excused absence is allowed every trimester, with exception of prolonged illness.
  - (2) Two unexcused absences in a trimester lead to additional work for the Intern.
  - (3) Permission for absence should be secured first from the Field Supervisor, then, from the Field Education Director.
  - (4) An excused slip shall be issued. It is to be signed by the Field supervisor and returned for file with the Field Education Department.
  - (5) The intern is responsible to coordinate for a substitute and to provide the notes or teaching materials to the substitute.
  - (6) 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.

- 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, 则另当别论。若有冲突事件, 须与实习部主任商量。
- 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. 出勤要求
  - (1) 实习生请假原则: 学生每一学季, 只能有一次事假 (病假例外)。
  - (2) 每学季若无故两次缺席, 必须补足; 三次迟到, 按一次缺席论。
  - (3) 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。
  - (4) 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。
  - (5) 安排适当的人替代自己的工作, 并向实习处主任请假。
  - (6) 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. 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 ministry.

### C. Follow-up Guidelines for Summer Internship

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

1. The period of the summer internship is 4 weeks.
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 would provide accommodation to the intern during the period of internship.
4. The church would provide for the roundtrip airfare, if their finances allow.
5. An honorarium from the church for the intern is appreciated, but not mandatory.

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. 暑假实习期间有四周。
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. 教会负责在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; 但这由实习教会自愿决定, 无须勉强。



## SECTION 5 LIBRARY

# 图书馆指南

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## I. GUIDELINES FOR USE AND ACCESS OF EBSCO DATABASES

- A. The Biblical Seminary of the Philippines subscribes to EBSCOhost, a powerful online reference system accessible via the internet. It offers a variety of proprietary full text databases and popular databases from leading information providers.
  - B. To support the academic and research needs of the academe, BSOP currently subscribes to the following databases:
    - a. **ATLA Religion Database with ATLASerials PLUS** - *ATLA Religion Database with ATLASerials PLUS (ATLAS PLUS)* combines the premier index to journal articles, book reviews, and collections of essays in all fields of religion with ATLA's largest collection of full text religion and theology journals.
    - b. **Religion and Philosophy Collection** - provides extensive coverage of such topics as world religions, major denominations, biblical studies, religious history, epistemology, political philosophy, philosophy of language, moral philosophy and the history of philosophy.
  - C. Students currently enrolled in online classes are entitled to access the database during the full duration of the online course. Provided that you are connected to the internet, EBSCO can be used in Windows PC, MAC, and mobile devices/tablets.
  - D. The professor teaching the course shall provide the students, at the start of the online class, the instructions on how to access the database.
  - E. Access to the database shall cease two (2) weeks after the last day of classes to provide leeway for submission of requirements.
- A. 菲圣订购了 EBSCOhost，这是一个强大的在线参考系统，可以通过互联网访问。它提供各种专有的全文数据库和来自信徒信息提供者的流行数据库。
  - B. 为了支持学术界的学术和研究需要，菲圣目前订阅了以下数据库：
    - a. 带有 ATLA 宗教数据库与附加的 ATLA 系列：它结合了主要的索引，与宗教各个领域的期刊文章、书评和文集，与 ATLA 最大的全文宗教和神学期刊的收藏。
    - b. 宗教与哲学收藏：提供了广泛的主题，如世界宗教、主要教派、圣经研究、宗教历史、认识论、政治哲学、语言哲学、伦理哲学与哲学史。
  - C. 学生目前注册网络课程，就有权在网络课程期间享有进入数据库的权利。只要你连接到互联网，EBSCO 就可以在 Windows PC、MAC 和移动设备与平板电脑上使用。
  - D. 教授教导课程应在网络课程开始时，为学生提供如何访问数据库的说明。
  - E. 查阅数据库应在课程最后一天后两周内停止，以提供提交作业要求的空间。

## II. INSTRUCTION TO ONLINE STUDENTS – REMOTE ACCESS TO EBSCO DATABASES

1. Go to URL – <http://www.search.ebscohost.com/>
2. Enter the following credentials:  
Username: (will be given by the librarian on the first week of class)  
Password: (will be given by the librarian on the first week of class)
3. Select the database that you wish to use by ticking the checkbox, or you may opt to tick the SELECT ALL check box to include all databases.
4. Click CONTINUE.
5. You may now begin your search.
6. You can use SEARCH OPTIONS to have better search results such as limiting results to FULL TEXT, PDF FULL TEXT, designate range of date, Document Type, etc.

- 1.网址：  
<http://www.search.ebscohost.com/>
- 2.输入以下登录凭证：  
用户名：将会由图书管理员在上课的第一周提供  
密码：将会由图书管理员在上课的第一周提供
- 3.选择你希腊使用的数据库，或你可以选择在复选框中勾选全选，就会包含所有数据库。
- 4.点击继续。
- 5.现在你可以开始你的研究。

7. For further tips on how to use the database, please refer to the link - <http://bit.do/EBSCO-Tutorials>

Moreover, by using EBSCO, you agree to adhere to the following conditions:

1. The account provided is for your personal use only. Sharing of login credentials is strictly prohibited.
2. The use of database content is governed by copyright and vendor license agreements.
3. Contents should be restricted to academic research and teaching as reference only.
4. Systematic downloading (or excessive downloading of data) of resources is strictly prohibited.
5. BSOP Library has the right to suspend privileges and revoke accounts of patrons found to be in violation of these policies.

6. 你可以使用搜索选项来获得更好的搜索结果，例如：将搜索结果限制在全文、PDF 全文、指定日期范围、文档类型等等。

7. 有关如何使用数据库的时一步建议，请参阅链接：

<http://bit.do/EBSCO-Tutorials>

此外，使用 EBSCO，你同意遵循以下原则：

1. 帐户仅供个人使用，严格禁止分享登录凭证。
2. 数据库内容的使用受版权和供应商许可协议的管理。
3. 内容应仅限于学术研究与教导，仅供参考。
4. 严禁系统下载或过度下载资源数据。
5. 菲圣有权暂停特权，并撤销被发现违反这些政策的顾客的账户。

# SECTION 6 APPENDICES 附录



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## 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 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 2<sup>nd</sup>/3<sup>rd</sup>— trimester  
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 trimester 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，也不与任何其他人(“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、配偶或其他人替你写专文

**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 appearing 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.

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, 司机超时工作费等等) 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 2x2 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. There shall be no unnecessary withdrawal of original documents, unless, approved by the Dean of Chinese Department.
- \* The student shall be charged ₱100.00 for every instance of withdrawal of original documents.

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。
- \* 每次取回正本的文件, 收费 ₱100.00。

### **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)。

### **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 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。
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 15<sup>th</sup> 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.

**NO Clearance NO passport policy**

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。

**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; 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 (P5,000.00) to the seminary. Furthermore, if the student is under the seminary's scholarship program, in addition to P5,000.00, he must pay back the full amount of scholarship he received during the duration of his study.
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。
4. 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 P5,000 的服务费。如果学生享有学院的奖学金, 学生除了付 P5,000 外, 则还要偿还在学期间所得到的全部奖学金。

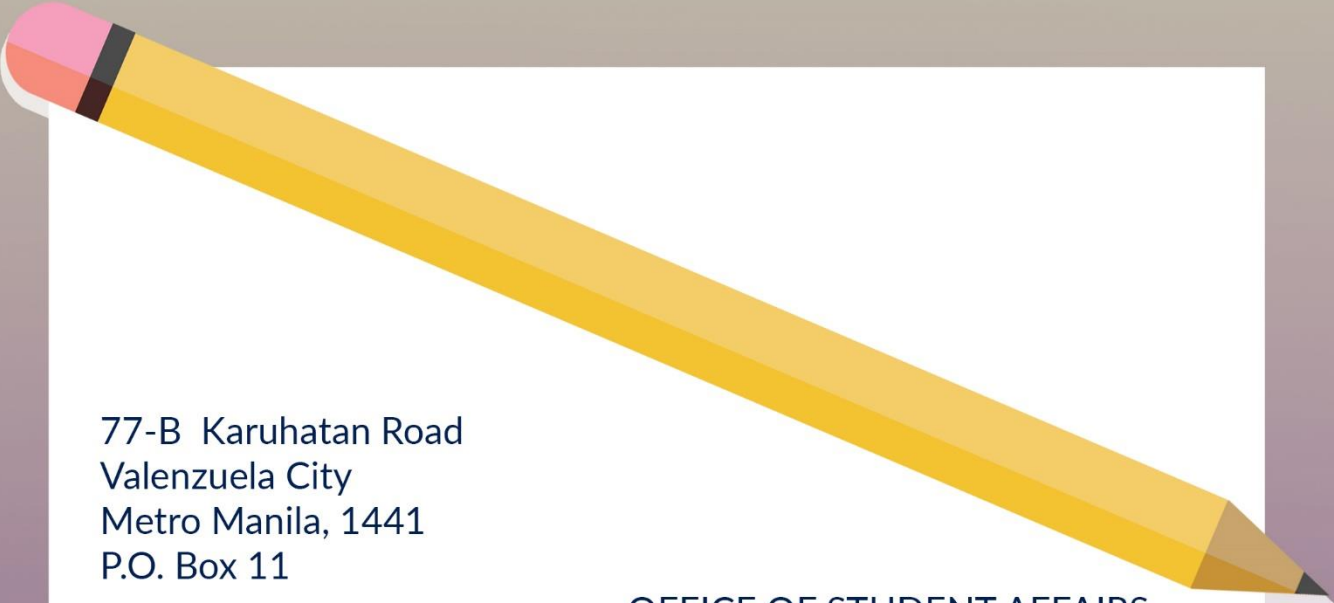
**I hereby agree to all terms and condition, and to cooperate and do my responsibilities set forth in this guidelines.**

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Signature over printed name 签名

**The aforementioned guidelines will be strictly implemented**

**PLEASE READ CAREFULLY  
and  
BE GUIDED ACCORDINGLY**



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Biblical Seminary of the Philippines  
菲律宾圣经神学院



For to you it has been granted for Christ's sake,  
not only to believe in Him, but also to suffer for  
His sake,

Philippians 1:29 NASB