

STUDENT HANDBOOK

学生手册

Biblical Seminary of the Philippines

菲律宾圣经神学院

"Equipping God's Workers with God's Word for God's Work to God's Glory"

「装备神的工人，以神的话语，成就神的工作，归荣耀予神」

Academic Year 2025–2026 | 学年 2025–2026

CHED-Recognized • ATA-Accredited

高等教育委员会认可 • 亚洲神学协会认证

Established 1957 • SEC Registration No. 12797

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Welcome from the President 院长欢迎辞

Dear Students, 亲爱的同学们:

On behalf of the entire faculty, staff, and Board of Trustees of the Biblical Seminary of the Philippines, it is my heartfelt privilege to welcome you to our community of faith and learning. Whether you are a new student beginning your theological journey or a returning student continuing your studies, we are honored that God has called you to this place and to this season of preparation for His service.

我谨代表菲律宾圣经神学院全体教职员工及董事会，衷心欢迎您加入我们这个信仰与学习的群体。无论您是刚踏上神学之旅的新生，还是继续学业的在校生，我们都深感荣幸，因为神呼召您来到这里，在这个为祂服事而预备的季节中学习成长。

Since our founding in 1957, BSOP has remained steadfast in its commitment to the authority of Scripture, the urgency of the Great Commission, and the transformative power of holistic theological education. We believe that every student who walks through our doors has been entrusted to us by God, and we take that responsibility with the utmost seriousness and joy. Our mission is not merely to impart knowledge, but to shape hearts, sharpen minds, and equip hands for the work of ministry across Asia and beyond.

自 1957 年创校以来，菲律宾圣经神学院始终坚守对圣经权威的委身、对大使命的迫切感，以及全人神学教育之转化能力的信念。我们相信，每一位踏入校门的学生都是神托付给我们的，我们以最认真和喜乐的态度承担这份责任。我们的使命不仅是传授知识，更是塑造心灵、磨练思维、装备双手，为亚洲及更远地区的事工做好准备。

At BSOP, you will find a community that values discipleship, spiritual formation, and academic excellence in equal measure. You will be challenged to think deeply about God's Word, to engage with diverse cultures and perspectives, and to grow as a servant-leader who is anchored in Christ and ready to serve His Church. I encourage you to take full advantage of every opportunity — in the classroom, in chapel, in community, and in the field — to cultivate the character, competence, and calling that God has placed upon your life.

在菲律宾圣经神学院，您将发现一个同等重视门徒训练、灵命塑造和学术卓越的群体。您将被激励去深入思考神的话语，接触不同的文化和观点，并成长为一位扎根于基督、预备好服事祂教会的仆人领袖。我鼓励您充分把握每一个机会——在课堂上、礼拜堂中、群体里、禾场上——来培养神放在您生命中的品格、能力与呼召。

This Student Handbook is designed to guide you through the policies, resources, and expectations that shape our shared life together. I encourage you to read it carefully and to refer to it throughout your time at BSOP. Above all, I pray that your years here will be a time of profound growth, lasting friendships, and deep encounter with the living God.

本学生手册旨在引导您了解塑造我们共同生活的政策、资源和期望。我鼓励您仔细阅读，并在就读期间随时参考。最重要的是，我祈愿您在这里的岁月将是深刻成长、建立持久友谊、与永活神深刻相遇的时光。

May the Lord bless you abundantly as you pursue His calling with faithfulness and courage.

愿主在您忠心而勇敢地追求祂的呼召时，丰丰富富地赐福与您。

In Christ's Service,

在基督里服事，



Allen Lim Giok Lin

President, Biblical Seminary of the Philippines

总统, 菲律宾圣经神学院

1. About BSOP 關於菲律賓聖經神學院

1.1 History and Identity

歷史與身份

The Biblical Seminary of the Philippines (BSOP) was founded on June 21, 1957, and is registered with the Securities and Exchange Commission under Certificate No. 12797. BSOP is a private, independent, non-stock, non-profit religious corporation organized under the laws of the Republic of the Philippines.

菲律賓聖經神學院（BSOP）成立於 1957 年 6 月 21 日，並在菲律賓證券交易委員會註冊，證書編號為 12797。BSOP 是一所根據菲律賓共和國法律組織的私立、獨立、非股份、非營利的宗教法人機構。

From its inception, BSOP has maintained an evangelical, evangelistic, and interdenominational character, serving as a center of theological education for students from diverse denominational backgrounds across Asia and beyond. Over nearly seven decades of faithful service, BSOP has trained thousands of pastors, missionaries, educators, and church leaders who are now serving in ministries throughout the Philippines, Greater China, Southeast Asia, and the wider world.

自創校以來，BSOP 始終保持其福音派、傳福音和超宗派的特色，作為一個神學教育中心，服事來自亞洲及世界各地不同宗派背景的學生。在近七十年忠心服事的歷程中，BSOP 已培訓了數以千計的牧師、宣教士、教育工作者和教會領袖，他們現正在菲律賓、大中華地區、東南亞及更廣泛的世界各地從事事工。

The seminary is committed to providing rigorous academic training that is deeply rooted in the Word of God, practically oriented toward ministry, and sensitive to the diverse cultural contexts in which its graduates serve.

神學院致力於提供嚴謹的學術訓練，深深扎根於神的話語，實際地面向事工，並對畢業生所服事的多元文化環境保持敏銳。

1.1 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.”

「我们致力于培育造就门徒的仆人领袖，在亚洲及全球建立教会，以圣经真理产生跨文化的影响力。」

1.2 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.”

「我们为亚洲及全球教会提供全面、优质的神学教育，旨在装备神的工人，以神的话语成就神的工作，将荣耀归于神。」

1.3 Theme Verse 主題經文

“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)

「因为你们蒙恩，不但得以信服基督，并要为祂受苦。」

——腓立比書 1:29

1.4 Statement of Faith 信仰告白

All members of the BSOP community — faculty, staff, and students — affirm the following articles of faith:

菲律宾圣经神学院的所有成员——包括教职员工和学生——均确认并持守以下信仰条款：

1.4.1 Article 1: The Bible | 第一条：圣经

We believe that the Bible, consisting of the sixty-six books of the Old and New Testaments, is the inspired, inerrant, and authoritative Word of God. It is the supreme and final standard for faith, doctrine, and conduct.

我们相信圣经，包括旧约和新约的六十六卷书，是神所默示、无误且具有权威的话语。它是信仰、教义和行为的最高和最终标准。

1.4.2 Article 2: The Triune God | 第二条：三一神

We believe in one God, eternally existing in three Persons: the Father, the Son, and the Holy Spirit. **God the Father** is the Creator and Sovereign Ruler of all things. **God the Son**, Jesus Christ, is fully God and fully man, born of the virgin Mary, who lived a sinless life, died as a substitutionary sacrifice for the sins of humanity, rose bodily from the dead, ascended into heaven, and will return in glory. **God the Holy**

Spirit convicts the world of sin, regenerates believers, indwells and empowers them for godly living and service.

我們相信獨一的神，永恆地存在於三個位格中：父、子、聖靈。父神是萬物的創造者和至高統治者。聖子耶穌基督是完全的神也是完全的人，由童貞女馬利亞所生，過了無罪的生活，為人類的罪作了替代的犧牲而死，從死裡身體復活，升入天堂，並將在榮耀中再來。聖靈使世人知罪，使信徒重生，內住並賜能力使他們過敬虔的生活和服事。

1. 4. 3 Article 3: Man | 第三条：人

We believe that God created man in His own image, male and female, with dignity, purpose, and moral responsibility. Through the disobedience of Adam, sin entered the world, and all human beings are born with a sinful nature, separated from God, and in need of redemption.

我们相信神按照自己的形象造了人，有男有女，赋予尊严、目的和道德责任。由于亚当的悖逆，罪进入了世界，所有人都带着罪性出生，与神隔绝，需要救赎。

1. 4. 4 Article 4: Salvation | 第四条：救恩

We believe that salvation is by grace alone, through faith alone, in Christ alone. It is the gift of God, not earned by human works. All who repent and believe in the Lord Jesus Christ are justified, regenerated, and adopted into the family of God.

我们相信救恩唯独靠恩典、唯独借信心、唯独在基督里。这是神的恩赐，不是靠人的行为赚取的。凡悔改并信靠主耶稣基督的人都被称义、重生，并被收纳进入神的家。

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1. 4. 5 Article 5: The Church | 第五条：教会

We believe in the universal Church, the Body of Christ, composed of all true believers. The local church is a visible expression of this Body, gathered for worship, instruction, fellowship, and the Great Commission. Christ is the Head of the Church.

我们相信普世教会，即基督的身体，由所有真正的信徒组成。地方教会是这身体的有形表达，聚集在一起敬拜、教导、团契和履行大使命。基督是教会的元首。

1.4.6 Article 6: The Ordinances | 第六条：圣礼

We believe that the Lord Jesus Christ instituted two ordinances for the Church: baptism by immersion as a testimony of faith in Christ, and the Lord's Supper as a memorial of His sacrificial death until He comes again.

我们相信主耶稣基督为教会设立了两项圣礼：浸礼作为信靠基督的见证，以及主的圣餐作为纪念祂牺牲之死的礼仪，直到祂再来。

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1. 4. 7 Article 7: The Last Things | 第七条：末后的事

We believe in the personal, visible, and glorious return of the Lord Jesus Christ. We believe in the bodily resurrection of both the just and the unjust — the saved to everlasting life and the lost to everlasting judgment.

我们相信主耶稣基督将亲自、可见地、荣耀地再来。我们相信义人和不义之人都将身体复活——得救的人进入永生，失丧的人进入永远的审判。

1. 4. 8 Article 8: Christian Living | 第八条：基督徒生活

We believe that every believer is called to a life of holiness, sanctification, and faithful stewardship. Christians are to be witnesses of the Gospel, pursuing godliness, serving others in love, and using their gifts for the building up of the Body of Christ and the glory of God.

我们相信每一位信徒都蒙召过圣洁、成圣和忠心管家的生活。基督徒应作福音的见证人，追求敬虔，以爱心服事他人，运用自己的恩赐来建立基督的身体，归荣耀给神。

2 Accreditation and Recognition 认证与认可

BSOP holds the following institutional accreditations and recognitions:

菲律宾圣经神学院持有以下机构认证和认可：

- **Commission on Higher Education (CHED):** BSOP is recognized by the Philippine Commission on Higher Education as a provider of graduate-level theological education.
- **Asia Theological Association (ATA):** BSOP is accredited by the ATA, ensuring that its academic programs meet rigorous international standards for theological education in Asia.
- **Asia Graduate School of Theology (AGST):** BSOP maintains a partnership with AGST, enabling collaborative course offerings and expanded academic opportunities for advanced students.
- 高等教育委员会（CHED）：BSOP 获得菲律宾高等教育委员会的认可，作为研究生级别神学教育的提供者。
- 亚洲神学协会（ATA）：BSOP 获得 ATA 的认证，确保其学术课程符合亚洲神学教育的严格国际标准。
- 亚洲神学研究院（AGST）：BSOP 与 AGST 保持合作关系，提供协作课程和扩展的学术机会给进阶学生。

3 Academic Programs 学术课程

BSOP offers a range of graduate-level theological programs designed to equip men and women for effective ministry and scholarly service in the Church and beyond.

菲律宾圣经神学院提供一系列研究生级别的神学课程，旨在装备弟兄姊妹在教会及更广泛的领域中进行有效的事工和学术服事。

3.1 Master of Arts (MA) 文学硕士

The Master of Arts program provides foundational theological training for ministry practitioners, educators, and lay leaders. The program emphasizes biblical studies, systematic theology, and practical ministry skills. It is designed for students who seek a solid theological education to enhance their effectiveness in church and para-church ministries.

文学硕士课程为事工实践者、教育工作者和平信徒领袖提供基础神学训练。课程着重圣经研究、系统神学和实践事工技巧。适合寻求扎实神学教育以提升教会和教会机构事工效能的学生。

- **Duration:** 2 years (full-time)
 - **Credit Hours:** 48 units
 - **Focus Areas:** Biblical Studies, Christian Education, Pastoral Ministry
 - **修业年限:** 2 年 (全日制)
 - **学分时数:** 48 学分
 - **专注领域:** 圣经研究、基督教教育、教牧事工
-

3.2 Master of Divinity 道學碩士

The Master of Divinity is the flagship professional degree for comprehensive pastoral and ministerial preparation. The program integrates biblical studies, theological reflection, and practical ministry experience, including extensive field education and practicum requirements. Graduates are prepared for ordination, senior pastoral leadership, church planting, and cross-cultural ministry.

道学硕士是全面教牧和事工准备的旗舰专业学位。课程整合圣经研究、神学反思和实践事工经验，包括广泛的实地教育和实习要求。毕业生预备好接受按立、担任资深教牧领导、植堂和跨文化事工。

- **Duration:** 3 years (full-time)
- **Credit Hours:** 90 units
- **Field Education:** Minimum 2 semesters of supervised practicum
- **Thesis:** Integrative ministry project required
- **修業年限:** 3 年 (全日制)
- **學分時數:** 90 學分
- **實地教育:** 至少 2 學期的督導實習

3.3 Master of Divinity (MDiv) 道學碩士

The Master of Divinity is the flagship professional degree for comprehensive pastoral and ministerial preparation. The program integrates biblical studies, theological reflection, and practical ministry experience, including extensive field education and practicum requirements. Graduates are prepared for ordination, senior pastoral leadership, church planting, and cross-cultural ministry.

道学硕士是全面教牧和事工准备的旗舰专业学位。课程整合圣经研究、神学反思和实践事工经验，包括广泛的实地教育和实习要求。毕业生预备好接受按立、担任资深教牧领导、植堂和跨文化事工。

-
- **Duration:** 3 years (full-time)
 - **Credit Hours:** 90 units
 - **Field Education:** Minimum 2 semesters of supervised practicum
 - **Thesis:** Integrative ministry project required
 - 高等教育委员会（CHED）： BSOP 获得菲律宾高等教育委员会认可，作为提供研究生层次神学教育的机构。
 - 亚洲神学协会（ATA）： BSOP 通过 ATA 认证，确保其学术项目达到亚洲神学教育的严格国际标准。
 - 實地教育：至少 2 學期的督導實習
 - 論文：需完成整合性事工專案

3.4 Master of Theology (ThM) 神学硕士

The Master of Theology is an advanced research degree for students who have completed an MDiv or equivalent and wish to pursue deeper specialization in a theological discipline. The program requires original thesis research under the supervision of a faculty advisor.

神学硕士是为已完成道学硕士或同等学历、希望在某一神学学科进行更深入专门研究的学生而设的进阶研究学位。课程要求在教授指导下进行原创论文研究。

-
- **Duration:** 1.5–2 years (full-time)
 - **Credit Hours:** 36 units (including thesis)
 - **Thesis:** Required (original research)
 - **Specializations:** Old Testament, New Testament, Historical Theology, Missiology
 - 修业年限：1.5–2 年（全日制）
 - 学时数：36 学分（含论文）

- 论文：必须（原创研究）
 - 专业方向：旧约、新约、系统神学、历史神学、宣教学
-

3.5 Doctor of Philosophy (PhD) 哲学博士

The Doctor of Philosophy is the highest academic degree offered by BSOP. This research-intensive program prepares scholars for advanced teaching, research, and leadership in theological education. Candidates must complete coursework, pass comprehensive examinations, and produce an original dissertation that makes a significant contribution to the field.

哲学博士是 BSOP 提供的最高学术学位。这一研究密集型课程为学者准备在神学教育中从事高阶教学、研究和领导工作。候选人必须完成课程、通过综合考试，并撰写一篇对该领域有重大贡献的原创博士论文。

- **Duration:** 3–5 years (full-time), including residency
 - **Credit Hours:** 60 units (including dissertation)
 - **Dissertation:** Required (original scholarly contribution)
 - **Available Tracks:** Ministerial Studies, Clinical Christian Counseling
 - **Residency:** Minimum 2 semesters of full-time on-campus residency
 - **修业年限:** 3–5 年（全日制），含驻校
 - **学时数:** 60 学分（含博士论文）
 - **博士论文:** 必须（原创学术贡献）
 - **可选方向:** 教牧研究、临床基督教辅导
 - **驻校要求:** 至少 2 学期全日制校园驻校
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3.6 Intercultural Studies Program 跨文化研究课程

The Intercultural Studies Program prepares students for cross-cultural ministry and mission work. With a strong missiological foundation, students explore cultural anthropology, contextualization, world religions, and field strategies. The program includes a required cross-cultural field experience component.

跨文化研究课程为学生准备跨文化事工和宣教工作。以坚实的宣教学基础，学生探索文化人类学、处境化、世界宗教和实地策略。课程包含必修的跨文化实地经验。

3.7 AGST Partnership Programs 亚洲神学研究院合作课程

Through its partnership with the Asia Graduate School of Theology (AGST), BSOP offers collaborative advanced programs in Biblical Studies and Theological Studies. These joint programs provide access to an expanded network of faculty, resources, and peer scholars across Asia.

通过与亚洲神学研究院（AGST）的合作，BSOP 提供圣经研究和神学研究的协作进阶课程。这些联合课程提供扩展的教师网络、资源和亚洲各地的同侪学者。

Program Comparison | 課程比較

Program 课程	Duration 修业年限	Credits 学分	Thesis/Dissertation 论文/博士论文	Key Focus 主要方向
MA 文学硕士	2 years	48	Optional 选修 / 可选	Foundational Ministry 基础事工
MDiv 道学硕士	3 years	90	Integrative Project 综合项目	Pastoral Leadership 牧养领导力
ThM 神学硕士	1.5-2 years	36	Required (Thesis) 必修 (论文)	Advanced Research 高级研究
PhD 哲学博士	3-5 years	60	Required (Dissertation) 必修 (学位论文)	Scholarly Contribution 学术贡献
Intercultural Studies 跨文化研究	2 years	48	Field Report 实习报告 / 工场报告	Cross-Cultural Mission 跨文化宣教

4 Admission Requirements and Procedures 入学申请

4.1 General Requirements 一般要求

Applicants to BSOP must meet the following general requirements:

BSOP 申请者必须符合以下一般要求：

- **For MA and MDiv programs:** A bachelor's degree from a recognized college or university.
 - **For ThM program:** A Master of Divinity or equivalent graduate theological degree from an accredited institution.
 - **For PhD program:** A master's degree in theology or a related field from an accredited institution, with a minimum GPA of 3.0.
 - A personal testimony of Christian faith, salvation, and calling to ministry or theological study.
 - Two letters of recommendation from a pastor and a professional or academic reference.
 - Demonstrated English proficiency (TOEFL, IELTS, or equivalent for non-native English speakers).
 - A clear statement of purpose outlining the applicant's ministry goals and reasons for pursuing study at BSOP.
-
- **文学硕士和道学硕士课程：**持有认可学院或大学的学士学位。
 - **神学硕士课程：**持有认可机构的道学硕士或同等研究生神学学位。
 - **哲学博士课程：**持有认可机构的神学或相关领域硕士学位，最低 GPA 为 3.0。
 - **个人的基督教信仰见证、得救经历及事工或神学研究的呼召。**
 - **两封推荐信——一封来自牧师，一封来自专业或学术推荐人。**
 - **英语能力证明（非英语母语者须提供 TOEFL、IELTS 或同等成绩）。**
 - **清晰的目的陈述，概述申请者的事工目标及选择在 BSOP 学习的原因。**

5 Application Process 申请程序

The application process follows these steps:

Step 1: Submit a completed application form (available online at bsop.edu.ph or from the Admissions Office).

Step 2: Provide official academic transcripts from all previously attended institutions, sealed and authenticated.

Step 3: Submit a minimum of two recommendation letters — one pastoral, one academic or professional.

Step 4: Write and submit a personal testimony of faith and a statement of purpose (minimum 500 words each).

Step 5: Pay the non-refundable application fee of ₱150. (MA & MDiv) or USD 50 (for ThM & PhD)

Step 6: Complete an interview with the Admissions Committee (in person or via video conference).

Step 7: Receive admission decision via official letter within four weeks of completed application.

申请程序依循以下步骤：

第一步：提交完整的申请表（可在 bsop.edu.ph 在线获取或向招生办公室索取）。

第二步：提供所有曾就读机构的正式学业成绩单，须密封并经认证。

第三步：提交至少两封推荐信——一封教牧推荐，一封学术或专业推荐。

第四步：撰写并提交个人信仰见证和目的陈述（各至少 500 字）。

第五步：支付不可退还的申请费：150 比索（硕士及道学硕士）或 50 美元（神学硕士及博士）。

第六步：与招生委员会完成面试（面谈或视讯会议）。

第七步：在申请完成后四周内收到正式录取通知书。

5.1 International Students 国际学生

BSOP welcomes international students from across Asia and around the world. International applicants must comply with the following additional requirements:

BSOP 欢迎来自亚洲各地和世界各国的国际学生。国际申请者须符合以下附加要求。：

- **Visa:** International students must obtain a Student Visa from the Philippine Bureau of Immigration. BSOP will provide the necessary documentation to support your application.

- **Document Authentication:** All foreign academic documents must be authenticated by the Philippine Embassy or Consulate in the student's home country, as well as the Department of Foreign Affairs (DFA) in Manila.
- **Housing Assistance:** The seminary provides assistance in securing on-campus housing or suitable off-campus accommodation for international students.
- **Orientation:** A mandatory international student orientation is held at the beginning of each academic year.
- **签证:** 国际学生必须从菲律宾移民局取得学生特别学习许可证 (SSP)。BSOP 将提供相关必要文件支持申请。
- **文件认证:** 所有外国学历文件必须经学生母国的菲律宾大使馆或领事馆认证, 并经马尼拉外交部 (DFA) 认证。
- **住宿协助:** 神学院为国际学生提供校内住宿或协助寻找合适的校外住所。
- **新生指引:** 每学年初举行强制性的国际学生迎新活动。

5.2 Transfer Students 转学生

Students transferring from other accredited theological institutions may apply for credit transfer subject to the following policies:

从其他认可神学院校转学的学生可申请学分转移, 须遵守以下政策:

-
- A maximum of 50% of total program credits may be transferred.
 - Only courses with a grade of "B" (80%) or higher are eligible for transfer.
 - Credits must have been earned within the last seven (7) years.
 - Official transcripts and course syllabi must be submitted for evaluation by the Registrar's Office.
 - The Academic Dean makes the final determination on credit transfer equivalency.
 - **高等教育委员会 (CHED):** BSOP 获得菲律宾高等教育委员会的认可, 作为研究生级别神学教育的提供者。
 - **亚洲神学协会 (ATA):** BSOP 获得 ATA 认证, 确保其学术课程符合亚洲神学教育的严格国际标准。
 - **亚洲神学研究院 (AGST):** BSOP 与 AGST 保持合作伙伴关系, 为高级学生提供联合课程和更广泛的学术机会。
 - **高等教育委员会 (CHED):** BSOP 获得菲律宾高等教育委员会的认可, 作为研究生级别神学教育的提供者。
 - **亚洲神学协会 (ATA):** BSOP 获得 ATA 认证, 确保其学术课程符合亚洲神学教育的严格国际标准。

Contact | 聯繫方式

Admissions Office: **admissions@bsop.edu.ph**

招生辦公室: **admissions@bsop.edu.ph**

6 Registration and Enrollment 注册与入学

6.1 Registration Procedures 注册程序

All students must register during the designated registration period at the beginning of each semester. Registration may be completed in person at the Registrar's Office or through the seminary's online registration portal. Late registration may be permitted during the first week of classes with an additional late registration fee.

所有学生必须在每学期开始的指定注册期间进行注册。注册可亲自到教务处办理或通过神学院的线上注册系统完成。迟注册可在开课第一周内办理，需缴纳额外的迟注册费。

Course Load Guidelines:

修课量指引：

- **Full-time students:** 12–18 units per semester
 - **Part-time students:** 6–9 units per semester
 - Students wishing to enroll in more than 18 units must obtain written approval from the Academic Dean.

 - **全日制学生：** 每学期 12–18 学分
 - **非全日制学生：** 每学期 6–9 学分
 - **希望选修超过 18 学分的学生必须获得学术院长的书面批准。**
-

6.2 Dropping Courses 加选与退选课程

Students may drop courses during the designated drop period, which is typically the first two weeks of the semester. After this period, course withdrawals will be recorded on the student's transcript.

学生可在指定的加退选期间（通常为学期前两周）加选或退选课程。此期间过后，退选将记录在学生的成绩单上。

Refund Schedule for Dropped Courses:

退选课程退费时间表：

Period 時期	Refund Percentage 退费百分比
Week 1 (第一週)	100%
Week 2 (第二週)	100%
Week 3 (第三週)	50%
After Week 3 (第三週後)	No refund (不予退费)

Withdrawal Procedures: Students who withdraw from a course after the drop period must submit a Course Withdrawal Form to the Registrar's Office. A grade of "W" (Withdrawn) will be recorded on the transcript. Withdrawals after the midterm period may result in a grade of "WF" (Withdrawn Failing) at the instructor's discretion.

退选程序： 在加退选期间后退选的学生必须向教务处提交退选表。成绩单上将记录“W”（退选）。期中考试后退选者，教师可酌情记录“WF”（退选不及格）。

6.3 Academic Calendar 学术行事历

The academic year consists of two regular semesters and an optional summer term:

学年包括两个正规学期和一个可选的暑期学期：

Event / 活動	First Trimester 第一学期	Second Trimester 第二学期	Third Trimester 第三学期	Summer Term 暑期学期
Registration (注册)	July (mid) 七月中	November (early) 十一月上旬	February (late) 二月底	June (early) 六月上旬
Classes Begin (开课)	July (late) 七月底	November (early) 十一月上旬	February (late) 二月底	June (early) 六月上旬
Midterm Exams (期中考试)	August (end) 八月底	December (mid) 十二月中	April (early) 四月上旬	
Final Exams (期末考试)	October (mid) 十月中	February (early) 二月上旬	May (3 rd week) 五月三周	July (early) 七月上旬
Semester Break (学期休假)	October (late) 十月底	February (late) 二月底		—

Note: Specific dates are published each year in the official Academic Calendar. The above dates are indicative.

注：具体日期每年在正式学术行事历中公布。以上日期仅供参考

6.4 Student Classification 学生 分类

- **Regular Students:** Students who have been formally admitted and are pursuing a degree program.
 - **Special Students:** Students enrolled in specific courses for credit but not admitted to a degree program.
 - **Auditors:** Students who attend classes without earning academic credit. Auditors are not required to submit assignments or take examinations.
 - **Full-Time:** Students enrolled in 12 or more units per semester.
 - **Part-Time:** Students enrolled in fewer than 12 units per semester.
 - **正式生：** 已被正式录取并攻读学位课程的学生。
 - **特别生：** 选修特定课程取得学分但未被录取到学位课程的学生。
 - **旁听生：** 上课但不取得学分的学生。旁听生无需提交作业或参加考试。
 - **全日制：** 每学期选修 12 学分或以上的学生。
 - **非全日制：** 每学期选修少于 12 学分的学生。
-

7 Academic Policies 学术政策

7.1 Grading System 成绩评分制度

BSOP uses the following grading scale for all academic coursework:

BSOP 对所有学术课程采用以下评分标准：

Grade 成績	Percentage 百分比	Description (EN)	Description (CN) 描述 (中文)	Grade Points
A	97-100	Exceptional	卓越	1.00
A-	93-96	Excellent	優秀	1.25
B+	89-92	Very Good	優秀	1.50
B	85-88	Good	很好	1.75
B-	80-84	Good	好	2.00
C+	76-79	Satisfactory	好	2.25
C	73-75	Satisfactory	合格	2.50
C-	71-72	Satisfactory	合格	2.75
D	70	Passing	及格	3.00
F	69-Below	Failing	不及格	5.00
I	—	Incomplete	未完成	—
W	—	Withdrawn	退選	—
WF	—	Withdrawn Failing	退選不及格	0.0

A grade of "I" (Incomplete) must be resolved within one semester, or it will automatically convert to an "F." Students must submit a Request for Incomplete Grade form to the Registrar's Office.

「I」（未完成）成績必須在一個學期內處理完畢，否則將自動轉為「F」。學生必須向教務處提交未完成成績申請表。

7.2 Academic Integrity 学术诚信

BSOP is committed to the highest standards of academic integrity. As a community of faith, we hold that honesty and integrity are essential expressions of Christian character. The following acts constitute violations of academic integrity:

BSOP 致力于维持最高标准的学术诚信。作为一个信仰群体，我们认为诚实和正直是基督徒品格的基本表现。以下行为构成学术诚信违规：

-
- **Plagiarism:** Presenting another person's ideas, words, or work as one's own without proper attribution. This includes copying from published sources, other students' work, or online materials.
 - **Cheating:** Using unauthorized materials, information, or aids during examinations or assignments.
 - **Fabrication:** Inventing or falsifying data, citations, or information in academic work.
 - **Facilitation:** Helping another student commit an act of academic dishonesty.
 - **Multiple Submission:** Submitting the same work for credit in more than one course without prior approval from both instructors.
 - **抄袭：** 未经适当引用而将他人的观点、文字或作品据为己有。包括从出版物、其他学生的作业或网络资料中复制。
 - **作弊：** 在考试或作业中使用未经授权的材料、信息或辅助工具。
 - **捏造：** 在学术作品中编造或伪造数据、引用或信息。
 - **协助作弊：** 帮助其他学生从事学术不诚实行为。
 - **重复提交：** 未经两位教师事先批准，将同一作品在多门课程中提交以获取学分。
-

Consequences of Academic Integrity Violations | 學術誠信違規的後果

First offense: Written warning and mandatory meeting with the Academic Dean. The student may receive a failing grade on the assignment.

Second offense: Failing grade for the course and placement on academic probation.

Third offense: Suspension or expulsion from the seminary.

首次违规: 书面警告并与学术院长进行强制会面。学生可能在该作业上获得不及格成绩。

再次违规: 该课程不及格并列入学业观察。

第三次违规: 停学或被开除。

All written work must follow the Turabian/Chicago Manual of Style citation format unless otherwise specified by the instructor.

除非教师另有规定，所有书面作业必须遵循杜拉宾 / 芝加哥格式手册的引用格式。

7.3 Attendance Policy 出席政策

Regular attendance is essential to academic success and community formation at BSOP. The following attendance policies apply:

定期出席对于 BSOP 的学术成功和群体建造至关重要。以下出席政策适用：

- Students must maintain a minimum attendance rate of **80%** in each course.
- **Excused absences** are for illness (with documentation), family emergencies, or approved ministry duties. Students must notify the instructor in advance when possible and provide documentation within one week.
- **Unexcused absences** are recorded for each class missed without prior approval or documentation.
- Students are expected to attend class in person unless the teacher announces an exception because of weather or other situation.

- A student who has exceeded **20% absences** (whether excused or unexcused) in any course will receive a failing grade (F) for that course.
- Three instances of tardiness (arriving more than 15 minutes late) will be counted as one absence.
- 学生每门课程的出席率必须不低于 80%。
- 请假缺席包括有文件证明的疾病、家庭紧急情况或事先批准的事工义务。学生应尽可能提前通知教师，并在一周内提供证明文件。
- 无故缺席指未经过事先批准或未提供文件而缺课的记录。
- 除非教师因天气或其他情况宣布例外，学生应亲自到课堂上课。
- 任何课程缺席超过 20%（无论是否请假）的学生将获得该课程不及格成绩（F）。
- 三次迟到（迟到超过 15 分钟）将计为一次缺席。

7.4 Academic Probation and Dismissal 学业观察与退学

Good Academic Standing requires the following minimum cumulative GPA:

良好学业状态要求以下最低累计 GPA:

Program Level 课程级别	Minimum GPA 最低 GPA
Master's Programs (MA, MDiv) / 碩士課程	2.5
ThM / 神学碩士	3.0
PhD / 哲学博士	3.0

Academic Probation: A student whose cumulative GPA falls below the minimum requirement will be placed on academic probation. The student will have one semester to raise their GPA to the required level. During probation, the student must meet regularly with their faculty advisor and may be restricted to a reduced course load.

学业观察： 累计 GPA 低于最低要求的学生将被列入学业观察。学生有一个学期的时间将 GPA 提高到要求水平。在观察期间，学生必须定期与指导教师会面，并可能被限制减少修课量。

Academic Dismissal: A student who fails to achieve the minimum GPA after one semester of probation will be subject to academic dismissal. The student may appeal to the Academic Appeals Committee (see Section 13).

學業退學： 在觀察期一個學期後仍未達到最低 GPA 的學生將面臨學業退學。學生可向學術申訴委員會提出上訴（見第 13 部分）。

7.5 Course Requirements 课程要求

- **Assignment Submission:** All assignments must be submitted by the deadline specified in the course syllabus. Assignments should be typed, double-spaced, and formatted according to Turabian style unless otherwise instructed.
- **Late Work:** Late submissions will be penalized at a rate of 5% per day, up to a maximum of 25%. After five days, the assignment will receive a grade of zero (0) unless an extension has been granted.
- **Examinations:** Midterm and final examinations are scheduled according to the Academic Calendar. Students who miss an exam without an approved excuse will receive a zero. Make-up exams must be arranged within one week.
- **Language of Instruction:** The primary language of instruction at BSOP is English. Certain courses in the Chinese program may be conducted in Mandarin or other Chinese dialects. Thesis and dissertation documents must be submitted in English unless otherwise approved.
- **作业提交：** 所有作业必须在课程大纲规定的截止日期前提交。作业须打字、双行距，并按杜拉宾格式排版，除非另有指示。
- **迟交作业：** 迟交将按每天扣 5% 的比例处罚，最多扣 25%。五天后，除非获得延期，否则该作业将获得零分（0）。
- **考试：** 期中和期末考试按学术行事历安排。未经批准缺考的学生将获得零分。补考必须在一周内安排。
- **教学语言：** BSOP 的主要教学语言为英语。中文课程的某些科目可使用普通话或其他中文方言进行。论文和博士论文须以英文提交，除非另获批准。

7.6 Academic Advising 学术辅导

Upon admission, each student is assigned a faculty advisor who will guide them throughout their academic journey. Students are required to meet with their advisor at least once per semester for course planning and degree audit review.

入学时，每位学生将被分配一位指导教师，在整个学术旅程中提供指导。学生每学期至少需要与指导教师会面一次，进行选课规划和学位审核。

-
- Advisors assist with course selection, academic planning, and addressing academic concerns.
 - Students must obtain advisor approval before registering for courses each semester.
 - Degree audits are conducted annually to track progress toward graduation requirements.
 - Students experiencing academic difficulties are encouraged to seek advising support early in the semester.
-
- 指导教师协助选课、学术规划和处理学术问题。
 - 学生每学期注册课程前必须获得指导教师的批准。
 - 每年进行学位审核以追踪毕业要求的完成进度。
 - 遇到学术困难的学生建议在学期初尽早寻求辅导支持。
-

8 Financial Information 财务资讯

8.1 Tuition and Fees 学费与杂费

The following tuition rates and fees are applicable for Academic Year 2025–2026. All amounts are in Philippine Pesos (₱).

以下学费和杂费适用于 2026 - 2027 学年。所有金额以菲律宾比索 (₱) 计。

Fee Category 费用类别	Amount (₱) 金额	Notes 备注
Tuition (per unit) — Master's for credit / 学费（每学分单位）— 硕士学位学分课程	₱ 780	Per academic unit 每学分单位
Tuition (per unit) — Master's for audit / 学费（每学分单位）— 硕士学位旁听课程	₱ 390	Per academic unit 每学分单位
Miscellaneous Fee	₱620	Per academic unit 每学分单位
Registration Fee / 注册费	₱ 1,200	Per trimester 每学期
Library Fee / 图书馆费	₱ 1,800	Per trimester 每学期
Laboratory Fee / 實驗室費	₱ 500	Applicable courses only 仅适用于特定课程
Student Activity Fee / 學生活動費 <ul style="list-style-type: none"> • Pay to student council / 支付给学生会 	₱ 200	Per trimester 每学期
Late Registration Fee / 遲註冊費	₱ 500	If applicable 如果适用
Application Fee / 申请费	₱ 150	Non-refundable 不可退还

ThM and PhD Fee Table:	Amount (USD) 金额	Notes 备注
Tuition (per unit) — Doctoral / 学费（每学分单位）— 硕士学位学分课程	USD \$105	Per academic unit 每学分单位
Application Fee / 申请费	USD \$50	Non-refundable 不可退还
Registration Fee / 注册费	USD \$35	Per trimester 每学期
Administrative Fee / 行政费	USD \$45	
Library Fee / 图书馆费	USD \$20	Per trimester 每学期
Graduation Fee / 畢業費	USD \$35	
Toga Rental / 学位服租赁	₱ 250	Additional ₱1000 deposit after return of toga (applies only to ThM)
Comprehensive Exam / 综合考试	USD \$50	
Residency Fee	USD \$35	Per trimester 每学期
Thesis or Dissertation fee / 论文或论文集费用	USD \$800	

Note: Tuition rates are subject to review and adjustment by the Board of Trustees. Students will be notified of any changes at least one semester in advance.

注：学费标准由董事会审核并可能调整。学费变动将至少提前一个学期通知学生。

8.2 Payment Policies 缴费政策

- **Full Payment:** Tuition and fees are due in full at the time of registration.
 - **Installment Plan:** Students may opt for a two-installment payment plan: 60% upon registration and 40% by midterm. A ¥200 installment processing fee applies.
 - **Accepted Methods:** Cash, check, bank transfer, and online payment through designated banking partners.
 - **Late Payment Penalty:** A surcharge of 2% per month will be applied to unpaid balances after the due date.
 - **Registration Hold:** Students with outstanding financial obligations will not be permitted to register for the following semester or receive official academic records.
 - 全额缴费：学费和杂费于注册时全额缴付。
 - 分期付款：学生可选择两期付款计划：注册时缴付 60%，期中前缴付 40%。分期手续费 ¥200。
 - 接受方式：现金、支票、银行转账以及通过指定合作银行的线上付款。
 - 迟缴罚款：逾期未缴余额将按每月 2% 加收滞纳金。
 - 注册保留：有未结清财务义务的学生将不被允许注册下学期课程或领取正式学业记录。
-

8.3 Scholarships and Financial Aid 奖学金与助学金

BSOP is committed to making theological education accessible and offers several forms of financial assistance:

BSOP 致力于让神学教育普及化，并提供多种形式的经济援助：

- **Need-Based Financial Assistance:** Partial tuition grants for students who demonstrate financial need. Applications require supporting documentation and a personal interview.
- **Ministry Partner Scholarships:** Scholarships funded by partnering churches and organizations for students engaged in active ministry. Selection is coordinated with sponsoring partners.
- **Work-Study Program:** Limited positions are available for students to work on campus (library, administration, maintenance) in exchange for partial tuition credit.
- **Conditions for scholarships are explained on the application form.**
- **需要为本的助学金：**为有经济需要的学生提供部分学费补助。申请需提供证明文件并进行个人面谈。
- **事工伙伴奖学金：**由合作教会和机构资助，提供给从事现行事工的学生。甄选与赞助伙伴协调进行。
- **工读计划：**提供有限的校园工作岗位（图书馆、行政、维护），学生可藉此获得部分学费减免。
- **奖学金的相关条件已在申请表中说明。**

Applications for all forms of financial aid must be submitted to the Finance Office by the published deadline each semester. See Financial Aid form in the appendix.

Application form and the matrix showing parameters of scholarship are in the Appendix E & F

所有形式的经济援助申请必须在每学期公布的截止日期前提交至财务办公室。申请表及奖学金标准一览表见附录 E 和 F。

8.4 Refund Policy 退费政策

Students who officially withdraw from all courses are eligible for a tuition refund according to the following schedule:

正式退选所有课程的学生可按以下时间表获得学费退款：

Withdrawal Period 退選時間	Refund Amount 退费金額
Within Week 1 of classes / 开课第一周内	100% tuition refund / 全額退费
Within Week 2 of classes / 开课第二周内	100% tuition refund / 退费 100%
Within Week 3 of classes / 开课第三周内	50% tuition refund / 退费 50%
After Week 3 / 第三周后	No refund / 不予退费

Registration fees, library fees, and other miscellaneous fees are non-refundable. Refunds will be processed within 30 business days of the approved withdrawal.

注册费、图书馆费和其他杂费不予退还。退费将在退选获批后 30 个工作日内处理。

9 Student Life and Services 学生生活与服务

9.1 Chapel and Spiritual Formation 礼拜堂与灵命塑造

Spiritual formation is at the heart of the BSOP educational experience. The seminary community gathers regularly for corporate worship, prayer, and spiritual nurture.

灵命塑造是 BSOP 教育经验的核心。神学院社群定期聚集进行团体敬拜、祷告和灵性培育。

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- **Chapel Services:** Chapel is held every Tuesday and Thursday from 10:00 AM to 11:00 AM. Attendance is mandatory for all full-time students. Part-time students are strongly encouraged to attend.
 - **Spiritual Formation Program:** All students participate in a structured spiritual formation program that includes mentoring, small group accountability, spiritual disciplines, and personal reflection journals.
 - **Prayer Groups:** Weekly prayer groups are organized by class year and ministry interest. Students are expected to participate in at least one prayer group per semester.
 - **Retreats and Special Events:** The seminary organizes a spiritual retreat each semester, as well as special worship services during Holy Week, Reformation Day, and the National Day of Prayer.
- 礼拜堂聚会：每周二和周四上午 10:00 至 11:00 举行礼拜堂聚会。所有全日制学生必须出席。非全日制学生受到强烈鼓励参加。
 - 灵命塑造计划：所有学生参加结构化的灵命塑造计划，包括导师带领、小组问责、灵修操练和个人反思日志。
 - 祷告小组：按年级和事工兴趣组织每周祷告小组。学生每学期至少参加一个祷告小组。
 - 退修会和特别活动：神学院每学期组织一次灵修退修会，并在圣周、宗教改革日和全国祷告日举行特别崇拜。
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9.2 Student Organizations 学生组织

- **Student Council:** The elected student government body that represents student interests, organizes events, and serves as a liaison between students and administration.
 - **Ministry Teams:** Students may participate in campus-based ministry teams including evangelism, campus worship, children's ministry, and community outreach.
 - **Fellowship Groups:** Denominational and cultural fellowship groups provide community and support for students from diverse backgrounds.
 - **International Student Association:** A support network for international students, offering orientation assistance, cultural integration activities, and pastoral care.
 - **学生会:** 由选举产生的学生自治机构，代表学生利益、组织活动并担任学生与校方之间的桥梁。
 - **事工团队:** 学生可参加校园事工团队，包括传福音、校园敬拜、儿童事工和社区外展。
 - **团契小组:** 宗派和文化团契小组为来自不同背景的学生提供社群和支持。
 - **国际学生协会:** 为国际学生提供支持网络，提供迎新协助、文化融合活动和教牧关怀。
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9.3 Housing and Accommodations 住宿

BSOP provides on-campus dormitory facilities for students who require housing. Accommodation is available on a first-come, first-served basis, with priority given to international students and students from outside Metro Manila.

BSOP 为需要住宿的学生提供校内宿舍设施。住宿按先到先得原则安排，优先考虑国际学生和大马尼拉地区以外的学生。

- Dormitory rooms are furnished with basic amenities: bed, desk, chair, and storage.
- Shared kitchen and laundry facilities are available.
- Dormitory rules and quiet hours are strictly enforced (quiet hours: 10:00 PM – 6:00 AM).
- Students seeking off-campus housing may request assistance from the Student Services Office for referrals to approved nearby accommodations.
- **宿舍房间配备基本设施:** 床、书桌、椅子和储物空间。
- **提供共用厨房和洗衣设施。**
- **严格执行宿舍规则和安静时段（安静时段：晚上 10:00 至早上 6:00）。**
- **寻求校外住宿的学生可向学生服务处申请协助，获取附近经批准住所的推荐。**

9.4 Health and Wellness 健康与福祉

- **Health Services:** A campus clinic provides basic first aid and health consultations during office hours. Students requiring advanced medical care will be referred to partner hospitals and clinics.
 - **Emergency Procedures:** In case of medical emergency, contact campus security immediately. Emergency contact numbers are posted in all buildings and dormitories.
 - **Counseling Services:** Confidential counseling is available through the Dean of Students' Office for personal, spiritual, and emotional concerns. Students may also be referred to professional counselors through partner organizations.
 - **Health Insurance:** All students are required to maintain valid health insurance coverage throughout their enrollment. International students must provide proof of insurance at registration.
 - **医疗服务:** 校园诊所在办公时间提供基本急救和健康咨询。需要进阶医疗的学生将被转介至合作医院和诊所。
 - **紧急程序:** 如遇医疗紧急情况, 请立即联系校园安全部门。紧急联络电话张贴在所有建筑物和宿舍中。
 - **辅导服务:** 学生事务处提供保密的辅导服务, 协助处理个人、灵性和情感方面的问题。学生也可通过合作机构转介至专业辅导员。
 - **健康保险:** 所有学生在就读期间必须维持有效的健康保险。国际学生必须在注册时提供保险证明。
-

9.5 Campus Ministry and Practicum 校园事工与实习

Field education and ministry practicum are integral components of theological training at BSOP. Students gain hands-on ministry experience under the supervision of qualified mentors.

实地教育和事工实习是 BSOP 神学训练的重要组成部分。学生在合格导师的督导下获得实际的事工经验。

- **Requirements:** MDiv students must complete a minimum of two semesters (200 hours) of supervised ministry practicum. MA students complete one semester (100 hours).
- **Placement:** Students are placed in local churches, mission organizations, or community ministries in coordination with the Field Education Director.
- **Supervision:** Each student is assigned a field supervisor (on-site ministry mentor) and a faculty supervisor. Regular supervisory meetings and evaluations are required.
- **Reporting:** Students must submit monthly ministry reports, a midterm self-evaluation, and a final practicum portfolio.
- **要求:** 道学硕士学生必须完成至少两学期（200 小时）的督导事工实习。文学硕士学生完成一学期（100 小时）。
- **安排:** 学生在实地教育主任的协调下被安排到地方教会、宣教机构或社区事工中。
- **督导:** 每位学生被分配一位实地督导（现场事工导师）和一位教师督导。需定期进行督导会议和评估。
- **报告:** 学生必须提交每月事工报告、期中自我评估和最终实习报告集。



Biblical Seminary of the Philippines

Field Education Program Manual English Tract (S.Y. 2025-26)

Dr. Jason Richard Tan

10. Field Education Program – English Tract

Introduction

Welcome to BSOP's Field Education Program.

The Field Ed Program is designed to help BSOP achieve its educational goals of raising spiritually mature leaders with a heart for disciple-making and competence in applying biblical truths for contextual and strategic ministry.

The Field Ed Program is a critical part of seminary training, as it provides practical, real-life, and contextual exposure to ministry, where leadership and professional skills are enhanced and developed.

The Field Ed Program is not designed to replace in-class training and lectures, but serves as a laboratory for applying theories and learning.

The Field Ed Program collaborates with Academic Program Directors and professors, as well as ministry mentors, to equip graduates for effective ministry.

This Field Ed Manual serves as a guide for direction, policies, standards, and practices.

It is our hope that the Field Ed Program will serve to advance the calling, credibility, character, and competence of BSOP students and that they will remember with joy and gratitude the time they spent through this program.

BSOP Vision Statement

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

BSOP Mission Statement

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.

BSOP Guiding Principles

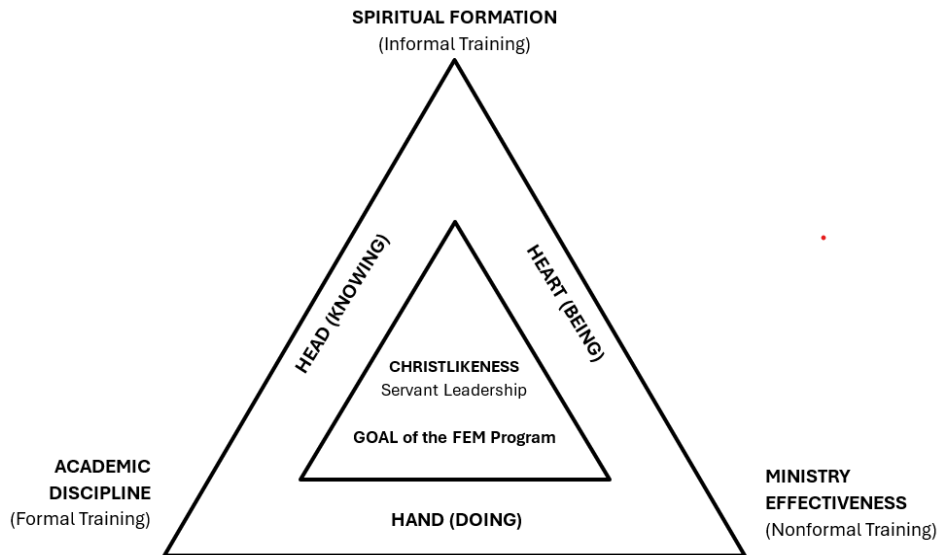
- Compassion for Lost (Matt 9:36-38)
- Humility to Obey (Phil 2:5-8)
- Responsive to Calling (Rom 10:14-15)
- Intimacy with God (John 15:5)
- Servant Leadership (Mark 10:45)
- Teachable Heart (2 Tim 2:1-6)

10.1 FIELD ED Core Values (SERVE)

1. **Servant Leadership** – Based on 1 Timothy 3 and Titus 1, spiritual maturity and godly character are prerequisites to leadership in the body of Christ. The primary focus of the FIELD ED Program is spiritual formation for spiritual leadership.
2. **Established in God’s Word** – 2 Timothy 4:1-2 states that leaders must be ready to preach the Word in season and out of season and able to instruct others. BSOP is committed to a high view of Scripture both in life and doctrine. Students are expected to live but its standards and be willing to learn from and be corrected by God’s word.
3. **Ready to Serve** – Jesus declared in Matthew 20:28 that he came to serve and not to be served. In the same manner, Christ expects all his disciples to bear the same posture of humility and service. At the same time, BSOP is committed to developing a student’s competence in the area of his or her chosen discipline.
4. **Value Family and Relationship** – Jesus said, a new command I give you, love one another as I have loved you (John 13:34-35). Jesus desires unity within His body, and BSOP expects its students to maintain a posture of humility, valuing love and relationship toward the community of believers as they would value their own family. Church leaders must exhibit leadership and love at home as a prerequisite to leading Christ’s church.
5. **Equipped for World Mission** – As the Lord Jesus commissioned the disciples (Matthew 28:16-20) to take the whole Gospel to the whole world, BSOP expects its students to serve the Lord with a global perspective, making disciples and seeking to establish a witness to peoples across cultures (Acts 1:8).

10.2 Philosophical Framework for Holistic Education

Triadic Model



This triadic framework seeks to integrate three interdependent dimensions in spiritual formation: Commandment (*Logos*), Character (*Ethos*), and Conduct (*Pathos*). Each of these points represents a sphere of learning, namely Academic Discipline (*Logos*), Spiritual Formation (*Ethos*), and Ministry Effectiveness (*Pathos*).

This framework demonstrates the intricate relationship between *Academic Discipline*, *Ministry Effectiveness*, and *Spiritual Formation*, serving as a philosophical guide and corrective, if necessary, for pedagogical engagement in the ministry context.

Learning Outcomes

Five (5) Spheres of Learning: Character, Competence, Calling, Credibility, and Community Accountability.

1. Character

- **Christ-like Integrity:** Students will consistently demonstrate honesty, transparency, and ethical behavior in both their personal and professional lives, aligning their actions with biblical principles.
- **Emotional and Spiritual Maturity:** Students will cultivate the ability to manage stress, maintain spiritual disciplines, and exhibit emotional stability, enabling them to serve effectively in the face of challenges.
- **Empathy and Compassion:** Students will develop a deep understanding of and empathy for the needs and struggles of others, showing Christ-like compassion in their ministry.

2. Competence

- **Biblical and Theological Proficiency:** Students will gain a deep and thorough understanding of Scripture and theology, enabling them to teach and apply biblical truths effectively in various ministry contexts.
- **Ministry Skills:** Students will develop the ability to serve or lead according to his or her spiritual gifting.
- **Proficiency in Area of Ministry Discipline:** Students will enhance their skills in their chosen field of ministry, providing service, leadership, instruction, or oversight of ministry tasks consistent with their training.

3. Calling

- **Spiritual Discernment:** Students will cultivate the ability to discern God’s calling in their lives, understand their unique gifts, and embrace their calling or role with clarity and commitment.
- **Vocational Identity:** Students will develop a strong sense of passion for their work in a specific area of ministry as God called them to be.
- **Faithfulness to God's Mission:** Students will demonstrate a commitment to faithfully pursuing God’s mission for the church, continually seeking to align their ministry with God’s purposes in the world.

4. Credibility

- **Trustworthiness and Reliability:** Students will build and maintain trust within the community they serve and within the BSOP community through consistent, reliable, and honest behavior.
- **Ethical Decision-Making:** Students will be able to navigate complex ethical dilemmas with integrity, making decisions that reflect a commitment to biblical values and the well-being of others.
- **Reputation and Influence:** Students will cultivate a positive reputation within their church and the BSOP community.

5. Community Accountability

- **Mutual Love and Respect:** Students will develop a healthy attitude and genuine love for their family, the church, and the BSOP family.
- **Mentoring and Accountability:** Students will engage and establish healthy relationships with mentors, coaches, and fellow students.
- **Responsibility to the Wider Church Community:** Students will recognize and fulfill their responsibility to the broader body of Christ, collaborating with other churches and ministries to

10.3 FIELD ED Equivalent Units

The FIELD ED Program is required of all Master of Arts and Master of Divinity students as a prerequisite for graduation. Part-time and online students will be required to take and enroll in FIELD ED units only if they hope to earn the degrees mentioned above. Exceptions apply to BSOP alumni pursuing a second or higher degree and to online or part-time students taking only audited courses or certificate courses.

The Master of Divinity program requires a total of nine (9) units of Field Education and nine (9) units of Mentoring. In comparison, the Master of Arts program requires six (3) units of Field Education and six (3) units of Mentoring.

Field Education Program

The Field Education (Field Ed) program will vary depending on the student’s chosen field or major. It is recommended that Field Ed be conducted by a team of at least three (3) and no more than five (5), with one senior member leading the team, if possible. A professor may be assigned instead of a senior student if the situation requires it.

However, since each student’s situation varies, a student may be allowed to fulfill the requirements of their Field Ed alone, as context and situation demand, provided the Academic Dean and Program Director approve it.

A Field Ed is worth one (1) unit and may be enrolled in any trimester before graduation.

10.4 Field Ed Matrix

MA (3 units) must take a Mission Exposure and Leadership Immersion Trip

Year	1 st Trimester	2 nd Trimester	3 rd Trimester	Summer / Trimester Break
1	Campus Ministry Team	Market Place Ministry Team	Specialized Ministry Team	Mission Exposure and Leadership Immersion
2	Church or Specialized Ministry Assignment	Church or Specialized Ministry Assignment	Last Semester: No more Field Ed	Optional (assist in Mission Exposure)

MDIV (9 units, except for ICS due to their Full Immersion 8 week practicum = 6 units)

Year	1 st Trimester	2 nd Trimester	3 rd Trimester	Summer / Trimester Break
1	Campus Ministry Team	Market Place Ministry Team	Specialized Ministry Team	Mission Exposure and Leadership Immersion

2	Church or Specialized Ministry Assignment	Church or Specialized Ministry Assignment	Church or Specialized Ministry Assignment	Optional (assist in Mission Exposure)
3	Church Ministry Assignment or Lead 1 st year Teams	Church Ministry Assignment or Lead 1 st year Teams	Last Semester: No more Field Ed	

Field Ed Ministries Descriptions

All 1st-year BSOP student, regardless of their major, must be exposed to campus ministry, marketplace ministry, urban ministry, and mission exposure. Students exposed to different forms of ministry models will have a better understanding and a more holistic approach to ministry.

- **Campus Ministry Team.** Students will join a campus ministry and assist, support, and lead, when possible, in accordance with their host ministry's directives. Currently, we are in partnership with Impact Church, which provides access to 6 public schools in Quezon City through their student ministry.
- **Marketplace Ministry Team.** Students will join a ministry operating in private corporations or government offices. Host ministries will provide specific directives for their assignments each week. Current sites are Awards Central Philippines in Quezon City and Superior Parts Manufacturing in Caloocan City.
 - We also have our own Marketplace Ministry with VIBES Multipurpose Cooperative at SM Valenzuela. This company employs visually impaired people.
 - Superior Parts Mfg Corp, Caloocan City.
- **Specialized Ministry Team.** Students will assist and support a mission organization or a church that ministers to the urban poor, ethnic minorities, prison ministry, or vulnerable sectors. Current partners are SIM (Serving in Mission) and GCMTC (Dumagat Ministry). With SIM, we have multiple sites, including a ministry in a Muslim area and a children's ministry.
- **Church Ministry.** Students may be assigned to a local church to serve in any capacity related to their discipline. The host church may provide ministry exposure to students depending on their gifts and capacity. For Church Ministry assignments, host churches are encouraged to provide financial support to cover the cost of transporting our students.
- **Mission Exposure and Leadership Immersion (MELI).** This is a short-term mission and leadership immersion trip. One will be held during the inter-trimestral break (3-5 days) and one during the summer (5-12 days). This program is designed to expand students' perception of theological, cultural, missional, and biblical theories as they relate to other cultures. Exposure and immersion sites are Saleng Leadership Institute (Mindoro), SIM (various cities), and OM (Operation Mobilization for Palawan or Northern Area).

In the 2nd and 3rd year, BSOP students may focus on their specialization or may be assigned to a church ministry setting. Students may have the option to take or enroll in Campus Ministry, Marketplace Ministry, Urban Ministry, and Mission and Leadership Immersion during their 2nd or 3rd year.

Time Commitments

- Students are expected to participate with their host agency for 10-12 weeks, or more, if the host and student agree on the term. This is approximately 4-6 hours per week, including travel time.
- must be at least seven (4-10) days, including travel time.

Cost and Expenditure

Each team must raise the funds for all its Field Ed requirements. Raising funds is part of their training in leadership and competence skills.

Host Agencies and Ministries

The Field Education director will provide contact information for mission agencies, but the team must arrange details.

Special Field Ed

- **Student Council Service**

Student Council Service may be permitted in lieu of a field assignment (3 units – full year). For President, Vice President, Secretary, Auditor, and Treasurer only. However, this applied only to 2nd and 3rd year students, but not for 1st year students, unless the student is willing to take campus ministry, marketplace ministry, urban ministry, and mission exposure in the 2nd year. Oversee the following activities in addition to their other duties.

- Inter-Seminary Sports
- Christmas,
- New Year,
- Teacher Appreciation

Field Education Proposed Budget for S.Y. 2025-26: P450,000

1. Mission Exposure and Leadership Immersion: P422,000

- a. Inter-Trimestral Mission Exposure and Leadership Immersion (3-5 days).
 - i. Faculty Assistance Package: P20,000 (2) = P40,000
 - ii. Student Assistance Package: P10,000 (12) = P120,000
- b. Summer Mission Exposure and Leadership Immersion (6-12 days)
 - i. Faculty Assistance Package: P35,000 (2) = P70,000
 - ii. Student Assistance Package: P16,000 (12) = P192,000

2. Field Ed Emergency and Intervention: P28,000

In the event of an emergency or field intervention, we may need to provide counseling support, medical assistance, or cover any related expenses for our students.

All proposed funding will only be used when needed.

Evaluation and Assessment of Field Ed

Students, Peers, and Field Supervisors are required to complete an Evaluation and Assessment Form. These documents enable us to assess the performance, task execution, spiritual growth, and leadership development of each student in relation to their tasks.

There are three assessment forms that are used for the Field Ed program. These forms are available in the appendix.

1. Student Spiritual and Character Formation Assessment Form (Appendix 1)

This assessment tool is based on the 5 Field Ed learning outcomes, namely, Character, Competence, Calling, Credibility, and Community Accountability. Each criterion is measured using a Likert scale.

The assessment tool may be used by a student for self-assessment, as well as by their peers and team leader.

The result of the assessment may be shared with the student privately or discussed in a Care and Share group within the school's mentoring program.

2. Student Field Ed Self Evaluation Form and Feedback Form (Appendix 2)

This assessment tool was created to determine the effectiveness of their Field Ed experience or ministry assignment. This tool focuses primarily on the details of the ministry assignment and the leadership skills of the student and their team leaders. The primary focus of this form is on ministry skills rather than spiritual formation.

3. Professional Competence Assessment Form (Appendix 3)

This tool is designed to assess the student's overall performance in their ministry assignment, encompassing attitude, behavior, knowledge, and skills, as evaluated by a third-party peer mentor who serves as a team leader or a ministry supervisor within the host organization or church ministry.

The Field Ed director may use these evaluation and assessment tools as a starting ground in providing spiritual advice, direction, and mentoring for character formation and career direction.

Field Ed and Mission Exposure Trip Protocol

1. Purpose

This protocol establishes a clear set of guidelines and procedures to minimize risks and provide a structured response in the event of an emergency during student fieldwork or off-campus mission exposure trips. The primary goal is to ensure the safety and well-being of all participants.

2. Pre-Fieldwork or Mission Trip Planning & Preparation

All team leaders, field ed supervisors, and students must complete the following steps at least one week prior to the fieldwork or mission trip and must continuously be aware of safety before, during, and after the event:

- **Risk Assessment:**
 - Safety is a mindset. Team leaders, Field Ed supervisors, and students must constantly assess everyone's safety at all times.
 - Identify potential hazards related to the fieldwork location, activities, and environmental conditions (e.g., weather, terrain, local wildlife).
 - Determine the level of risk for each hazard and plan mitigation strategies.

- **Communication Plan:**
 - All participants must provide an emergency contact number.
 - All participants must know the contact number of the Student Affairs' Director and the Field Education Program Director and must inform them of any untoward incident immediately.
 - All participants must know 911 and must call the police as first responder.
 - Establish a communication schedule (e.g., daily check-in calls or messages at a specific time) with the person-in-charge.
 - During Field Ed, such as campus visits, corporate visits, or mission trips, team leaders must provide reasonable updates to the Field Ed or Student Affairs' office.
 - Ensure all participants have access to a reliable means of communication (e.g., cell phones, satellite phones, or two-way radios).

- **Emergency Contact List:**
 - Create a physical and digital list of all participants, their emergency contacts, and any relevant medical information (allergies, conditions).
 - Team leaders must be informed of all relevant medical information of all the participants.
 - The team must always have an emergency kit which includes first aid kits, thermal blanket, snacks, water, flashlight, cash, etc., depending on their field context.
 - Include contact information for local emergency services (police, fire, ambulance) and the nearest medical facility.

- **Required Documents:**
 - Ensure all necessary permissions and waivers are signed and collected.
 - Make copies of all participants' identification and insurance information. The supervisor should carry a physical copy, and a digital copy should be accessible by the campus point-of-contact.
 - All participants must know where to go and wait for help in case of emergency or when lost. Team leaders must brief all participants where to meet if an event that the group is separated.

4. During Fieldwork or Mission Trip

- **Daily Briefing:**
 - Begin each day with a brief safety meeting to discuss the day's activities, potential hazards, and any changes to the plan.

- **Buddy System:**

- Implement a buddy system where students or participants are paired up and are responsible for one another's well-being.
- **Equipment Check:**
 - Ensure all safety equipment (e.g., first-aid kits, GPS devices) is functioning and readily available.
- **Situational Awareness:**
 - Continuously monitor the environment for changing conditions (e.g., weather, unstable terrain).
 - All participants must be aware of their surroundings and report any concerns immediately to the supervisor.

5. Emergency Intervention Protocol

In the event of an emergency, team leaders must follow these three steps:

Step 1: Assess the Situation

- Ensure personal safety and the safety of the group. Do not rush into a dangerous situation.
 - Students in a Field Ed environment must remove themselves from danger immediately.
 - Depending on the context, team leaders or students in a Field Ed environment must call 911 for immediate police response or call the Field Ed supervisor immediately.
- Determine the nature of the emergency (medical, environmental, lost person, etc.).
- Identify who is affected and the severity of the situation.

Step 2: Respond (Immediate Actions)

- **Medical Emergency:**
 - Administer first aid if you are trained and it is safe to do so.
 - Provide comfort and reassurance to the injured person.
 - Do not move the injured person unless they are in immediate danger.
- **Lost Person:**
 - Immediately stop all activities.
 - Attempt to contact the missing person via radio or phone.
 - Signal the campus point-of-contact and local authorities.
- **Environmental Hazard:**
 - Move the group to a safe location away from the hazard (e.g., flash flood, wildfire).
 - Follow the pre-established communication plan to report the situation.

Step 3: Report & Request Assistance

- Using the pre-established communication plan, contact the designated campus point-of-contact and local emergency services as needed.
- Provide a clear and concise report, including:
 - Your name and location.
 - The nature and severity of the emergency.
 - The number of people affected.
 - The actions already taken.
- Follow all instructions from emergency responders and the campus point-of-contact.

5. Post-Fieldwork Review

- After returning, conduct a debriefing session with the group to discuss the fieldwork, including any incidents or near-misses.
- Document any incidents and update the protocol as needed to reflect lessons learned.

Community Outreach and Field Ed Protocol for BSOP

Introduction and Purpose

This protocol is established to provide a structured framework for all mission exposure trips, leadership immersion, field ed, and emergency or disaster response involving community outreach or community assistance.

The purpose of this protocol is to ensure the safety, effectiveness, and respect for human dignity of both responding participants and those who are receiving assistance by setting clear expectations, outlining procedures, and defining responsibilities from the pre-departure phase through to post-trip follow-up. Adherence to this protocol is mandatory for all students, team leaders, and staff involved in community outreach or community assistance.

Pre-Departure Phase

Application and Screening

- **Eligibility to Participate:** All participants from BSOP must meet the following criteria:
 - Age: Must be at least 18 years old.
 - Bonafide student, staff, or faculty of BSOP
 - Must sign the Liability Waiver and Release Agreement
 - All participants must be approved by the project team leader or program director leading the activity.

Training and Orientation

- **Mandatory Meetings:** All accepted participants must attend a series of mandatory training and orientation sessions conducted by the team leader.
- **Items to be discussed:**
 - Goals and Objectives
 - Details of the Program or Event

- Travel Arrangements
- Safety Protocols
- Finances

On-Site Phase

Team Leadership and Structure

- **Team Leader:** It is the responsibility of the team leader to create the necessary leadership and team structure needed for the event in line with the context of the project or program.
- **Chain of Command:** All team members report to the Team Leader. The Team Leader reports to BSOP.
- **Accountability:** Participants must adhere to the instructions and guidance of the Team Leader at all times.

Activities and Conduct

- **Scheduled Activities:** All participants must participate in all scheduled ministry, cultural, and reflection activities. NO side activities that have not been previously approved is allowed.
- **Participant Conduct:**
 - **Respect:** Participants must show respect for local culture, customs, and beliefs.
 - **Team Unity:** Participants are expected to contribute positively to team unity and morale.
 - **Personal Time:** A structured daily schedule will include personal reflection time, but participants should not wander off alone without the explicit permission of the Team Leader.
 - **Dress Code:** Participants must adhere to the established dress code for the duration of the trip.
- **Communication:**
 - Use of personal cell phones and internet access may be limited to specific times.
 - Participants are responsible for communicating with their families about emergency procedures and contact information.

Health and Safety

- **Emergency Plan:** The Team Leader will be familiar with the emergency action plan, including contact information for local hospitals, embassies, and the Mission Agency's Home Office.
- **First Aid:** All teams will be equipped with a basic first-aid kit.
- **Reporting:** All injuries, illnesses, or security concerns must be reported to the Team Leader immediately.

Post-Exposure Phase

Debriefing and Evaluation

- **Debriefing:** The team will engage in a final debriefing session on-site to share reflections and experiences. If needed, the team can have another debriefing within a month.
- **Integration and Evaluation:** Participants are required to complete a post-trip evaluation form to provide feedback on the trip and the protocol itself.
- **Sharing Stories:** Participants are encouraged to share their experiences with their home churches, friends, and family.
- **Financial Report and Thank-Yous:** The team is expected to provide a report that includes financial statements. The team must send thank-you notes or emails to the host families, organizations, and anyone who supported the trip.

APPENDIX 1:
Student Spiritual and Character Formation Assessment Form
(Church Ministry Supervisor or Team Leader)



Biblical Seminary of the Philippines

Student Spiritual and Character Formation Assessment Form

School Year 2025-2026

1st Trimester

Name: Click or tap here to enter text.

Gender: Male Female

Year and Course Major: Click or tap here to enter text.

Email and Phone Number: Click or tap here to enter text.

Date: Click or tap here to enter text.

Mentor / Care N Share Leader: Click or tap here to enter text.

Student Spiritual Formation Evaluation Questionnaire

This questionnaire is designed to evaluate a student's development and effectiveness across five key areas: Character, Competence, Calling, Credibility, and Community Accountability. Please use the following scale to rate the student for each statement:

Rating Scale:

- **1 - Strongly Disagree:** The student rarely demonstrates this quality.
- **2 - Disagree:** The student inconsistently demonstrates this quality.
- **3 - Neutral:** The student demonstrates this quality sometimes.
- **4 - Agree:** The student often demonstrates this quality.
- **5 - Strongly Agree:** The student consistently and excellently demonstrates this quality.
- **N/A - Not Applicable:** I do not have enough information to provide a rating.

I. Character

Christ-like Integrity:

1. The student consistently demonstrates honesty and transparency in their personal and professional life.

1 2 3 4 5 N/A

2. The student's actions align with biblical principles and ethical behavior.

1 2 3 4 5 N/A

Emotional and Spiritual Maturity:

3. The student effectively manages stress and maintains emotional stability when faced with challenges.

1 2 3 4 5 N/A

The student demonstrates consistent spiritual disciplines.

1 2 3 4 5 N/A

Empathy and Compassion:

4. The student shows a deep understanding of and empathy for the needs and struggles of others.

1 2 3 4 5 N/A

5. The student exhibits Christ-like compassion in their ministry interactions.

1 2 3 4 5 N/A

Comments on Character: *(Please provide any additional comments on the student's character.)*

Click or tap here to enter text.

II. Competence

Biblical and Theological Proficiency:

6. The student has a deep and thorough understanding of Scripture and theology.

1 2 3 4 5 N/A

7. The student is able to teach and apply biblical truths effectively in various ministry contexts.

1 2 3 4 5 N/A

Ministry Skills:

8. The student demonstrates the ability to serve or lead in alignment with their spiritual gifting.

1 2 3 4 5 N/A

Proficiency in Area of Ministry Discipline:

9. The student demonstrates enhanced skills in their chosen field of ministry. 12345N/A

1 2 3 4 5 N/A

10. The student provides service, leadership, instruction, or oversight of ministry tasks consistent with their training.

1 2 3 4 5 N/A

Comments on Competence: *(Please provide any additional comments on the student's competence.)*

Click or tap here to enter text.

III. Calling

Spiritual Discernment:

11. The student has a clear sense of God's calling in their life.

1 2 3 4 5 N/A

12. The student understands their unique gifts and embraces their calling with clarity and commitment.

1 2 3 4 5 N/A

Vocational Identity:

13. The student demonstrates a strong sense of passion for their work in their specific area of ministry.

1 2 3 4 5 N/A

Faithfulness to God's Mission:

14. The student shows a commitment to faithfully pursuing God's mission for the church.

1 2 3 4 5 N/A

15. The student continually seeks to align their ministry with God's purposes in the world.

1 2 3 4 5 N/A

Comments on Calling: *(Please provide any additional comments on the student's calling.)*

Click or tap here to enter text.

IV. Credibility

Trustworthiness and Reliability:

16. The student is a trustworthy and reliable presence within the community.

1 2 3 4 5 N/A

17. The student's behavior is consistently honest.

1 2 3 4 5 N/A

Ethical Decision-Making:

18. The student navigates complex ethical dilemmas with integrity.

1 2 3 4 5 N/A

19. The student's decisions reflect a commitment to biblical values and the well-being of others.

1 2 3 4 5 N/A

Reputation and Influence:

20. The student has cultivated a positive reputation within their church and the BSOP community.

1 2 3 4 5 N/A

Comments on Credibility: *(Please provide any additional comments on the student's credibility.)*

Click or tap here to enter text.

V. Community Accountability

Mutual Love and Respect:

21. The student demonstrates a healthy attitude and genuine love for their family, church, and the BSOP family.

1 2 3 4 5 N/A

Mentoring and Accountability:

22. The student engages in healthy relationships with mentors, coaches, and fellow students.

1 2 3 4 5 N/A

Responsibility to the Wider Church Community:

23. The student recognizes and fulfills their responsibility to the broader body of Christ.

1 2 3 4 5 N/A

24. The student collaborates with other churches and ministries.

1 2 3 4 5 N/A

Comments on Community Accountability: *(Please provide any additional comments on the student's community engagement.)*

Click or tap here to enter text.

**Appendix 2:
Student Field Ed Self Evaluation and Feedback Form**



Biblical Seminary of the Philippines

Student Field Ed Self Evaluation

School Year 2025-2026

1st Trimester

Name: Click or tap here to enter text.

Gender: Male Female

Year and Course Major: Click or tap here to enter text.

Email and Phone Number: Click or tap here to enter text.

Field Ed Assignment or Venue: Click or tap here to enter text.

Field Supervisor or Host Organization: Click or tap here to enter text.

Amount of Honorarium Received: Click or tap here to enter text.

Period: Click or tap here to enter text.

MINISTRY OPPORTUNITIES

Doing ministry is a privilege as we are given opportunities to do works of service in God's name for his glory. As Christians, we are sent out to be the light and salt of this world. The internship serves as an avenue for the equipping and training of students for ministerial work.

1. In your opinion, which of the ministry assignments/opportunities did you do well? How so?
Click or tap here to enter text.

2. Which of the ministry assignments/opportunities do you think you could have done better? Why?
Click or tap here to enter text.

3. What lessons or personal insights did you gain from this experience?
Click or tap here to enter text.

MINISTRY TEAM

Doing ministry is all about teamwork. Christians are supposed to be the church, a body with many members. Therefore, it is crucial that we serve in unity and harmony, as our Triune God is one and in harmonious relationship with one another.

1. Rate your team's overall experience. Was it beneficial and encouraging, or was it full of issues?

(1 to 5, 5 highest)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

Explain your answer:

[Click or tap here to enter text.](#)

2. Rate your team's relationship with each other.

(1 to 5, 5 highest)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

Explain your answer:

[Click or tap here to enter text.](#)

3. What lessons on teamwork did you learn from our team, team leader, or host supervisor?

[Click or tap here to enter text.](#)

4. What concerns or problems did you encounter concerning teamwork?

[Click or tap here to enter text.](#)

5. How did you address these problems on both personal and team levels?

[Click or tap here to enter text.](#)

PERSONAL GROWTH AND DEVELOPMENT

Doing ministry entails personal growth and development. As we serve the Lord our God, we must desire to imitate and follow Christ Jesus our Lord, who served with humility, with sacrificial love, and with victory through the power of the Holy Spirit.

1. How is your relationship or walk with God? Please explain your answer.

Click or tap here to enter text.

2. Rate your overall sentiments with regard to the field experience you encountered this trimester. Please explain your answer.

Click or tap here to enter text.

3. What faith lessons did you learn from the experience that helped you grow in your intimacy with God, love for his service, and becoming more like Christ?

Click or tap here to enter text.

4. How does Field Ed help you in your Academic reflections?

Click or tap here to enter text.

5. Are you able to balance your academic responsibilities with family and financial responsibilities? Please explain your answer.

Click or tap here to enter text.

6. Do you have any suggestions on how BSOP can help with your spiritual formation?

Click or tap here to enter text.

Student's Signature/Date

Appendix 3

SAMPLE

Mission Community Outreach Program (template)



Biblical Seminary of the Philippines Community Outreach Template

I. PROJECT INFORMATION

PROJECT TITLE	Feeding Hope: Sharing God's Love with Our Community
PROPOSERS	Biblical Seminary of the Philippines, Inc.
PARTNER CHURCH (Venue)	Karuhatan Milestone Bible Church
PC Represented by	Ptr. Peter Co
PROJECT DATE	December 9, 2023
PROPOSED NUMBER OF PERSONS	15-20 Approximately (From BSOP, KMB & 90 DOM)
PROPOSED TIME	8:00-10:00AM
PROJECT COST	PHP.
FUND SOURCE	Via UCM, 90 Degree Outreach Ministries, BSOP, Personal

II. PROJECT BACKGROUND/ RATIONALE

Feeding programs provide an opportunity to establish personal connections within the community. Sharing a meal symbolizes fellowship, creating pathways to deeper relationships that can ultimately foster spiritual conversations and connections. Moreover, through the act of providing food to the hungry, we embody Christ's love and compassion in a tangible manner. This presents an opportunity to demonstrate that the church genuinely cares for the physical well-being of individuals, serving as a compelling testimony to God's love.

Biblical Seminary of the Philippines, Inc. (BSOP) saw the need to conduct an outreach feeding program in coordination with Karuhatan Milestone Bible Church (Partner Church) and 90 Degree Outreach Ministries, headed by Ptr. Jess Del Mundo (BSOP Student)

III. OBJECTIVES/PURPOSE

To deepen their faith and spiritual understanding by participating in engaging and age-appropriate Bible lessons/skits during the outreach program, and be able to enjoy a nutritious meal, addressing their immediate physical needs, and experiencing the love and care of the church community.

IV. EXPECTED OUTPUTS/DELIVERABLES

The following are the expected outputs/deliverables related to the project:

1. A significant number of children actively engaged and participated in the Bible lessons, showing an “improved understanding” of Christian principles and a strengthened faith within the duration of the one-day program.
2. Establishment of initial community connections, with the potential for future engagement, as the one-day program introduces the church's presence and outreach efforts within the community.

V. PROJECT COST/BUDGETARY REQUIREMENT

Meal for participants (Food and Bottled Water)	150 per head x 20-30 (Number of participants) = PHP. 3,000 – 4,500
Rental of Venue	n/a
Love Gift for Pastor (PC)	PHP. 500
Love Gift for volunteers	PHP. 1000
Promotional Cost	n/a
Gift Giving: Groceries	200 per head x 20-30 (Number of participants) = PHP. 4,000/ 6,000
Meals for Facilitators, Volunteers, Pastors	150 per head – 20 (Facilitators, Volunteers, Pastors) – PHP 3,000
Gospel Tracts/ Gospel of John	n/a
Total:	11,500 – 15,000

Note: Please note that the budget for gift-giving should be shouldered by the 90 Degree Outreach Ministry.

VI. PROPOSED PROGRAM

Time	Program Itinerary	Person in Charge	Duration
8:00-8:15	Registration	KMBC C.E. Department	15 Mins
8:15-8:20	Welcome Remarks	Ptr. Jess Del Mundo	5 Mins
8:20-8:25	Opening Prayer	Ptr. Jess Del Mundo	5 Mins
8:25-8:40	Fellowship Songs	KMBC C.E. Department	10-15 Mins
8:40-9:00	Ice Breaker	KMBC C.E. Department	15-20 Mins
9:00-9:25	Word of God (Skit) and Prayer of Acceptance	KMBC C.E. Department	20-25 Mins
9:25-9:40	Gift Giving (Groceries)	Volunteers and KMBC C.E. Department	10-15 Mins

9:40-9:45	Closing Prayer/ Prayer for the food	1 Pastor from KMBC	5 Mins
9:45-10:00	Fellowship Meal	Volunteers and KMBC C.E. Department	5 Mins

Pre- Registration: KMBC C.E. Department

Emcee: KMBC C.E. Department

SCRIPT FOR THE WORD OF GOD

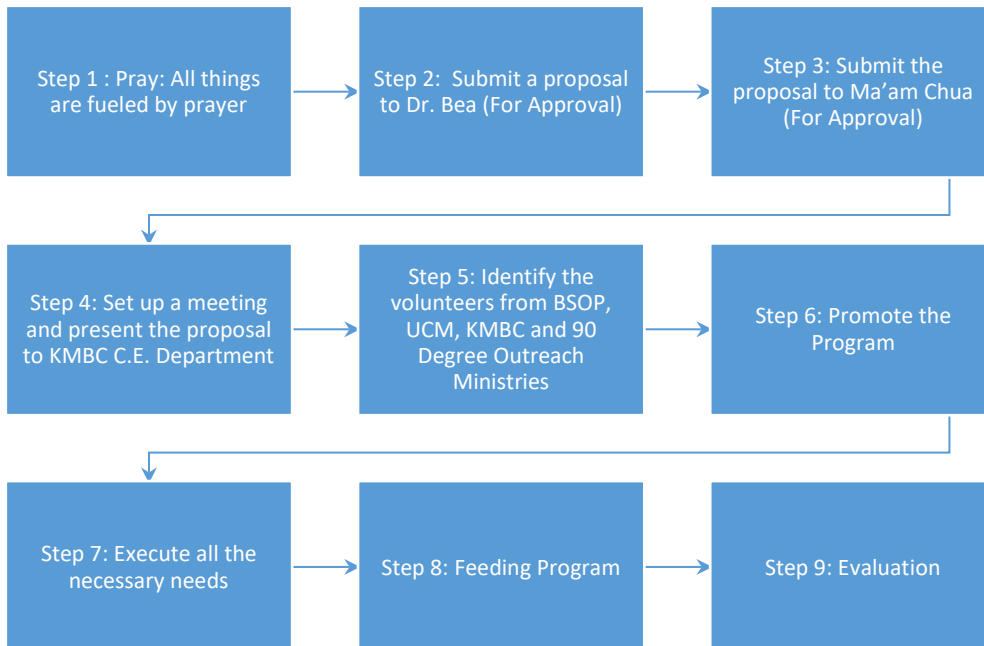
Title: The Birth of Jesus

Reference: Luke 2:1-20

Characters:

- Narrator - 1 Participant
- Mary – 1 Participant
- Joseph - 1 Participant
- Jesus - 1 Participant
- The Wise Men – 3 Participants
- Shepherds - 2 Participants
- Angels - 3 Participants

VII. ACTION PLAN



VIII. POST-EVENT EVALUATION FOR OUTREACH FEEDING PROGRAM

Attendance:

Date:

Time:

1. What can we celebrate and thank God for in this event?
2. What were three wins?
3. What worked well?
4. What was our overall goal, and was it accomplished?
5. Did we reach the target audience? If yes, how? If not? What happened?
- 6.
7. Is there any miscommunication about how the event should be done?

Guide Questions

Self-assessment

- Which team members developed new skills and experience?
- Did the event help you to develop your leadership skills?
- Did the event inspire you to take action as part of the group?
- Did the event help you to build stronger relationships with your peers?
- Are you willing to listen and unlearn your ideals of how and what, for us to learn from the people with mature skills in handling events?

Content/Word

- Was the topic and activities relevant and engaging for the target audiences?
- Did the event provide you with opportunities to learn and grow?
- What do you like most about the skit?
- What do you like least about the skit?

Logistics

- Was the event well-organized and easy to follow?
- Was the event centralized communication for everyone who was involved?
- Was the venue comfortable and accessible?
- Was the food and drink satisfactory?

Overall

- What unexpected challenges did we experience?
- How well did we express our dependence on God’s prayer?
- How would you rate the overall experience of the program/fellowship?
- Did the event meet your expectations?
- Would you do it again?

Other

- What did you like most about the event?
- Who needs to be followed up?
- What could be improved?
- Are there any suggestions you have for future program/fellowships?

IX. PROJECT APPROVAL

Prepared by:	Approved by:
Name: Henrick Jess Del Mundo	Name

Appendix 4 Consent Form for Community Outreach

Consent Form

Thank you for participating in our community outreach program. We value your involvement and would like to share the impact of this program with others through photographs, videos, and personal stories. To do this, we need your consent.

I, the undersigned, hereby grant permission to **[Name of Organization/Church/Program]** and its representatives to:

Take and use photographs and/or video recordings of me (and/or my child if under 18 years old).

Record or document personal stories, experiences, or testimonials I voluntarily share.

Use these materials for the purposes of **promoting, reporting, fundraising, training, and documenting the outreach program.**

These materials may be published or displayed in, but are not limited to: Printed materials (brochures, newsletters, reports), Digital platforms (official website, social media pages, online presentations), and public presentations and events

I understand that:

My participation is voluntary, and I may choose not to share my story or image.

No compensation will be provided for the use of these materials.

My name and personal details will remain confidential unless I give explicit permission to disclose them.

I may withdraw consent at any time by providing written notice to **[Organization Contact Person/Email]**, and materials will not be used in future publications.

Consent

I give consent for the use of my photographs, videos, and/or stories as described above.

I do NOT give consent.

Participant's Full Name: _____

Signature: _____ **Date:** _____

Parent/Guardian's Name and Signature (if under 18): _____

Organization Contact Person:

Name: _____

Position: _____

Email/Phone: _____

Appendix 5
Liability Waiver and Release Agreement

BSOP COMMUNITY OUTREACH PROGRAM
LIABILITY WAIVER AND RELEASE AGREEMENT

Participant Name: _____

Address: _____

Phone Number: _____

Email: _____

Program/Event: _____

Date(s) of Participation: _____

1. Acknowledgment of Risks

I, the undersigned participant, acknowledge that my participation in the BSOP Community Outreach Program may involve certain inherent risks, including but not limited to physical injury, illness, or property damage. I hereby voluntarily assume all risks associated with my participation in the program.

2. Waiver and Release

In consideration of being allowed to participate in the BSOP Community Outreach Program, I, on behalf of myself, my heirs, executors, administrators, and assigns, do hereby release, waive, discharge, and covenant not to sue BSOP, its directors, employees, volunteers, agents, and representatives (collectively referred to as "BSOP") from any and all liability, claims, demands, causes of action, or damages arising out of or related to any loss, damage, or injury, including death, that may be sustained by me or to any property belonging to me, whether caused by the negligence of BSOP or otherwise, while participating in the program.

3. Indemnification

I agree to indemnify and hold harmless BSOP from any loss, liability, damage or costs, including court costs and attorneys' fees, that they may incur due to my participation in the program, whether caused by negligence of BSOP or otherwise.

4. Understanding of this Agreement

I have read this Liability Waiver and Release Agreement, fully understand its terms, and acknowledge that I am waiving substantial rights, including my right to sue. I acknowledge that I am signing this agreement freely and voluntarily without any inducement.

Participant Signature: _____

Date: _____

Parent/Guardian Signature (if participant is under 18): _____

Date: _____

Appendix 6

Field Education and Mission Trip Waiver and Release of Liability Form

Biblical Seminary of the Philippines

Field Education and Mission Trip Waiver and Release of Liability Form Student Information

- **Name:** _____
- **Program:** _____
- **Field Education Placement / Church / Organization or Mission Trip Site**

- **Field Supervisor, Team Leader, or Host:** _____
- **Period or Date:** _____

Purpose of the Form

The Field Education and Intercultural Studies Programs of the Biblical Seminary of the Philippines (BSOP) provide students with opportunities to gain supervised ministry experience outside the seminary campus. This form is designed to ensure that students understand and accept the personal responsibilities and potential risks involved while participating in such off-campus activities.

Assumption of Risk

I, the undersigned student, acknowledge that participation in Field Education or Mission Exposure Trips may involve inherent risks, including, but not limited to, travel-related risks, health and safety hazards, and interactions with members of the public. I understand that these activities are conducted at various churches, institutions, and communities, not under the direct supervision or control of BSOP.

I voluntarily assume all risks associated with my participation in Field Education or Mission Trips and agree that I am personally responsible for exercising appropriate care and judgment throughout my placement.

Release and Waiver of Liability

In consideration of being permitted to participate in the Field Education Program, I hereby release, discharge, and hold harmless the **Biblical Seminary of the Philippines**, its trustees, officers, faculty, employees, representatives, and agents from any and all liability, claims, demands, or causes of action arising out of or related to any loss, damage, injury, illness, or

harm (including death) that may occur during or as a result of my participation in the Field Education Placement or Mission Trip Site.

This release applies to all acts of ordinary negligence, whether active or passive, but does not apply to acts of gross negligence or willful misconduct by BSOP or its representatives.

Medical and Insurance Responsibility

I understand that BSOP does not provide medical insurance or coverage for injuries or illnesses that may occur during my Field Education or Mission Trips. I am responsible for maintaining my own medical and personal insurance coverage and for any medical expenses incurred during my placement.

Conduct and Representation

I agree to conduct myself in a manner consistent with the Christian character and ethical standards expected of BSOP students. I will abide by all local laws, institutional rules, and BSOP policies while participating in my Field Education assignment.

Acknowledgment of Understanding

I have carefully read this document, understand its contents, and voluntarily sign it as my own free act and deed. I acknowledge that this release of liability is legally binding and that I am waiving certain legal rights, including the right to sue BSOP for ordinary negligence.

Student Signature: _____ **Date:** _____

Printed Name: _____

Parent/Guardian Signature (if student is under 18): _____

Date: _____

Field Education Director Signature: _____ **Date:** _____

NOTE: Signature is not required if sent by email

For Office Use Only

Received by: _____ Date: _____

Approved Placement: Yes No

11 Library and Learning Resources 图书馆与学习资源

11.1 Library Services 图书馆服务

The BSOP Library serves as the academic and research hub of the seminary, providing access to a comprehensive collection of theological, biblical, and ministry resources. **See the full Library Handbook in the Appendix L.**

BSOP 图书馆是神学院的学术和研究中心，提供全面的神学、圣经和事工资源。详见附录 L 中的《图书馆手册》全文

- **Hours of Operation:** Monday–Friday: 8:00 AM – 8:00 PM; Saturday: 8:00 AM – 12:00 PM; Closed on Sundays and public holidays.
 - **Collection:** The library holds over 30,000 volumes, including books, periodicals, reference works, commentaries, and special collections in English, Chinese, and Filipino.
 - **Borrowing Policies:** Students may borrow up to 5 books for 14 days, with one renewal. Reference materials and reserve items may only be used within the library. Overdue fines of ₱5 per day per item apply.
 - **Interlibrary Loan:** BSOP participates in interlibrary loan agreements with partner theological libraries in Metro Manila and the ATA network.
 - **开放时间:** 周一至周五: 上午 8:00 至晚上 8:00; 周六: 上午 8:00 至中午 12:00; 周日和公众假期闭馆。
 - **馆藏:** 图书馆拥有超过 30,000 册藏书, 包括英文、中文和菲律宾语的书籍、期刊、参考工具书、注释书和特别馆藏。
 - **借阅政策:** 学生最多可借阅 5 本书, 借期 14 天, 可续借一次。参考资料和预留书目仅限馆内使用。逾期罚款为每天每本 ₱5。
 - **馆际互借:** BSOP 与大马尼拉地区和 ATA 网络的合作神学图书馆参与馆际互借协议。
-

11.2 Digital Resources 数字资源

- **Online Databases:** Students have access to ATLA Religion Database, JSTOR Theology Collection, and other academic databases through the library portal.
- **E-Books:** A growing collection of e-books is available through the seminary's digital library platform, accessible on and off campus with student credentials.
- **Digital Theological Libraries:** Access to resources through the Theological Book Network and other digital archives is available for research purposes.
- **线上数据库:** 学生可通过图书馆门户网站访问 ATLA 宗教数据库、JSTOR 神学馆藏和其他学术数据库。
- **电子书:** 透过神学院的数位图书馆平台提供不断增长的电子书馆藏，使用学生帐号可在校内外访问。
- **数位神学图书馆:** 可通过神学书籍网络和其他数位档案库获取研究资源。

11.3 Research Support 研究支持

- **Research Consultation:** The library staff offers individual research consultation sessions to assist students with literature searches, database navigation, and research methodology.
- **Citation and Style Guides:** The seminary requires the use of Kate L. Turabian's *A Manual for Writers* (latest edition) for all academic papers, theses, and dissertations. Style guides are available at the reference desk.
- **Thesis and Dissertation Support:** The library provides formatting review services for thesis and dissertation manuscripts, ensuring compliance with BSOP formatting standards.
- **研究咨询:** 图书馆员工提供个别研究咨询，协助学生进行文献检索、数据库浏览和研究方法学。
- **引用和格式指南:** 神学院要求所有学术论文、硕士论文和博士论文使用 Kate L. Turabian 的《作者手册》（最新版）。格式指南可在参考柜台索取。
- **论文支援:** 图书馆为硕士和博士论文手稿提供格式审查服务，确保符合 BSOP 格式标准。

12 Technology and Internet Usage Policy 科技与网络使用政策

12.1 Computer and Network Use 电脑与网络使用

BSOP provides computer workstations and wireless network access for academic purposes. All users of seminary technology resources must adhere to the following guidelines:

BSOP 提供电脑工作站和无线网络以供学术使用。所有使用神学院科技资源的用户必须遵守以下指引：

- Computer facilities are available in the library and designated computer labs during regular operating hours.
 - Students must use their assigned seminary credentials to access the network and computer systems.
 - Installation of unauthorized software on seminary computers is strictly prohibited.
 - Students are responsible for backing up their own academic files. The seminary is not responsible for data loss on personal devices.
 - All software used on seminary computers must be properly licensed. The use of pirated or unlicensed software is a violation of both seminary policy and Philippine law.
 - 电脑设施在图书馆和指定电脑实验室的正常营业时间内可用。
 - 学生必须使用分配的神学院帐号登入网络和电脑系统。
 - 严禁在神学院电脑上安装未经授权的软件。
 - 学生有责任备份自己的学术文件。神学院对个人设备上的数据丢失不承担责任。
 - 神学院电脑上使用的所有软件必须有合法授权。使用盗版或未授权软件违反神学院政策和菲律宾法律。
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12.2 Internet Usage Policy 网络使用政策

Internet access is provided as a resource for academic study, research, and seminary-related communication. Students are expected to use the internet responsibly and in a manner consistent with Christian values.

网络接入作为学术研究、科研和神学院相关通讯的资源提供。学生应负责任地使用网络，并以符合基督教价值观的方式使用。

Prohibited Activities:

禁止活動:

- Downloading, distributing, or viewing pornographic, obscene, or otherwise inappropriate content.
 - Illegal downloading of copyrighted materials (music, movies, software, books).
 - Unauthorized access or attempt to access restricted systems, networks, or accounts.
 - Using the network for commercial purposes, gambling, or any illegal activity.
 - Sending spam, chain letters, or malicious communications.
 - Engaging in cyberbullying, harassment, or defamation through online channels.

 - 下载、散布或浏览色情、淫秽或其他不当内容。
 - 非法下载受版权保护的材料（音乐、电影、软件、书籍）。
 - 未经授权访问或企图访问受限系统、网络或账户。
 - 将网络用于商业目的、赌博或任何违法活动。
 - 发送垃圾邮件、连锁信或恶意通讯。
 - 通过网络渠道进行网络霸凌、骚扰或诽谤。
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The seminary reserves the right to monitor network usage and take disciplinary action for violations of this policy.

神学院保留监控网络使用的权利，并对违反本政策者采取纪律处分。

Reference | 参考

See Appendix A for the complete BSOP Internet Usage Policy.

请参阅附录 A 完整的 BSOP 网络使用政策。

12.3 Email and Communication 电子邮件与通讯

- All official seminary communications will be sent to the student's BSOP email address. Students are responsible for checking their seminary email regularly (at least once daily).
- Students should maintain a professional and respectful tone in all electronic communications, whether email, messaging, or social media.
- When representing BSOP in any public forum or social media platform, students must conduct themselves in a manner consistent with the seminary's values and mission.
- 所有正式的神学院通讯将发送至学生的 **BSOP** 电子邮件地址。学生有责任定期查阅神学院邮件（至少每日一次）。
- 学生在所有电子通讯中应保持专业和尊重的语气，无论是电子邮件、即时通讯还是社交媒体。
- 在任何公共论坛或社交媒体平台上代表 **BSOP** 时，学生必须以符合神学院价值观和使命的方式行事。

12.4 Go Green / Go Paperless Initiative 环保无纸化倡议

BSOP is committed to environmental stewardship as an expression of our responsibility to care for God's creation. The seminary has adopted a "Go Green / Go Paperless" initiative that includes:

BSOP 致力于环境管理，作为我们关爱神创造的责任之体现。神学院已采行“环保/无纸化”倡议，包括：

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- Digital submission of all academic assignments through the seminary's Learning Management System (LMS).
 - Electronic distribution of course syllabi, reading materials, and announcements.
 - The BSOP Solar Energy Project, which provides renewable energy for campus facilities, reducing the seminary's carbon footprint.
 - Recycling programs and waste reduction initiatives across campus.
 - 通过神学院的学习管理系统（LMS）数字化提交所有学术作业。
 - 以电子方式分发课程大纲、阅读材料和公告。
 - **BSOP 太阳能项目为校园设施提供可再生能源，减少神学院的碳足迹。**
 - 全校范围的回收计划和减废倡议。
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13 Student Code of Conduct 学生行为准则

As a community of believers committed to the Lordship of Jesus Christ, BSOP expects all students to conduct themselves in a manner that honors God, reflects the values of Scripture, and contributes to a healthy and respectful community.

作为一个委身于耶稣基督主权的信徒群体，BSOP 期望所有学生以荣耀神、反映圣经价值观并促进健康和尊重的群体的方式行事。

13.1 General Standards 一般标准

- Students are expected to demonstrate Christian character in all interactions — with faculty, staff, fellow students, and the broader community.
 - Respect for the diversity of denominational traditions, cultural backgrounds, and theological perspectives within the evangelical community is required.
 - Students are expected to maintain a consistent devotional life, participate in corporate worship, and engage in community activities that build mutual encouragement and accountability.
 - All students must abide by the laws of the Republic of the Philippines and the regulations of the seminary.
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- 学生在与教职员工、同学和更广泛的社群的所有互动中应表现基督徒品格。
 - 必须尊重福音派社群中的宗派传统、文化背景和神学观点的多样性。
 - 学生应维持稳定的灵修生活，参与团体敬拜，并参加建立彼此鼓励和问责的社群活动。
 - 所有学生必须遵守菲律宾共和国法律和神学院规章。
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13.2 Personal Conduct 个人行为

- **Dress Code:** Students are expected to dress modestly and appropriately for an academic and ministry environment. Business casual attire is required for chapel services and formal seminary events. Specific dress guidelines are posted at the Student Services Office.
 - **Substance Use:** The use, possession, or distribution of alcohol, tobacco, illegal drugs, or any controlled substances on campus is strictly prohibited. Violations will result in immediate disciplinary action.
 - **Relationships and Social Conduct:** Students are expected to maintain wholesome relationships that reflect biblical standards. Public displays of affection beyond what is culturally appropriate in a seminary context are discouraged. Students involved in dating relationships are encouraged to seek pastoral counsel.
 - **服装规定:** 学生应穿着端庄、适合学术和事工环境的服装。礼拜堂聚会和正式神学院活动要求商务休闲装。具体服装指引张贴在学生服务处。
 - **物质使用:** 严禁在校园内使用、持有或分发酒精、烟草、非法药物或任何管制物质。违规将立即受到纪律处分。
 - **人际关系与社交行为:** 学生应维持反映圣经标准的健康人际关系。不鼓励在神学院环境中超出文化适当范围的公开亲密举动。处于恋爱关系中的学生被鼓励寻求教牧辅导。
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13.3 Academic Conduct 学术行为

In addition to the Academic Integrity policies outlined in **Section 7.2**, the following standards apply to academic conduct:

除了第 7.2 节中概述的学术诚信政策外，以下标准适用于学术行为：

- Students must conduct themselves with honesty and integrity during all examinations. The use of unauthorized materials, devices, or communication with other students during exams is prohibited.
- Collaborative work must be clearly identified as such. When collaboration is permitted, all contributing students must be credited.
- Students are expected to contribute constructively to classroom discussions, respecting the perspectives and dignity of all participants.
- 学生在所有考试中必须以诚实和正直的态度行事。考试期间禁止使用未经授权的材料、设备或其他学生沟通。
- 合作作业必须清楚标明。允许合作时，所有参与的学生都必须被署名。
- 学生应在课堂讨论中建设性地参与，尊重所有参与者的观点和尊严。

13.4 Disciplinary Process 纪律程序

When a student is found to have violated the Code of Conduct, the following graduated disciplinary actions may be applied:

当学生被发现违反行为准则时，可能采取以下逐级纪律处分：

1. **Pastoral Counsel:** An informal meeting with the Dean of Students or a faculty member to address the concern and provide guidance.
2. **Written Warning:** A formal written warning placed in the student's file, outlining the violation and expectations for corrective behavior.
3. **Disciplinary Probation:** A defined period during which the student's conduct is closely monitored. Further violations during this period may result in suspension.

4. **Suspension:** Temporary removal from the seminary for a specified period (typically one semester). The student may apply for readmission after the suspension period.
 5. **Expulsion:** Permanent dismissal from the seminary. This action is reserved for the most serious violations and is subject to Board approval.
1. **教牧辅导:** 与学生事务处主任或教师进行非正式会面, 讨论问题并提供指导。
 2. **书面警告:** 正式的书面警告存入学生档案, 概述违规行为和纠正行为的期望。
 3. **纪律观察:** 在一段规定期间内密切监督学生的行为。在此期间进一步违规可能导致停学。
 4. **停学:** 在指定期间(通常一个学期)暂时离开神学院。学生可在停学期满后申请复学。
 5. **开除:** 永久被神学院除名。此处分仅适用于最严重的违规行为, 须经董事会批准。

Students subject to disciplinary action have the right to due process, including the right to be heard, to present evidence, and to appeal the decision. See **Section 13** for appeal procedures.

受到纪律处分的学生享有正当程序的权利, 包括被听取意见、提供证据和对决定提出上诉的权利。请参阅第 13 部分的上诉程序。

14 Grievance and Appeals Procedures 申诉与上诉程序

BSOP is committed to resolving student grievances and appeals in a fair, timely, and transparent manner. The following procedures are designed to ensure that every student has the opportunity to be heard and that decisions are made with integrity and justice.

BSOP 致力于以公平、及时和透明的方式解决学生的申诉和上诉。以下程序旨在确保每位学生都有被听取意见的机会, 并确保决定以正直和公正的方式做出。

14.1 Academic Appeals 学术申诉

Grade Appeal Process:

成绩申诉程序:

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1. **Step 1 — Instructor Conference:** Within seven (7) days of receiving the grade, the student must meet with the course instructor to discuss the grade and seek resolution.
 2. **Step 2 — Department Chair Review:** If the matter is not resolved, the student may submit a written appeal to the Department Chair within fourteen (14) days. The Chair will review the case and render a decision within seven (7) business days.
 3. **Step 3 — Academic Dean Review:** If the student is unsatisfied with the Chair's decision, a final written appeal may be submitted to the Academic Dean within seven (7) days. The Academic Dean's decision is final for grade appeals.

1. **第一步——教师会面:** 在收到成绩后七（7）天内，学生必须与课程教师会面讨论成绩并寻求解决。
2. **第二步——系主任审查:** 如果问题未解决，学生可在十四（14）天内向系主任提交书面申诉。系主任将审查案件并在七（7）个工作日内做出决定。
3. **第三步——学术院长审查:** 如果学生对系主任的决定不满意，可在七（7）天内向学术院长提交最终书面申诉。学术院长的决定对成绩申诉为最终决定。

Academic Standing Appeal: Students placed on academic probation or facing academic dismissal may appeal to the Academic Appeals Committee by submitting a written petition within fourteen (14) days of notification. The petition should include a plan for academic improvement and any supporting documentation.

学业状态申诉: 被列入学业观察或面临学业退学的学生可在收到通知后十四（14）天内向学术申诉委员会提交书面请愿书。请愿书应包含学业改进计划和任何支持性文件。

14.2 Non-Academic Grievances 非學術申訴

- **Personal Grievances:** Students who experience interpersonal conflicts, unfair treatment, or policy concerns should first attempt informal resolution with the parties involved. If informal resolution fails, a written grievance may be filed with the Dean of Students.
 - **Harassment and Discrimination:** BSOP has zero tolerance for harassment, discrimination, or abuse of any kind. Students who experience or witness such behavior should report it immediately to the Dean of Students or any trusted faculty member. All reports will be treated confidentially and investigated promptly.
 - **Mediation:** When appropriate, the seminary may arrange a mediation session facilitated by a trained mediator to help the parties reach a mutually acceptable resolution.
 - **个人申诉:** 遇到人际冲突、不公平待遇或政策问题的学生应先尝试与相关方进行非正式解决。如果非正式解决失败，可向学生事务处主任提交书面申诉。
 - **骚扰与歧视:** BSOP 对任何形式的骚扰、歧视或虐待零容忍。遭遇或目睹此类行为的学生应立即向学生事务处主任或任何信任的教师报告。所有报告将以保密方式处理并迅速调查。
 - **调解:** 适当时，神学院可安排由经培训的调解人主持的调解会议，帮助各方达成双方都能接受的解决方案。
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14.3 Appeal to the Board 向董事会上诉

As a final recourse, students may appeal to the BSOP Board of Trustees in the following circumstances:

作为最后的申诉途径，学生可在以下情况下向 BSOP 董事会上诉：

- Expulsion or suspension of more than one semester.
 - Matters involving alleged violations of due process by seminary administration.
 - Issues of institutional policy that the student believes warrant Board-level review.
 - 被开除或停学超过一个学期。
 - 涉及指控神学院行政部门违反正当程序的事项。
 - 学生认为需要董事会层级审查的机构政策问题。
-

Appeals to the Board must be submitted in writing to the President's Office within thirty (30) days of the final institutional decision. The Board will review the appeal at its next scheduled meeting and issue a written decision, which shall be final and binding.

向董事会的上诉必须在机构最终决定后三十（30）天内以书面形式提交至院长办公室。董事会将在下次例会上审查上诉并发出书面决定，该决定为最终裁定且具有约束力。

15 Graduation Requirements 毕业要求

15.1 General Requirements 一般要求

To be eligible for graduation, all students must satisfy the following requirements:

符合毕业资格的所有学生必须满足以下要求：

- Successful completion of all required credit hours for the student's degree program.
- Achievement of the minimum cumulative GPA (2.5 for master's programs; 3.0 for doctoral programs).
- Settlement of all financial obligations to the seminary, including tuition, fees, library fines, and any outstanding balances.
- Completion of all field education and practicum requirements as prescribed by the student's program.
- Successful defense of thesis or dissertation, where applicable.
- Recommendation by the faculty for conferral of the degree.
- Completion of an exit interview with the Dean of Students.
- 成功完成学生学位课程的所有必修学分。
- 达到最低累计 GPA（硕士课程 2.5；博士课程 3.0）。
- 结清对神学院的所有财务义务，包括学费、杂费、图书馆罚款和任何未结清余额。
- 完成学生课程规定的所有实地教育和实习要求。
- 成功通过论文或博士论文答辩（如适用）。
- 获得教师推荐授予学位。
- 与学生事务处主任完成离校面谈。

15.2 Application for Graduation 毕业申请

1. Students must file a formal Application for Graduation with the Registrar's Office at least one semester before their anticipated graduation date.
 2. A graduation clearance form must be completed, obtaining signatures from the Library, Finance Office, Dean of Students, Academic Dean, and Registrar.
 3. The graduation fee must be paid in full before the degree conferral ceremony.
 4. Academic regalia (cap, gown, and hood) may be rented through the Registrar's Office or purchased through approved vendors.
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1. 学生必须在预计毕业日期前至少一个学期向教务处提交正式的毕业申请。
 2. 必须完成毕业离校单，取得图书馆、财务办公室、学生事务处主任、学术院长和教务处的签名。
 3. 毕业费必须在学位授予典礼前全额缴付。
 4. 学位服（帽、袍和头巾）可通过教务处租借或通过经批准的供应商购买。
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15.3 Commencement Ceremony 毕业典礼

The annual Commencement Ceremony is a solemn and joyful occasion celebrating the achievements of graduating students. Attendance at the ceremony is expected of all graduates.

年度毕业典礼是庆祝毕业生优异成就的庄严而喜乐的场合。所有毕业生均应出席典礼。。

Academic Honors:

学业荣誉:

Honor / 荣誉	GPA Requirement / GPA 要求
Summa Cum Laude / 最优等	3.90 – 4.00
Magna Cum Laude / 极优等	3.75 – 3.89
Cum Laude / 优等	3.50 – 3.74

Graduates are automatically enrolled as members of the BSOP Alumni Association and are encouraged to remain connected with the seminary community.

毕业生自动成为 BSOP 校友会会员，并被鼓励与神学院社群保持联系。

15.4 Graduation Requirements Summary by Program | 各课程毕业要求摘要

Requirement 要求	MA 文學碩士	MDiv 道學碩士	ThM 神學碩士	PhD 哲學博士
Total Credits / 总学分	48	90	36	60
Minimum GPA / 最低 GPA	2.5	2.5	3.0	3.0
Practicum Hours / 实习时数	100	200	—	—
Thesis/Dissertation / 论文	Optional 可选	Project 项目	Thesis 论文	Dissertation 论文
Comprehensive Exam / 综合考试	No	Yes 是	Yes 是	Yes 是
Residency / 驻校	—	—	1 semester 学期	2 semesters 学期

16 Campus Facilities and Safety 校园设施与安全

16.1 Campus Facilities 校园设施

The BSOP campus provides the following facilities for student use:

BSOP 校园为学生提供以下设施:

Facility 设施	Description 说明
Classrooms / 教室	Air-conditioned lecture rooms equipped with audio-visual technology and whiteboards. / 配备视听设备和白板的空调教室。
Chapel / 礼拜堂	The seminary chapel seats 200 and hosts regular worship services, special events, and guest lectures. / 神学院礼拜堂可容纳 200 人，举行定期崇拜、特别活动和客座讲座。
Library / 图书馆	A comprehensive theological library with study areas, computer workstations, and quiet rooms. / 设有学习区域、电脑工作站和安静阅读室的综合神学图书馆。
Dormitories / 宿舍	Separate male and female dormitory buildings with furnished rooms and shared facilities. / 男女分开的宿舍楼，配备家具的房间和共用设施。
Administrative Offices / 行政办公室	Houses the Registrar, Finance, Student Services, IT, and executive offices. / 教务处、财务处、学生服务处、IT 和行政办公室。
Dining Hall / 餐厅	A campus cafeteria providing meals during weekdays. Special dietary needs may be accommodated upon request. / 校园食堂在工作日提供餐饮。可根据要求提供特殊饮食需求。
Recreation Areas / 休闲区域	Outdoor spaces and a multi-purpose hall for student recreation, fellowship, and physical activities. / 户外空间和多功能厅，供学生休闲、团契和体育活动使用。

16.2 Safety and Security 安全保障

- **Campus Security:** 24-hour security personnel are stationed at campus entry points. All visitors must sign in at the security post. Students must carry their seminary ID at all times while on campus.
 - **Fire Emergency:** Fire extinguishers and evacuation maps are located in every building. Fire drills are conducted once per semester. In case of fire, evacuate immediately to the designated assembly area.
 - **Earthquake:** In the event of an earthquake, follow the "Drop, Cover, and Hold On" procedure. After shaking stops, evacuate to the open assembly area. Do not use elevators.
 - **Typhoon:** Classes may be suspended during severe weather events as determined by the administration. Students should monitor official announcements through the seminary's communication channels.
 - **First Aid:** First aid kits are available in the campus clinic, each building, and the dormitories. Trained first aid responders are identified among the staff.
 - **校园安全:** 24 小时安全人员驻守校园入口。所有访客必须在安全岗登记。学生在校园内必须随时携带神学院学生证。
 - **火灾应变:** 每栋建筑物都有灭火器和疏散地图。每学期进行一次消防演习。发生火灾时, 立即疏散到指定集合区域。
 - **地震:** 发生地震时, 按照“蹲下、掩护、抓稳”程序行事。震动停止后, 疏散到开阔的集合区域。不要使用电梯。
 - **台风:** 严重天气事件期间, 行政部门可能宣布停课。学生应通过神学院的通讯管道关注官方公告。
 - **急救:** 校园诊所、每栋建筑物和宿舍均备有急救箱。员工中有经培训的急救回应人员。
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Emergency Contact Numbers | 緊急聯絡電話（預留位置）

Campus Security: (02) 8292-6795, ext. 123 | Campus Clinic: (02) 8292-6795 ext 113 or 408, 403|

Local Police: 8353-4000 | Fire Department: [8252-3000]

校園安全部門： [123] | 校園診所： [113] | 當地警察： 8353-4000 | 消防部門： [8252-3000]

16.3 Environmental Stewardship 环境管理

As stewards of God's creation, BSOP is committed to sustainable campus operations:

作為神創造的管家，BSOP 致力於可持續的校園運營：

- **Go Green Solar Energy Project:** BSOP has installed solar panels on campus buildings, generating clean energy to reduce operational costs and environmental impact.
 - Campus-wide recycling bins for paper, plastic, and organic waste.
 - Tree-planting initiatives and campus beautification programs involving student volunteers.
 - Encouragement of water and electricity conservation practices in all campus facilities.
 - 环保太阳能专案：BSOP 已在校园建筑物上安装太阳能板，产生清洁能源以降低营运成本和环境影响。
 - 全校范围的纸张、塑料和有机废物回收桶。
 - 植树活动和由学生志愿者参与的校园美化计划。
 - 鼓励在所有校园设施中节约用水和用电。
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17 Directory and Contact Information 通讯录

For inquiries, assistance, or appointments, please contact the appropriate office using the information below:

如有查询、需要协助或预约，请使用以下资讯联系相应办公室：

Office / Department 办公室/部门	Email / 电子邮件	Phone / 电话	Office Hours 办公时间
General Inquiries / 一般查詢	bsop@bsop.edu.ph	(02) 8292-6795	Mon-Fri, 8AM-5PM
Admissions Office / 招生辦公室	admissions@bsop.edu.ph	(02) 8292-6795 Ext. 232 CP: 0917-1892767	Mon-Fri, 8AM-5PM
Registrar's Office / 教務處	registrar@bsop.edu.ph	(02) 8292-6795 Ext. 259	Mon-Fri, 8AM-5PM
Finance Office / 財務辦公室	finance@bsop.edu.ph	(02) 8292-6795 Ext. 243, 327 CP: 096-891-0306	Mon-Fri, 8AM-4PM
Library / 圖書館	library@bsop.edu.ph	(02) 8292-6795 Ext. 126	Mon-Fri, 8AM-8PM Sat, 8AM-12PM
IT Support / 資訊科技支援	it@bsop.edu.ph	Ext. 257, 256	Mon-Fri, 8AM-5PM
Student Services / 學生事務處主任	managementservices@bsop.edu.ph	Ext. 217	By appointment
Academic Dean / 學術院長	academicdean@bsop.edu.ph	(02) 8292-6795 Ext. 202	By appointment

Office / Department 办公室/部门	Email / 电子邮件	Phone / 电话	Office Hours 办公时间
President's Office / 院長辦公室	president@bsop.edu.ph	Ext. 154	By appointment
Alumni Relations / 校友關係	alumni@bsop.edu.ph	(02) 8292-6795 Ext. 124	Mon-Fri, 8AM-5PM
Chaplain	chaplain@bsop.edu.ph	(02) 8292-6795 Ext 342	

Website / 网站: bsop.edu.ph

Campus Address / 校園地址:

Biblical Seminary of the Philippines
77-B Bible Road, Karuhatan
Valenzuela City, Metro Manila 1441
Philippines

校园地址： 菲律宾圣经神学院

[街道地址预留位置] 瓦伦苏埃拉市, 马尼拉大都会 菲律宾

18 Appendices 附錄

Appendix A: Internet Usage Policy (Complete)

附錄 A: 網路使用政策（完整版）

Notice | 通知

The complete BSOP Internet Usage Policy is maintained as a separate document and is updated periodically. Contact IT Support at it@bsop.edu.ph for the current version.

完整的 BSOP 網路使用政策作為獨立文件維護，並定期更新。請聯繫 IT 支援部門

（it@bsop.edu.ph）獲取最新版本。

Appendix B: Academic Calendar 2025–2026

附錄 B：學術行事曆 2025–2026

The following is an indicative academic calendar. Official dates will be confirmed and published by the Registrar's Office before each term.

以下为指示性学术行事历。正式日期将由教务处在每学期前确认并公布。

Month / 月份	Key Events / 重要事項
June 2025 / 2025 年 6 月	First Semester Registration (June 1–7); Classes Begin (June 10); New Student Orientation
July 2025 / 2025 年 7 月	Chapel Week: Spiritual Formation Groups Begin
August 2025 / 2025 年 8 月	Midterm Examinations (Aug 4–8); Midterm Break
September 2025 / 2025 年 9 月	Seminary Anniversary Week; Missions Awareness Month
October 2025 / 2025 年 10 月	Final Examinations (Oct 6–10); First Semester Ends (Oct 10); Semester Break
November 2025 / 2025 年 11 月	Second Semester Registration (Nov 1–7); Classes Begin (Nov 10)
December 2025 / 2025 年 12 月	Christmas Break (Dec 20 – Jan 4); Advent Services
January 2026 / 2026 年 1 月	Classes Resume (Jan 5); Midterm Examinations (Jan 12–16)

Month / 月份	Key Events / 重要事項
February 2026 / 2026 年 2 月	Spiritual Emphasis Week; Day of Prayer
March 2026 / 2026 年 3 月	Final Examinations (Mar 16–20); Second Semester Ends (Mar 20); Commencement Ceremony; Holy Week Break
April 2026 / 2026 年 4 月	Summer Term Registration (Apr 1–3); Summer Classes Begin (Apr 7)
May 2026 / 2026 年 5 月	Summer Midterms (May 5–7); Summer Final Exams (May 26–28); Summer Term Ends

Appendix C: Forms Index

附錄 C: 表格索引

The following forms are available from the Registrar's Office or through the BSOP online portal:

以下表格可從教務處或通過 BSOP 線上入口網站獲取:

Form Name (English)	Form Name (Chinese) / 表格名稱 (中文)	Available From / 可從何處獲取
Application for Admission	入學申請表	Admissions Office / Online
Registration Form	註冊表	Registrar's Office / Online
Drop Form	加選/退選表	Registrar's Office
Leave of Absence Request	請假申請表	Dean of Students
Application for Graduation	畢業申請表	Registrar's Office
Financial Aid Application	經濟援助申請表	Finance Office
Library Card Application	圖書證申請表	Library
Grievance Form	申訴表	Dean of Students
Course Withdrawal Form	退選表	Registrar's Office
Request for Incomplete Grade	未完成成績申請表	Registrar's Office
Thesis/Dissertation Proposal Form	論文/博士論文計劃書表	Academic Dean

Appendix D: Acknowledgment and Agreement Form

附錄 D: 確認與同意書

STUDENT HANDBOOK ACKNOWLEDGMENT AND AGREEMENT

學生手冊確認與同意書

I, the undersigned, hereby acknowledge that I have received, read, and understood the BSOP Student Handbook for Academic Year 2025–2026. I agree to comply with all policies, rules, and regulations contained herein throughout the duration of my enrollment at the Biblical Seminary of the Philippines.

本人，簽名人，特此確認已收到、閱讀並理解 2025–2026 學年 BSOP 學生手冊。本人同意在菲律賓聖經神學院就讀期間遵守本手冊所載的所有政策、規則和規章。

I understand that failure to comply with the policies outlined in this handbook may result in disciplinary action, up to and including dismissal from the seminary.

本人了解未能遵守本手冊所列政策可能導致紀律處分，最嚴重可至被神學院開除。

I further acknowledge that the seminary reserves the right to amend the policies in this handbook as necessary and that students will be notified of any changes through official communication channels.

本人進一步確認神學院保留在必要時修改本手冊政策的權利，並且學生將通過正式通訊管道收到任何變更的通知。

Student Name / 學生姓名:

Student ID Number / 學生證號碼:

Program / 課程:

Date / 日期:

Signature / 簽名:

Appendix E: Scholarship Grant Matrix

Annex B 附件 B

Scholarship Grant Matrix**奖学金资助表**

Average Grade (GPA) per trimester 每学期平均成绩	Percentage of Support 支持百分比
Above 高于 1.75	100% of approved support 全额支持
Between 之间 1.76 - 2.0	75% of approved support 支持 75%
Below 低于 2.0	Full Cancellation of scholarship 全部取消
One subject of failure 一门挂科	Full Cancellation of scholarship 全部取消
Willful violation of academic regulations, dormitory regulations, dining regulations and local government regulations 违反学术规定、宿舍规定、就餐规定和当地政府规定。	Full Cancellation of scholarship 全部取消
Unwillingness to participate on field education assignment 不愿意参加实习	Full Cancellation of scholarship 全部取消
Habitual misbehavior inside the campus 在校园内习惯性不良行为	Full Cancellation of scholarship 全部取消

Note: The actual average per end of trimester will serve as a guide for the next trimester percentage of support.

备注：每个学期末的平均成绩将作为下一学期的支持参考。

Appendix F: Scholarship Agreement

Biblical Seminary of the Philippines

Agreement to scholarship requirements

菲律宾圣经神学院 -- 奖学金要求同意书

I. BSOP Scholarship Application Requirements:

一. 菲圣奖学金申请要求

1. Applicant must submit and comply to complete admission, academic and immigration (for foreign applicants) requirements.

1. 申请人必须提交并符合完整的入学、学术和移民局（外国申请人）的要求。

2. Applicant must read, understand and agree all requirements stated herein

2. 申请人必须阅读、理解并同意本申请表所述的所有要求。

3. Applicant must completely fill-up the BSOP Scholarship Application Form (Annex A) and submit it on or before the prescribed cut-off date (_____) to (_____)

3. 申请人必须完整填写《BSOP 奖学金申请表》（附件 A），并在规定截止日期（_____）或之前提交至（_____）。

II. On-campus requirement:

二. 在校要求:

1. The grant recipient must agree to study diligently and maintain a passing grade on all subjects and maintain to have a minimum GPA of 1.75 per trimester. Failure to comply will result in the cancellation of scholarship grant or in a decreased of the amount granted (see the scholarship grant matrix on grade in Annex B)

1. 受助人必须同意努力学习并保持所有科目的及格分数，并保持每学期至少 1.75 的平均绩点。不遵守规定将导致奖学金的取消或减少。（见奖学金资助表，附件 B）

2. The grant recipient must adhere to the proper decorum required from every student: campus rules and regulations: academic regulations, dormitory regulations, dining regulations and local government regulations. In the event that the student misbehaves and/or violates any of the BSOP regulations, the student will be expelled and must pay for all the expenses incurred during the actual period covered of his/her study at BSOP.

2. 受助人必须遵守学院规章制度上的规定：学术规定、宿舍规定、就餐规定和当地政府规定。如果学生行为不检点或违反了 BSOP 的任何规定，将被开除学籍，并须支付在 BSOP 学习期间收到的所有费用。

3. The grant recipient must follow the field education assignments, whether in churches or within the seminary or in other places, because these are intended so that students can gain more opportunities to develop their skills, attitude towards ministry, and interpersonal relationship skills.

3. 受助人必须完成教会、神学院或其他地方的实习作业，因为这些作业的目的是让学生有更多机会发展他们的技能、对服侍的态度、和人际关系的技巧。

4. The grant recipient is required to submit Thank You letter and BSOP Ministry Report to the donor and BSOP scholarship committee per year as their summary of their learnings from the academic, field training and seminary life. (See Annex C)

4. 受助人必须每年向捐献人及奖学金委员会提交感谢信及对菲圣服侍报告，作为他们从学术、实习及神学院生活中学习的总结。（见附件 C）

III. Post graduation requirements

三. 毕业后要求

1. The alumni is required to minister for at least 2 years in the local church, house church or any institution as long as it involves in Christian ministry or mission.

1. 校友必须在当地教会、家庭教会或任何机构有至少两年的服侍，参与基督教的服侍或宣教。

2. The alumni are required to submit an annual ministry report for two years to BSOP Alumni (_____)

2. 毕业后两年校友必须向 BSOP 校友会提交年度服侍报告。

I accept all the requirements (pre-requirement, on-campus requirement and post graduate requirements) set by BSOP Scholarship Committee.

本人理解并接受学院奖学金委员会规定的一切要求。

Signed with full understanding

签名

See next page for Library Handbook

— End of Student Handbook —

— 学生手册完 —

Biblical Seminary of the Philippines | 菲律賓聖經神學院

Established 1957 · SEC Registration No. 12797

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<https://bsop.edu.ph>



Biblical Seminary of the Philippines

菲律賓聖經神學院

Appendix L: Library Handbook

LIBRARY

HANDBOOK

Welcome To Our Library



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BIBLICAL SEMINARY OF THE PHILIPPINES LIBRARY

This handbook serves as an essential guide to the Biblical Seminary of the Philippines Library, providing key information on its policies, procedures, and services. It is designed to help effectively utilize the library's resources. Contact library staff with any questions or clarifications.

本手册是菲律宾圣经神学院图书馆的重要指南，提供其政策、程序和服务的关键信息。其目的在于帮助有效利用图书馆资源。如有任何问题或需要澄清，请联系图书馆工作人员


Revised by:

Raquel D. Cruz, RL, MLS
HEAD LIBRARIAN

Layout Artist:

Eunice Kimberly G. Gonzales, RL
LIBRARIAN

 <https://library.bsop.edu.ph>

 library@bsop.edu.ph

 bsoplibrary@bsop.edu.ph


 +63 2 8292 6795 loc 126

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I. LIBRARY PERSONNEL



Mrs. Raquel Cruz
Head Librarian



Ms. Eunice Kimberly Gonzales
Technical Librarian



Ms. Rialyn Antonio
Cataloger – Library Technician



Mrs. Rebecca Danganan
Library Assistant – Readers' Services



Mrs. Norabel Bagotsay
Library Assistant – Circulation Services

II. LIBRARY HOURS 图书馆开放时间

A. Regular School Days 正常上课日

	MORNING	AFTERNOON	EVENING
MONDAY TO FRIDAY 星期一至星期五	8:00 - 11:00	01:00 - 06:00	07:00 - 10:00
SATURDAY 星期六	08:00 - 12:00		

B. Quarter/Summer Breaks 学季/暑假

	MORNING	AFTERNOON
MONDAY TO FRIDAY 星期一至星期五	08:00 - 12:00	01:00 - 05:00

C. Modules 模块

	MORNING	AFTERNOON	EVENING
MONDAY TO FRIDAY 星期一至星期五	8:00 - 12:00	01:00 - 06:00	07:00 - 10:00
SATURDAY 星期六	08:00 - 12:00		

III. MATERIAL LOAN POLICIES

USER'S STATUS 用户状态	LOAN POLICIES 借贷规定		
	NUMBER OF BOOKS 书籍数量	DURATION (Days) 期限	RENEWAL (Times x Days) 续借
Full-time faculty and administrators 全职教师和行政人员	30	90	2 x 60
Residential/commuting students 住宿/走读学生	10	14	1 x 07
AGST students, AGST Non-BSOP faculty	10	14	1 x 14
Board members, adjunct faculty, and staff members	10	60	1 x 30
Student's/faculty spouse 学生/教师配偶	5	14	1 x 07
Alumni, non-alumni, pastors 校友、非校友、牧师	10	30	1 x 07

- Multi-media materials (CDs, VDCs, DVDs) may be borrowed for a maximum of seven (7) days. Renewal is subject to approval.
多媒体资料（CD、VDC、DVD）可借阅最长七（7）天。续借须经批准。
- AGST students from other seminaries are required to deposit ₱200 per book, refundable upon return of books. A maximum of five (5) books may be borrowed.
来自其他神学院的 AGST 学生须每本书押金 ₱200，归还时可退还。最多可借阅五（5）本书。
- Non-alumni pastors shall submit a letter of reference from their church, organization, or senior pastors along with their application form. Books can be borrowed after approval of the application and payment of fees.
非校友牧师须随申请表提交来自其教会、机构或主任牧师的推荐信。申请获批并缴费后方可借书。
- Guests and researchers shall submit a letter of reference or certificate of enrolment/ employment issued by their School Director or Academic Dean, organization, or pastor before permission is granted to use the library. Such users may use the library for research purposes only and are not permitted to borrow books or journals.
访客和研究人员须提交由其学校主任、教务长、所属机构或牧师签发的推荐信或注册/就业证明，方可获准使用图书馆。此类用户仅可将图书馆用于研究目的，不得借阅书籍或期刊。

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

- A. All books and journals are magnetized. The library is equipped with security sensors at the main entrance to detect improperly checked-out materials.
所有书籍和期刊均已磁化。图书馆在主入口安装了安全感应器，用于检测未正确借出的资料。
- B. All books are subject to recall at any time in case of need.
所有书籍在需要时可随时被召回。
- C. Teachers may reserve English or Chinese books for their courses at the Service Counter. This area is off-limits to all students. Please press the buzzer at the Service Counter for assistance. 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.
Course Reserved books may be checked out between 9:00 - 9:15 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 the weekend. Late return will incur an hourly fine. Non-residential students may inquire about early evening checkout (5:00 – 5:30 p.m., Mon-Fri), provided that duplicate copies remain available in the TR shelves.
教师可在服务台为课程预留英文或中文书籍。该区域禁止学生进入。请在服务台按铃以获得协助。馆内使用的预留书籍每位学生限借两（2）小时，可再续借两（2）小时，除非有其他读者提出需求。课程预留书籍可在晚上 9:00–9:15（周一至周五）借出，须于次日早上 7:30 前归还。每位学生可在夜间或周末最多借两（2）本书。逾期归还将按小时罚款。非住宿学生可在傍晚 5:00–5:30（周一至周五）申请提前借阅，前提是 TR 书架上仍有备用副本。

D. Non-circulation materials include:

Reference Books, Sino Special Collection, David Weisberg 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.

不外借资料包括：参考书籍、中华特藏、David Weisberg 特藏、菲律宾文献、特大书籍、学位论文（硕士论文与博士论文）、菲律宾华人教会档案资料、目录与索引、馆员文件收藏、地图与透明片收藏。复印申请须经批准。

E. Sunday School materials may be checked out over the weekend between 10:30 a.m. – 11:00 a.m. on Friday and must be returned by 8:00 in the Morning on Monday.

主日学资料可在周五上午 10:30–11:00 借出，须于周一上午 8:00 前归还

F. Residential students, full-time faculty and staff, student and faculty spouses may borrow periodicals overnight. Check out time is between 9:00 - 9:15 p.m. (Monday-Friday), and the material must be returned by 8:00 a.m. the next day.

住宿学生、全职教师和职员、学生及教师配偶可在夜间借阅期刊。借阅时间为晚上 9:00–9:15（周一至周五），须于次日早上 8:00 前归还

G. Procedure for checking out and renewals: 借阅与续借程序:

1. **Checking out and returning books: Users must bring their Student Identification Card to the Service Counter along with the books and other items. This privilege will be revoked if the accrued fine exceeds ₱1,000 or if the number of borrowed books exceeds the limit.**

借阅与归还书籍：用户须携带学生证及所借书籍和其他物品到服务台办理。若累计罚款超过 ₱1,000 或借阅书籍数量超过限额，该借阅权限将被取消。

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 notifying the Library Staff. Notification will be provided once the requested material is available or has been located.**

预约与查询：若用户需要已被借出的书籍/预留书籍，可通过 OPAC 系统或通知图书馆工作人员提出预约请求。一旦所需资料可用或已找到，用户将收到通知。

3. **Renewal procedure: Books may be renewed unless someone has placed a "hold" request on the books. For Board Members and Alumni, renewal must be processed in person. Renewing over the phone will be permitted under special circumstances, but only as a one-time exemption. In such a case, the author, title, and other relevant information.**

续借程序：除非有人对书籍提出“预约”请求，否则书籍可以续借。对于董事会成员和校友，续借必须亲自办理。在特殊情况下允许通过电话续借。情况，但仅作为一次性豁免。在这种情况下，需要提供作者、书名及其他相关信息。

V. FEES AND FINES 费用与罚款

A. Library Fees 图书馆费用

Library fees for residential and commuting students are included in the tuition fees charged by the Academic Office or the Registrar. These fees cover library access from July through October, corresponding to the regular Academic year. During summer break, full-time and part-time students who are pre-registered for the upcoming quarter are permitted to check out books. Alumni, non-alumni, Pastors, and Student/Staff spouses must pay ₱400.00 annually.

图书馆费用：住宿生和走读生的图书馆费用已包含在由教务处或注册处收取的学费中。这些费用涵盖从七月至十月的图书馆使用，对应于正常的学年。在暑假期间，已预先注册下学期的全日制和非全日制学生可借阅书籍。校友、非校友、牧师以及学生/教职员工的配偶必须每年缴纳₱400.00。

Researchers who opt for the quarterly basis (3 months) to use of BSOP Library must pay Php400.00/quarter. This fee is for research purposes and does not include borrowing privileges. Guest researcher's fee is Php100.00/day until 5:00 PM, without borrowing privilege or access to computer and Internet services. Non-BSOP users who bring their own laptop will be charged Php100.00/day for power consumption.

研究人员若选择按季度（3个月）使用 BSOP 图书馆，需支付每季度 Php400.00。此费用仅限于研究用途，不包含借阅权限。客座研究人员的费用为每天 Php100.00（至下午5:00），不享有借阅权限，也无法使用电脑和网络服务。非 BSOP 用户若自带笔记本电脑，将因电力消耗每天收取 Php100.00。

B. Overdue Fines 逾期罚款

Books	Periodicals	Multimedia	Reserved Books	Sunday School Materials
₱10.00/day	₱5.00/hour	₱50.00/day	₱20.00/hour	₱10.00/day

书籍	期刊	多媒体	预留书籍	主日学教材
₱10.00/天	₱5.00/小时	₱50.00/天	₱20.00/小时	₱10.00/天

C. Loss and Damage 遗失与损坏

1. Report any loss immediately. If the report is made after the due date of return, overdue fines will continue to accrue until the loss is reported.

立即报告任何遗失。如果在归还截止日期之后才报告，逾期罚款将继续累积，直到遗失被报告为止。

2. Lost books that are still in print will be charged the necessary amount to replace the book and a processing fee of ₱200. Out-of-print books will be charged ten times the original price 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.

遗失的仍在印行的书籍将按更换书籍的必要金额收费，并加收 ₱200 的处理费。绝版书籍将按原价的十倍或更高收费。如果原价不详，中文书籍将按每本不少于 US\$50 收费，英文及其他书籍将按每本不少于 US\$100 收费，具体金额视书籍评估价值而定。总费用 = 到期罚款 + 书籍更换费用 + 服务费。

Lost journals or periodicals will be charged the current amount necessary to replace the items and 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.

遗失的期刊或杂志将按当前更换所需金额收费，并加收 ₱200 的处理费。绝版资料将按原价的十倍或更高收费。如果原价不详，每本期刊将按不少于 US\$100 收费，具体金额视期刊的评估价值而定。有关多媒体资料，请参阅“杂项”部分。总费用 = 到期罚款 + 期刊更换费用 + 服务费。

3. Damages are charged according to the repair fees and ₱200 service fee.

损坏将根据修理费用收费，并加收 ₱200 的服务费。

D. Photocopying and Printing Charges 影印与打印费用

Paper Type	BSOP Family	Non-BSOP Family
Short	₱1.25	₱1.50
Long	₱1.50	₱1.75
B4	₱1.90	₱2.00
Acetate	₱1.75	₱2.00

Colored ₱20.00
 HP Printer Printing Charges ₱4.00/page
 Scanning Charges (same as photocopying charges)

纸张类型	BSOP 家属	非 BSOP 家属
短纸	₱1.25	₱1.50
长纸	₱1.50	₱1.75
B4	₱1.90	₱2.00
透明胶片	₱1.75	₱2.00

彩色打印 **₱20.00**

HP 打印机打印费用 **₱4.00/页**

扫描费用（与复印费用相同）

VI. THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

美国国会图书馆分类系统

BSOP Library uses the Library of Congress Classification System. The Library of Congress Classification System (LCC) uses letters 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 2019
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BSOP 图书馆采用美国国会图书馆分类系统。美国国会图书馆分类系统 (LCC) 在索书号的开头使用字母。书籍按照字母（如 BS）排列在书架上，然后再根据后续的数字排序。例如，

“REF” indicates Reference works (Location), CH indicates Chinese materials, and BS indicates the LCC category – Bible. The letters “Ar” refers to the first two letters of the author’s surname, while e is the first letter of the material’s title. OS indicates oversized books.

“REF” 表示参考书（馆藏位置），CH 表示中文资料，BS 表示美国国会图书馆分类 (LCC) 中的圣经类。字母 “Ar” 表示作者姓氏的前两个字母，而 e 表示资料标题的首字母。OS 表示大型书籍。

The LCC has the following categories:

美国国会图书馆分类法 (LCC) 包含以下类别：

<u>LCC</u>	<u>Category</u> 类别
A	General Works (Encyclopedias, Dictionaries, etc.) 综合类著作（百科全书、词典等）
B-BD	Philosophy 哲学
BF	Psychology 心理学
BJ	Ethics 伦理学
BR	Church History, Christianity 教会历史、基督教
BV	Christian Moral and Devotional Theology, Pastoral Theology, Church, Christian Education, Missions 基督教道德与灵修神学、牧养神学、教会、基督教教育、宣教

BL	Other Religions 其他宗教
BM	Judaism 犹太教
BP	Islam 伊斯兰教
BQ	Buddhism 佛教
BX	Denominations 宗派
C	History: Auxiliary Sciences 历史: 辅助学科
D	History: General and Old World 历史: 通史与古代世界
E-F	History: American 历史: 美国
G	Geography 地理
GN	Anthropology 人类学
GR	Folklore 民俗学
GV	Recreation 休闲
H	Social Sciences 社会科学
J	Political Science 政治学
K	Law 法律
L	Education 教育
M	Music 音乐
N	Fine Arts 美术
P	Language and Literature 语言与文学
Q	Science 科学
R	Medicine 医学
S	Agriculture 农业
T	Technology 技术
U	Military Science 军事科学
V	Naval Science 海军科学
Z	Bibliography and Library Science 书目与图书馆学

VII. OPAC (Online Public Access Catalog) 联机公共检索目录 (OPAC)

BSOP Library collections are searchable through the Koha Library Management System Online Public Access Catalog (OPAC). This service is available online when connected to the Internet, from the patron's computers, laptops, from the computer in the Library Circulation Area, and on the BSOP website.

BSOP 图书馆馆藏可通过 Koha 图书馆管理系统的联机公共检索目录 (OPAC) 进行检索。该服务在连接互联网时可在线使用, 读者可通过个人电脑、笔记本电脑、图书馆流通区的电脑, 以及 BSOP 网站进行访问。

1. It can search for specific items, titles, and subjects and browse through the BSOP OPAC if connected to the Internet.

在连接互联网的情况下，可以检索特定的馆藏、书名和主题，并浏览 BSOP OPACC。

2. It can let patrons know if an item has been checked out and can place that item "on hold." 它可以让读者知道某一馆藏是否已被借出，并且可以将该馆藏“预约”

3. The searches can be saved and printed in bibliographic format.
检索结果可以保存并以书目格式打印。

4. Patrons can view information about the materials they checked out, their fines, and receive messages from the library in their email.

读者可以查看已借阅资料的信息、他们的罚款，并在电子邮件中接收来自图书馆的消息。

5. Featured library collection and helpful links can also be found in the OPAC.
精选的图书馆馆藏和有用的链接也可以在 OPAC 中找到。

VIII. ONLINE DATABASES/SOFTWARE LIBRARY SUBSCRIPTION 线上数据库/软件图书馆订阅

1. EBSCOHOST

You can access the EBSCO Database by typing or pasting the URL <http://search.ebscohost.com/> in your browser.

您可以在浏览器中输入或粘贴网址 <http://search.ebscohost.com/> 来访问 EBSCO 数据库。

Enter the login credentials to gain access, which requires inputting the Username and Password.

输入登录凭证以获得访问权限，需要输入用户名和密码。

This time, we have upgraded our subscription to ATLA Religion Database with ATLA Serials PLUS to add more content.

这一次，我们已将订阅升级为 ATLA 宗教数据库并包含 ATLA Serials PLUS，以增加更多内容。

ATLA Religion Database® (ATLA RDB®) 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 online collection of major religion and theology journals.

ATLA 宗教数据库® (ATLA RDB®) 与 ATLASerials PLUS™ (ATLAS PLUS™) 相结合，汇集了宗教各领域期刊文章、书评和论文集的权威索引，以及 ATLA 最大的在线宗教与神学期刊馆藏。

Produced by the American Theological Library Association (ATLA), ATLA Religion Database with ATLASerials PLUS provides coverage extending back into the 19th century, with 1881 as the earliest date of coverage. By upgrading to ATLAS PLUS from ATLAS, sites will gain access to more than 120 full-text titles.

The Religion & Philosophy Collection is an essential full-text database for theology and philosophy studies. It includes hundreds of full-text journals and magazines covering various religious and philosophical topics, including world religions, religious history, political philosophy, and philosophy of language. Content includes more than 200 full-text journals and magazines, as well as 160 full-text, peer-reviewed journals and magazines, and full-text coverage dating back to 1911.

由美国神学图书馆协会 (ATLA) 制作的 ATLA 宗教数据库与 ATLASerials PLUS 提供了可追溯至 19 世纪的覆盖范围, 最早可追溯到 1881 年。通过从 ATLAS 升级到 ATLAS PLUS, 用户可以访问超过 120 种全文期刊。

宗教与哲学合集是神学与哲学研究的重要全文数据库。它包含数百种全文期刊和杂志, 涵盖各种宗教与哲学主题, 包括世界宗教、宗教史、政治哲学和语言哲学。其内容包括 200 多种全文期刊和杂志, 以及 160 种全文的同行评审期刊和杂志, 并提供可追溯至 1911 年的全文覆盖。

If you need further assistance with using and accessing the EBSCO, please feel free to visit the library, and we will be happy to assist you with your queries. Username and password will be provided to authorized BSOP users.

如果您在使用和访问 EBSCO 时需要进一步的帮助, 请随时前往图书馆, 我们将乐意协助您解决问题。用户名和密码将提供给经授权的 BSOP 用户。

The available EBSCO Databases are:

1. Atla Religion Database with AtlaSerials PLUS (Atla PLUS)
2. Religion and Philosophy Collection
3. Open Dissertations

可用的 EBSCO 数据库包括:

1. Atla 宗教数据库 (含 AtlaSerials PLUS, 简称 Atla PLUS)
2. 宗教与哲学合集
3. 开放论文集
4. eBook Collection (EBSCOhost) 电子书馆藏 (EBSCOhost)
5. eBook Open Access (OA) Collection (EBSCOhost) 电子书开放获取 (OA) 馆藏 (EBSCOhost)

2. GLOBAL DIGITAL THEOLOGICAL LIBRARY 全球数字神学图书馆

The Global Digital Theology Library (GDTL) offers an extensive collection of resources in religious studies and related disciplines. You can access GDTL by visiting <https://libguides.globaldtl.org/home>

Access to GDTL is available even outside the BSOP network by entering the access code/barcode provided to all authorized BSOP users. The passcode is strictly confidential and must not be shared with non-BSOP users.

The Digital Theological Library is the largest online theological library with 167 databases, including JSTOR Religion Collections, Religion and Theological Collection (Journals), Project MUSE Philosophy and Religion, and ProQuest One.

全球数字神学图书馆 (GDTL) 提供了宗教学及相关学科的大量资源。您可以通过访问 <https://libguides.globaldtl.org/home> 来进入 GDTL。

即使在 BSOP 网络之外，授权的 BSOP 用户也可以通过输入提供的访问代码/条码来使用 GDTL。该密码严格保密，不得与非 BSOP 用户共享。

数字神学图书馆是最大的在线神学图书馆，拥有 167 个数据库，包括 JSTOR 宗教馆藏、宗教与神学馆藏（期刊）、Project MUSE 哲学与宗教，以及 ProQuest One。

If you require additional assistance with using or accessing the Global Digital Theological Library, please feel free to visit the library, and we will be happy to help with your queries.

如果您在使用或访问全球数字神学图书馆时需要进一步的帮助，请随时前往图书馆，我们将乐意协助您解决问题。

3. ACCORDANCE BIBLE SOFTWARE ACCORDANCE 圣经软件

Accordance Bible Software is a digital resource designed to make Bible study and research easier and more engaging. Accordance Bible Software is now available at the library to support students in their biblical and theological studies. It features a diverse range of materials, including various Bible translations, commentaries, dictionaries, and original language texts, as well as maps, timelines, and other helpful tools. Additionally, adherence can help students deepen their understanding of God's word.

Installed in the BSOP Library computers are licensed collections: Triple Explorer 14 and Academic Collection Amber – Greek and Hebrew

Accordance 圣经软件是一种数字资源，旨在使圣经研读和研究更加轻松和有趣。

Accordance 圣经软件现已在图书馆提供，以支持学生的圣经与神学学习。

它包含多样化的资料，包括各种圣经译本、注释书、词典、原文文本，以及地图、时间线和其他有用工具。

此外，Accordance 还能帮助学生加深对上帝话语的理解。

BSOP 图书馆电脑中安装的授权合集包括：Triple Explorer 14 和 Academic Collection Amber – 希腊文与希伯来文。

IX. MISCELLANEOUS 杂项

A. Dress Code

Appropriate attire must be worn in accordance with Seminary guidelines. Casual clothing and slippers are permitted only after 5:00 PM from Monday to Thursday, and after 12:00 NN on Friday.

B. Photocopier and Printers 复印机和打印机

Photocopying and printing services are available for the convenience of all patrons. Only full-time faculty, administrators, and library staff members may do the photocopying.

为方便所有读者，图书馆提供复印和打印服务。只有全职教师、行政人员和图书馆工作人员可以进行复印。

The standard limit for photocopying is 15% of the total number of pages/chapters of a book. Cut-off time for photocopy service is at 9:00 p.m., Monday to Friday.

Users who want to print their documents can use the printer located inside the Service Counter area. Please ask the Library Staff for assistance. Misprints shall be charged along with non-misprints in calculating the number of copies printed.

复印的标准限制为一本书总页数/章节的 15%。复印服务的截止时间为周一至周五晚上 9:00。需要打印文件的用户可以使用位于服务柜台区域内的打印机。请向图书馆工作人员寻求帮助。在计算打印份数时，错误打印将与正确打印一并计费。

C. Reading Tables 阅览桌

The reading tables are always available for public use. No personal belongings or books should be left on the reading tables. Reserved rooms in the Graduate Students Research Room area 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 remove such books, but may request the thesis writer for temporary browsing. All other students and patrons may use the carrels in the Reading Area.

阅览桌始终对公众开放使用。阅览桌上不应放置个人物品或书籍。研究生研究室区域的预约房间可供博士、神学硕士 (Th. M.) 或论文写作的学生使用。为论文写作借出的书籍可以放置在这些区域。其他用户不得擅自取走这些书籍，但可以向论文作者申请临时阅览。所有其他学生和读者可以使用阅览区的自习座位。

D. Cellphones 手机

All cellphones must be set to *silent mode* while inside the library. Texting and chatting are permitted, but voice calls must be made or received outside the library premises. This policy is intended to maintain a quiet environment and prevent disturbance to other library users.

在图书馆内，所有手机必须设置为静音模式。允许发送短信和聊天，但语音通话必须在图书馆外进行。此规定旨在保持安静的环境，避免打扰其他图书馆用户。

E. Food and Drinks 食物和饮料

Food is strictly prohibited inside the Library.

Drinks: Containers must have secure lids to prevent spills (e.g., thermos, reusable tumblers, or sealed bottles). Only beverages in spill-resistant containers and personal-sized snacks stored in closed-lid containers are allowed.

Open Containers: Open mugs and paper cups must be used only within the Coffee and Tea Nook area. Food and beverages are only allowed in this area!

图书馆内严禁携带食物。 饮料：容器必须有密封盖以防止溢出（如保温瓶、可重复使用的随行杯或密封瓶）。 仅允许使用防溢容器中的饮料，以及存放在密封容器中的个人份量零食。 开放式容器：敞口杯和纸杯只能在咖啡与茶角区域使用。 食物和饮料仅允许在该区域内！

F. Lost Items 遗失物品

Any lost or unattended items found within the library shall be surrendered to the Library Staff for safekeeping. Items will be retained for a period of one (1) week. Thereafter, unclaimed items shall be subject to disposal at the discretion of the Library.

在图书馆内发现的任何遗失或无人看管的物品应交由图书馆工作人员保管。物品将保留一周时间。此后，未认领的物品将由图书馆自行决定处理。

G. Personal Belongings/After Using Books 个人物品/使用书籍后

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

所有读者在离开图书馆时必须随身携带个人物品。校友、牧师、客座研究人员和访客在进入图书馆时必须将包交由图书馆工作人员保管。所有使用过的书籍必须归还至书库和阅览区的书车上。

H. Emergency Exits 紧急出口

There are two 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.

图书馆内有两个标示为“紧急出口”的门，并在门上设有标志。这些出口仅供紧急情况下使用；任何无正当理由开启这些门的人将被罚款 ₱100。

I. Air-conditioners and Lights 空调与灯光

Only library personnel can operate the air-conditioning unit, electric fans, and lights. Electric fans will only be used when the air-conditioning unit is off, and it is prohibited to move from their current location. Turn off all fans and lights upon leaving the library. Always conserve energy.

只有图书馆工作人员可以操作空调、电风扇和灯光。电风扇仅在空调关闭时使用，并且禁止移动其位置。离开图书馆时必须关闭所有电风扇和灯光。请务必节约能源。 Sofas

The sofa in the Reading Area is for sitting only. Sleeping or lying down is not allowed.

J. Audio-Visual Materials 视听资料

1. Selected video tapes, audio CDs, video CDs, or DVDs 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.

部分录像带、音频 CD、视频 CD 或 DVD 可供借阅或在视听室内观看。若观众人数达到十人或以上，可开启空调。

- For class viewing, professors shall schedule two days ahead with the Head 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.

课堂观看时，教授须提前两天向图书馆主任预约。教会团体观看时，学生必须亲自借阅录像带并负责保管。不得代他人借阅或将录像带交由他人保管。

- Charges for group viewing are twice the amount for individual viewing. The fees for individual viewing are as follows:

团体观看的收费是个人观看的两倍。个人观看的费用如下：

No. of Discs or Tapes/Title 光盘或录像带数量/ 标题	CDs/VCDs	DVDs
1	₱30.00	₱50.00
2	₱35.00	₱55.00
3	₱40.00	₱60.00
4	₱45.00	₱65.00
5	₱50.00	₱70.00

- AGST students, on-alumni pastors and other guest users shall first pay a refundable deposit of ₱400 before being allowed to check out AV tapes. Upon returning, deposits shall be refunded.

AGST 学生、非校友牧师及其他访客用户在借阅视听资料前，须先缴纳 ₱400 的可退押金。归还后，押金将予以退还。

- When losses or damages are incurred, the fines are as follows:

当发生遗失或损坏时，罚款如下：

CDs/VCDs	DVDs
7X the original price 7x 原价 + ₱200 service fee	10X the original price 10x 原价 + ₱200 service fee

K. Using Computers and Printers 使用计算机和打印机

- 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 laptops to any of the desktop computers in the Computer Area.

图书馆工作人员将在图书馆开馆时准备所有电脑和打印机。上午11点至1点期间，学生不得使用电脑 下午6点至7点，以及受规律的学校活动期间。用户不得开关电脑或不充电器，更改任何设置，也不得将笔记本电脑连接到电脑区内的任何台式电脑。

2. **Keep the table, keyboard, and drawers clean and neat. When using extra chairs, return them to their place after use.**
保持桌子、键盘和抽屉整洁干净。使用多余椅子时，使用后应将其放回原位
3. **Only Mr. Homer Huang and Mr. Richard Go (and the people they assign) may install any educational or technical software into the computers. No one is allowed to install their programs, nor download from the Internet, into any of the library computers.**
只有黄荷华先生和吴理查先生（以及他们指派的人员）可以向计算机安装任何教育或技术软件。任何人都不被允许将他们的程序安装到任何图书馆的电脑中，也不得从互联网下载。
4. **BSOP Library allows faculty, staff and students' children and dependents 18 years and above to stay in the library for study and research purposes only. BSOP图书馆允许18岁及以上的教职员工及其子女及家属仅用于学习和研究目的。 This is in line with the library's goal to effectively provide quality services for its clientele.**
这符合图书馆为客户有效提供优质服务的目标。
5. **Wi-Fi signal is available inside the Library. The Internet is mainly a tool for research and email, and should not be used for chatting, 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.**
图书馆内提供Wi-Fi信号。互联网主要是研究和电子邮件的工具，不应用于聊天、电话、不道德用途、娱乐（观看/下载游戏、电影或其他媒体形式）和/或休闲（玩网络游戏）。不道德的使用玷污了上帝，不当使用会拖慢整个系统，影响所有其他使用者。
6. **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, Mr. HomerHuang or Mr. Richard Go.**
如果你听到电脑发出异常的哔哔声，或者看到烟雾，或者闻到电脑上或电脑上的任何异常气味，请立即保存 并向图书馆工作人员、黄荷马先生或高理查德先生报告问题。
7. **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.**
个人笔记本电脑应关闭电源，拔掉墙壁插座或延长线，离开图书馆时应取出。用餐时间、学生上课期间或任何时间内，这些书都不能放在图书馆。

X. COLLECTIONS AND LOCATIONS 藏品与地点

First Floor 一楼

- English/Chinese General Circulation and Bound Periodicals Section (Reading Area/Book Stack Area) 英/中文通行及装订期刊区 (阅览区/书架区)
- English/Chinese Reference Circulation (Book Stack Area near glass exit door) 英/中文参考流通区 (玻璃门附近的书架区)
- English/Chinese Theses and Dissertation Collections, Sino Special Collection, Filipiniana Collection (Movable bookshelves) 英汉论文与学位文集, 中国特藏, 菲律宾文书收藏 (可移动书架)
- English/Chinese Course Reserved Books (Service Counter/Circulation Area) 英中文课程预订书籍 (服务柜台/流通区)
- Current Periodicals (Reading Area); Bound Periodicals (Book Stack Area) 当前期刊 (阅读区); 装订期刊 (书架区)
- Oversized Books (Inside blue bookshelves in the Book Stack Area) 超大书籍 (书架区蓝色书架内)
- Philippine Chinese Church Archives (Philippine Chinese Church Archives and Research Room) 菲律宾华人教会档案馆 (菲律宾华人教会档案与研究室)
- Video Tapes, CD, VCD, DVD Collection in Multimedia Cabinets (Book Stack Area and Philippine Chinese Church Archives Section) 录像带、CD、VCD、DVD收藏于多媒体柜中 (书堆区及菲律宾华人教会档案区)
- Sunday School Materials (Book Stack Area) 主日学材料 (书架区)
- Librarian's File Collection (Reading Area inside Librarians' Workroom) 图书管理员档案收藏 (图书管理员工作室内的阅览区)
- Maps and Transparencies Collection (Philippine Chinese Church Archives and Research Room) 地图与透明片收藏 (菲律宾华人教会档案与研究室)

Second Floor 二楼

- Dr. David Weisberg Collection Room 大卫·韦斯伯格博士收藏室

